

# **Cosmetology Academy of Texarkana**

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**Cosmetology Academy of Texarkana**  
**4115 N Kings Highway Ste 110**  
**Texarkana, TX 75503**  
**(903) 838-0340**

**Last Updated January 2023**

**WELCOME**

We want to take this opportunity to welcome you to the very exciting and fulfilling world of Cosmetology Arts and Sciences. This career path offers endless opportunity to those who have a passion for their art, strive for success and are willing to dedicate themselves to their career. We are honored to be a part of your exciting journey and we are committed to helping you become a successful part of this elite group.

**MISSION STATEMENT**

The mission of the Cosmetology Academy of Texarkana is to educate individuals to develop the knowledge and skills that will enable graduates to achieve their professional goals, improve the productivity of their organizations, and provide leadership and services to their communities. Cosmetology Academy of Texarkana teaches students proven techniques but encourages them to be creative and innovative beauticians. Through this education, we will prepare each student with the skills needed to be eligible to apply for licensure in the State of Texas and to prepare them for employment in the applicable course.

**The Academy is licensed by:**

Texas Department of Licensing and Regulations (TDLR)  
P.O. Box 12157  
Austin, TX 78711  
(512) 463-6599

**The Academy was accredited in January of 2013 by:**

National Accrediting Commission Of Career Arts & Sciences (NACCAS)  
3015 Colvin St  
Alexandria, VA 22314  
(703) 600-7600

**The Academy was approved for Title IV Federal Student Aid by:**

The Department of Education on July 21, 2013. FSA funding is now available and being offered to all eligible students and prospective students.

**The Academy was approved for Veterans Education by;**

The Academy was approved by Texas Veterans Commission, Department of Veterans Affairs on May 14, 2013 to train veterans.

**FACULTY and STAFF**

Cosmetology Academy of Texarkana, LLC

Peggy Smith	Owner, School President, Admissions/Educational Director, Licensed Cosmetology Instructor/CFO
J. R. Richardson	Financial Aid Administrator/Admissions Director
Linda Sanders	Business Office
Kylee Smith	Licensed Instructor
Bebe Michael	Licensed Instructor
Michael Blank	Licensed Instructor

**FACILITIES**

The Academy has a clinic floor area consisting of 5640 square feet that includes: 24 stations, 5 hair dryers, 6 shampoo bowls, 5 manicure tables, 2 pedi/spa chairs, 1 dispensary, 1 classroom, 1 facial room, wax room, 2 storage closet, a men and woman's restrooms, a kitchen/break area for Students, waiting area for clients, client and Student parking.

**CALENDAR**

The Academy is open year round Monday – Thursday from 8:30 a.m. to 3:30 p.m. and Fridays until 3:00 p.m. Night class is Monday - Thursday 5:30pm until 9:30pm. Esthetics is Monday - Thursday 9:30 to 3.

The Academy starts new classes weekly. Students are required to attend orientation prior to their start.

Official Holidays: Presidents Day, Good Friday, Memorial Day, Independence Day Week, Labor Day, Columbus Day, Thanksgiving Break (Wed, Thur, Fri), and Christmas Break (10 days – New Year).

**ADMISSION REQUIREMENTS**

Cosmetology Academy of Texarkana does not discriminate in its employment, admission, instruction, or graduation policies on the basis of creed, religion, race, color, ethnic origin, religion, ancestry, national origin, residence, age, non-disqualifying disability, gender, financial status, sex, sexual orientation, marital status, or veteran's nor does the Academy actively recruit Students already enrolled in or attending another institution offering similar programs.

To be eligible for admission to Cosmetology Academy of Texarkana the student must:

- Be at least 17 years of age or older on the date of enrollment.
- Have a High School Diploma or equivalent: GED, or a state issued Home School Completion Certificate/Diploma. Diplomas may need to be validated for authenticity.
- Provide a valid photo ID and social security number.
- Not be enrolled at a primary or secondary institution; Ability to Benefit is not recognized the Cosmetology Academy of Texarkana.
- Be able to speak, read, and write fluently in English (all classes are taught in English).
- Students must purchase permit from TDLR prior to enrollment, \$25.00.

**TRANSFER POLICY**

Cosmetology Academy of Texarkana will accept transfer students with previous clock hours. All admissions requirements will need to be met. Additionally, the student will need to provide a certified transcript from the previous school and student will be charged at an hourly rate based on how many hours are needed. Cosmetology Academy of Texarkana will accept all TDLR approved transfer hours. It is the students responsibility to ensure that their hours are transferred to TDLR. There is no transfer of hours between programs within Cosmetology Academy of Texarkana due to the Texas State Board Regulations.

## RE-ENTRY STUDENTS/INTERRUPTIONS

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 30 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds. Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 30 days will pay a \$150.00 non-refundable re-entry fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's Re-entry Policy and will be evaluated by the school Director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

A determination of Satisfactory Progress will be made and documented at the time of withdrawal. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Progress determination according to the appeal policy. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the students progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the school administration.

## PHYSICAL DEMANDS AND SAFETY REQUIREMENTS FOR COSMETOLOGY

It is extremely important that you are provided with all the facts about the physical requirements that your future career demands. The following is a list of physical demands you may encounter in this industry.

- **Body Position:** Long periods of time standing are required for cosmetologists.
- **Hands:** Your hands will need protection from chemicals and continuous exposure to water and cleansing agents. Hand care products are recommended for all service professionals.
- **Back:** Minor back stress may be caused by long intervals of standing, sitting or leaning. Please consult your physician or chiropractor if you have experienced back pain in the past.
- **Chemicals:** As a cosmetologist you will be required to work with many different types of products and chemicals. If you currently have allergies or sensitivities to chemicals, please consult your physician with a list of the chemicals you will be exposed to.
- **Sanitation:** Communicable disease can be easily transmitted from one individual to the next. Special attention must be paid to yourself and your client to avoid spreading any disease.
- **Trade Tools:** There are obvious hazards when working with sharp objects such as scissors, razors, clippers, lancets, extractors, etc. Caution must be used when handling any such item.
- **General Safety:** On a daily basis use caution and common sense to avoid entering into any of the following situations: chemical burns, cuts and abrasions, excessive heat from hair dryer, hot water, harmful vapors or fumes, injury to eyes, and physical injury resulting from spilling liquid.

