School Catalog

2017

Access school catalog at

www.ucastx.com

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

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

UCAS University of Cosmetology Arts & Sciences
724 E. Expwy 83
La Joya, Texas 78560
(956) 581-8227

UCAS University of Cosmetology Arts & Sciences
4522 Fredericksburg, A-85
San Antonio, Texas 78201
(210) 654-9734

UCAS University of Cosmetology Arts & Sciences
910 SE Military, Suite 100
San Antonio, Texas 78214
(210) 433-7222

Revised: April 20, 2017

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GENERAL INFORMATION

A. HISTORY

UCAS University of Cosmetology Arts & Sciences - Origins

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

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

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

La Joya, Texas
In December 30, 2009, an additional location was purchased in La Joya, Texas to accommodate students seeking education in the Cosmetology and related fields. This location is designed to serve quality education to the western Hidalgo and Starr Counties. UCAS University of Cosmetology Arts & Sciences expands furthermore in order to accommodate the growing demands of the profession.

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

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

B. PURPOSE AND SCHOOL PHILOSOPHY

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

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

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

C. MISSION STATEMENT

The mission of the institution is to provide students a quality cosmetology related education, by preparing students for licensing and gainful employment.

D. OWNERSHIP

1. UCAS University of Cosmetology Arts & Sciences (Rio Grande Valley) McAllen, Harlingen & La Joya Campuses

The name of the Corporation as stated in the Articles of Incorporation is Magic Valley Beauty College, Inc., DBA, UCAS University of Cosmetology Arts & Sciences.

The institutions are duly recognized, licensed, and authorized school in accordance with Texas Department of Licensing and Regulations (TDLR).

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

UCAS University of Cosmetology Arts & Sciences (Magic Valley Beauty College, Inc.) presently has three locations in the Rio Grande Valley:

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

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

UCAS University of Cosmetology
Arts & Sciences
724 E. Expwy. 83
La Joya, Texas 78560
(956) 581-8227

2. UCAS University of Cosmetology Arts & Sciences (San Antonio, Texas) 410 & Pica Campuses

The name of the Corporation as stated in the Articles of Incorporation is UCAS, Inc., DBA, UCAS University of Cosmetology Arts & Sciences.

The institutions are duly recognized, licensed, and authorized school in accordance with Texas Department of Licensing and Regulations (TDLR).

The institutions are owned by the corporation UCAS, Inc. under the President Lucinda S. Leyva.

UCAS University of Cosmetology Arts & Sciences (UCAS, Inc.) presently has two locations in the San Antonio, Texas:

UCAS University of Cosmetology Arts & Sciences 4522 Fredericksburg, A-85 San Antonio, Texas 78201 (210) 654-9734	UCAS University of Cosmetology Arts & Sciences 910 SE Military, Suite 100 San Antonio, Texas 78214 (210) 433-7222

E. INTITUTIONS' CORPORATE FACULTY

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

Corporative Administrative Owner and Personnel:

Lucinda S. Leyva	President/ Owner
Andrea Shearer	Vice President
Michael Shearer	Chief Executive Officer
Lorena Salinas	Corporate Executive Director
Maria Sierra	Corporate Financial Aid Director
Yessica Chapa	Corporate Financial Aid Assistant
Diana Ramirez	Corporate Student Salon Director
Gisela Alaniz	Corporate Director of Education
Olivia Soto	Corporate Finance Director

F. SCHOOL LICENSING, ACCREDITATION, ASSOCIATION, PARTICIPATION & PARTNERSHIP

The institutions are licensed by Texas Department of Licensing and Regulation (TDLR) and accredited by the National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS). The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and programs of cosmetology arts and sciences, electrology, and massage. Certifications may be viewed at the front entrance of the schools. The institutions are members of the association, American Association of Cosmetology Schools (AACS).

LICENSING AND REGULATION

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

ACCREDITATION
National Accrediting Commission of
Career Arts & Sciences, Inc. (NACCAS)
3015 Clovin St.
Alexandria, VA 22314
(703) 600-7600

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

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

PARTNERSHIP
CHI Environmental School Programs

Milady Business Fundamentals

Availability of Eligible and Certification Documents

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

G. RIGHTS OF THE INSTITUTION

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

H. NON-DISCRIMINATION POLICY

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

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

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

I. SCHOOL FACILITIES

1. UCAS University of Cosmetology Arts & Sciences

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

The McAllen campus occupies approximately 21,210 square feet and can accommodate approximately 500 students with on-going full-time, part-time classes, day and night. Ample parking is available in the front and rear of the school. The campus provides access to the following equipment for student use; styling chairs & stations, shampoo bowls & chairs, manikin sinks, manicure stations, pedicure stations & stools, facial beds, facial machines, wax machines, facial steamers, manikin tripods, whiteboards, mounted TVs & DVD player, sufficient tables and chairs to accommodate theory and practical work by students.

The school is divided into a reception area, offices, dispensary, theory and practical classrooms, facial rooms, students' and staff lounge, supply rooms, restrooms and a student training laboratory where students practice cosmetology and related services on the general public.

The McAllen campus is accredited by National Accrediting Commission of Career Arts & Sciences and is approved to teach:

Cosmetology Operator (English, 1500 hours)
Cosmetology Operator (Spanish, 1500 hours)
Instructor (English, 750 hours)
Esthetician (English, 750 hours)
Manicurist (English, 600 hours)

2. UCAS University of Cosmetology Arts & Sciences

913 N. 13th Street
Harlingen, Texas 78550
(956) 412-1212

The Harlingen campus occupies approximately 8,650 square feet and can accommodate approximately 200 students with on-going full-time, part-time classes, day and night. Ample parking is available in the front and north of the school. The campus provides access to the following equipment for student use; styling chairs & stations, shampoo bowls & chairs, manicure stations, pedicure stations & stools, facial beds, facial machines, wax machines, facial steamers, manikin tripods, whiteboards, TVs & DVD player, sufficient tables and chairs to accommodate theory and practical work by students.

The school is divided into a reception area, offices, dispensary, theory and practical classrooms, facial rooms, students' and staff lounge, supply rooms, restrooms and a student training laboratory where students practice cosmetology and related services on the general public.

The Harlingen campus is accredited by National Accrediting Commission of Career Arts & Sciences and is approved to teach:

Cosmetology Operator (English, 1500 hours)
Cosmetology Operator (Spanish, 1500 hours)
Instructor (English, 750 hours)
Esthetician (English, 750 hours)
Manicurist (English, 600 hours)

3. UCAS University of Cosmetology Arts & Sciences
724 E. Expwy. 83
La Joya, Texas 78560
(956) 581-8227

The La Joya campus occupies approximately 15,748 square feet and can accommodate approximately 450 students with on-going full-time, part-time classes, day and night. Ample parking is available in the front and west of the school. The campus provides access to the following equipment for student use; styling chairs & stations, shampoo bowls & chairs, manicure stations, pedicure stations & stools, facial beds, facial machines, wax machines, facial steamers, manikin tripods, whiteboards, mounted TVs & DVD player, sufficient tables and chairs to accommodate theory and practical work by students.

The school is divided into a reception area, offices, dispensary, theory and practical classrooms, resource room, facial rooms, students' and staff lounge, supply rooms, restrooms and a student training laboratory where students practice cosmetology and related services on the general public.

The La Joya campus is accredited by National Accrediting Commission of Career Arts & Sciences and is approved to teach:

Cosmetology Operator (English, 1500 hours)
Cosmetology Operator (Spanish, 1500 hours)
Instructor (English, 750 hours)
Esthetician (English, 750 hours)
Manicurist (English, 600 hours)

4. UCAS University of Cosmetology Arts & Sciences
4522 Fredericksburg, A-85
San Antonio, Texas 78201
(210) 654-9734

The school occupies approximately 6,204 square feet and can accommodate approximately an average of 200 students with on-going full-time, part-time classes, day and night. The campus provides access to the following equipment for student use; styling chairs & stations, shampoo bowls & chairs, manicure stations, pedicure stations & stools, facial beds, facial machines, wax machines, facial steamers, manikin tripods, whiteboards, TV & DVD player, sufficient tables and chairs to accommodate theory and practical work by students.

The parking lot is located in the front of the school for students, clients and visitors. The school is divided into a reception area, offices, dispensary, theory and practical classrooms, facial rooms, students' and staff lounge, supply rooms, restrooms and a student training laboratory where students practice cosmetology and related services on the general public.

The San Antonio campus (at 410) is accredited by National Accrediting Commission of Career Arts & Sciences and is approved to teach:

Cosmetology Operator (English, 1500 hours)
Cosmetology Operator (Spanish, 1500 hours)
Instructor (English, 750 hours)
Esthetician (English, 750 hours)
Manicurist (English, 600 hours)

5. **UCAS University of Cosmetology Arts & Sciences**
910 SE Military, Suite 100
San Antonio, Texas 78214
(210) 433-7222

The school occupies approximately 10,860 square feet and can accommodate approximately an average of 300 students with on-going full-time, part-time classes, day and night. The campus provides access to the following equipment for student use; styling chairs & stations, shampoo bowls & chairs, manicure stations & stools, facial bed, facial machine, wax machines, facial steamers, manikin tripods, whiteboards, TV & DVD player, sufficient tables and chairs to accommodate theory and practical work by students.

The parking lot is located in front and side of the school for students, clients and visitors. The school is divided into a reception area, offices, dispensary, theory and practical classrooms, facial rooms, students' and staff lounge, supply rooms, restrooms and a student training laboratory where students practice cosmetology and related services on the general public.

The San Antonio campus (at Pica) is accredited by National Accrediting Commission of Career Arts & Sciences and is approved to teach:

Cosmetology Operator (English, 1500 hours)
Cosmetology Operator (Spanish, 1500 hours)
Instructor (English, 750 hours)
Esthetician (English, 750 hours)
Manicurist (English, 600 hours)

J. INSTRUCTION & LICENSING REQUIREMENTS

The following occupations are identified by a Standard Occupational classification (SOC) code established by the Office of Management and Budget or an Occupational Information Network O*NET-SOC code established by the Department of Labor available at http://online.onecenter.org

A. INSTRUCTION

1. Cosmetology Operator 1500 Clock Hours 12.0401

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

Document Awarded Upon Graduation

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

Compensation to be Reasonably Expected upon Graduation

Hairdressers, Hairstylists, and Cosmetologists working in **Texas Statewide** can expect to earn median cash salary of **$22,023** or **$10.59** per hour. The median wage is the 50th percentile wage estimate--50 percent of workers earn less than the median and 50 percent of workers earn more.

Half of the people in this job earn between **$17,433 ($8.38 per hour)** and **$30,088 ($14.47 per hour)** (i.e., between the 25th and 75th percentiles). An **entry level** worker can expect to earn **$16,348 ($7.86 per hour)** while an **experienced** worker can expect to earn **$30,306 ($14.57 per hour).**

Annual wages have been calculated by multiplying the hourly wage by a "year-round, full-time" hour's figure of **2080** hours. For those occupations where there is not an hourly wage published, the annual wage has been directly calculated from the reported survey data.

These estimates are based on **423** mail surveys of establishments in the area taken through November, 2009 and have a relative standard error of **2.40%**. The relative standard error (RSE) is a measure of the reliability of a survey statistic. The smaller the relative standard error, the more precise the estimate

Job Duties and Responsibilities

See 1602.002 for the Definition of Cosmetology (Texas Department of Licensing & Regulations Law).

Physical Demands of the Profession

The successful practice of cosmetology usually requires careful eye and hand coordination. Cosmetologist and Cosmetology Instructors most often work at least 8 hours per day, most of the time on their feet and with

their arms extended performing, or demonstrating and correcting practical services.

Such work requires some physical strength and stamina. Persons suffering from back, leg or joint ailments should consult a physician to see if they are physically able to meet these requirements.

In addition, working both fields requires continuous exposure to a wide variety of hair and skin treating chemicals. Persons with allergies of any kind or sensitive skin or eye should consult a physician to see if chemical sensitivity many prohibit them form engaging in the profession.

In particular, prospective students who are pregnant should consult a physician to see if they can meet practical work requirements of the curriculum including chemical exposure before enrolling.

Safety Requirements

Working in the field of cosmetology presents its own dangers to students, cosmetologists and instructors. Safety requirements of the profession generally fall into three broad areas: Sanitation, chemical safety, and physical safety (Please note: the following tips will be expanded upon during your course of study—should you elect to become a student—and are not intended to be exhaustive):

A. Sanitation – See Texas Department of Licensing & Regulations, Chapter 83, Administrative Rules

Practitioners or students of cosmetology must keep their work areas and instruments sanitized and in good working order at all time. Failure to do so exposes both the practitioner or student and client to the dangers of disease or injury caused by infected or malfunctioning equipment.

It is particularly important in light of the threat of AIDS and the fact that cosmetology involves work with instruments that practitioners and students maintain their implements in a clean and safe manner. Any blood drawn by a cut or scrape should never be touched by exposed flesh in the course of administering first aid, an the offending instrument should be thoroughly inspected, cleaned of nay body fluids and sanitized as soon as possible after the accident.

