

Handbook/Catalog

# **ACADEMY OF HAIR DESIGN**

If your hair is not  
Becoming to you,  
You should be  
Coming to us!



ACADEMY OF HAIR DESIGN IS DEDICATED TO STUDENT SUCCESS BY ENRICHING LIVES AND CULTIVATING PROFESSIONAL THROUGH INNOVATIVE, PERSONALIZED EDUCATION IN A CREATIVE AND INSPIRING ENVIRONMENT THAT PREPARES GRADUATES IN THE BUSINESS SKILL AND FACIAL RESPONSIBILITY NECESSARY FOR SUCCESS IN THE WORKPLACE.

## **ACADEMY OF HAIR DESIGN**

512 SOUTH CHESTNUT  
LUFKIN, TEXAS 75901

[academyhairdesignlufkin@gmail.com](mailto:academyhairdesignlufkin@gmail.com)

936-634-8440

348 SPRINGHILL STREET  
JASPER, TEXAS 75951

[aohdtparker@sbcglobal.net](mailto:aohdtparker@sbcglobal.net)

409-384-8200

This is an additional location of the Lufkin campus, and is accredited by NATIONAL ACCREDITING COMMISSION OF CAREER ARTS AND SCIENCES

The Lufkin location offers courses in OPERATOR, MANICURE, ESTHETICIAN, CLASS A BARBER.

The Jasper location offers courses in OPERATOR, MANICURE

REVISED 06/2025

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**SCHOOL HISTORY AND OWNERSHIP**  
**ACADEMY OF HAIR DESIGN**

Academy of Hair Design  
512 South Chestnut  
Lufkin, Tx 75901

Academy of hair design is owned and operated by ACADEMY OF HAIR DESIGN. The school was established on May 13, 1991, and has since maintained a good reputation. Mrs. Richey being the president and CEO is constantly striving for updated teaching methods, and the addition of adding programs when needed. Mrs. Minnie Richey is an Instructor and Manager, has been in the cosmetology profession for (45) forty-five years out of the twenty-four years in the profession. Mrs. Minnie Richey has been cosmetology Instructor for (45) forty-five years.

The staff has a combined (70) seventy years in the cosmetology profession and (57) fifty-seven in teaching experience. The Academy of Hair Design is located at the intersection of Hwy 59 and 69 in Lufkin Texas. It is located within a medium-sized shopping center and there is ample parking for the school. This location is under the direction of her daughter, Terri Parker.

Academy of Hair Design  
348 Springhill Street  
Jasper, Texas 75951

Academy of hair design is owned and operated by ACADEMY OF HAIR DESIGN. The school opened July 1, 2004. Mrs. Minnie Richey being the president and manager expects the school to constantly grow using updated methods of teaching and the addition of new programs as needed. Mrs. Minnie Richey Instructor and manager been in the cosmetology profession for (45) forty-five years. We have a large facility with adequate parking which will be an asset to the school. This location is under the direction of her daughter, Terri Parker. This location is an additional location of the Lufkin campus, accredited by THE NATIONAL ACCREDITING COMMISSION OF CAREER ARTS AND SCIENCES.

**WELCOME TO THE COSMETOLOGY/BARBER PROFESSION**

Congratulations for making the decision to study cosmetology/barbering. By enrolling in a course of study in this school. You have taken the first important step toward a most interesting and satisfying career. Cosmetology/Barber beauty culture offers the opportunity for a lifetime career in one of our largest and most respected industries. After completing a comparatively short training period, you will be prepared to embark upon a career that can offer you a good income for your entire working life.

The opportunities available are far greater in the field of cosmetology/Barber than in any other field comparable in preparation time and expense. Cosmetology/Barbering offers lucrative, exciting, and growth filled future for the alert and ambitious individual, a career filled with personal pleasure and

satisfaction, and most important, it combines job satisfaction with financial stability. The future for the cosmetology/Barber industry appears to be most promising. New techniques, new products, and new opportunities appear every day. The number of patrons who visit beauty salons and the amount of money they spend on services are constantly increasing.