## AVAILABLE PROGRAMS

### COSMETOLOGY: 1000 HOURS

#### Day classes 32 hours/week

#### **DESCRIPTION:**

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

#### **OBJECTIVES:**

Upon completion of the programs requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliverworthy service for value received.
4. Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, pedicures and nail extensions.
5. Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's best overall look.
6. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

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

*\*Instructional methods and grading procedures are consistent for all programs and are listed below.*

HOURS	SUBJECT - UNIT
50	<b>PROFESSIONAL / BUSINESS DEVELOPMENT:</b> Professional and business development shall include, but is not limited to, the following theory, techniques and procedures. Orientation, school rules and regulations, state laws and regulations, history, career opportunities, life skills, professional image, communication skills, preparing for licensure and employment, interviewing, money management, selling, customer service, client consultations, building a clientele, types of business, building a business and product knowledge uses and safety.
70	<b>GENERAL SCIENCES:</b> General sciences shall include, but is not limited to, the following theory, techniques and procedures. Health and safety regulations, principles of infection control, preventing the spread of disease, salon safety, general anatomy and physiology, properties of the hair and scalp, disorders of the hair and scalp, hair and scalp analysis, basics of chemistry and basics of electricity.
75	<b>SHAMPOO, RINSES, AND SCALP TREATMENTS:</b> Shampooing, rinses and scalp treatments shall include, but is not limited to, the following theory, techniques and procedures. Hair analysis, hair and scalp treatments and manipulations, hair brushing, shampoo selection, chemistry of shampoos, pH Scale, types of shampoos and conditioners, draping, and shampoo procedure.
150	<b>TEXTURE SERVICES:</b> Texture Service shall include, but is not limited to, the following theory, techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide, and other base solutions.
175	<b>HAIRCOLORING:</b> Haircoloring shall include, but is not limited to, the following theory, techniques and procedures, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, temporary color, semi-permanent color, demi-permanent color, permanent color, lightening, formula mixing, high and low lights, and the use of dye removers.
175	<b>HAIRSTYLING AND DESIGN:</b> Hairstyling shall include, but is not limited to, the following theory, techniques and procedures: Principles of design, hair analysis, finger waving, pin curling, comb outs, thermal straightening, thermal straightening, and blow-dry styling.
175	<b>HAIRCUTTING:</b> Haircutting shall include, but is not limited to, the following theory, techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.
65	<b>NAIL CARE:</b> Nail Care shall include, but is not limited to, the following theory, techniques and procedures: Hand, nail and skin analysis, nail diseases and disorders, structure of the natural nail, nail anatomy, nail growth, manicuring, pedicuring, polish application, nail tips and wraps, light cured gel nails, acrylic nails, tools, implements and products.
65	<b>SKIN CARE:</b> Skin Care shall include, but is not limited to, the following theory, techniques and procedures. Anatomy of the skin, nutrition and skin health, diseases and disorders of the skin, skin analyses, skin type, skin care products, facial massage, basic facials, facial equipment, electrotherapy and light therapy, makeup, face shapes, artificial eyelashes, and hair removal.
1000	<b>TOTAL HOURS</b>



**ESTHETICS: 750 HOURS****Classes are 20 hours/week**

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

**OBJECTIVES:** Upon completion of the programs requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliverworthy service for value received.
4. Perform the basic manipulative skills including hair removal, facials, micro- derm abrasion and ultrasonic facials.
5. Perform the basic analytical skills to determine proper makeup and skincare.
6. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

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

*\*Instructional methods and grading procedures are consistent for all programs and are listed below.*

**UNIT HOURS SUBJECT**

<b>225</b>	<b>FACIAL TREATMENT, CLEANSING, MASKING, THERAPY</b>
<b>90</b>	<b>ANATOMY AND PHYSIOLOGY</b>
<b>75</b>	<b>ELECTRICITY, MACHINES, AND RELATED EQUIPMENT</b>
<b>75</b>	<b>MAKEUP</b>
<b>50</b>	<b>CHEMISTRY</b>
<b>50</b>	<b>CARE OF CLIENT</b>
<b>35</b>	<b>MANAGEMENT</b>
<b>25</b>	<b>SUPERFLUOUS HAIR REMOVAL</b>
<b>15</b>	<b>AROMA THERAPY</b>
<b>10</b>	<b>NUTRITION</b>
<b>10</b>	<b>COLOR PSYCHOLOGY</b>
<b>40</b>	<b>SANITATION, SAFETY AND FIRST AID</b>
<b>50</b>	<b>ORIENTATION RULES AND LAWS</b>
<b><u>750</u></b>	<b><u>TOTAL</u></b>

## Cosmetology

### COSMETOLOGY (1000 HOURS)

\$14,350.00

Tuition	\$12,500.00
Non-Refundable Registration Fee	\$100.00
TDLR Permit Fee (non-refundable)	\$25.00
Books (non-refundable)	\$400.00
Kit (non-refundable)	\$1,320.00

### ESTHETICS (750 HOURS)

\$10,500.00

Tuition	\$9,375.00
Non-Refundable Registration Fee	\$100.00
TDLR Permit Fee (non-refundable)	\$25.00
Books/Kit (non-refundable)	\$1000.00

**OTHER COSTS**

Transcript Fee	\$10.00
Re-Entry Fee	\$150.00 (if after 30 days)

**OVER-CONTRACT** is calculated at twice the tuition rate multiplied by the remaining hours. Over contract tuition rate is \$25 per hour.

**PAYMENT (Cash pay students)**

The academy requires that the student pay the non-refundable registration fee, permit fee, fee for books and kit, as well as 10% of tuition as a down payment. The whole down payment is non-refundable. A payment plan will be established upon enrollment. Failure to make payments may result in disciplinary action or withdrawal. Hours completed will not be certified until monies owed to the Academy are paid in full, or an agreement is made with the Owner. The Academy accepts cash, checks and credit cards. A student or legal guardian who cancels his/her enrollment in writing within three business days of signing the enrollment agreement in this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.

**SCHOLARSHIP AND FEE WAIVERS**

The Academy does not offer Scholarships but does provide Fee Waivers. Fee Waivers may be granted only by the School President and are documented on the Fee Waiver Form.

**VETERANS AFFAIRS (VA)**

The school works with the Veterans Affairs (VA) office, however, the determination for VA funds are made directly through the VA. For the Department of Veterans Affairs (DVA) purposes, recording of attendance will be subject to the following policy:

**ATTENDANCE POLICY FOR VA STUDENTS**

Students using veterans' benefits to attend Cosmetology Academy of Texarkana will have attendance monitored until the time the student drops, graduates or completes the program. Unsatisfactory attendance will be reported to the DVA even if the VA student has completed the required number of hours and no refund is due the student and/or refund sources. Therefore, the attendance policy (20% of the total program and/or being absent fourteen (14) consecutive days) will apply throughout the student's stay in school. All violations of the 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.

**GRADING PROCEDURES**

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

**WRITTEN and PRACTICAL**

90% to 100%	A	
80% to 89%	B	
70% to 79%	C	= 2.0 GPA
69% and Below	F	= UNSATISFACTORY

**MAKE UP WORK**

A student who has missed assignments or tests will be given one day from the original assignment date to make up the work. Make-up work must be completed during regular Academy hours.

**INSTRUCTIONAL METHODS**

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills for each program offered. Clinic equipment, implements, and products are comparable to those used in each industry. The programs are presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for program delivery.

**UNITS OF INSTRUCTION AND HOURS**

The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of this Program Outline. Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, Students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program.

**ACADEMIC ADVISEMENT**

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

**LICENSURE REQUIREMENTS**

Following graduation from the Academy a graduate must take the PSI Exam to become a Licensed Cosmetology Operator. Graduates are responsible for registering and paying for all state licensure requirements. Texas State Board of Cosmetology examination and examination dates are available at: [www.psiexams.com](http://www.psiexams.com) and licensing at: [cs.cosmetology@license.state.tx.us](mailto:cs.cosmetology@license.state.tx.us) Criminal background, such as a felony or misdemeanor may result in inability to receive license. It is the students responsibility to disclose this information to the state licensing agency. A criminal background questionnaire can be found on the TDLR website.