Failure to sanitize instruments properly also exposes the student, practitioner, or client to a wide variety of other diseases or parasites, such as ringworm or other fungus infections, head lice, etc.

B. Chemical Safety

Cosmetology work involves the use and/or exposure to a wide variety of chemical products.

Cosmetology students and practitioners are required to familiarize themselves with and follow the manufacturer's directions for proper use, to observe the manufacturer's precautions regarding the use of the product, and to consult with clients or patrons regarding any previous difficulties with the service or special needs.

In particular, cosmetology chemical products should never be placed in unlabeled containers, near any food storage area, nor left in place where children can have access to them.

C. Physical Safety

The requirements for physical safety are the most obvious, but quiet often the most overlooked.

In general, all equipment should be well maintained and never used to perform any task for which it was not designed.

In addition, cosmetology implements are not toys and should not be treated as such. No horseplay or carelessness in the use of implements can be tolerated. Cosmetology implements should never be left where children have access to them.

2. Instructor 750 Clock Hours 12.0413

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

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

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

Document Awarded Upon Graduation

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

Compensation to be Reasonably Expected upon Graduation

Cosmetology instructors usually earn a fixed salary, starting about the $10.00 or $20,800.00 a year.

Cosmetology instructors who become school managers usually Salary increases.

In addition, school staff (especially instructors and mangers) may receive compensation packages, including profit sharing, health benefits, paid vacation, sick leave, and holidays

Job Duties and Responsibilities

See 1602.002 for the Definition of Cosmetology (Texas Department of Licensing & Regulations Law).

Physical Demands of the Profession

The successful practice of cosmetology usually requires careful eye and hand coordination. Cosmetologist and Cosmetology Instructors most often work at least 8 hours per day, most of the time on their feet and with their arms extended performing, or demonstrating and correcting practical services.

Such work requires some physical strength and stamina. Persons suffering from back, leg or joint ailments should consult a physician to see if they are physically able to meet these requirements.

In addition, working both fields requires continuous exposure to a wide variety of hair and skin treating chemicals. Persons with allergies of any kind or sensitive skin or eye should consult a physician to see if chemical sensitivity many prohibit them form engaging in the profession.

In particular, prospective students who are pregnant should consult a physician to see if they can meet practical work requirements of the curriculum including chemical exposure before enrolling.

Safety Requirements

Working in the field of cosmetology presents its own dangers to students, cosmetologists and instructors. Safety requirements of the profession generally fall into three broad areas: Sanitation, chemical safety, and physical safety (Please note: the following tips will be expanded upon during your course of study—should you elect to become a student—and are not intended to be exhaustive):

A. Sanitation – See Texas Department of Licensing & Regulations, Chapter 83, Administrative Rules

Practitioners or students of cosmetology must keep their work areas and instruments sanitized and in good working order at all time. Failure to do so exposes both the practitioner or student and client to the dangers of disease or injury caused by infected or malfunctioning equipment.

It is particularly important in light of the threat of AIDS and the fact that cosmetology involves work with instruments that practitioners and students maintain their implements in a clean and safe manner. Any blood drawn by a cut or scrape should never be touched by exposed flesh in the course of administering first aid, an the offending instrument should be thoroughly inspected, cleaned of nay body fluids and sanitized as soon as possible after the accident.

Failure to sanitize instruments properly also exposes the student, practitioner, or client to a wide variety of other diseases or parasites, such as ringworm or other fungus infections, head lice, etc.

A. Chemical Safety

Cosmetology work involves the use and/or exposure to a wide variety of chemical products.

Cosmetology students and practitioners are required to familiarize themselves with and follow the manufacturer's directions for proper use, to observe the manufacturer's precautions regarding the use of the product, and to consult

with clients or patrons regarding any previous difficulties with the service or special needs.

In particular, cosmetology chemical products should never be placed in unlabeled containers, near any food storage area, nor left in place where children can have access to them.

B. Physical Safety

The requirements for physical safety are the most obvious, but quiet often the most overlooked.

In general, all equipment should be well maintained and never used to perform any task for which it was not designed.

In addition, cosmetology implements are not toys and should not be treated as such. No horseplay or carelessness in the use of implements can be tolerated. Cosmetology implements should never be left where children have access to them.

3. Esthetician 750 Clock Hours 12.0409

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

Document Awarded Upon Graduation

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

Compensation to be Reasonably Expected upon Graduation

Skin Care Specialists working in **Personal Care Services** in **Texas Statewide** can expect to earn median cash salary of **$26,244** or **$12.62** per hour. The median wage is the 50th percentile wage estimate--50 percent of workers earn less than the median and 50 percent of workers earn more.

Half of the people in this job earn between **$20,563 ($9.89 per hour)** and **$36,215 ($17.41 per hour)** (i.e., between the 25th and 75th percentiles). An **entry level** worker can expect to earn **$17,870 ($8.59 per hour)** while an **experienced** worker can expect to earn **$35,548 ($17.09 per hour).**

Annual wages have been calculated by multiplying the hourly wage by a "year-round, full-time" hours figure of **2080** hours. For those occupations where there is not an hourly wage published, the annual wage has been directly calculated from the reported survey data.

These estimates are based on **63** mail surveys of establishments in the area taken through November, 2009 and have a relative standard error of **5.71%**. The relative standard error (RSE) is a measure of the reliability of a survey statistic. The smaller the relative standard error, the more precise the estimate

Job Duties and Responsibilities
See 1602.002 for the Definition of Cosmetology (Texas Department of Licensing & Regulations Law). .

Physical Demands of the Profession

The successful practice of esthetics usually requires careful eye and hand coordination. Estheticians most often work at least 8 hours per day, most of the time on their feet and with their arms extended performing, or demonstrating and correcting practical services.

Such work requires some physical strength and stamina. Persons suffering from back, leg or joint ailments should consult a physician to see if they are physically able to meet these requirements.

In addition, working both fields requires continuous exposure to a wide variety of skin treating chemicals. Persons with allergies of any kind or sensitive skin or eye should consult a physician to see if chemical sensitivity many prohibit them form engaging in the profession.

In particular, prospective students who are pregnant should consult a physician to see if they can meet practical work requirements of the curriculum including chemical exposure before enrolling.

Safety Requirements

Working in the field of skin care presents its own dangers to students, and estheticians. Safety requirements of the profession generally fall into three broad areas: Sanitation, chemical safety, and physical safety (Please note: the following tips will be expanded upon during your course of study—should you elect to become a student—and are not intended to be exhaustive):

A. Sanitation – See Texas Department of Licensing & Regulations, Chapter 83, Administrative Rules

Practitioners or students of esthetics must keep their work areas and instruments sanitized and in good working order at all time. Failure to do so exposes both the practitioner or student and client to the dangers of disease or injury caused by infected or malfunctioning equipment.

It is particularly important in light of the threat of AIDS and the fact that esthetics involves work with instruments that practitioners and students maintain their implements in a clean and safe manner. Any blood drawn by a cut or scrape should never be touched by exposed flesh in the course of administering first aid, an the offending instrument should be thoroughly inspected, cleaned of nay body fluids and sanitized as soon as possible after the accident.

Failure to sanitize instruments properly also exposes the student, practitioner, or client to a wide variety of other diseases or parasites, such as ringworm or other fungus infections, head lice, etc.

A. Chemical Safety

Esthetics work involves the use and/or exposure to a wide variety of chemical products.

Esthetician students and practitioners are required to familiarize themselves with and follow the manufacturer's directions for proper use, to observe the manufacturer's precautions regarding the use of the product, and to consult with clients or patrons regarding any previous difficulties with the service or special needs.

In particular, skin care chemical products should never be placed in unlabeled containers, near any food storage area, nor left in place where children can have access to them.

B. Physical Safety

The requirements for physical safety are the most obvious, but quiet often the most overlooked.

In general, all equipment should be well maintained and never used to perform any task for which it was not designed.

In addition, esthetics implements are not toys and should not be treated as such. No horseplay or carelessness in the use of implements can be tolerated. Esthetics implements should never be left where children have access to them.

4. Manicurist 600 Clock Hours 12.0410

The manicuring business is more popular today than it has ever been. Many states have a separate license for Manicurists. Manicuring became a "big business" with the introduction of new products and services to strengthen and beautify the fingernails and, in some cases, the toenails. Nail wrapping and the application of artificial nails have been added to the service offered in beauty salons and also in spas.

Document Awarded Upon Graduation

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

Compensation to be Reasonably Expected upon Graduation

Manicurists and Pedicurists working in **Texas Statewide** can expect to earn a median cash salary of **$18,500** or **$8.89** per hour. The median wage is the 50th percentile wage estimate--50 percent of workers earn less than the median and 50 percent of workers earn more.

Half of the people in this job earn between **$15,959 ($7.67 per hour)** and **$22,296 ($10.72 per hour)**(i.e., between the 25th and 75th percentiles). An

entry level worker can expect to earn **$15,506 ($7.45 per hour)** while an **experienced** worker can expect to earn **$22,725 ($10.93 per hour).**

Annual wages have been calculated by multiplying the hourly wage by a "year-round, full-time" hours figure of **2080** hours. For those occupations where there is not an hourly wage published, the annual wage has been directly calculated from the reported survey data.

These estimates are based on **79** mail surveys of establishments in the area taken through November, 2009 and have a relative standard error of **4.42%**. The relative standard error (RSE) is a measure of the reliability of a survey statistic. The smaller the relative standard error, the more precise the estimate

Job Duties and Responsibilities
See 1602.002 for the Definition of Cosmetology (Texas Department of Licensing & Regulations Law).

Physical Demands of the Profession

The successful practice of manicuring usually requires careful eye and hand coordination. Manicurists most often work at least 8 hours per day, most of the time on their feet and with their arms extended performing, or demonstrating and correcting practical services.

Such work requires some physical strength and stamina. Persons suffering from back, leg or joint ailments should consult a physician to see if they are physically able to meet these requirements.

In addition, working both fields requires continuous exposure to a wide variety of nail treating chemicals. Persons with allergies of any kind or sensitive skin or eye should consult a physician to see if chemical sensitivity many prohibit them form engaging in the profession.

<u>In particular, prospective students who are pregnant should consult a physician to see if they can meet practical work requirements of the curriculum including chemical exposure before enrolling.</u>

Safety Requirements

Working in the field of manicuring presents its own dangers to students, and manicurists. Safety requirements of the profession generally fall into three broad areas: Sanitation, chemical safety, and physical safety (Please note: the following tips will be expanded upon during your course of study—should you elect to become a student—and are not intended to be exhaustive):

A. **Sanitation – See Texas Department of Licensing & Regulations, Chapter 83, Administrative Rules**
Practitioners or students of manicuring <u>must</u> keep their work areas and instruments sanitized and in good working order at all time. Failure to do so exposes both the practitioner or student and client to the dangers of disease or injury caused by infected or malfunctioning equipment.

It is particularly important in light of the threat of AIDS and the fact that cosmetology involves work with instruments that practitioners and students maintain their implements in a clean and safe manner. Any blood drawn by a cut

or scrape should never be touched by exposed flesh in the course of administering first aid, an the offending instrument should be thoroughly inspected, cleaned of nay body fluids and sanitized as soon as possible after the accident.

Failure to sanitize instruments properly also exposes the student, practitioner, or client to a wide variety of other diseases or parasites, such as ringworm or other fungus infections, head lice, etc.

A. Chemical Safety

Manicuring work involves the use and/or exposure to a wide variety of chemical products.

Manicuring students and practitioners are required to familiarize themselves with and follow the manufacturer's directions for proper use, to observe the manufacturer's precautions regarding the use of the product, and to consult with clients or patrons regarding any previous difficulties with the service or special needs.

In particular, manicuring chemical products should never be placed in unlabeled containers, near any food storage area, nor left in place where children can have access to them.

B. Physical Safety

The requirements for physical safety are the most obvious, but quiet often the most overlooked.

In general, all equipment should be well maintained and never used to perform any task for which it was not designed.

In addition, manicuring implements are not toys and should not be treated as such. No horseplay or carelessness in the use of implements can be tolerated. Manicuring implements should never be left where children have access to them.

B. GRADUATION REQUIREMENTS- *All programs*

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

a. **Must** complete the required number of hours of the chosen course of study. (See school curriculum)
b. Pass written and practical examinations combined with an overall average (GPA) of 75% or better.
c. All financial obligations to the school shall be paid prior to completing the course.

The Institution utilizes FREEDOM program to monitor the weekly progress of students' attendance. It indicates, by means of a Pre-Grad report, the names of students who are pending to graduate, number of hours pending to graduate, average (GPA), and financial obligations pending towards the school. Any student that completes course hours and is incomplete with institution or state requirements or delinquent will not be eligible for licensing and subject to Collection Policy. Incomplete Graduate, at the schools discretion

and availability, may arrange to complete pending requirements with the school, in order to be considered Graduate.

Document Awarded Upon Graduation
Upon completion of the chosen course of study, and having met all graduation requirements listed above and settled all financial obligations towards the institution, the institution will issue a diploma which will indicate the program of training has been satisfactory completed.