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With reference to your own future, there seems to be no limit to the progress you can make or the amount of money you can earn. There is no other industry with such a constant demand for qualified, well-trained school graduates, nor is there any other industry that offers comparable opportunities for an individual to start his/her own business. How fast and far you go will depend primarily on the effort you make and on the seriousness with which you approach your training while in school. You should also concentrate on improving your personal habits, grooming poise, personality, and ability to get along well with people. All these elements are essential to your achieving success in the world of work. We extend our most sincere welcome to you. We are certain that you will be pleased with your decision in selecting this fascinating career. The field and its opportunity are unlimited. You have opened the door to a new and exciting world.

Thank you for choosing ACADEMY OF HAIR DESIGN and your desire to know more about a profession in the field of cosmetology/Barber. Choosing a career is probably one of the most important decisions you will ever make. ACADEMY OF HAIR DESIGN is a modern and fully equipped facility, which offers a comprehensive curriculum, taught by well-trained Instructors. The staff is dedicated to preparing each student for one of the most rewarding and well-paying professions in the vocational field. Because the course of study may be learned in a short period and tuition costs are modest, you will be able to begin working without a large investment of either your time or money. In addition, the possibilities and facets of the beauty profession are limitless. No longer is cosmetology/Barber restricted only to hairdressing. We are happy you have chosen our school to further your education and wish for you every possible success in your cosmetology/Barber career.

#### **DESCRIPTION OF AVAILABLE SPACE FACILITIES**

The schools are divided into reception area, office, theory and practical classroom with sufficient desks, tables and chairs, dispensary, facial area, clinic area, junior area, lounge, supply rooms, and restroom for both ladies and men. Schools are conveniently located for students, staff, and clients. Parking is adequate and convenient for the students, staff, and clients. Modern equipment and professional tools are used in the school for daily operational procedures. The school is equipped with styling stations with mirrors and chairs, shampoo bowls with chairs, dryer chairs, manicure tables and stool, sterilizers, and other equipment for the benefit of the student. The equipment meets and exceeds that required by the state licensing agent. The school is located at 512 South Chestnut Lufkin, Texas 75901 and contains 8361 square feet. There are 110 stations. The school is located at 348 Springhill Street Jasper, Texas 75951 contains 3650 square feet, has 17 styling stations, reception area, office, theory and practical classroom with sufficient tables and chairs, dispensary and clinic area.

#### **MISSION STATEMENT**

It is the mission of the Academy of hair design to provide a quality post-secondary cosmetology/Barber education that prepares the graduates for licensure and job entry-level skills.

It is the mission of Academy of Hair Design to provide an opportunity to achieve a quality post-secondary education for a group of learners who have the ability to benefit from the program by developing their skills in business and customer service for success in the workplace.

It is the mission of the Academy of hair design to provide a quality post-secondary education in the practical skills necessary for licensure and employment success including business skills, customer service, retailing and communication.

It is the mission of the Academy of hair design to provide post-secondary graduates with the understanding of the business skills needed to be a top salon or spa professional.

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Academy of hair design is dedicated to student success by enriching lives and cultivating professionals through innovative personalized post-secondary education in a creative and inspiring environment that prepares graduates in the business skills and fiscal responsibility necessary for success in the workplace.

It is the mission of Academy of Hair Design to strive to offer more programs in the cosmetology/Barber field. The possibilities and facets of this profession is limitless. No longer is cosmetology restricted only to hairdressing.

It is our hope of Academy of Hair Design to provide post-secondary student with a positive learning environment and a pathway to career success to all programs in Cosmetology and Barbering.

## **CODE OF ETHICS**

The school has, as its principal objective, the training of qualified cosmeticians and to render the best possible service to patrons, the school aggressively seeks to improve its methods of operations in order to keep abreast with the ever-changing developments and techniques in cosmetology. The school observes all rules and regulations issued by the Texas Department of Licensing and Regulations, Health Department, and National Accrediting Commission of arts and sciences.

The school encourages its instructors to keep abreast of the latest teaching methods in cosmetology/Barber by the way of reading educational books and attending teacher refresher or advance courses, workshops, and trade shows. The school participates in educational conferences and regional meetings in order to advance the cosmetology/Barber profession. The school makes use of acceptable reading techniques and training aids (textbooks, workshop, films, filmstrips and other audio/visual aids) for instruction of its students. The school purchases only high-grade standard equipment, materials and supplies to be used for instruction of its students. The school refrains from recruiting students that is already attending or admitted to another school offering a similar program of study. The school advertisement or criticism which might reflect unfavorable on other schools and the cosmetology/Barber profession.