School:

- Shall provide programs of study that meets minimum curriculum requirements as prescribed by the state regulatory agency.
- May change kit contents, textbooks, dress code, curriculum format, teaching materials or educational methods at its discretion.
- Will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.
- Will issue an Official Transcript of Hours to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork, attended an exit interview and made satisfactory arrangements for debts owed the school as approved by the School.
- Will assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness classes, but placement is not guaranteed.
- May terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.
- The institution ensures all graduation requirements have been fulfilled during the exit interview.

Student:

- Agrees to pay applicable school and state fees and provide all required registration paperwork in a timely manner.
- Agrees to comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements including clinic assignments.
- Agrees not to refuse to perform client services or other program requirements.
- Agrees to provide all financial aid documents, if applicable, in the designated time frame.
- Agrees to comply with the school's dress code at all times and project a professional image representative of the cosmetology and image industry.
- Agrees to comply with the assigned schedule for the applicable program of study which may change from time to time at the discretion of the school.
- Agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.
- Understands that if he/she is a Title IV financial aid recipient,\* minimum attendance and grade requirements must be maintained for satisfactory academic progress; failure to comply will result in loss of eligibility for financial aid according to the policy found in the catalog.
- Understands that he/she is responsible for the state licensing exam fee and other examination or licensing related expenses.
- A diploma of graduation and official transcript of hours for the applicable course is given when the student has successfully completed all phases of study and required tests.

## REFERENCES

A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the program of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

## REQUIRED PRACTICAL EXPERIENCES

Policy and Regulatory agencies require Students to complete an established number of practical experiences for satisfactory skills development and graduation. Practices may be completed on mannequins, models, or clients. The requirements listed by category are the MINIMUM experiences that each Student must successfully complete prior to graduation. More practices may be scheduled by the instructor based on training NEEDS and clientele volume.

## ATTENDANCE POLICY

Full-time Students are scheduled to attend 32 hours per week, excluding lunch (6.5 hours Monday-Thursday, and 6 hours on Friday). Night-time Students are scheduled to attend 16 hours per week (4 hours Monday-Thursday).

Esthetic Students - Full-time Students are scheduled to attend 20 hours per week, excluding lunch (5 hours Monday-Thursday).

Students are strongly discouraged from missing Academy for any reason and absences are never considered excused. If you miss 3 days within your first month of enrollment you will be dropped. A student will be dropped for missing 14 Scheduled Days in a row. Not staying for scheduled hours may result in disciplinary action, and will effect students scheduled graduation date.

Students will not be allowed to clock in once Theory has started until Theory is completed for the day, which will result in a tardy. Three tardies will equal one absence. Leaving early is equivalent to a tardy. The student will be suspended for one day after the second offense. After the third offense student will be dropped from the academy.

## TIME CLOCK RULES

Students must use fingerprint reader to punch in and out. Students must clock out for lunch. Students cannot leave campus while on the clock, and must always ask an instructor before leaving early. Failure to inform an instructor before leaving may result in disciplinary action.

## SATISFACTORY ACADEMIC PROGRESS POLICY – SAP

SAP applies to every student enrolled in a NACCAS-approved program.

Students are evaluated for Satisfactory Academic Progress at the following Actual Hours:

COSMETOLOGY	450, 900,
ESTHETICS	375

**QUANTITATIVE REQUIREMENTS**

Students are required to maintain a 70% average in attendance in order to be considered maintaining satisfactory academic progress. Students will be dropped after 14 absences without notifying the school. Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation.

**MAXIMUM TIME FRAME**

The maximum time is (143%) times the program length as stated below:

<b>Attempted Programs Hours</b>	<b>Min Hours</b>	<b>Max Hours</b>
COSMETOLOGY	1000	1430
ESTHETICS	750	1072.5

Students who exceed max time frame will loose their financial aid and considered to be withdrawn.

**INTERRUPTIONS, PROGRAM INCOMPLETES, and WITHDRAWALS**

Students who withdraw prior to completion of the programs and wish to re-enroll will return in the same Satisfactory Academic Progress status as at the time of withdrawal.

**QUALITATIVE REQUIREMENT**

Students must maintain a 70% or above to be considered passing. Practical grades account for 33%, unit exams 33%, and a final exam will account for 34%.

The following grading scale is used to by the Academy for written, practical, and attendance evaluations:

90% to 100%	A	
80% to 89%	B	
70% to 79%	C	= 2.0 GPA
69% and Below	F	= UNSATISFACTORY

**DETERMINATION OF PROGRESS STATUS**

Students will receive a hard-copy of their Satisfactory Academic Progress at the time of each of the evaluation. Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation. Students who do not achieve minimum standards are no longer eligible for Title IV funds, unless the student is on warning or has prevailed upon appeal of negative determination and is now on probation.



**WARNING STATUS**

Students who fail to meet minimum requirements for attendance and/or academic progress (70% cumulative attendance and 2.0 GPA) at the end of the payment period will be placed in warning status. A Student in Warning Status may continue to receive assistance under the Title IV HEA programs for one payment period despite a determination the Student is not making Satisfactory Academic Progress; A Warning Status may be assigned without an Appeal and may require no action from the Student. A Student meeting Satisfactory Academic Progress at the end of the Warning Status shall be returned to normal SAP status with no loss of Title IV eligibility. If the student fails to achieve SAP by the next evaluation there will be a loss of Title IV eligibility; with the right to Appeal.

**APPEAL PROCEDURE**

A student, who wishes to appeal a loss of Title IV eligibility due to failure to maintain Satisfactory Academic Progress, must submit a written request to the School within ten (10) days of being notified. The Student must describe in writing any unusual circumstance(s) that the student believes deserve special consideration. The basis on which a student may file an appeal: death of a relative, an injury, or illness of the student or other special circumstance. The Student must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point. Once the School receives the appeal, they will evaluate the appeal and provide a decision within five (5) calendar days. The School will notify the student in writing of the decision and that decision is final. All documentation will be maintained in the Student File for record purposes.

**PROBATION STATUS**

A Probation Status will be granted for an approved Appeal if the Academy determines that SAP standards can be met by the end of the subsequent evaluation period. The Student will regain Title IV eligibility for the current payment period only. Students who regain SAP at the next reporting period are considered as meeting SAP and will have regained full eligibility; those who are not making SAP will continue to be ineligible to receive Title IV funds without another option to Appeal.

**RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Is limited to the period under evaluation. Students making SAP by the conclusion of the Warning Status or Probation Status are considered to have regained Title IV eligibility. Additional assignments and opportunities will be provided for students to help re-establish SAP. Students are allowed to stay over their daily scheduled hours, not to exceed 10 hours per day. SAP must be obtained before maximum time frame is exceeded.

**NONCREDIT, REPETITIONS, AND REMEDIAL PROGRAMS**

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

**TRANSFER HOURS**

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

## #14 RETURN OF TITLE IV, HEA POLICY

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. Cosmetology Academy of Texarkana will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

### RETURN TO TITLE IV FUNDS POLICY

This policy applies to students' who **withdraw officially or unofficially** at Cosmetology Academy of Texarkana. It is separate and distinct from the Cosmetology Academy of Texarkana refund policy. (Refer to institutional refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of **unearned** funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice. The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

If the R2T4 calculations result in a credit balance on the student's account it will be disbursed as soon as possible and no later than 14 days after the calculation of the R2T4.