C. TEXAS DEPARTMENT OF LICENSING AND REGUALTION (TDLR)

All graduates must pass a written and practical State Examination administered by the state, pay for license required fees in order to receive a license to practice in Texas. The exams are offered in several cities including Harlingen, McAllen and the San Antonio area. The written exam is offered at sites around the state including McAllen, Harlingen and San Antonio. The institution will assist in scheduling the examination, however, costs related in taking the examination is the responsibility of the student.

For Examination information: www.psiexams.com
For Exam and License information: www.license.state.tx.us

TDLR Sec. 1603.255 Early Examination (Cosmetology Operator)

The department may allow for the early written examination of a student who has completed the following number of hours of instruction in a department-approved training program:

(1) 1000 hours for a student seeking a Class A barber certificate or operator license in a private barber or cosmetology school

Section 1602.254 Eligibility for an Operator License

(a) A person holding an operator license may perform any practice of cosmetology.
(b) To be eligible for an operator license, an applicant must meet the requirements of Subsection (c) or:
  (1) Be at least 17 years of age;
  (2) 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 ability to benefit from training; and
  (3) Have completed:
(A) 1,500 hours of instruction in a licensed beauty culture school; and
(1) Passes the examination required under Section 1602.262; and
(2) Submits to the department:
(A) An application on a form prescribed by the department; and
(B) The required fee.

Section 1602.255 Eligibility for an Instructor License

(a) A person holding an instructor license may perform any practice of cosmetology and may instruct a person in any place of cosmetology.
(b) To be eligible for an instructor license, an applicant must:
  (1) Be at least 18 years of age;
  (2) Have a high school diploma or a high school equivalency certificate;
  (3) Hold an operator license under this chapter;
  (4) Have:
(A) Completed 750 hours of instruction in methods of teaching in:

(i) A licensed private beauty culture school; and
(5)pass the examination required under Section 1602.262

Section 1602.256 Eligibility for a Manicurist Specialty License

(a) A person holding a manicurist specialist license may perform only the practice of cosmetology defined in Section 1602.002(a) (10) or (11).
(b) To be eligible for a manicurist specialty license, an applicant must:
(1) Be at least 17 years of age;
(2) 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 the training; and
(3) Have completed 600 hours of instruction in manicuring through a commission-approved training program.

Section 1602.257 Eligibility for an Esthetician Specialty License

(a) A person holding an esthetician specialty license may perform only the practice of cosmetology defined in Sections 1602.002(a) (6), (7), (8), (9),and (12).
To be eligible for an esthetician specialty license, an applicant must:
(1) be at least 17 years of age;
(2) 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; and
(3) have completed 750 hours of instruction in esthetics specialty through a commission-approved training program.

Section 1602.256 Eligibility for a Manicurist Specialty License

(a) In this chapter, "cosmetology" means the practice of performing or offering to perform for compensation any of the following services:
(1) treating a person's hair by:

(A) 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;

(B) providing a necessary service that is preparatory or ancillary to a service under Paragraph (A), including bobbing, clipping, cutting, or trimming a person's hair or shaving a person's neck with a safety razor; or

(C) 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;

(2) shampooing and conditioning a person's hair;

(3) servicing a person's wig or artificial hairpiece on a person's head or on a block after the initial retail sale and servicing in any manner listed in Subdivision (1);
(4) treating a person's mustache or beard by arranging, beautifying, coloring, processing, styling, trimming, or shaving with a safety razor;

(5) cleansing, stimulating, or massaging a person's scalp, face, neck, or arms:
(A) by hand or by using a device, apparatus, or appliance; and
(B) with or without the use of any cosmetic preparation, antiseptic, tonic, lotion, or cream;

(6) beautifying a person's face, neck, or arms using a cosmetic preparation, antiseptic, tonic, lotion, powder, oil, clay, cream, or appliance;

(7) administering facial treatments;

(8) removing superfluous hair from a person's body using depilatories, preparations, or tweezing techniques;

(9) treating a person's nails by:

(A) cutting, trimming, polishing, tinting, coloring, cleansing, or manicuring; or

(B) attaching false nails;

(10) massaging, cleansing, treating, or beautifying a person's hands or feet;

(11) applying semipermanent, thread-like extensions composed of single fibers to a person's eyelashes; or

(12) weaving a person's hair.

(a-1) In this section, "safety razor" means a razor that is fitted with a guard close to the cutting edge of the razor that is intended to:

(1) prevent the razor from cutting too deeply; and

(2) reduce the risk and incidence of accidental cuts.

(b) The commission by rule may amend the definition of cosmetology to eliminate a service included in that definition under Subsection (a).

TDLR Administration

Criminal History Evaluation Letter

Sec. 51.4012. LICENSE ELIGIBILITY REQUIREMENTS REGARDING APPLICANT'S BACKGROUND; DETERMINATION LETTER.

(a) Notwithstanding any other law, the commission may determine that a person is not eligible for a license based on the person's criminal history or other information that indicates that the person lacks the honesty, trustworthiness, and integrity to hold a license issued by the department.

(b) Before applying for a license from the department, a person may request that the department issue a letter determining whether the person would be eligible for a license under Subsection (a) of this section, Section 51.356, or Chapter 53. To obtain a determination letter, a person must file a request on a form prescribed by the department and pay the required fee.

(c) Not later than the 30th day after the date the department makes its determination, the department shall issue the determination letter to the person.

(d) The department has the same powers to investigate a request filed under this section as the department has to investigate a person applying for a license.

(e) A determination letter issued under this section that is adverse to a person does not prevent the person from subsequently applying for a license.

(f) The department is not bound by its determination that the person would be eligible if, after the issuance of the determination letter, the department determines there has been a change in a person's circumstances or discovers a previously undiscovered fact.

(g) A determination under this section is not a contested case under Chapter 2001, Government Code.

D. TIME CLOCK

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

83.72. Responsibilities of Beauty Culture Schools:

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

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

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

Students caught violating this policy will be suspended for three (3) school days, plus no credit shall be given for the day.

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/

K. ACADEMIC CALENDAR AND HOURS

A. STARTING DATES

Students may apply for enrollment any day of the school calendar year regarding full-time and part-time classes.

All Programs, all schedules:

2017:

Month	Days	Full-Time	Part-Time /D and N Eng./Sp.
April	3/4	x	x
	10/11	x	x
	17/18	x	x
	24/25	x	x
May	1/2	x	x
	8/9	x	x
	15/16	x	x
	22/23	x	x
	30/31	x	x
June	5/6	x	x
	12/13	x	x
	19/20	x	x

	27-28	x	x
July	3/4	x	x
	10/11	x	x
	17/18	x	x
	24/25	x	x
July/Aug	31/1	x	x
	7/8	x	x
	14/15	x	x
	21/22	x	x
	28/29	x	x
Sept	5/6	x	x
	11/12	x	x
	18/19	x	x
	25/26	x	x
Oct	2/3	x	x
	9/10	x	x
	16/17	x	x
	23/24	x	x
	30/31	x	x
Nov	6/7	x	x
	13/14	x	x
	20/21	x	x
	27/28	x	x
Dec	4/5	x	x
	11/12	x	x
	18/19	x	x

B. DAY AND EVENING PROGRAMS

Courses: Cosmetology Operator, Manicurist, Esthetician & Instructor

Full-Time Schedule:
The definition of a full time student is a student in attendance for 30 scheduled hours per week.

Lunch Break
A one (1) hour lunch break is scheduled by the school for students enrolled in full time day schedules.

8:30 a.m. -- 3:30 p.m. Monday – Friday*

Part-Time Schedule:
8:30 a.m. -- 12:30 p.m. Monday – Friday*

Evening Class:

5:30 p.m. -- 9:30 p.m. Tuesday- Friday & Sat. 8:30a.m.-12:30p.m.

San Antonio Campuses- Evening Class:
5:30 p.m. -- 9:30 p.m. Monday- Friday

***Note:** Day schedules of Monday-Friday will alternate Tuesday-Saturday, upon discretion of the school Executive Director. San Antonio campuses may alternate Wednesday-Sunday.

Programs Offered:

	Day	Day	Evening	Evening
McAllen:	English	Spanish	English	Spanish
Cosmetology Operator	Yes	Yes	Yes	*Group Forming*
Instructor	Yes	No	No	No
Esthetician	Yes	Yes	Yes	No
Manicurist	Yes	No	*Group Forming*	No

	Day	Day	Evening	Evening
Harlingen:	English	Spanish	English	Spanish
Cosmetology Operator	Yes	Yes	Yes	No
Instructor	Yes	No	No	No
Esthetician	Yes	No	No	No
Manicurist	Yes	No	No	No

	Day	Day	Evening	Evening
La Joya:	English	Spanish	English	Spanish
Cosmetology Operator	Yes	Yes	Yes	*Group Forming*
Instructor	Yes	No	No	No
Esthetician	Yes	Yes	No	No
Manicurist	Yes	No	No	No

	Day	Day	Evening	Evening
410:	English	Spanish	English	Spanish
Cosmetology Operator	Yes	Yes	Yes	No
Instructor	Yes	No	No	No

Esthetician	Yes	No	No	No
Manicurist	Yes	No	No	No

	Day	Day	Evening	Evening
Pica:	English	Spanish	English	Spanish
Cosmetology Operator	Yes	No	Yes	No
Instructor	Yes	No	No	No
Esthetician	*Group Forming*	No	No	No
Manicurist	Yes	No	No	No

C. HOLIDAYS

The school will be closed during the following holidays:

2017

May	Memorial Day- May 29, 2017
July	Independence Day- July 4, 2017
September	Labor Day- September 4, 2017
November	Thanksgiving Holiday- November 23 & 24, 2017
December	December 25, 2017 to January 6, 2018

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

Note: If school should be closed due to extenuating circumstances, students will be notified of closure through radio or TV announcements, website updates *(www.ucastx.com)* and students are encouraged to use social media such as Facebook.

If the Institution has been affected by floods, tornadoes, hurricanes, wild fires, earthquakes, or other natural disaster, proper notifications will be sent to Texas Department of Licensing & Regulation, United States Department of Education and NACCAS as necessary.

L. ADMISSIONS PROCEDURES

A. ADMISSIONS REQUIREMENTS

Before accepting an applicant for admission, the institution provides the applicant access to the institution's catalog at www.ucastx.com or provide 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. Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents to English and confirm 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 a private school.

The procedure for accepting an applicant for admission from a Non-Traditional Private Home School Learning Center or Non-Traditional Private Home Schools is as follows:

1. Must be a Texas resident
2. Home School under Texas Law, House Bill 944
3. Proof of state approved high school diploma or transcript showing high school completion

or,

e. An ATB student(s) who passed an independently administered, Department of Education approved ATB test who attended an eligible program at a Title IV institution or a different Title IV institution prior to July 1, 2012, may establish eligibility at the same Title IV institution or a different Title IV institution.

Note: Prospective students who have completed a nationally recognized, standardized, or industry developed Ability to Benefit (ATB) test, prior to July 1, 2012 and did not attend an eligible program at a Title IV institution may be eligible for admission but ineligible for Title IV funding.

2. Instructor

a. Be at least 18 years of age;

b. Hold an active Texas Cosmetology Operator, Esthetician or Manicuring License or Proof that you have successfully passed your state exams.

c. Have obtained a high school diploma or transcript showing high school completion or,

d. Equivalent of a high school diploma (GED) or state valid online diploma, or

e. Possess a recognized foreign equivalent.

f. Have a state-issued credential for secondary school completion if a home school or a private school.

3. Proof of Age

The Institution requests proof of age by various means:

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

4. Courses Offered

Cosmetology Operator.....1500 clock hours
Instructor.....750 clock hours
Esthetician.....750 clock hours
Manicurist.....600 clock hours

This institution requires GI Bill students to submit copies of their military and all academic post- secondary transcripts for evaluation of credit. The school does not have to grant credit, but it is required to evaluate the transcripts.

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

5. Transfer Policy

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

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

A transfer student that wishes to have Written and Practical grades accepted by the institution may provide it to the Admission office at any time during or after the enrollment process a document outlining the grades obtained at another institution.

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

6. Re-entry Policy

The Institution allows qualified students to re-enter a program after they have withdrawn. The re-entry policy is as follows:

TDLR 1602.461. Reentry of Student After Withdrawal or Termination

Re-entry of Student <u>After</u> Completing 50 percent of the Course

If a student voluntarily withdraws or is terminated **<u>after</u>** completing 50 percent of the course at a private beauty culture

school, the school shall allow the student to re-enter at any time during the 48-month period following the date of withdrawal or termination.

NOTE: Students who voluntarily withdraw or are terminated from UCAS University of Cosmetology Arts & Sciences and wish to reenter to any of the UCAS University of Cosmetology Arts & Sciences' locations, regardless of the elapsed time, upon acceptance, will re-enter in the same status in place at the time of departure, for example the student's account will reflect the same status of last day of attendance. (e.g. absent hours, scheduled hours, extra instructional charges, Probation status, etc.)

Enrollment to Another Course

When a student voluntarily withdraws or is terminated, and wishes to enroll to another course, the student is still responsible for the previous balance owed. Student will be considered a new start in a different program and will be responsible for $150 enrollment fee and $25 TDLR Permit Fee.