**ALL PROGRAMS ARE TAUGHT IN ENGLISH ONLY**

**ALL SCHOOL INFORMATION IS PRINTED IN ENGLISH ONLY**

**ORGANIZATIONAL CHART**

**ACADEMY OF HAIR DESIGN**

ACADEMY OF HAIR DESIGN/OWNER  
MINNIE RICHEY/CEO

512 SOUTH CHESTNUT  
LUFKIN, TEXAS 75901  
936-634-8440

[academyhairdesignlufkin@gmail.com](mailto:academyhairdesignlufkin@gmail.com)

348 SPRINGHILL STREET  
JASPER, TEXAS 75951  
409-384-8200

[aodhtparker@sbcglobal.net](mailto:aodhtparker@sbcglobal.net)

This campus is an additional campus and accredited by National Accrediting commission of career arts and sciences

**DIRECTOR OF OPERATION**

TERRI PARKER

**ADMISSIONS**

TERRI PARKER  
MARY SAMANIEGO  
MINNIE RICHEY

**DIRECTOR OF OPERATION**

TERRI PARKER

**ADMISSIONS**

TERRI PARKER  
MINNIE RICHEY  
MARY SAMANIEGO

**INSTRUCTORS**

TREVATHAN J ADAMS  
TERRI PARKER  
CAITLIN REYES

**INSTRUCTORS**

GWINDALEN FUENTES  
TERRI PARKER  
MATIA OLIVER

**SUBSTITUE INSTRUCTORS FOR ALL LOCATIONS**

TERRI PARKER, MINNIE RICHEY

**TEXAS DEPARTMENT OF LICENSING AND REGULATIONS**



PO BOX 12157 AUSTIN, TEXAS 78711  
(512) 463-6599

**ACCREDITING COMMISSION**  
**NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES**

3015 COLVIN STREET ALEXANDRIA, VIRGINIA 22314  
(703) 600-7600

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**ADMISSION REQUIREMENTS/POLICY FOR ALL COURSES**

The school requires that each student enrolling in any programs offer by the Institution must:

- Personal interview of each student/Application of enrollment
- Complete all admission forms.
- Provide a copy of a current government issued photo ID.
- Provide a copy of a current social security card.
- Provide proof of secondary education such as a high school diploma or GED certificate, an official transcript showing secondary school completion, or a state certification of home-school completion. WE DO NOT OFFER ABILITY-TO BENEFIT TEST.
- Should an enrolling student provide a foreign high school diploma, the institution will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from an outside agency.
- The school does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, sexual orientation, gender identity, gender expression, national or ethnic origin. nor does it recruit students already attending or admitted to another school offering similar programs of study.

**FINANCIAL AID AND PROCEDURES**

Financial aid is available to those who qualify. The school participates in the federal PELL grant program. The school does participate in Federal student loans; Eligibility is Determined using an analysis system by the US Department of Education. From the analysis the school can accurately inform the students of funds they may expect to receive during the award year specific to the course of study. All federal aid disbursement is contingent on the student maintaining satisfactory progress as defined in the institution satisfactory progress policy. Funds are disbursed in payment periods; periods are defined in the satisfactory policy. Funds are disbursed to the school and the student's account is credited with funds. Students receive a written receipt noting Federal funds received to their account.

There are no credit balances, however in the event a credit balance should occur the funds would be disbursed within fourteen (14) days. A financial aid advisor is available during regular working hours to answer questions that may arise for the student attending classes or the student considering a career in cosmetology/Barber and or related field. Students in default on a student loan or student with an overpayment PELL grant are not eligible to receive Federal funds until the issue is resolved.

The school qualifies for financial aid to students under the Department of Education, Pell grants and student loans are available to those who qualify. The Texas Rehabilitation Commission also funds students who qualify. All financial aid monies are to apply on unpaid balance of tuition until such time as tuition is paid in full. After tuition is paid in full any remaining monies due the student will be direct to the student. The Academy of Hair Design does not assess fees for the verification of student Identity.

Should the student complete the program earlier than the estimated time frame stated in the contract, the student's financial aid package may be recalculated, and this may result in liabilities owed by the student and/or the institution.

### **HIGH SCHOOL PROGRAM**

Not offered at neither location

### **HOUSING/CAREER COUNSELING**

We do not offer housing at either location and we offer career counseling at both locations.

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### **SCHOLARSHIP/FEE WAIVER POLICY**

Not offered at either location.