## *Cosmetology Class Schedule*

- 8:15 a.m. Class Preparation. This includes having the proper uniform on, looking professional, make-up applied; hair groomed and has a prepared station for clients including the proper tools.
- 8:30 a.m. Students clock in and be seated in the theory classroom. Doors are locked at this time to prevent interruptions while students are studying.
- 9:30 a.m. Theory is complete. Students have the option to take a 15 minute break and then go directly to their stations and wait for their assignments.
- lunch breaks A thirty (30) minute lunch break is required to be taken. Based on state regulations, students must clock in and out for lunch.
- 2:00 p.m. Sanitation and closing. Each student is assigned a duty. Please complete the duty you have been assigned with pride.
- 3:30 p.m. School is closed.

### **NIGHT SCHEDULE**

- 5:30 PM Evening Classes begin
- 9:30 PM Evening Classes dismissed

### **DAILY DUTIES**

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

## *Esthetics Class Schedule*

- 9:15 a.m. Class Preparation. This includes having the proper uniform on, looking professional, make-up applied; hair groomed and has a prepared station for clients including the proper tools.
- 9:30 a.m. Estheticians clock in and be seated in the theory classroom.
- 10:30 a.m. Theory is complete. Students should go directly to their station and wait for their afternoon assignments.
- lunch  
breaks A thirty (30) minute lunch break is required to be taken.  
Based on state regulations, students must clock in and out for lunch.
- 2:00 p.m. Sanitation and Closing. Each student is assigned a duty.  
Please complete the duty you have been assigned with pride.
- 3:00 p.m. School is closed.

## REGULATIONS FOR CONDUCT

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

1. No music in the building and NO LOUD MUSIC IN THE PARKING AREAS.
2. Cell phones are not allowed while a Student is clocked in. Put your phone up.
3. There is a \$10.00 fee for Chemical Services received; pre-payment and receipt is required. Must be approved by the instructor.
4. Students may not disrupt class.
5. No children are allowed in the classroom. Children should stay at the front of the school.
6. Vulgar or profane language (spoken or written in any form) is not tolerated.
7. Students are responsible for clocking in and out on time.
8. Students must call in to the school or the instructor if they are not coming to school or if they are going to be late or face possible suspension. Late is 9:30.
9. Students are responsible for their assigned area and must keep it clean & neat at all times. Mirrors, chairs and bottom of the chairs must be cleaned.
10. No smoking or Vaping is allowed in the Academy or within 10 feet of any entrance. The smoking area is located behind the building and those who use this area are required to keep it clean and it will be checked each day.
11. The Academy is not responsible for lost or stolen items. If you lose your stuff it is your responsibility to replace it.
12. Students must be respectful and treat every customer as an important class assignment. All assignments must be done.
13. It is the responsibility of the Student to ask for an instructor when needed.
14. With the exception of Instructors, Students cannot practice on anyone for a fee. (State Law)
15. Students are permitted to keep tips but may not solicit them from customers. If caught soliciting money you will be turned into TDLR.
16. Students refusing to do work that is assigned to them will be clocked out and sent home.
17. Students will arrive wearing a uniform. Students must wear black scrubs and black jackets/hoodies ONLY. (NO Leggings) Only Scrubs for cosmetology and Ethetics and black dress pants and white dress shirts (tucked in) for barbers.
18. Scrubs and dress shirts must have Sleeves.
19. High heels, sandals, flip-flops, or open toe shoes are not safe to be worn and not allowed. Shoes must be closed toed (Barbers must have black dress shoes).
20. Make up should be on and Hair is to be neat and clean when you arrive or go home; no caps, rags, or sunglasses may be worn. Do not come in with these on.
21. Students will not be permitted to punch in after 8:30 and disrupt class. (doors will be locked at 8:30 am and will unlock at 9:30am)
22. Students will receive (2) two (15) fifteen minute breaks each day; one in the morning (9:30 - 9:45am) and one in the afternoon (after lunch).
23. Lunch will be for (30) thirty minutes; and no longer! and these will be staggered so that there is always a student available for floor services at all times. Everyone takes a lunch. YOU CAN NOT EAT ON THE CLOCK per TDLR, DOE and CAT rules and regulations
24. Each student will be assigned a daily duty for the week. This must be completed and checked by the instructor each day before the student leaves. (you may be doing dishes, laundry, cleaning the toilet etc..)
25. Students that need to leave the school for any reason must receive approval from the instructor or the office staff.
26. You are allowed to park in the front parking lot or in the back. No parking on the front row. These spots are reserved for customers.
27. NO Food or Drinks are allowed on the floor at any time!
28. If you leave and do not clock out or write your time down you will loose you time for the whole day.

## LEVELS OF ADVISEMENT

A student may be advised by the Academy administration regarding attendance, academic grades or conduct by any of the following actions:

### Student Report

A student will be given written notification, from the instructor or administrative staff member of a violation by record on the Advisement Report.

### Suspension

An immediate out-of school suspension from CAT academy can be given in the event that a student causes extreme disruption during school. An out of school suspension will be for a period of up to three (3) days not to exceed two suspensions. A violation of school policy or conduct after the second suspension period will result in the student's termination from the course. A student will be counted as absent during a suspension period.

## REFUND POLICY

The Academy has a fair and equitable refund policy and currently uses the Texas Department of Licensing and Regulation refund policy.

Pursuant to Chapter 1602 of the Texas Occupations Code, a fair and equitable settlement will apply for Applicants who cancel enrollment or Students who withdraw from enrollment. Applicants not accepted by the Academy shall be refunded all monies paid to the Academy. If Student (or in the case of Student under legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing the enrollment agreement, all monies collected by the school will be refunded. A refund owed must be paid no later than the 30<sup>th</sup> day after the date the student becomes eligible for the refund. The "formal cancellation date" will be determined by the postmark on written notification, the date said notification is delivered to the Academy in person, the date the Academy terminates the Student, or 10 days after the last day of attendance.

For Students who enroll and begin classes but withdraw prior to program completion (after three business days of signing the contract), the following schedule of tuition earned by the Academy applies:

<b>SCHEDULED TIME ELAPSED IN TOTAL PROGRAM</b>	<b>TOTAL TUITION ACADEMY SHALL HAVE EARNED</b>
First Week or .01-10% (whichever is less)	10%
10.1% – 20% of Program	20%
20.1% to 25% of Program	25%
25.1% - 49.9% of Hours in Program After	50%
50% Elapsed Hours	100%

All refund calculations are based on the students scheduled hours.

Any monies due the Applicant or Student shall be refunded within 30 days of formal cancellation date as defined above. In the case of disabling illness or injury, death in the Student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a Student has enrolled, Cosmetology Academy of Texarkana will provide a pro rated refund of tuition to the Student. If the program is canceled subsequent to a Student's enrollment, the school will either provide a full refund of all monies paid or completion of the program at a later time. The school does not participate in any teach-out plans with other institutions. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the Student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal.