B. INSTITUTION UNIFORM POLICY

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

Policy: Students will wear a uniform while on the clock. Uniform must be kept clean and neat. Shoes must be worn, recommended for long period of standing; for safety, closed-toe shoes recommended.

Procedure: **Classroom Uniform:**

- School Logo t-shirt with below the knee pants of any color denim, jeans, polyester blend pants, dockers, leggings or jeggings/ knee length skirts or dress.

Student Salon Uniform:
Cosmetology Operator & Instructor- Black Smock
Estheticians & Manicurists- White Smock

- School Logo Smock- buttoned up completely, with below the knee pants of any color denim, jeans, polyester blend pants, dockers, leggings or jeggings/ knee length skirts or dress.
- Classroom students making up hours may wear Classroom Uniform.
- All students must have hair styled and make up done.
- Male students must keep facial hair neatly trimmed.
- Additional Smock uniform(s) and t-shirts may be purchased at regular price at the school's retail center only.
- Logo for t-shirt or smock cannot be duplicated without authorization.
- No windbreakers or jogging suits allowed.

Optional: On Friday, students may follow their standard uniform or follow the Classroom Uniform

C. WITHDRAWAL FROM SCHOOL

A student may withdraw from school at anytime 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. A Termination Fee of $150 shall be paid when a student officially or unofficially withdraws.

Student Official Withdrawal

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

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

Unofficial Withdrawal

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

D. RE-ENTRY STUDENTS

TDLR 1602.461. Reentry of Student After Withdrawal or Termination

Re-entry of Student <u>After</u> Completing 50 percent of the Course

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

NOTE: Students who voluntarily withdraw or are terminated from UCAS University of Cosmetology Arts & Sciences and wish to reenter to any of the UCAS University of Cosmetology Arts & Sciences' locations, regardless of the elapsed time, upon acceptance, will re-enter in the same status in place at the time of departure, for example the student's account will reflect the same status of last day of attendance. (e.g. absent hours, scheduled hours, extra instructional charges, Probation status, etc.)

<u>Enrollment to Another Course</u>

When a student voluntarily withdraws or is terminated, and wishes to enroll to another course, the student is still responsible for the previous

balance owed. Student will be considered a new start in a different program and will be responsible for $150 enrollment fee and $25 TDLR Permit Fee.

A. 1602.455 TRANSFER OF HOURS OF INSTRUCTION

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

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

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

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

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

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

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

B. 83.74. Responsibilities--Withdrawal, Termination, Transfer, School Closure. *(New section adopted effective August 1, 2006, 31 TexReg 5952; amended February 17, 2012; 37 TexReg 681)*

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

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

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

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

(e) Withdrawal or termination shall be defined by the number of hours scheduled according to the enrollment agreement or contract the student has signed with

the school or other documents acceptable to the department and not the clock hours the student has earned during class attendance.

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

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

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

F. FOREIGN STUDENTS

The UCAS University of Cosmetology Arts & Sciences McAllen, Harlingen and La Joya campuses are authorized by the U.S. Citizenship and Immigration Services (USCIS) to accept and enroll M-I non-immigrant students that meet the necessary admissions requirements. Foreign students are ineligible for Title IV funds and students will be required to pay a down payment towards tuition and fees that will be equal to 10 percent of the total cost. Licensing for Foreign Students is subject to approval from Texas Department of Licensing and Regulations. Employment for Foreign Students is subject to Immigration and Naturalization Service.

II. PROGRESS POLICY

A. ACADEMIC PERFORMANCE

Students are apprised of their academic performance, practical skills development, as applicable, and attendance as necessary during the course and/ or program of study.

B. ATTENDANCE POLICY

Purpose: To make a determination when a student's absence is a withdrawal after the student is absent for 14 consecutive days (10 school days). Temporary interruptions by the school are not counted as absences.

Policy: Student attendance is tracked by using the school Freedom system Absent All Week report, Consecutive Absent report, Percentage of Attendance Report and the Student Progress report. The instructors also use a sign-in and sign-out log, and a roll call roster to monitor the students' daily attendance. For purposes of Unofficial Withdrawals, student's attendance is monitored weekly. <u>All absences are considered unexcused except during an approved documented Leave of Absence or during a documented Suspension.</u>

Students receiving VA assistance must maintain a minimum of 80% attendance. Unsatisfactory attendance will be reported to the DVA even if the VA student has completed the required number of hours to complete and no refund is due to the student and/ or refund sources. Therefore, the attendance policy (20%) of the total program and/ or being absent five (5) consecutive days) will apply throughout the student's stay in school. All violations of the attendance policy will be reported to DVA on VA Form 22-1999b within 30 days at such time the student exceeds the allowed number of absences.

C. MAKE-UP HOURS & MAKE-UP WORK POLICY & PROCEDURE

Students can make up hours daily. In order to make up hours, student must have reported to school at their scheduled time or one (1) hour later (Tardy Policy). No office or director approval is required. In lieu of a Leave of Absence, the student may make up hours, to cushion for expected absences.

Student Responsibility:

Report to the Student Salon area to the Student Salon Instructor. Student is responsible for bringing their student kit to Student Salon area and work on clients or assigned task.
Student(s) must be under the direct supervision of an Instructor.

Lunch Break

A lunch break is scheduled at the discretion of the student salon instructor for students making up hours.

Maximum hours per day

Student may make up 28 hours weekly if they are part time or 18 hours weekly if they are full time, maximum combined scheduled and make up of 12 hours a day; combined not to exceed 48 hours in a calendar week; not to exceed 100% of attendance.

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

Students can make up missed work, such as written and practical exams. In order to make up missed work, student must meet with his/ her instructor to discuss work missed and coordinate a time and date for the work to be made up.

Student Responsibility:

Meet with Instructor to inform him/ her of missed work and the desire to make up written or practical exam. Student and Instructor will designate a time and date for when the student is allowed to present missed work. Written exams may be made up in a classroom setting. Practical exams may be made up in a classroom or student salon setting. Student(s) must be under the direct supervision of an Instructor.

NOTE: It is the responsibility of the student to track missed work and to plan it out effectively with Instructor.

D. CHANGE OF SCHEDULE POLICY

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

Change of Schedule fee is to be paid before or at the time the student signs the Change of Schedule Request form.

Request for a Change of Schedule will be considered on a first come first serve basis depending on class size and will be granted solely at the discretion of the Executive Director. The institution will notify Veterans Affairs, within 30 days of change, when a student under VA benefits changes his/ her schedule from Full Time to Part Time or from Part Time to Full Time.

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

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

Things to consider when making a change of schedule:

- Subject matter might be different with new schedule. Student may need to make arrangements to cover any subjects missed due to the change of schedule.
- Student might loose Title IV funds due to not crossing over to the next award year.
- Due to a change of schedule, student might loose all or partial financial aid funds. Student will be responsible for paying tuition that is not covered by financial aid funds.

E. LEAVE OF ABSENCE POLICY & PROCEDURE

An authorized Leave of Absence (LOA) is a temporary interruption of the student's program of study, consequently interrupting the schedule of classes and extending the student's graduation date.

Request for a Leave of Absence form may be requested from the Executive Director's office.

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

1. The institution has a formal written policy regarding leaves of absence that require all requests for leaves of absence to be submitted in advance in writing, including the dates, the reason for the student's request and the student signature. International

students (SEVIS) must consider the consequences of a Leave of Absence according to their M-1 status.

a. The student must apply in advance for an LOA (Leave of Absence) using the schools **Request for a Leave of Absence** form unless unforeseen circumstances prevent the student from doing so. For example, if a student was injured in a car accident or other emergency circumstances.

b. The institution's Executive Director or Designee 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 and collects the request from the student at a later date. (The beginning date of the LOA is determined according to the 1st day the student was unable to attend school).

2. The student must follow the institution's policy in requesting the LOA.

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

4. Approval for the student's request is in accordance with the institution's policy.

5. Once approved, the institution may not assess additional institutional charges as a result of the LOA.

6. The total days in Leaves of Absences may not exceed 60 calendar days in a 12-month period.

7. A student granted a Leave of Absence is not considered withdrawn, therefore no refund calculation is required at that time.

8. The student's contract graduation date will extend according to the number of dates in the leave of absence. The institution must extend the student's contract period by the same number of days taken in the LOA. Changes to the contract graduation period of the Enrollment Agreement will be included as an addendum, signed and dated by all parties.

9. **Official and Unofficial Withdrawal From School**
If a student on an approved leave prior to the expiration of the leave notifies the school Executive Director that he or she will not be returning, the date of notification will be used as a drop date.

If a student fails to return back from the leave of absence, the withdrawal date for purpose of calculating a refund is always the last day of attendance.

10. **Explanation of Consequences of Withdrawal to Loan Recipient**
A student who is granted an approved LOA remains in an in-school status for Title IV loan repayment purposes. If a student on an

approved LOA fails to return, the school must report to the loan holder the student's change in enrollment status as the withdrawal date.

One possible consequence of not returning from an LOA is that a student's grace period for a Title IV program loan might be exhausted. Therefore, in order for an LOA to be an approved LOA, prior to granting a Leave of Absence, a student who is a Title IV loan recipient will be counseled of the possible consequences a withdrawal may have on the student's loan repayment terms, including the exhaustion of some or all of the student's grace period. A student who has exhausted his or her grace period and is unable to begin repayment of a loan may apply for a deferment or forbearance or payment.

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

Additionally, the Executive Director or Designee will provide written counseling to the student on the consequences that can occur with Title IV funds and consequences due to failure to return from a Leave of Absence.

F.TARDY POLICY

Students are considered tardy if they clock in ten (10) minutes past their scheduled time. Students considered tardy may not be allowed to theory and will report to student salon training area.

G. SATISFACTORY ACADEMIC PROGRESS POLICY

The institution's Satisfactory Academic Progress (SAP) Policy applies to every student enrolled in a NACCAS-approved program, and applied consistently to all students enrolled in full time and part time attendance. This policy is published in the school catalog and is provided prior to enrollment through the Financial Aid Office & school website www.ucastx.com

1. **Attendance & Academic Performance (based on actual hour increment)**
   The following elements are evaluated on a cumulative basis:
   Attendance (quantitative) – 67% Overall attendance
   Academic Performance (qualitative) – 75% Overall Grade Point Average

1. **Maximum Time Frame**
   A student must complete the course in no longer than 150% measured in months (see chart below) in order to be considered completers. Students who have not completed the course within the maximum timeframe may request to continue their program on a cash pay basis. The student's request will be reviewed by the Executive Director and approved or denied on a case by case scenario.

3. Evaluation Periods

Course	On Time Graduation- Total Hours/Months Full-time Schedule	On Time Graduation- Total Hours/Months Part-time Schedule	Actual Hour Increment for Evaluation	Maximum Time Frame In Months Full-time	Maximum Time Frame In Months Part-time
Cosmetology Operator	1500 12 months	1500 18 months	450-900-1200	18	27
Instructor	750 6 months	750 9 months	375	9	13.5
Esthetician	750 6 months	750 9 months	375	9	13.5
Manicurist	600 5 months	600 7 months	300	7.5	10.5

4. Leave of Absence

An approved leave of absence will extend the student's contract graduation period and maximum time frame by the same number of days taken in the leave of absence.

5. Academic Evaluation

Students are assigned theory & practical study. Theory and Practical work are evaluated in writing; exams are administered within the unit of study. The student's academics are evaluated at the actual hour increment, measuring the Grade Point Average (GPA) at the time of the evaluation. The first evaluation occurs no later than the mid-point of the academic year or mid-point of the course, whichever occurs sooner.

6. Grading System

The institution utilizes the following grading system to determine academic performance at the actual hour increment evaluation:

Grading Scale

93-100	Excellent
85-92	Very Good
75-84	Satisfactory
74 and below	Below Standards- Unsatisfactory, below SAP Requirements

7. Attendance Evaluation

The student's attendance is evaluated based on actual hours and is measured using scheduled clock hours versus actual clocked hours. The first evaluation occurs no later than the mid-point of the academic year or mid-point of the course, whichever occurs sooner.

8. Determination of Status

A student meeting SAP at the actual hour increment, is considered making Satisfactory Academic Progress until the next scheduled evaluation.

9. Warning

Students not meeting the minimum requirements for attendance or academic progress at any actual hour increment evaluation will be placed on Warning, but are considered making Satisfactory Academic Progress until the next actual hour increment and are eligible for Title IV funds. The student will be advised in writing of the necessary steps to follow in order to meet SAP at the next scheduled evaluation. If at the end of the Warning period, the student is not making Satisfactory Academic Progress, the student may be placed on

Probation at the next scheduled actual hour increment (see Probation).

10. Probation Period

Students who fail to meet the minimum requirements for attendance or academic progress after the Warning period will be placed on probation if:

- The institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation; and
- The student prevails upon appeal** of a negative progress determination prior to being placed on probation: and
- The institution determines that satisfactory academic progress can be met by the end of the subsequent evaluation period; or
- The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.

11. Appeal a Satisfactory Academic Progress Determination

**Appeals can be made before the end of the Warning Period when circumstances during the Warning period prevented the student from satisfactorily meeting the school's recommended plan.