### **UNIFORMS POLICY: NO EXCEPTIONS**

**SOLID BLACK SCRUB UNIFORM.** Solid black scrub top with black scrub pants (BLUE JEANS JASPER ONLY). Black skirts-the skirt must touch the knee and must be worn with shorts or leggings underneath.

**SHOES** any style of tennis shoe can be worn as long as the toe, heel and sides are closed. If anything, is worn underneath the scrub top it must be solid black only. Anything worn over the scrub top must be solid black or a school hoodie. All uniforms must be kept clean, neat and stain free. Hair must be clean and neat, and make-up must be worn unless it is against religious principle or culture.

Facial jewelry will be very limited. Facial jewelry consisting of piercing will be very limited and very small for safety purposes. Please ask what is allowed before wearing any facial jewelry. No do rags, bandanas, excessive jewelry, hats or caps. Name tags, the first one is free, if replacement is needed the cost will be \$1.00. Name tags will be worn at all times while in the school. Students are to follow the dress as outlined by the school director. Violation of the regulation dress code may result in being sent home and possible suspension or termination from the school if this violation is consistently repeated.

### **CRIMINAL HISTORY EVALUATIONS/STATE LICENSING DISCLAIMER**

The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit, or committed any acts that TEXAS DEPARTMENT OF LICENSING AND REGULATIONS (TDLR) considers grounds to deny license. TDLR denies licensure on the grounds that applicant knowing made a false statement of fact required to be revealed in the application for such license. Students who are not U.S. citizens or who do not have documented authority to work in the United States will not be eligible to apply or take the state licensure examination. It is the student's responsibility to contact TDLR and determine whether your criminal background will hinder your ability to become licensed in the state. The ACADEMY OF HAIR DESIGN is not responsible for students denied licensure. [www.license.tx.us/crimHistoryEval.htm#gags](http://www.license.tx.us/crimHistoryEval.htm#gags) \$25.00 fee for processing a letter.

### **MATERIALS REQUIRED TO BE FURNISHED BY STUDENTS**

- Uniform/Dress code
- (1) 3-ring notebook-Notebook paper
- Pen, pencils, highlighters
- Textbook and kit (if applicable)
- 1 legal size clip board

### **MATERIALS FURNISHED BY THE SCHOOL**

- Supplies for patrons.

### **TUITION AND SCHEDULE OF PAYMENT**

The charges listed below are charges for a first-time student.

\*\*\*NON-REFUNDABLE

**OPERATOR COURSE/CLASS A BARBER COURSE**

1000 Hours in not less than 34 weeks and not to exceed 47.6 weeks from date of enrollment.

TUITION	\$12,700.00
ENROLLMENT FEE	\$100.00***
BOOK AND KIT	\$1300.00***
TERMINATION/WITHDRAWAL FEE (If applicable)	\$150.00***

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TRANSCRIPT FEE (if applicable) \$10.00\*\*\*

OTHER COST (if applicable)

Payable: \$1587.50 down and 7 monthly payments of \$1587.50

**MANICURE COURSE**

600 Hours in not less 20 weeks and not to exceed 30 weeks from date of enrollment.

TUITION	\$7620.00
ENROLLMENT FEE	\$100.00***
BOOK AND KIT	\$1300.00***
TERMINATION/WITHDRAWAL FEE (if applicable)	\$150.00***

TRANSCRIPT FEE (if applicable) \$10.00\*\*\*

OTHER COST (if applicable)

Payable: \$1524.00 down and 4 monthly payments of \$1524.00

**ESTHETICIANS COURSE**

750 Hours in not less than 6.25 months, not to exceed 12.5 months from date of enrollment.

TUITION	\$9525.00
ENROLLMENT FEE	\$100.00***
BOOK/KIT	\$1300.00***
TERMINATION/WITHDRAWAL (if applicable)	\$150.00***

TRANSCRIPT FEE (if applicable) \$10.00\*\*\*

OTHER COST (if applicable)

Payable: \$1905.00 down and 4 monthly payments of \$1905.00.

**GRADUATE REQUIREMENTS ALL COURSE**

Further Professionals will be expected to complete the courses within a designated time period. In general, the MAXIMUM TIME to complete with a cumulative attendance rate of at least 67%.