**OVER-CONTRACT COST**

Students are given ample time to complete training. Students are encouraged to attend as scheduled and projected graduation dates are reported on each evaluation. If a student has not completed their contracted hours by their contract graduation date they are considered to be over contract. Over contract fees are calculated at double the hourly tuition rate of the contract at \$25 per hour. Those fees are calculated the day the student is contracted to graduate by multiplying the remaining hours left to complete by the over contract fee. Student hours will not be released and student cannot graduate until these fees are paid.

**CANCELLATION POLICY**

A full refund will be made to any Student who cancels the enrollment agreement or contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed by the prospective Student. If tuition is collected in advance of entrance, and if, after expiration of the 72 hours cancellation privilege, the Student does not enter classes, not more than \$100.00 shall be retained. A full refund will be made if Student is not accepted by Cosmetology Academy of Texarkana.

**OFFICIAL WITHDRAWALS**

To officially withdrawal from Cosmetology Academy of Texarkana, the Student must initiate the withdrawal process by contacting the school director. The cancellation & refund Policy and RT24 will apply to withdrawn Students in accordance with the date provided on the written withdrawal notice and will be effective the date the notice is received.

**UNOFFICIAL WITHDRAWAL**

Termination of a Student is defined as no longer attending, whether by the Student's voluntary withdrawal or dismissal by Cosmetology Academy of Texarkana as disciplinary action; the last date of attendance will be used for the Cancellation & Refund Policy and RT24 calculations.

**GROUND FOR WITHDRAWAL BY THE ACADEMY**

A student may be Officially Withdrawn at the discretion of Cosmetology Academy of Texarkana at any time; reasons for Official Withdrawal may include but is not limited to: Failing Grades, Conduct, Attendance, and Non-Payment. Clock hour attendance will be evaluated every month.

**ACADEMIC ADVISEMENT**

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

## **FERPA Notification of Family Educational Rights and Privacy Act (FERPA)**

The Family Rights and Privacy Act (FERPA) afford students certain rights with records, as follows:

(1) The institution guarantees the student or parents/guardian if the student is a dependent minor, the right to inspect and review the student's education records within 45 days of the day the School receives request for access. Students should submit to the Office of Admissions and Records or other appropriate official, written requests that identify the record (s) they wish to inspect. The School official will arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, the official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. They should write the school 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 school decides not to amend the record as request by the student, the school will notify the student of the decision and advise the student of their rights to hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notifies of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent.

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

(5) Disclosure without Consent: The school may disclose personally identifiable information from an Education record of a student without consent if the disclosure meets one or more of the following conditions:

- The disclosure is to the school official, including teachers, within the school with whom the school has determined to have legitimate educational interests
- The disclosure, subject to the requirements of Sec. 99.34 is to officials of another school, school system or institution of postsecondary education where the students seeks or intends to enroll
- The disclosure is subject to the requirements of Sec. 99-35, to authorized representative of: (A) The Comptroller General of the United States, (B) The Secretary, or (C) State and local educational authorities
- The disclosure is in connection with financial aid for which the student has applied or which the student has received
- The disclosure is to State and local officials or authorities to whom is allowed to receive
- The disclosure is to organizations conducting studies for or on behalf of, educational agencies of institutions
- The disclosure is to accrediting organizations to carry out their accrediting functions
- The disclosure is to comply with a judicial order or lawfully issued subpoena
- The disclosure is in connection with a health or safety emergency, under the condition s as describe in Sec. 99.36
- The disclosure is to parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954
- This disclosure is to the parent of a student who is not an eligible student or to the student
- The disclosure is information the educational institution has designed as "directory information" under the conditions described in Sec. 99-37
- The disclosure is to an alleged victim of any crime of violence, as that terms is defined in section 16 of title 18, United States Code, of the results of any disciplinary proceeding conducted by a Institution of postsecondary education against the alleged perpetrator of the crime with respect to that crime

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by A&W Health Care Educators is to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
6000 Independence Avenue, SW  
Washington, DC 20202-4605



## CAREER OPPORTUNITIES

As you begin, you may not know whether you prefer working with hair, skin, or nails. Enter the classroom with an open mind as you begin your program of study. The following vocations are options you may want to consider upon graduation.

### COSMETOLOGY

*Professional Stylist  
Skin Care Specialist  
Makeup Technician  
Nail Technician  
Platform Artist  
Product Representative Salon  
Owner or Manager State  
Board Member/Examiner*

### ESTHETICS

*Skin Care Specialist  
Makeup Technician  
Product Representative  
Salon Owner  
Salon Manager  
Platform Artist  
Theatrical Makeup Artist  
Aromatherapist  
Retail Specialist*

### INSTRUCTOR 750

*Private School Instructor  
Public School Instructor  
Product Representative  
Director of Education  
School Administrator  
Platform Artist  
Board Member/Examiner  
School Owner/Manager  
Education Consultant*

Additional areas of specialization include journalism, advertising, marketing, or research and development with the right continuing education and opportunities. Training and practice is the important first step to an enjoyable, successful career in one of the above areas. If you like to work with people, and have the aptitude for the field, a cosmetology education may be a pathway to a secure income and a solid future.

### EMPLOYMENT ASSISTANCE

While the Academy cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings. Students also receive training in how to seek employment that includes using effective job searching skills, how to write a resume, complete an employment application and prepare for an effective interview (Chapters 30-32). The school encourages qualified Students to obtain salon sponsors to mentor them throughout their program. This is an excellent opportunity for the Student to obtain professional salon exposure, secure future employment and make the transition from school to work with ease.

2021-2022 Average Program Completion – 66.67%

2021-2022 Current Average Program Placement/Employment Rate – 72.50%

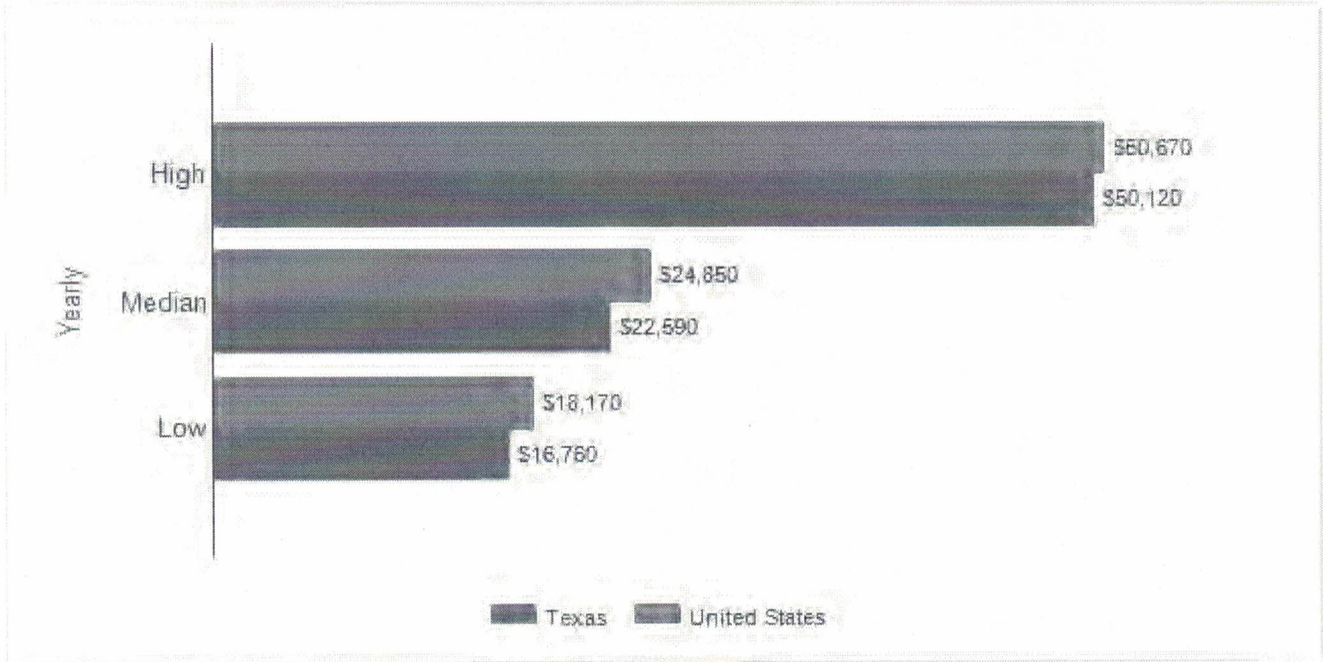
2021-2022 Average Licensure Rate – 90.91%