In order for the appeal to be considered, the student must submit appeal in writing prior to the end of the Warning period.

Student must submit a document listing the reasons why the student failed to meet satisfactory academic progress and describe in writing what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation. Documented reasons accepted by the institution may include:

- Death of a relative
- Serious illness, injury or hospitalization of the student
- Bankruptcy
- Foreclosure
- Other Allowable Circumstances

Before a status of Probation is granted, and eligibility re-established, student must prevail the appeal. If the appeal is denied, student is Non-Title IV eligible and must comply with payment plan for none Title IV eligible payment period. The results of the appeal are kept on the student's Financial Aid File and the student is notified if the result impacts their Financial Aid eligibility.

A student who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the Determination that has resulted in the status of probation.

12. Temporary Interruptions

If enrollment is interrupted due to an approved Leave of Absence or for any reason, a student must be considered making satisfactory academic progress in order to be eligible for Title IV Federal Funding.

13. Re-entry after Withdrawal

Students re-entering the institution must re-enter in the same SAP status as when they left.

14. Course Incompletes, Repetitions and Non-Credit Remedial Courses

Course incompletes, repetitions and non-credit remedial courses do not apply to this institution and have no effect on SAP.

15. Transfers

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

16. Satisfactory Academic Progress Results

Students have access to their individual SAP report generated by the FREEDOM system. A copy of the SAP is provided to the student, regardless if their Title IV eligibility is affected or not.

17. Re-establishment of Satisfactory Academic Progress

Students not meeting SAP during a Warning Period may re-establish satisfactory academic progress by meeting 67% attendance and 75% grade point average. Students on financial aid may re-establish eligibility upon prevail of appeal.

III. SCHOOL CURRICULUM

A. EVALUATION OF STUDENTS

1. Theory and Practical Exams

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

Academic and Practical learning precede student salon activities. Students are evaluated as per the unit of instruction learned and they must have at least 10% of their course hours completed.

Practical skill evaluations may be performed on patrons according to course:

Cosmetology-	15 patrons/ models
Esthetician-	5 patrons/ models
Manicurist-	5 patrons/ models

2. Grading Scale

93-100	Excellent
85-92	Very Good
75-84	Satisfactory
74 and below	Below Standards- Unsatisfactory, below SAP Requirements

3. Testing Procedures

Instructional staff will follow the testing procedures guidelines by the Institution, ensuring that all academics are correct and concise, in accordance to Milady's Course Management Guide and the Institution may provide additional exams. Student may refer to complete guidelines published with his/ her Instructor.

B. COURSE OUTLINE POLICY

Each program has a written course outline, which is made available through the school catalog at www.ucastx.com.

In order to fulfill course requirements, the institution makes available to students:

a. Textbooks/ text materials (Student Kit)
b. Supplementary instructional resources
c. Equipment, as applicable
d. Products and supplies, as applicable

C. COURSES OFFERED

1. Cosmetology Operator Course Outline CIP Code: 12.0401

Course Description:

The primary purpose of this course is to prepare students to render quality cosmetology services to clients as well as inform them of basic theories and principles of the profession by using both academic learning and hands on practical experience. The students are educated in structures and function of the hair, skin, and nails, product knowledge and chemistry, professional ethics & business within the industry. Minimum course length, as mandated by the state of Texas is 1500 clock hours.

Course Objective:

Upon successful completion of the course student will have acquired technical abilities, academic theories and business skills in compliance with the requirements of the Texas Department of Licensing and Regulations. The skills and theories are presented in a progressive manner. This approach permits each student to attain the maximum degree of technical and academic ability, as well as safety measures, professional procedures required in order to obtain gainful employment.

Units of Instruction:

1. Orientation, Sanitation & TDLR……60 HOURS
    a. History & Career Opportunities
    b. Life Skills
    c. Your Professional Image
    d. Communicating for Success
    e. Infection Control: Practices & Principles
    f. TDLR Laws & Rules (10 hours)
    g. Autoclave/ Sterilization Procedures (5 hours)
    h. School Catalog

2. **Hair Care: Haircutting…… ……120 HOURS**
    a. **Principles of Hair Design**
    b. **Scalp Care, Shampooing & Conditioning**
    c. **Blunt Haircut**
    d. **Graduated Haircut**
    e. **Uniform Layer Haircut**
    f. **Long Layered Haircut**
    g. **Clippers and Trimmers**
    h. **Men's Basic Clipper Cut**
    i. **TDLR Laws & Rules (5 hours)**
    j. **L'anza Product Knowledge & Chemistry**

3. **Hairstyling……60 HOURS**
    a. **Wet Hairstyling Basics**
    b. **Fingerwaving**
    c. **Pin Curls**
    d. **Roller Curls**
    e. **Comb-Out Techniques**
    f. **Hair Wrapping**
    g. **Blowdry Styling**
    h. **Thermal Hairstyling**
    i. **Thermal Hair Straightening**
    j. **Styling Long Hair**
    k. **Formal Styling**
    l. **The Artistry of Hairstyling**
    m. **TDLR Laws & Rules (5 hours)**

4. **Braiding, Extensions, Wigs & Hair Additions……60 HOURS**
    a. **Braiding the Hair**
    b. **Braiding Hair Extensions**
    c. **Wigs**
    d. **Hair Pieces**
    e. **Hair Extensions**
    f. **TDLR Laws & Rules (5 hours)**

5. **Hair Care: Permanent Waving & Relaxing……60 HOURS**
    a. **Properties of the Hair & Scalp**
    b. **Chemical Texture Services- Permanent Waving**
    c. **Chemical Texture Services- Chemical Relaxing**
    d. **Chemical Texture Services- Curl Reforming**
    e. **TDLR Laws & Rules (5 hours)**
    f. **CHI Deep Brilliance Product Knowledge & Chemistry**

6. **Hair Care: Haircoloring……60 HOURS**
    a. **The Basics of Chemistry**
    b. **Types of Haircolor**
    c. **Haircolor Formulation**
    d. **Haircolor Applications**
    e. **Using Lighteners**
    f. **Using Toners**
    g. **Special Effects Haircoloring**
    h. **Special Challenges and Solutions**
    i. **Special Effects in Haircoloring/ Corrective Solutions**
    j. **Cap Technique**
    k. **Foil Technique**
    l. **Baliage Technique**

m. CHI Product Knowledge & Chemistry
n. TDLR Laws & Rules (5 hours)

7. Nail Care……120 HOURS
    a. General Anatomy & Physiology
    b. Nail Structure & Growth
    c. Nail Diseases & Disorders
    d. Manicuring
    e. Pedicuring
    f. TDLR Laws & Rules (10 hours)
    g. Nail Care: Advanced
        i. CND Spa Manicuring & Pedicuring
        ii. CND Artificial Enhancements: Brisa Gel System
        iii. CND Shellac
        iv. CND Artificial Enhancements: Liquid & Powder

8. Skin Care & Advanced Skin Care……120 HOURS
    a. General Anatomy & Physiology
    b. Skin Structure & Growth
    c. Skin Diseases & Disorders
    d. Hair Removal
    e. Basics of Electricity
    f. Facials
    g. Facial Makeup
    h. Microdermabrasion
    i. Leily Cold Wax Product Knowledge & Chemistry
    j. ReVitae Product Knowledge
    k. TDLR Laws & Rules (5 hours)

9. The Business Skills & Licensing……60 HOURS
    a. Seeking Employment
    b. On the Job
    c. The Salon Business
    d. PSI Candidate Information Bulletin (CIB)
    e. TDLR Laws & Rules (5 hours)

10. Student Salon Training……780 HOURS
    a. TDLR Laws & Rules (40 hours)
    b. Business Fundamentals
        i. Success Habits
        ii. Accountability
        iii. Communication
        iv. Customer Service
        v. Managing your Finances
        vi. The Needs Assessment
        vii. Getting Retail Results
        viii. Double Your Day
        ix. Attracting the Ideal Client
        x. Marketing 101
        xi. S.M.A.R.T. Goals
        xii. Completion
    c. Salon Management & Practices
        i. Federal Taxation (Tips on Tips)
        ii. Salon Safety
    d. Client Services
        i. Haircutting & Hair Styling

ii. Braiding, Extensions & Hair Additions
iii. Haircoloring & Lightning
iv. Cold Waving & Chemical Relaxing
v. Manicuring, Pedicuring & Nail Enhancements
vi. Shampoo, Conditioning & Scalp Treatments
vii. Facials, Microdermabrasion, Skin Care & Makeup
viii. Disinfecting & Sterilization Procedures

e. Product Knowledge & Chemistry of Products
   i. CHI
   ii. Prêt a Porter
   iii. ReVitae
   iv. CND
   v. L'anza

TOTAL HOURS……1500 HOURS

Course Format & Instructional Methods used to teach the program:

1. Academic Learning
2. Practical Demonstrations
3. Audio-Visual Presentations
4. Workbook Activities
5. Illustrations
6. Rehearsing
7. Written and Practical Evaluations
8. Field Trips
9. Guest Speakers

Evaluation Procedures:

1. Theory and Practical Exams

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

Academic and Practical learning precede student salon activities. Students are evaluated as per the unit of instruction learned and they must have at least 10% of their course hours completed.

Practical skill evaluations may be performed on patrons according to course:

Cosmetology- 15 patrons/ models

2. Grading Scale

93-100	Excellent
85-92	Very Good
75-84	Satisfactory
74 and below	Below Standards- Unsatisfactory, below SAP Requirements

3. Testing Procedures

Instructional staff will follow the testing procedures guidelines by the Institution, ensuring that all academics are correct and concise, in accordance to Milady's Course Management Guide and the Institution may provide additional exams. Student may refer to complete guidelines published with his/ her Instructor.

References*:

1. **Milady's Cosmetology Textbook & Study Guide or CourseMatet**
2. **TDLR- General Rules and Regulations/ Sanitary Rulings**
3. **PSI- Operator Practical/ Written Examination Guidelines**
4. **Tax on Tips**

b. Educational Goals

At the conclusion of the Cosmetology Operator program, the student would have learned technical abilities, be prepared for the state exams and licensing, obtain retail experience and learn how to build their business, in order to obtain gainful employment.

3. Career Opportunities

Salon Stylist
Hair Color Specialist
Haircutting Specialist
Texture Specialist
Hair Stylist for TV, Movies, or Theater
Wig or Extensions Specialist
Design Team Member
Skin Care Specialist/Esthetician
Contributing Beauty Author/ Writer
Nail Technician/ Manicurist
Day Spa Stylist/ Technician
Styles Director/ Artistic Director
Independent Booth Operator
Sales Consultant
Manufacturer Director of Education
TDLR Advising Committee
Product Educator
Cosmetic Chemist
Salon Trainer
TDLR Job Opportunities
Salon Owner
Retail Specialist
Salon Manger
Platform Artist
Competition Champion
Educator of Product Line
Spa Owner
Makeup Artist
Distributor
Industry Motivational Speaker

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

2. Instructor Course Outline
CIP Code: 12.0413
<u>Course Description:</u>

The primary purpose of this course is to prepare students to effectively deliver quality cosmetology related education in a classroom and student salon setting, using both academic learning and hands on practical experience. The students are educated in classroom management, student advising, student-instructor relations, basic learning styles and principles, methods of teaching and learning, program review development and lesson planning, educational aids and technology in the classroom, student salon management as well as professional ethics & business within the industry. Minimum course length, as mandated by the state of Texas is 750 clock hours.

<u>Course Objective:</u>

Upon successful completion of the course student will have acquired effective methods to ensure delivery of cosmetology related education and business skills in compliance with the requirements of the Texas

Department of Licensing and Regulations. Academic learning is presented in a progressive manner. This approach permits each student to attain the maximum degree of technical and academic ability, as well as safety measures, professional procedures required in order to obtain gainful employment.

Units of Instruction:

1. Orientation……40 HOURS
   a. Texas Occupations Code, Title 9: Chapter 1602 & 1603
   b. Texas Administrative Code: Chapter 60 & 83

2. Basic Teaching Skills for Career Education Instructors…350 HOURS
   a. The Career Education Instructor
   b. The Teaching Plan And learning Environment
   c. Teaching Study and Testing Skills
   d. Basic Learning Styles and Principles
   e. Basic Methods of Teaching and Learning
   f. Communicating Confidently
   g. Effective Presentations
   h. Effective Classroom Management and Supervision
   i. Achieving Learner Results
   j. Program Development and Lesson Planning
   k. Educational Aids and Technology in the Classroom
   l. Assessing Progress and Advising Students
   II. Basic Teaching Skills for Career Education in the Beauty and Wellness Disciplines
   k. Making the Student Salon and Adventure
   l. Career and Employment Preparation
   m. The Art of Retaining Students

3. Classroom and Student Salon Supervised Teaching…….360 HOURS (Within Campus)
   a. Lesson Development and Presentation (80 hours)
   b. Methods of Teaching and Presentation (90 hours)
   c. Classroom Management (45 hours)
   d. Evaluation of Students (45 hours)
   e. State Laws and Forms (20 hours)
   f. Visual aids preparation and use (30 hours)
   g. Learning Theory (50 hours)

TOTAL HOURS……750 HOURS

Course Format & Instructional Methods used to teach the program:

1. Academic Learning
2. Practical Demonstrations
3. Audio-Visual Presentations
4. Illustrations
5. Rehearsing
6. Written and Practical Evaluations
7. Field Trips
8. Guest Speakers

Evaluation Procedures:

1. **Theory and Practical Exams**

   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.