- Receive the required number of clock hours of training.
- Complete and receive passing grades on all practical graduation requirements and projects.
- For a student to meet the school requirements, 100% of all practical worksheets must be completed.
- Satisfactorily pass/fail written and practical exams.
- Complete the required theory hours, and
- Fulfill all financial obligations owed to the school.

Once the student has met all these requirements, he/she will receive a CERTIFICATE OF COMPLETION, OR DIPLOMA. A student cannot graduate without meeting the above graduation requirements.

**CAREER OPPORTUNITIES FOR CONTINUING EDUCATION**

Career opportunities are unlimited to the well-trained cosmetology/Barber and related fields. Acquiring a license to practice cosmetology/Barber and related fields opens doors to a great variety of lucrative careers. See list for a few of the many career opportunities and related fields. Operator/Barber, Manicure and Esthetician program. Specialty salon, salon owner, skin care, perm/color technician, salon manager, electrologist, manufacture rep., massage, guest artist, school manager, and more.

Area of specialization includes journalism, advertising, marketing, or research and development, applicable continuing education, and opportunities. Training is the important first step to an enjoyable

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successful career in one of the above areas, if you like to work with people, and have the attitude for the field, cosmetology/Barber or related in education may be a pathway to a secure income and a solid future.

#### **EMPLOYMENT ASSISTANCE**

The school will keep an ongoing list of Job openings to graduates from salons and Beauty/Barber Supply companies for Operators/Barber/Manicure and Estheticians. The school admissions personnel communicate with area salons, beauty supply companies, specialty shops etc. to maintain a current and accurate list of available career opportunities. All graduates without reference to the course of study is provided employment assistance, a list of services we will also provide are resume preparation, preparation of student portfolio, scheduling interviews, and will assist students in any way possible in whatever they ask for assistance in preparing. The school seeks to successfully place the student in gainful job level-employment. However, the student is advised that placement is not guaranteed.

#### **RE-ENTRY STUDENT POLICY**

Student who are withdrawn from the school (Officially or unofficially) or allowed to re-enter and must follow these steps:

- Outstanding tuition (fee) must be paid in advance, or the student must make satisfactory arrangements with the financial aid office. The student must have their financial plan in place prior to starting class.
- Previous tuition payments will be credited to the student's balance if applicable.
- Because tuition fees and costs are subject to change, students who re-enter after 180 days will be contracted, will be required to pay an additional fee, if applicable.
- Pay a \$100.00 enrollment fee and sign a new contract to complete the remaining hours.
- Depending on the circumstances surrounding a student's withdrawal, he/she may be required to attend an orientation prior to re-starting the program.
- Interview with school director
- The school does not deny re-entry to any service member of the uniformed services for reasons relating to those services.
- All students who re-enter the institution regardless of the amount of time that has elapsed, must re-enter in the same status as which they left, and that status must last until the next scheduled evaluation.

#### **TRANSFER POLICY**

The Academy of Hair Design considers hours for transfer from other institutions into their school programs on a case-by-case basis. Transfer students must provide a letter of "no debt" on their previous school's letterhead, a copy of their transcript, and must undergo an evaluation with the school director. A student with 900 hours or more will not be considered for enrollment in this institution. The cost for transfer students will be as follows: OPERATOR/CLASS A BARBER \$14.50 per hour, MANICURE \$14.50

per hour and ESTHETICIAN \$14.50 per hour. Any student transferring in will be charged an enrollment fee of \$100.00\*\*\*

Transfer students are responsible to purchase the education kit at an additional cost from the tuition. Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted

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Satisfactory academic progress (SAP) evaluation periods are based on scheduled contracted hours at the institution Changes in contract after the first day of class will cause an increase or decrease in tuition. New tuition reflects a status of \$1.80 per hour increase for 30-hour students. This increase will help to defray the cost of an extended contract for a longer-term student. This applies to first time students or transfer students.

Academy of Hair Design does not allow students to transfer between programs. If a student chooses to enroll in a different within the school, they must first withdraw from the currently attending program and then enroll in a different program as a new student. Prior credit will not be granted towards the new program.

Please note that students transferring to another school may not be able to transfer all the hours they earned at Academy of Hair Design. The number of transferrable hours depends on the policy of the receiving school. The transferability of hours you earn at the Academy of hair design is at the complete discretion of an institution to which you seek to transfer. If the hours or certificate that you do earn at the Academy of hair design are not accepted, you may be required to repeat some or all your coursework at this institution.