### JOB DEMAND IN COSMETOLOGY

There are many wonderful career opportunities available within the beauty industry. In addition to entry level placement as a Cosmetologist, Esthetician, and Nail Technician; this industry also offers opportunities in areas such as skin care, makeup, nail artistry, sales, etc.

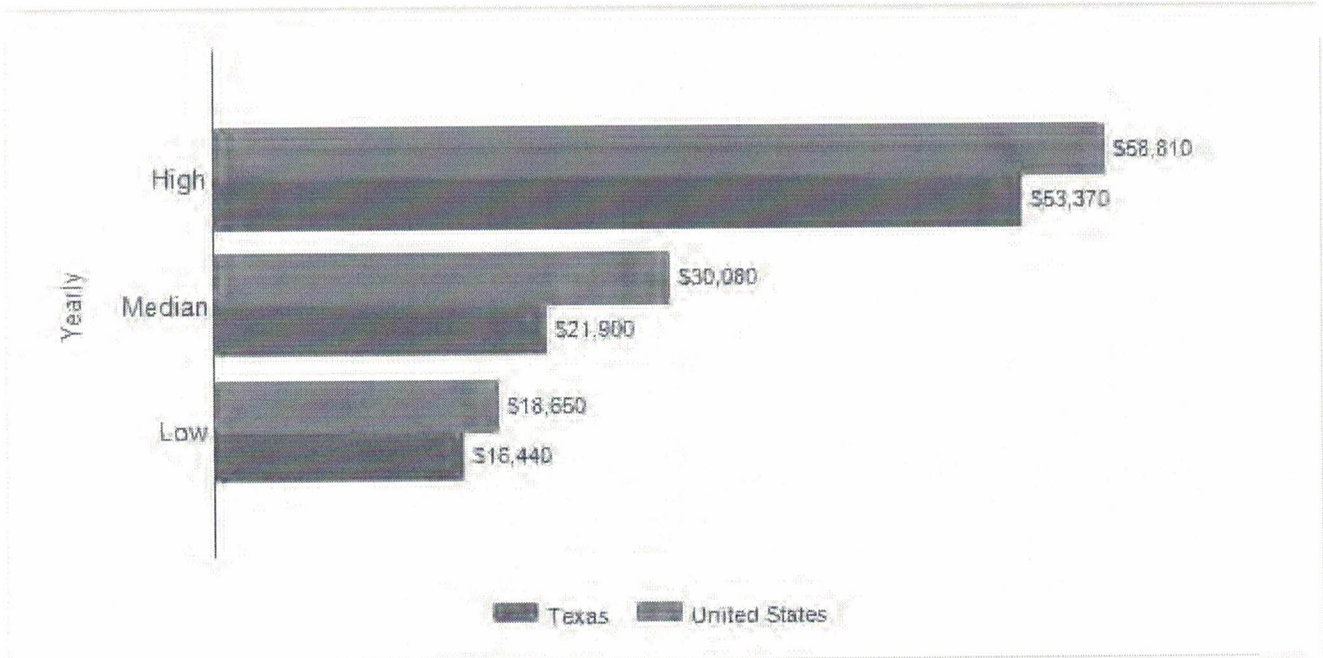
Cosmetology-

Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services. Excludes "Makeup Artists, Theatrical and Performance," "Manicurists and Pedicurists", and "Skincare Specialists".



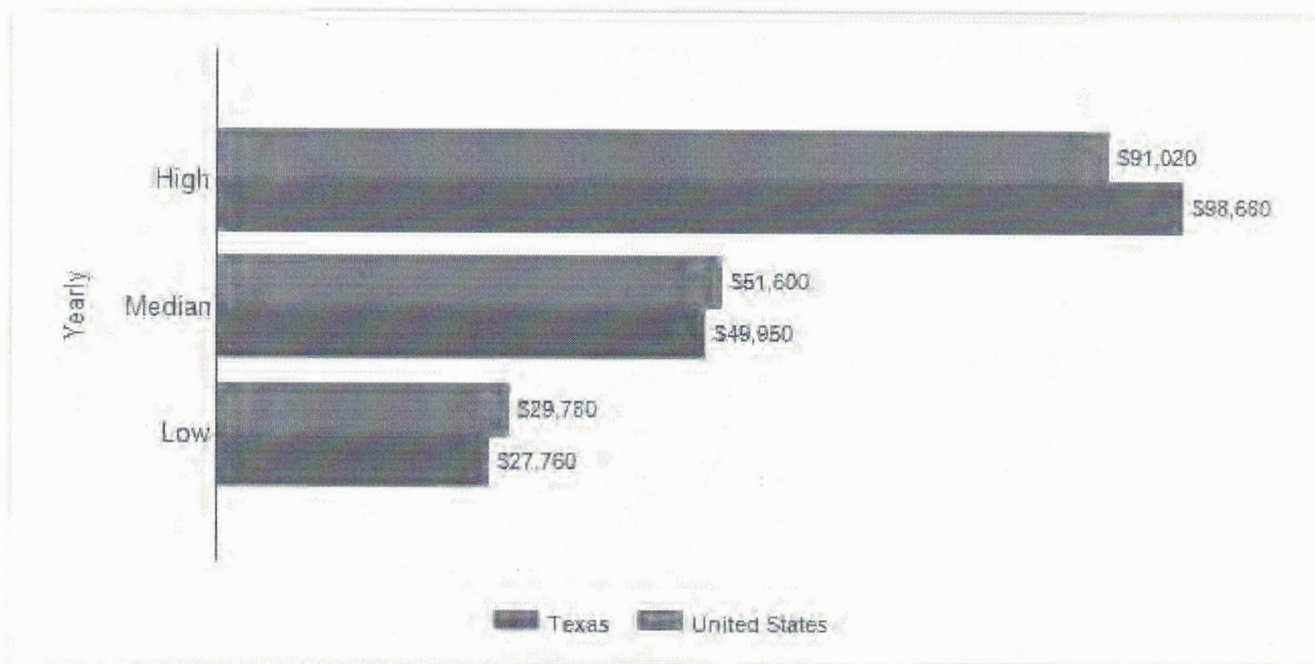
Esthetics-

Skincare Specialists- Provide skincare treatments to face and body to enhance an individual's appearance. Includes electrologists and laser hair removal specialists.