2. **Grading Scale**

93-100	Excellent
85-92	Very Good
75-84	Satisfactory
74 and below	Below Standards- Unsatisfactory, below SAP Requirements

3. **Testing Procedures**

   Instructional staff will follow the testing procedures guidelines by the Institution, ensuring that all academics are correct and concise, in accordance to Milady's Course Management Guide and the Institution may provide additional exams. Student may refer to complete guidelines published with his/ her Instructor.

References*:

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

2. **Educational Goals**

   At the conclusion of the Instructor program, the student would have learned technical abilities, be prepared for the state exams and licensing, obtain classroom and student salon management experience and coach the students how to build their business, in order to obtain gainful employment.

3. **Job Opportunities**

   a. **In Private Cosmetology Schools** ***(In addition to Job Opportunities of obtained license)***

Instructor of Cosmetology (General)	School Owner
Instructor of Cosmetology (Specialized)	School Director
Supervisor or Dean	Administrative Position
Director of Education	Student Salon Director
Substitute Instructor	

   b. **In Public Vocational Schools**

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

   c. **Outside of Beauty Culture Schools**

TDLR Investigator	TDLR Administrative Position
TDLR Advising Committee	

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

3. Esthetician Course Outline CIP Code: 12.0409

Course Description:

The primary purpose of this course is to prepare students to render quality skin care services to clients as well as inform them of basic theories and principles of the profession by using both academic learning and hands on practical experience. The students are educated in structures and function of the skin, bones, nutrition, removal of superfluous hair, sanitation, disinfection, sterilization, sales of retail products, electricity, product knowledge and chemistry, professional ethics & business within the industry. Minimum course length, as mandated by the state of Texas is 750 clock hours.

Course Objective

Upon successful completion of the course student will have acquired technical abilities, academic theories and business skills in compliance with the requirements of the Texas Department of Licensing and Regulations. The skills and theories are presented in a progressive manner. This approach permits each student to attain the maximum degree of technical and academic ability, as well as safety measures, professional procedures required in order to obtain gainful employment.

Units of Instruction:

1. Orientation, Sanitation & TDLR……30 HOURS

- **a. History & Opportunities**
- **b. Life Skills**
- **c. Your Professional Image**
- **d. Communicating for Success**
- **e. Infection Control: Principles & Practices**
- **f. TDLR Laws & Rules (5 hours)**
- **g. Autoclave/ Sterilization Procedures (5 hours)**
- **h. School Catalog**

2. Massage & Basic Facials……110 HOURS

- **a. General Anatomy & Physiology**
- **b. Basics of Chemistry**
- **c. Basics of Electricity**
- **d. Basics of Nutrition**
- **d. Physiology & Histology of the Skin**
- **e. Disorders & Diseases of the Skin**
- **e. Skin Analysis**
- **f. Skin Care Products: Chemistry, Ingredients and Selection**
- **g. The Treatment Room**
  - **i. The Esthetician's Presentation**
  - **ii. Creating a Professional Atmosphere**
  - **iii. Cleaning & Sanitation**
- **h. Basic Facials**
- **i. Masks**
- **j. Facial Massage**
- **k. TDLR Rules and Regulations (5 hours)**

l. Product Knowledge & Chemistry of Products: ReVitae

3. Advanced Esthetics & Machines……110 HOURS
   a. Facial Machines
   b. Hair Removal
      i. Body Waxing
      ii. Bikini Waxing
      iii. Men's Waxing
   c. Advanced Topics & Treatments
      i. Glycolic Peels
      ii. Enzyme Peels
      iii. Aromatherapy
      iv. Microdermabrasion
      v. Manual Lymph Drainage
      vi. Medical Aesthetics
   d. TDLR Laws & Rules (5 hours)
   e. Product Knowledge & Chemistry of Products: ReVitae

4. The World of Makeup……65 HOURS
   a. Analyzing Features and Face Shapes
   b. Corrective Makeup
   c. Professional Makeup Application
   d. Special Occasion Makeup
   e. Camouflage
   f. Psychological Aspects of Makeup
   g. Makeup Color Theory
   f. Artificial Lashes: Band & Individual & Tinting
   g. TDLR Laws & Rules (5 hours)
   h. Product Knowledge: Prêt a Porter

5. State Examinations/ Business Skills……60 HOURS
   a. PSI Candidate Information Bulletin
   b. TDLR Laws & Rules (5 hours)
   c. Career Planning
      i. Resume
      ii. Job Interviewing
   d. The Skin Care Business
   e. Selling Products & Services

6. Student Salon Training……375 HOURS
   a. Salon Management & Practices
   b. Business Fundamentals
      i. Success Habits
      ii. Accountability
      iii. Communication
      iv. Customer Service
      v. Managing your Finances
      vi. The Needs Assessment
      vii. Getting Retail Results
      viii. Double Your Day
      ix. Attracting the Ideal Client
      x. Marketing 101
      xi. S.M.A.R.T. Goals
      xii. Completion
   c. TDLR Laws & Rules (20 hours)
   d. Federal Taxation (Tips on Tips)

e. Salon Safety
f. Client Services
   i. Care of Clients
   ii. Makeup
   iii. Superfluous Hair Removal
   iv. Aromatherapy Services
   v. Facials & Skin Care
   vi. Disinfecting & Sterilization Procedures
   vii. Microdermabrasion
   viii. Light Therapy (Therma Skin)
   ix. Paraffin
   x. Stone Therapy
   xi. Threading
   xii. Lash/ Brow Tinting
   xiii. Eyelash Extensions
g. Product Knowledge & Chemistry of Products
   xiv. ReVitae
   xv. Prêt a Porter

TOTAL HOURS.....750 HOURS

Course Format & Instructional Methods used to teach the program:

1. Academic Learning
2. Practical Demonstrations
3. Rehearsing
4. Audio- Visual Presentations
5. Illustrations
6. Written and Practical Evaluations
7. Field Trips
8. Guest Speakers

Evaluation Procedures:

1. **Theory and Practical Exams**

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

   Academic and Practical learning precede student salon activities. Students are evaluated as per the unit of instruction learned and they must have at least 10% of their course hours completed.

   Practical skill evaluations may be performed on patrons according to course:

   Esthetician- 5 patrons/ models

2. **Grading Scale**

93-100	Excellent
85-92	Very Good
75-84	Satisfactory
74 and below	Below Standards- Unsatisfactory, below SAP Requirements

3. Testing Procedures

Instructional staff will follow the testing procedures guidelines by the Institution, ensuring that all academics are correct and concise, in accordance to Milady's Course Management Guide and the Institution may provide additional exams. Student may refer to complete guidelines published with his/ her Instructor.

Practical skill evaluations on patrons- 5 patrons/ models

References*:

1. Milady's Textbook & Review Book for the Professional Estheticians
2. TDLR General Rules and Regulations/ Sanitary Rulings
3. PSI- Facial Practical/ Written Examination Guidelines PSI- Operator Practical/ Written Examination Guidelines
4. Tips on Tips

2. Educational Goals

At the conclusion of the Esthetician program, the student would have learned technical abilities, be prepared for the state exams and licensing, obtain retail experience and learn how to build their business, in order to obtain gainful employment.

3. Job Opportunities

a. In a Beauty Salon or Spa

Esthetician
Make- up Artist
Spa Owner
Salon Owner
Independent Booth Operator
Medical Esthetician
Corrective Makeup Specialist
Skin Care Specialist
Waxing Specialist

b. In the Cosmetic Industry

Medical Esthetics
Corrective Makeup Specialist
Medi-Spa Technician
Laser Technician
Beauty Editor
Cosmetic Buyer
Cosmetic Surgeon (Cosmetic Surgeon's Office)
Special Assistant to Plastic Surgeon or Dermatologist
Manager or Salesperson in stores or salons
Educator for a Distributor of Skin Care Products
Representative for Cosmetic Products
Retailing Skin Care & Makeup
Researcher

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

4. Manicurist Course Outline **CIP Code: 12.0410**

Course Description:

The primary purpose of this course is to prepare students to render quality manicuring, pedicuring, nail enhancements & spa services to clients as well as inform them of basic theories and principles of the profession by using both academic learning and hands on practical experience. The students are educated in structures and function of the

hands, feet, nails, product knowledge and chemistry, professional ethics & business within the industry. Minimum course length, as mandated by the state of Texas is 600 clock hours.

Course Objective:

Upon successful completion of the course student will have acquired technical abilities, academic theories and business skills in compliance with the requirements of the Texas Department of Licensing and Regulations. The skills and theories are presented in a progressive manner. This approach permits each student to attain the maximum degree of technical and academic ability, as well as safety measures, professional procedures required in order to obtain gainful employment.

Units of Instruction:

1. Orientation, Sanitation, Sterilization & TDLR……30 HOURS
   a. History & Opportunities
   b. Life Skills
   c. Your Professional Image
   d. Communicating for Success
   e. TDLR Rules & Regulations (10 Hours)
   f. Sterilization/ Autoclave (5 Hours)
   g. School Catalog

2. Manicuring & Pedicuring……..70 HOURS
   a. General Anatomy & Physiology
   b. Skin Structure & Growth
   c. Nail Structure & Growth
   d. Nail Diseases & Disorders
   e. Manicuring
      i. Paraffin Wax Manicuring
      ii. Men's Manicuring
      iii. Handling Blood During a Service
      iv. Hand & Arm Massage
      v. Aromatherapy
      vi. French & American Manicures
      vii. CND Almond & Citrus Spa Manicures
   f. Pedicuring
      i. Paraffin Wax Pedicuring
      ii. Foot Massage
      iii. Aromatherapy
      iv. French & American Polish
      v. CND Earth & Marine Spa Pedicures
   g. Product Knowledge & Chemistry
   h. TDLR Rules & Regulations (5 Hours)

3. Nail Enhancements: Acrylic and Wraps……..60 HOURS
   a. The Basics of Chemistry
   b. Nail Product Chemistry Simplified
   c. Electric Filing
   d. Nail Tips and Wraps
   e. Monomer Liquid and Polymer Powder Nail Enhancements
      i. Over Tips
      ii. Over Forms
      iii. Over Natural Nails

iii. Maintenance & Removal
f. TDLR (5 Hours)
g. Product Knowledge & Chemistry:
i. CND Liquid & Powder

4. Nail Enhancements: Wraps…….....20 HOURS
a. Basics of Electricity
b. UV and LED Gels
i. UV or LED Gels Application and Removal
ii. UV or LED Gels Over Forms
iii. UV or LED Gels Over Monomer Liquid and Polymer Powder
iv. Hard Gel Application and Removal
v. Soft Gel Application and Removal
c. CND Shellac Product Application & Removal
d. CUCCIO Veneer Application and Removal
e. Product Knowledge & Chemistry:
i. CND: Brisa Lite Gel System
ii. CND: Shellac
iii. CUCCIO: Veneer

5. The Creative Touch.....60 HOURS
a. The Creative Touch
i. Monomer Liquid and Polymer Powder 3D Nail Art
ii. Hand Painted Art
iii. Rhinestones and Embellishments
iv. French Manicure with Polish, Gel Polish or Airbrush
v. Foiling
vi. Striping
vii. Confetti Inlaid
vii. Airbrush Nail Art
viii. Competition Nails
b. CND: Shellac and Additives
i. Shellac Application and Removal
ii. Shellac Nail Art
iii. Shellac Additives
iv. Shellac French Manicure
b. CUCCIO: Veneer and 3D Design
i. Veneer Application and Removal
ii. Veneer Nail Art
iii. Veneer 3D Design Powder Design
iv. Veneer French Manicure

6. Licensing & Business Skills……60 HOURS
a. PSI Candidate Information Bulletin
b. TDLR (5 Hours)
c. Seeking Employment
i. Preparing a Cover Letter and Resume
ii. Preparing for the Interview
d. On the Job
e. The Salon Business

7. Student Salon Internship……300 HOURS
a. Salon Management & Practices
b. Business Fundamentals
vi. Success Habits
vii. Accountability

viii. Communication
ix. Customer Service
x. Managing your Finances
xi. The Needs Assessment
xii. Getting Retail Results
xiii. Double Your Day
xiv. Attracting the Ideal Client
xv. Marketing 101
xvi. S.M.A.R.T. Goals
xvii. Completion

c. TDLR Laws & Rules (5 hours)
d. Federal Taxation (Tips on Tips)
e. Salon Safety
f. Client Services
   i. Manicures
   ii. Pedicures
   iii. Hand & Arm Massage
   iv. Application and Removal of Polish, Gel Polish, Shellac, Veneer
   v. Acrylic Nails (On Forms, On Tips, On Natural Nails)
   vi. Fiber Wraps
   vii. UV or LED Gels
   vii. Paraffin Wax Treatments
   viii. Nail Art, Rhinestones and Embellishments
b. Product Knowledge & Chemistry:
   i. CND
   ii. CUCCIO

TOTAL HOURS.....600 HOURS

Course Format & Instructional Methods used to teach the program:

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

Evaluation Procedures:

1. **Theory and Practical Exams**

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

   Academic and Practical learning precede student salon activities. Students are evaluated as per the unit of instruction learned and they must have at least 10% of their course hours completed.