Any student of a private licensed or certified cosmetology school may submit a request to the Texas Department of Licensing and Regulation to transfer the completed hours of instruction to a Texas school. A transcript must be submitted on the prescribed form and certified by the school in which the instructors was given, Portions of the curriculum of the Texas Department of Licensing and Regulation not taught in another state must be taken in an approved Texas school prior to taking the Texas examinations.

#### **METHODS OF PAYMENTS**

All payments are due on the same day of the month as the enrollment date. If a scheduled payment is not made within 5 school days after due date, the unpaid balance at the option of the administration until such balance may be held in abeyance at the option of the administration until such balance is fully paid, it is the responsibility of the student receiving federal aid to pay any difference in amount of financial aid received in total cost of course. Financial aid amount determined the number of weeks or months remaining to complete the course. Financial aid amount determined the number of weeks or months remaining to complete the course would divide any balance due. Administrator is responsible to advise student of amount of balance due and payable either on a weekly or monthly basis and schedule beginning due date. We will take any of the following credit, debit, personal check, cashier check, money order or cash payments.

#### **STUDENTS SUPPORT**

Students in Cosmetology/Barber programs at the Academy of Hair Design are provided opportunities to discuss their career progress with Instructors or admissions personnel. A private office is available for student advising and other personal concerns. Immediate advising is available to address

emergency situations. Documentation kept in student file on all advising situations. For students needing additional help in any theory or practical work, are provided tutoring upon request from 3 pm to 4 pm.

The school may suggest professional services, outside of the school, and this will be documented and signed by the student and kept in the student file. The school does not provide professional counseling for alcohol counseling treatments, Drug abuse, family violence, and others. There is a list of professional counselors on the student's bulletin board and on the restroom walls for students that may not ask school personnel for help. Any referrals made by school personnel will be documented and kept in the student file.

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**COUNSELING:** The school does not provide an on-campus program for drug or alcohol counseling treatments, or rehabilitation, but we will provide information about off-campus resources for treatment.

**INTERNAL SCHOOL GRIEVANCE POLICY**

The school administrator seeks to maintain OPEN COMMUNICATIONS BETWEEN all parties associated with the operation of the school. We feel this policy encourages harmonious relationships. In the unlikely event this fails to achieve the goals. The following policy is to be followed.

- A student, teacher, or interested party may file a written complaint against the school; the written complaint must clearly outline the allegation or nature of the complaint.
- A school representative will meet with the complainant within 5 working days of the written complaint. If the issue is not resolved a complaint will be referred to the school board of directors. The school will document, in writing, all meetings between school personnel and complaint and provide compliant a written copy of the documents. A decision rendered by the school board of directors will be final and may not be appealed.
- If the matter is still not resolved to the satisfaction of the student, he/she may forward the written grievance to the Texas Department of License and Regulations.

**TEXAS DEPARTMENT OF LICENSING AND REGULATIONS**

PO BOX 12088  
920 COLORADO STREET  
AUSTIN, TEXAS 78711  
TELEPHONE (512) 463-6599

- If the matter is not resolved to the satisfaction of the student, he/she may forward the written grievance on a form prescribed by the accrediting agency to the accrediting agency, however the complainant is required to seek resolution through the school's policy prior to filing a complaint with the accrediting agency.

**NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES**

3015 COLVIN STREET  
ALEXANDRIA, VIRGINIA 22314  
TELEPHONE (703) 600-7600

- The school will maintain written records of all complaints filed through two complete periods of accreditation.

**GROUNDS FOR SUSPENSION OR TERMINATION**

The institution 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.

## **CALENDAR CLASS SCHEDULE & CLOSURE SCHOOL FOR ALL COURSES**

The school provides continuous classes during the year. Application for enrollment may be made during normal business hours Monday through Friday. We have open enrollment for new classes. School hours begin at 8:30 am and end at 3:00 pm Monday through Friday (both locations). Part time hours are 8:30am to 11:30am.

## **HOLIDAYS OBSERVED**

- New Year's Day
- Martin Luther King
- Memorial Day
- Labor Day
- Week of July 4<sup>th</sup>
- Week of Christmas
- Thanksgiving (Thursday & Friday)
- The week after Easter Sunday

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After each holiday classes will resume the next business day. A member of the staff notifying the local radio and television station news media handles notification of unexpected school closures due to extenuating circumstances school may elect to close for staff development, continuing education etc. and the process used to notify students is that of posting the notice on the school bulletin board 10 days prior to the closing.