Instructor 750-

Vocational Education Teachers, Postsecondary- Teach or instruct vocational or occupational subjects at the postsecondary level (but at less than the baccalaureate) to students who have graduated or left high school. Includes correspondence school instructors; industrial, commercial, and government training instructors; and adult education teachers and instructors who prepare persons to operate industrial machinery and equipment and transportation and communications equipment. Teaching may take place in public or private school whose primary business is education or in a school associated with an organization whose primary business is other than education.



**CAMPUS SECURITY** The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any institution which is used for activities related to the educational purpose of the institution and/or compliance with that law, the following reflects this institution's crime statistics for the period between 1/1/2017 and 12/31/2019.

**Hate Offenses:**

The school reports by category of prejudice the following crimes reported to local police or to a campus security authority that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability as prescribed by the Hate Crimes Statistics Act (28 USC 534) occurred.

**Domestic Violence/ Sexual Assault Services:**

\*Emergency Shelter, Legal Services, and Support Groups  
 24 Hour Crisis Line- 903-793-HELP

**Institution Contact Information:**

Administration Office- 903-838-0340

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
RAPE	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
FONDLING	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
INCEST	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
STATUTORY RAPE	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
ROBBERY	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
AGGRAVATED ASSAULT	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
BURGLARY	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
MOTOR VEHICLE THEFT	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
ARSON	2019	0	0	0	0
	2020	0	0	0	0
	2021				

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
DATING VIOLENCE	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
STALKING	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0

GEOGRAPHIC LOCATION

OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS HOUSING	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
Intimidation	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Hate Offenses	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Unfounded Crimes	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Simple Assault	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Vandalism of Property	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Larceny- Theft	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0

**General Information:**

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available campus security officer, institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing (911).
2. All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, submit the information in writing to his/her institutional official without signature. If the student wishes no to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions of emergencies to the appropriate agency by calling (911).  
Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's secretary who contacts the correct police department for statistics and the institution's Daily Incident Log, and then records those statistics.
3. Only students, employees and other parties having business with this institution should be on institutional property. All rear access doors leading to the campus are closed and locked during all periods of the day. When the school closes for the night, the schools official or supervisor will inspect each area to see that it is empty and then set the alarms and lock down the campus. Other individuals present on institutional property at anytime without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.
4. Current policies concerning campus law enforcement are as follows:
  - a.) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
  - b.) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible , in the interim the institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
  - c.) The institution currently has no procedures for encouraging of facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
5. Though this institution doe s not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following is a description of polices, rules and programs designed to inform students and employees about the prevention of crimes on campus.
  - a. Do not leave personal property in classrooms
  - b. Report to your institutional official, any suspicious persons.
  - c. Always try to walk in groups outside the school premises.
  - d. If you are waiting for a ride, wait within sight of other people.
  - e. Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off light when leaving a room.
  - f. The "Crime Awareness and Campus Security Act" is available upon request to students, employees (staff and faculty) and prospective students.
  - g. The school has no formal program, other than orientation, that disseminates this information. All information is available on request.

- h. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation the safety of an individual, cause a suspect to flee evade detection or result in the destruction evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty (60) days, that information must be made available within two (2) business days of the request.
6. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institutions policies and regulations are properly disclosed to prospective students.
7. All incidents shall be recorded in the Institutions daily Incident Log located in the Administration Office. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law, would endanger the confidentiality of the victim.
8. The institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
9. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by students and employees may result in expulsion, termination and/or arrest.
10. Information concerning drug and alcohol abuse education program are posted at campus and is distributed annually to students and staff. (*Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education*).
11. Sexual assaults (criminal offences) on campus will be reported immediately to the institution's official who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time that person can be properly transported to a hospital or rape crisis center for treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and or arrest.
12. The Institution encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the school administration.
13. In the event a sex offense should occur on campus, the victim should take the following steps:
  - Report the offense to the school administration.
  - Preserve any evidence as may be necessary to the proof of the criminal offense.
  - Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
  - Request a change in the academic situation if necessary.
14. On campus disciplinary action in cases of alleged sexual assault will be based on the findings of the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances.
15. These records are available upon request through the administrative offices.
16. Information for crime victims about disciplinary proceedings. The institution must, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceedings conducted by the institution against a student who is alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by the institution on or after August 14, 2009.



### **STUDENT SERVICES**

There is no campus housing available; however there are many apartment complexes located in close proximity of the Academy. The Academy does not offer medical or dental services to its Students. The Academy offers continuous educational advisements to currently enrolled Students and qualified graduates. Staff members and instructors are encouraged to mentor Students for their professional growth. Students who are in need of additional services may be referred to professionals who can assist them. These professionals may be employees at health facilities, financial consultants, religious leaders/institutions, and social service agent. The Academy staff members and instructors are not qualified to provide assistance in these areas.

### **EMERGENCY PROCEDURES**

The Academy has two fire extinguishers located on the service floor (one in the Student Salon and one in the Classroom).

Exit doors are in the front and back of the Academy for the event of an evacuation. Students and employees are shown all exits during their initial tour of the campus. Students are advised to evacuate the premises in an orderly fashion and not to return until directed by Academy personnel. In the event of an emergency call 911 immediately.

Weather related cancellations will extend the students contract graduation date by the amount of school days canceled.

### **FINANCIAL ASSISTANCE**

Financial Assistance is available to those who qualify through the Financial Aid Office.  
[www.fafsa.ed.gov](http://www.fafsa.ed.gov) School Code 042241

### **FINANCING**

Available to those who qualify.  
Cosmetology Academy offers in house financing with 10% interest.

### **CONSTITUTION DAY**

The Academy celebrates Constitution Day on or near September 17 of each year as required  
[www.constitutionday.com](http://www.constitutionday.com)

### **VOTER REGISTRATION**

Students are encouraged to register and vote in state and federal elections. Voter Registration and Election Date information for the State of Texas can be found at: [www.sos.state.tx.us](http://www.sos.state.tx.us).

In compliance with the DOE, voter registration applications can be found @ [VOTETEXAS.GOV](http://VOTETEXAS.GOV).