   Practical skill evaluations may be performed on patrons according to course:

   Manicurist- 5 patrons/ models

2. Grading Scale

93-100	Excellent
85-92	Very Good
75-84	Satisfactory
74 and below	Below Standards- Unsatisfactory, below SAP Requirements

3. Testing Procedures

Instructional staff will follow the testing procedures guidelines by the Institution, ensuring that all academics are correct and concise, in accordance to Milady's Course Management Guide and the Institution may provide additional exams. Student may refer to complete guidelines published with his/ her Instructor.

References*:

1. Milady's Nail Technology Textbook and Workbook
2. TDLR General Rules and Sanitary Rulings
3. PSI- Manicuring Practical/ Written Examination Guidelines
4. Tips on Tips

2. Educational Goals

At the conclusion of the Manicuring program, the student would have learned technical abilities, be prepared for the state exams and licensing, obtain retail experience and learn how to build their business, in order to obtain gainful employment.

3. Job Opportunities

a. In a Beauty Salon

Manicure Specialist	Synthetic Nail Technician
Nail Salon Owner	Guest Artist

b. In the Cosmetic Industry

Product Representative	Platform Artist	Buyer
Research Assistant	Direct Selling	Beauty Editor
TDLR Advising Committee	Trade Technician	

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

IV. TUITION AND FEES WITH CIP CODES (Insert)

http://www.careerinfonet.org/
http://www.onetonline.org/

COSMETOLOGY OPERATOR 12.0401 1500 Hours

Tuition	$ 13,200.00
Enrollment Fee	$ 150.00
Books & Kit	$ 4,994.57
Books & Kit Taxes	$ 412.05
Total	**$ 18,756.62**

INSTRUCTOR	12.0413	750 Hours
Tuition		$ 6,662.00
Enrollment Fee		$ 150.00
Books		$ 350.00
Total		**$ 7,162.00**

ESTHETICIAN	12.0409	750 Hours
Tuition		$ 6,600.00
Enrollment Fee		$ 150.00
Books & Kit		$ 3,278.70
Books & Kit Taxes		$ 270.49
Total		**$ 10,299.19**

MANICURIST	12.0410	600 Hours
Tuition		$ 5,280.00
Enrollment Fee		$ 150.00
Books & Kit		$ 2,814.58
Books & Kit Taxes		$ 232.20
Total		**$ 8,476.78**

Tuition cost as of February 21, 2017. A Termination Fee of $150 shall be paid when a student officially or unofficially withdraws.

*For transfers or re-enrolls (that dropped at the first 50% of the course) the following hourly rate applies when calculating Tuition Cost:

Cosmetology Operator	$11.00 per remaining hours to be contracted
Instructor	$11.10 per remaining hours to be contracted
Esthetician	$11.00 per remaining hours to be contracted
Manicurist	$11.00 per remaining hours to be contracted

- Books and kit items issued are non-refundable.
- Books and kit items not issued are credited, upon student dropping or withdrawing.
- Note: Tuition is neither negotiable nor adjusted, unless otherwise noted as a promotion or discount.

B. STUDENT KITS POLICY

Student kits contain textbooks and other applicable items for student to fulfill training. Additional supplies and materials will be necessary at the cost of the student.

Kit items and equipment are considered exclusively for the sole purposes of student's training and to be used for classroom activities and Student Salon area in order to provide services and not for personal use or selling.

From time to time, vendors and suppliers may choose to alter, replace or discontinue items, which the institution at that time will make necessary adjustments as necessary.

All equipment is subject to manufacturer's warranties and replacement policies; the institution is not responsible for any exchanges or returns.

Periodically publishers update textbooks and workbooks in order to continue to meet industry standards and educational needs. Textbooks and workbooks newly published are subject to review and approval by the Corporate Office before making them available to the students through the student kit.

Students are responsible for bringing all necessary textbooks, kit items, equipment and supplies daily to the school. Kits are owned by the student at the time of completion of course and tuition is paid.

Student kits are issued based on Student Kit Disbursement Policy and Procedure. See Financial Aid Officer for complete policy.

C. INSTALLMENT PAYMENT PLANS

Promissory Note

Promissory Note is an agreement between the student and the Institution as a promise to pay monthly payments as outlined in the student's Promissory Note. In addition to Title IV, the school accepts cash, credit cards (Visa, MasterCard, Discover), personal checks (ACH) and money orders.

If the student officially withdraws or is terminated by the school, the Texas Department of Licensing & Regulation (TDLR) refund policy will be used to determine charges owed.

Monthly Payments (with Title IV funding- Pell Grants and Loans)

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

Cosmetology Operator: 1-900 hours and 901-1500 hours
Esthetician, Instructor & Manicurist are scheduled monthly for the length of the course and last payment will be due prior to completing hours of the course.

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

A student who elects to pay in installments will:

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

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

Cash Paying Students (no Title IV funding)
Installment payment plans are available for cash paying students. The student has three options:

1. Payment in full on the start date.
2. Payment in two equal installments. The first installment is due on the first day of class; the second installment due upon completing half of the chosen course of study.
3. Ten (10) percent down of total tuition on the first day of class and monthly payments are scheduled thirty (30) days after the start date, and subsequent payments thereafter.

D. ADDITIONAL CHARGES

1. Extra Instructional Charges Policy

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

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

For transfer and re-entry students, allowable absent hours will be prorated, depending on the remaining course hours.

NO-CHARGE ABSENT HOUR CHART

Course	Total Hours	No Charge Absent Hours
Cosmetology Operator	1500	100
Instructor	750	50
Esthetician	750	50
Manicurist	600	40

2. Additional Absent Hours

Students are allowed absent hours at no charge depending on the course (See No-Charge Absent Hours Chart). After the no-charged absent hours have been used up, any additional absent hours incurred will be subject to an hourly fee of $5.00 per hour.

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

3. Make-up Hours

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

4. **Academic Transcripts**

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

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

5. **Expendable supplies**

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

6. **Picture Identification Card Fee**

Students are required to wear their school-issued student identification card (ID card) visibly at all times on the upper left hand side of the smock/ t-shirt while on the school premises. A fee of fifteen dollars ($15.00) will be required for lost, replacement or forgotten cards. Misuse of identification cards may result in disciplinary action.

7. **Change of Schedule**

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

8. **Returned Check Fee**

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

9. **Photocopies**

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

10. **Student Permit Fee**

A $25.00 student permit fee is required for all courses, except Instructor course. The fee is state required and is non-refundable.

V. TEXAS DEPARTMENT OF LICENSING AND REGULATION (TDLR)

A. 1602.455 TRANSFER OF HOURS OF INSTRUCTION

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

private beauty culture school or a vocational cosmetology program in a public school in this state.

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

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

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

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

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

B. 83.74. Responsibilities--Withdrawal, Termination, Transfer, School Closure. *(New section adopted effective August 1, 2006, 31 TexReg 5952; amended February 17, 2012; 37 TexReg 681)*

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

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

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

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

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

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

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

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

1602.456 IDENTIFICATION OF AND WORK PERFORMED BY STUDENTS

(a) Each private beauty culture school or vocational cosmetology program in a public school shall maintain in a conspicuous place a list of the names and identifying pictures of the students who are enrolled in cosmetology courses.

(b) A private beauty culture school or public school may not receive compensation for work done by a student unless the student has completed 10 percent of the required number of hours for a license under this chapter.

(b-1) A private beauty culture school or public school in which a student permit holder is enrolled may not receive compensation for services performed under Section 1602.266(c).

(c) If a private beauty culture school or public school violates this section, the license of the private beauty culture school or the certificate of the public school may be revoked or suspended.

C. 1602.457. CANCELLATION AND SETTLEMENT POLICY

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

(1) cancels the enrollment agreement or contract not later than midnight of the third day after the date the agreement or contract is signed by the student, excluding Saturdays, Sundays, and legal holidays; or

(2) entered into the enrollment agreement or contract because of a misrepresentation made:
- (A) in the advertising or promotional materials of the school; or
- (B) by an owner or representative of the school.

If an applicant is not accepted by the school or if the school cancels the start date or course for unforeseen circumstances, the applicant is entitled to full refund of monies received towards enrollment. 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:

(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.

VI. STUDENT SERVICES

A. ORIENTATION

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

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. Original Enrollment Agreement becomes part of the Financial Aid student file. A copy is issued to the applicant prior to money collected.

B. COUNSELING AND ADVISING

The schools provide the student with vocational guidance throughout the course of study. The staff helps with the achievement of goals, aptitude of evaluation, assistance in financial arrangements, assistance in scheduling training hours and assistance in government approved programs. Advising regarding licensing regulations, reciprocity, employment and continuing education opportunities is available to students as needed.

1. **Referral to Professional Assistance**
   Students have access to advising from members of the school's staff, including a list of agencies published in the school's website, for referral to professional assistance if necessary.

2. **Progress Reports**

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

3. **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.

C. HANDICAPPED SERVICES

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

D. HOUSING

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

E. PLACEMENT ASSISTANCE

Throughout the course of study, students are encouraged to seek employment assistance in the Placement Department or Registrar Office.

Since this institution is dedicated to excellence in its training programs; it goes one step further in utilizing its best efforts in seeking, guiding and advising graduates to find gainful and meaningful job opportunities.

However, the institution advises students upon enrollment that the law prohibits any school from guaranteeing placement as an inducement, therefore, the institution does not guarantee employment.

Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. Job referrals are made known to interested graduates as available. State exam preparation is provided at no charge for 2 years after graduation date. After 2 (two) years, a fee may be charged for refresher course.

Throughout the curriculum, emphasis is placed on training the student in education-related employment that includes, but is not limited to training in:

a. Professionalism
b. Resume development
b. Interview preparation

c. Job search skills

F. TEXAS REHABILITATION COMMISSION

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

G. SCHOLARSHIPS

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

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

Qualifications Needed for Candidacy:

1. Applicants are required to obtain two salon endorsements

2. If High School student:
   A. Attendance, grades, attitude, personality, and a letter of recommendation from the teacher or counselor.
   B. Two salon endorsements.

3. If not a high school student:
   A. Three (3) personal references
   B. Three (3) work references.
   C. Two salon endorsements

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

Institutional Scholarships have no monetary value.

H. WHERE-TO-GO LIST

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

I. LOAN DEFAULT PREVENTION MANAGEMENT PROGRAM

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

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

J. PARKING

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

McAllen campus

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

Harlingen campus

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

La Joya campus

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

410 Campus

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

Pica Campus

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

K. 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.

L. LOCKERS

Student may utilize lockers available at their own discretion. Locks are provided by students. The institution reserves the right to inspect lockers with or without notice. Student must vacate lockers upon graduating, withdrawing, when on a leave of absence or when absent for more than 5 days. Personal effects left in the locker for more than thirty (30) days may be removed and may not be claimed and the property may become property of the school. For safety, sharing lockers is discouraged.

M. 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.

VII. STUDENT CONSUMER INFORMATION

The UCAS University of Cosmetology Arts & Sciences provides adequate information in order for prospective students, prospective employees, currently enrolled students, currently employed staff and the general public to be well

informed and make a sound decision when choosing our institution as the school of preference.

- **Annual Report Statistics (NACCAS)**
- **Licensing Requirements**
- **Medial Loan Debt**
- **Prerequisites for Employment in Texas**

A. FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students and parents or guardians of dependent minor, certain rights with respect to their educational records. The rights of the parents or guardian of dependent minors transfer to the student when he or she reaches the age of 18. Students to whom the rights have transferred are "eligible students".

Although FERPA does permit a school to disclose a student's education records to his or her parents or guardians of dependent minor if the student is a dependent student under IRS rules, the institution's policy does not. Disclosure may not be made to the eligible student's parent or guardian of dependent minor even if the eligible student is a dependant of the parent or guardian of dependent minor as defined by the Internal Revenue Service.

The institution requires written consent from the student or parent or guardian of dependent minor (each time) before releasing any student information in response to a third party request, other than a request by NACCAS, unless otherwise required by law.

These rights are:

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

Parents or guardians of dependent minor <u>or</u> eligible students should submit to the School Executive Director, Financial Aid department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. A fee of $3.00 per page will be charged per copy.

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

Parents or guardians of dependent minors <u>or</u> eligible students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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

amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records. Written consent from the parents <u>or</u> eligible student required for disclosure of records.

However, disclosure to those records, without consent, to the following parties or under the following conditions:

- **School Official with legitimate educational interest**
- **Other schools to which a student is transferring**
- **Specified officials for audit or evaluation purposes**
- **Appropriate parties in connection with financial aid to a student**
- **Organizations conducting certain studies for or on behalf of the school**
- **Accrediting organizations (NACCAS)**
- **To comply with judicial order or lawfully issued subpoena**
- **Appropriate officials in cases of health and safety emergencies and**
- **State and local authorities, within a juvenile justice system, pursuant to specific State law**

The school may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, at any time, students and parents or guardians of dependent minorss may request that the school not disclose directory information about them. The request must be done in writing.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact U.S. Department of Education Family Policy Compliance Office at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Recording Disclosure

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

All institution records are maintained safeguard of loss, theft, identity theft or damage.

B. INTERNAL GRIEVANCE POLICY AND PROCEDURE

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

1. A student, teacher, or interested party may file a grievance against the school: however, the grievance should be in writing to the Instructor/ school director and should outline the allegation or nature of the grievance. Students interested in filing a formal grievance may request the form with the Instructor or Executive Director.

2. A school representative will meet with the complainant within 10 days of receipt of the written grievance. Depending on the extent and nature of the grievance, interviews/ surveys with the appropriate staff and other students may be necessary to reach a final resolution of the grievance. If after careful evaluation, the problem cannot be resolved through discussion, the grievance will be referred to the school grievance committee. The school will document the meeting between the school representative and complainant in writing. The complainant will be provided a copy of the written record at the time of the meeting.

3. The committee will be comprised of at least three individuals that may be the following categories: school director, administrator, instructor, or member of the public interest or student. The grievance committee will meet within 21 calendar days of receipt of the grievance and review the allegations. If more information from the complainant is needed, a letter should be written outlining the additional information needed.

4. In case of extreme conflict, may be necessary to conduct an informal hearing regarding the grievance. The hearing will occur within 60 days of the committee appointment. The hearing will be informal with the complainant presenting his/her case followed by the school response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness, testimony and recommend a resolution for the dispute. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.

5. If the complainant wishes to pursue the matter further, a grievance form is available through the accrediting agency (National Accrediting Commission of Career Arts & Sciences, Inc.). For address see school catalog. The complainant is required to try to resolve the problem through the school's grievance process, prior to filling a grievance with the accrediting agency.

C. RETURN OF TITLE IV FEDERAL FUNDS

Disbursement of Funds

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

Hours Earned

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

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

Post-Withdraw Disbursements for Loans

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

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

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

Grant Overpayments

The application regulation requires that the students repay only 50% of the initial amount of any Title IV Grant funds. Within 45 days of determining that the student who withdrew must repay all or part of the Title IV grant, a school must notify the student within 30 days that he or she must repay the overpayment or make satisfactory arrangements to repay it. In its notification a school must inform the student that:

1. The student owes any overpayment of Title IV funds.
2. The student's eligibility for additional Title IV funds will end if the student fails to take a positive action by the 45th day following the date the school sent or was required to send notification to the student.
3. There are positive actions a student can take to extent his or her eligibility for Title IV funds beyond 45 days:
    a. The student may repay the overpayment in full to the school.
    b. The student may sign a repayment agreement with the school.
    c. The student may sign a repayment agreement with the Department.

4. If the student fails to take one of the positive actions during the 45 day period, the student's overpayment immediately must be reported to the Borrowers Service for Collection.
5. The student should contact the school to discuss his or her options.

Title IV Refund Order

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

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

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

Official and Unofficial Withdrawal

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

Leave of Absence (LOA) Withdrawal

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

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

D. COLLECTION POLICY

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

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

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

To dispute an account with SARMA

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

Address:

1801 Broadway

San Antonio TX. 78215

Phone Number:

1-800-955-5238 or 210.244.4547

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

VIII. STUDENT CODE OF CONDUCT POLICY

A. STUDENT CONDUCT POLICY

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

1. Disruption of classroom or student salon activities.

2. Cell phone or unauthorized electronic devices must be turned off during class time (will be sent home immediately).

3. Failure to wear clean and stain free uniform.

4. Using school telephone without permission.

5. Smoking, chewing gum or the use of Vape Pens, Cloud Pens, E-Cigarettes or Hookah Pens or any device that represents smoking are prohibited inside the building.

6. The unlawful possession, use or distribution of illicit drugs or alcohol by students on school premises or as part of any of its activities.

7. Committing extortion, coercing, or black mail, i.e., obtaining money or other objects of value from unwilling person, or forcing and individual to act through the treat of force.

8. Exhibiting disrespect or directing profanity, vulgar language, or obscene gesture towards students, coaches, instructors, administrators, school personnel, or any other person.

9. Loitering in unauthorized areas; such as reception area, hallways, within fifteen feet of outside entrance, etc.

10. Wearing inappropriate attire in classroom and student salon. Violating dress code such as:

- **a. Shorts**
- **b. Mini skirts**
- **c. Soiled uniform**
- **d. Any attire not deemed appropriate by Instructor and/ or Staff member.**

11. Refusing to service a client or student salon assignment.

12. Engaging in verbal abuse, slanderous remarks, making derogatory statements about the institution or violations towards others or the institution that may be considered a serious offense and may precipitate substantial disruption of the school program or incite violence.

13. Committing arson.

14. Bringing guest and visitors into clinic classroom areas without permission.

15. Maintaining improper sanitation and cleanliness of stations, equipment, break areas, and restroom facilities.

16. Committing robbery or theft.

17. Cheating on tests, assignments, or examinations.

18. Any other actions deemed as inappropriate behavior by instructors and/or staff member.

19. Students are not allowed to bring their children to class.

20. Students must bring student kit to practice in class and student salon on a daily basis.

21. Not maintaining satisfactory progress in attendance.

22. Not complying with monthly payments toward tuition.

23. Campus disruptive activities that interfere with instructional activities or the functions that support instruction.

24. Video and still photography is prohibited without advance permission of the institution. Taking pictures or videotaping in violation of this policy may result in disciplinary action.

25. Food or beverages, including coffee may be consumed in break/ lunch areas at the designated times only. Water may be consumed at any time during class or student salon areas.

SMOKING

The school maintains a smoke- and tobacco-free in-school environment. No smoking or other use of tobacco products (including, but not limited to, cigarettes, pipes, cigars, snuff, or chewing tobacco) is permitted inside any part of the building.

Students may smoke outside in designated areas during clocked out breaks. Front entrance of building is considered an inappropriate smoking area.

McAllen- West side of building
Harlingen- North side of building
La Joya- South side of building
410- Smoking in not permitted within 50 feet of any entrance
Pica- South side of building

When smoking or otherwise using tobacco or similar products outside, do not leave cigarette butts or other traces of litter or tobacco use on the ground or anywhere else. Dispose of any litter properly in the receptacles provided for that purpose.

Smoking, chewing tobacco or the use of Vape Pens, Cloud Pens, E-Cigarettes or Hookah Pens or any device that represents smoking are prohibited inside the building.

No additional breaks beyond those allowed under the scheduled break time may be taken for the purpose of using tobacco or similar products.

B. DISCIPLANARY ACTION

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

VERBAL WARNING:

Initial warning.

WRITTEN WARNING:

Incident report is written by the instructor.

SUSPENSION:

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

TERMINATION:

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

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

The Institution's refund policy applies to students that are terminated and withdrawn students.

Appeal Process of Termination

Students who are notified of termination may appeal this termination. The student must submit a written appeal, along with any supporting documentation to the Director for review. This appeal must be received by the Director within five (5) business days of notification of the proposed termination. Should a student fail to appeal this decision, the decision to terminate will stand.

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

If the appeal is approved, the student may be permitted back to school, and monitored for thirty (30) days. At the end of 30 days, student may be removed from Disciplinary Probation. If student fails to meet conditions set by school, may be terminated.

C. ACCIDENTS

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

Emergency Plan

The Institution maintains practices to ensure emergency procedures are known:

- First Aid Kit is readily available for use by the faculty, staff, students and clients in case of an injury or an accident.
- Emergency Planning Guide for School is available through Executive Director.
- Emergency phone numbers are posted at the reception desk for quick easy reference.

D. CHANGES IN STUDENT RULES AND REGULATIONS POLICY

The Institution reserves the right to revise any of the above rules or regulations at its sole discretion without previous notification. Revisions to the school catalog apply to all currently enrolled students. The school catalog is posted on the school's website, printed copy is maintained at the school's Executive Director's office for review, and memorandums of revisions are made available through the classroom bulletin board.

E. NO WEAPONS ON CAMPUS POLICY AND PROCEDURE

Purpose

To ensure that UCAS University of Cosmetology Arts & Sciences maintains a workplace safe and free of violence for all employees, student, and clients, the company prohibits the possession or use of dangerous weapons on company property.

Persons Covered

All UCAS University of Cosmetology Arts & Sciences workers, students and clients are subject to this provision, including contract workers and temporary

employees as well as visitors on company property. A license to carry the weapon on company property does not supersede company policy. Any employee or student in violation of this policy will be subject to disciplinary action, up to and including termination.

Definitions

"Company property" is defined as all company-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the company's ownership or control. This policy applies to all company-owned or leased vehicles and all vehicles that come onto company property. "Dangerous weapons" include firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy.

Searches of Personal Property

UCAS University of Cosmetology Arts & Sciences reserves the right at any time and at its discretion to search all company-owned or leased vehicles and all vehicles, plus packages, containers, briefcases, purses, lockers, desks, enclosures and persons entering its property, for the purpose of determining whether any weapon is being, or has been, brought onto its property or premises in violation of this policy. Employees and students who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including termination.

Enforcement

This policy is administered and enforced by the Executive Director's Office. Anyone with questions or concerns specific to this policy should contact Executive Director's Office.

F. RIGHTS AND RESPONSIBILITIES OF STUDENTS

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

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

   a. Attending all classes daily and on time.

   b. Accepting the responsibility to participate appropriately in the learning process.

   c. Being prepared for class with appropriate materials and assignments.

   d. Being properly attired.

   e. Exhibiting respect toward others.

   f. Conducting themselves in a responsible manner.

g. Paying required fees.

h. Refraining from violations of the code of student conduct.

i. Obeying all school rules, including safety rules and sanitary rules.

j. Seeking changes in the school policies and regulations in an orderly and responsible manner, through appropriate channels.

k. Cooperating with staff investigation of disciplinary cases and volunteering information when students have knowledge relating to a serious offense.

l. Assuming total responsibility for making up work due to absence.

INSTITUTION'S FACULTY PER LOCATION *(Insert)*

McAllen Faculty:

Graciela Torres	Executive Director
Erica Rios	Student Salon Director
Amy Garza	Administrative Assistant
Sean Logan	Career Planning Advisor
Tracy Prado	Financial Aid Officer
Diana Cortez	Educator
Blanca Hernandez	Educator
Cynthia Wayland	Educator
Keilah Garza	Educator
Flor Balderas	Educator
Martha E. Alaniz	Educator
Rosa Elia Ibarra	Educator

Harlingen Faculty:

Rosalba Zuniga	Executive Director
Sylvia R. Wall	Director of Education
Frida Arias	Administrative Assistant
Isaura Cantu	Financial Aid Officer
Manuel Rincon	Career Planning Advisor
Mercedes Vásquez	Educator
Thelma Hernandez Lopez	Educator
Veronica Sanchez	Educator
Maria Ochoa	Educator
Lidia Zertuche	Educator
Irene Castillo	Educator
Rosa Elia Ibarra	Educator
Patricia Ayala	Educador
Dora SantaMaria	Custodial

La Joya Faculty:

Amanda Barrios	Executive Director
Cristina Bueno	Student Salon Director
Veronica Martinez	Financial Aid Officer
Baldemar Leyva	Career Planning Advisor
Brenda Lee Barrera	Educator
Norma Gonzalez	Educator
Aracely Gonzalez	Educator

Klaina McCoy	**Educator**
Ninfa Ozuna	**Educator**
Cynthia Saucedo	**Educator**
Abigail Valladares	**Educator**
Maribel Cortes	**Custodial**

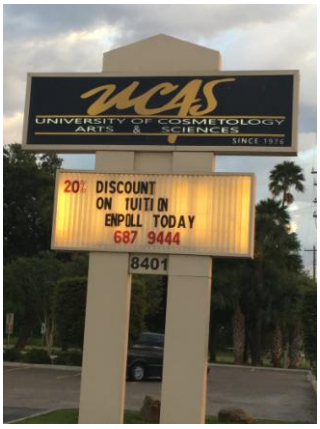
San Antonio (410) Faculty:

Ernestina Martinez	**Executive Director**
Joyce Garcia	**Career Planning Advisor**
Monica Cortez	**Financial Aid Officer**
Veronica Carrera	**Educator**
Diane M. Moore	**Educator**
Joanita Young	**Educator**
Nancy Garcia	**Educator**
Beatriz Maltos	**Custodial**

San Antonio (Pica) Faculty:

Julie Garcia	**Executive Director**
Benita Del Angel	**Career Planning Advisor**
Maricela Sosa	**Financial Aid Officer**
Deborah Wilken	**Educator**
Ruben Soto	**Educator**
Sarah G. Pecina	**Educator**
Ana L.Torres	**Educator**
Beatriz Maltos	**Maintenance**

Facilities:



McAllen Campus

Harlingen Campus

La Joya Campus

San Antonio (410)

San Antonio (Pica)