### **FOR MORE INFORMATION, CONTACT:**

- Secretary of State's Office toll-free at 1.800.252.VOTE (8683)
- Your local County Clerk (will be listed in the blue pages of your telephone book)
- Your local County Elections Administrator
- Your County Voter Registrar (Tax Assessor-Collector)

#### **Secretary of State**

999 E Street, N.W.  
Washington, D.C. 20463  
1.800.424.9530

#### **Federal Election Commission**

P O Box 12060  
Austin, Texas 78711-2060  
512-463-5650 or

#### **Texas Ethics Commission**

P.O. Box 12070  
Austin, Texas 78711-2070  
512-463-5800/1-800-325-8506

### **COPYRIGHT AND COMPUTER USE POLICY**

The Academy supports enforcement of copyright law for the protection of its employees as both creators and users of copyright protected works. Cosmetology Academy of Texarkana requires that staff and Students comply with federal law regarding the use of copyright protected materials. In addition, in the spirit of promoting "the progress of science and the useful arts," the school supports the fair use for such purposes as criticism, comment, news reporting, teaching scholarship or research and reproduction of copyrighted materials (including multiple copies for classroom or library use), for educational purposes as outlined in the federal Copyright Law (PL94-553).

### **ACADEMY DISCIPLINARY ACTIONS**

Disciplinary action may be taken in the event that the provisions of this guideline are violated. The administration has sole discretion in determining what action, if any, will be taken against persons violating the provisions of this guideline. Handling of violations to this guideline may vary according to the particular situation. Where the use of the computer is an integral part of the instructional program, violators need to be disciplined immediately and regain access to the computer so that instruction may continue. Disciplinary action may range from a verbal reprimand to legal action.

### **INTERNET GUIDELINES**

Internet access is now available to Students and staff. The goal in providing this service to Instructors and Students is to promote educational excellence by facilitating resource sharing, innovation, collaboration, and communication. The Academy's network is an electronic network, which enables access to the Internet. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and instructors and staff may have access to:

- Electronic mail
- Information and news
- Opportunity to and research
- Public domain and shareware software of all types

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the Academy setting. On a global network, it is impossible to control all materials and an industrious user may discover controversial information. The Academy firmly believes that the educational value of information and the interaction available on this worldwide network outweighs the risks that users may procure materials that are not consistent with the educational goals of the Academy.

### **PRIVILEGES**

The use of the network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator may close an account at any time as required. The Academy may request the system administrator to deny, revoke, or suspend specific user accounts.

## **USERS' OBLIGATIONS**

- Academy related files are the only files to be saved on one's account. Storing commercial software, utility programs, games or hidden files to the account is not permitted.
- Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secrets.
- Playing games on the Academy's computer equipment or using the system in association with inappropriate textual material or graphic images is prohibited.
- Saving to the hard disk drive is granted only by permission of the system administrator.
- One may use computing facilities and services only for authorized purposes.
- One may not attempt to copy, disclose, transfer, examine, restore, change, add or delete information or programs belonging to another user.
- One may not attempt to subvert the restrictions associated with your own or any other computing accounts.
- Users must be clearly aware of which computing practices are considered acceptable and which are considered unacceptable.

## **NETIQUETTE**

Everyone is expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not use abusive, vulgar, or inappropriate language in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Messages relating to or in support of illegal activities may be reported to the authorities.
- Be careful what you say about others.
- Leave equipment and room in good condition for the next user/class.
- Do not use the network in a way that you disrupt the use of the network by others.

## **SECURITY**

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify the system administrator. Do not demonstrate the problem to other users. Do not use another user's account. Do not give your password to any other individual. Attempts to log in to the network as a system administrator will result in cancellation of user privileges.

## **VANDALISM**

Vandalism will result in immediate cancellation of privileges and may result in disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user and abuse or misuse of hardware. This includes, but is not limited to, the uploading or creation of computer viruses. Users should report any suspected violations to a teacher, administrator or system administrator.

## ACCOUNTS AND ACCOUNT PASSWORDS

- You may be required from time to time to update your user account. This may require changing your password or deleting some of your files.
- Do not use another individual's account. **DO NOT REVEAL YOUR PASSWORD TO ANYONE.** Attempts to log in to the network as system administrator will result in immediate cancellation of user privileges.
- Any users identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
- You must maintain secure passwords to your account.
- You must follow all directions of the System Administrator with respect to security of passwords and take reasonable precautions against unauthorized access.
- You may not set up an account for another user or make any attempts to find out the password of a service for which you have not been authorized, including accounts setup for other users.

## GRIEVANCE POLICY

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 30 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the School President.
3. The complaint will be reviewed by the School President and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for a final resolution of the problem but will notify the Student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the School President it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, the School will appoint a Hearing Committee consisting of one member selected by the School who has had no involvement in the dispute and another member who may not be related to the student filing the complaint or another student in the School, and another member who may not be employed by the School or related to the School President. The hearing will occur within 30 days of committee appointment. The hearing will be informal with the Student presenting his/her case followed by the School's

**REASONABLE ACCOMMODATIONS**

Reasonable accommodations will be made on an individual basis. However, it is the responsibility of the person with disabilities to seek available assistance and make their needs known at the time of enrollment. Documentation to support the disability must be provided to Cosmetology Academy of Texarkana at the time of the request. Information pertaining to an Applicant's disability is voluntary and confidential. If this information is supplied, a reasonable effort at no additional cost the school will be made to overcome the effects of conditions that limit the participation of qualified disabled Students. If Applicants or Students feel that they have been the subject of unlawful discrimination, they may notify the owner by phone, in person, or in writing. Prompt action will be taken to resolve the conflict.

**STUDENT SALON**

Cosmetology students must satisfactorily complete Phase I (0-150/250 hours) before entering the student salon and providing services to the public. This includes satisfactorily performing the specified number of all required services on a mannequin and pass the PSI check off. Students will also be required to know and test on chapters 1-5 prior to entering the salon. Esthetic students will be required to pass chapters 1-3, be familiar with all equipment, and pass the PSI check off prior to providing services to clients

**Military Transcripts**

Cosmetology Academy of Texarkana accepts transfer hours from other Cosmetology programs in that utilize the Credit Hours system as long as those hours are certified at TDLR. Aside from a high school diploma, a high school transcript or a GED, VA students are also required to provide the school with an Official Transcript of their formal military training. Acceptable forms of documentation include; AARTS Transcript (Army ACE Registry Transcript) SMART Transcript (Sailor/Marine ACE Registry Transcript), CCAF Transcript Community College of the Air Force Transcript

*Members of the Air Force, the Community College of the Air Force (CCAF) transcript, <https://jst.doded.mil> Because CCAF is an accredited institution, CCAF transcripts are often treated like academic transcripts from other institutions.. You can obtain your CCAF transcript at the CCAF website.*

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 a recommended resolution for the dispute that will be accepted by the school.

7. Students must exhaust the School's Student Complaint Procedure before submitting the complaint to TDLR and/or NACCAS.

**TRUE AND CORRECT STATEMENT, MISREPRESENTATION**

The information contained in this Catalog and its supplements is true and correct as of publication.

Misrepresentation is prohibited at the School.

Misrepresentation is "Any false, erroneous or misleading statement an eligible institution, one of its representatives, or any ineligible institution, organization, or person with whom the eligible institution has an agreement to provide educational programs, or to provide marketing, advertising, recruiting or admissions services makes directly or indirectly to a student, prospective student or any member of the public, or to an accrediting agency, to a State agency, or to the Secretary..."\* Includes student endorsements/testimonials made under duress or based on a school requirement

"Includes any statement that has the likelihood or tendency to deceive or confuse. A statement is any communication made in writing, visually, orally, or through other means."

"Any misrepresentation on which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person's detriment."