## **STUDENT RIGHT TO KNOW CAMPUS SECURITY ACT**

In accordance with crime awareness school and campus security act of 1990 the school collects crime statistics as the basis for an annual security report, which is available to students, employees and applications upon enrollment or employment (the report is published in the school catalog). Everyone receives a catalog on or before the first day of class or employment. Campus is defined as any building or property owned or controlled by the school within the same contiguous area used by the school in direct support of or related to its educational purposes.

The school is required by the law file with the accrediting agency, to give an annual report of the following criminal offenses occurring on campus during a twelve (12) month period from January 1 through December 31. Murder, sex offenses, robbery, aggravated assault, burglary. Motor vehicle theft, weapons possession, liquor law violations, drug abuse violations or sexual harassment. The school encourages all students and employees to be responsible for their own security of others. Please report any known criminal offense occurring on campus to the school administration. 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 criminal sexual assault.
- Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
- Report the crime to local law enforcement agencies.
- Request a change in the academic situation if desired.

On campus disciplinary action in cases of alluded sexual assault will be based on the findings by the law enforcement agency investigation, the faces pertaining to the crime, and their related mitigating circumstances.

## **CAMPUS CRIME POLICY**

Campus security act disclosure statement: 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 property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects in institutions crime statistics for period between 1/1/2022 to 1/1/2023 (each year) Murder and non-negligent manslaughter-none, dating violence-none, Destruction/damage/vandalism of property-none, Statutory rape-none, aggravated assaults-none, sexual orientation-none, weapons possession-none, Ethnicity/national origin-none, Liquor law violations-none, Intimidation-none, Incest-

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none, Domestic violence-none, Race-none, Robberies-none, Burglaries-none, arson-none. Larceny/theft-none, Simple assault-none, Fondling-none, Negligent manslaughter-none, rape-none, stalking-none, religion-none, disability-none, motor vehicle theft-none, drug law violations-none, disciplinary actions-none.

### **INSTITUTIONS DRUG ABUSE POLICY**

**PROHIBITIONS:** No student or employee shall possess, use, transmit, or attempt to possess, use or transmit or be under the influence of any of the following substances on school property during any school term or off school premises at a school-related activity, function, or event. The school will do random drug inspections with the local police department. The transmittal, sale, or attempted sale of what is represented to be any of the above substances is also prohibited under this policy. **DEFINITIONS** "USE" means a student or employee has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech.

**UNDER THE INFLUENCE** means student or employee's faculties are impaired, but the student or employees need not be legally intoxicated. Exception means a student or employee who uses a drug authorized by a licensed physician through prescription specifically for that student or employee's use should not be considered to have violated this policy.

**ALCOHOL:** The possession of any intoxicating beverage for consumption, sale, or distribution while on the premises or in the building that is school property constitutes a class C misdemeanor.

**STUDENTS/EMPLOYEE RIGHTS AND RESPONSIBILITIES INTERROGATIONS & SEARCHES:** Students and employees shall be free from unreasonable search and seizure by the school officials may search a Student/employee or a student or employee property with a search warrant, reasonable or probable cause, or he student or employee consent. Areas such as lockers, which are owned and controlled by the school, may be searched if reasonable cause exists to believe that contraband is inside the locker. Searches of student or employee privacy, such as searches of the student or employee, shall be conducted only if probable cause exists to believe that the student or employee possesses contraband.

**POLICE INVOLVEMENT:** If law enforcement authorities are involved in the search shall be conducted under criminal law standards rather than under the provisions of this policy.

**STUDENT/EMPLOYEE CONSENT:** If the school does not have a warrant or probable cause to search a student or employee of his/her property, the school may search with the student or employees free and voluntarily consent. However, consent obtained through threat of contacting the police is not considered to be free and voluntarily given. Administrators and teachers have the right to question students regarding their conduct or the conduct of others.

### **STUDENT/EMPLOYEE DISCIPLINE POLICY**

If a particular type of conduct has the effect of disrupting the learning atmosphere, it should be subject to regulation. The school possesses considerable lead way in promulgation regulations for the



proper conduct of students and employees. An exemplary standard of conduct is to be practiced at all times by all associated with the daily operation of the school. Violation of school policies may lead to suspension or termination. The student employee has several phases of disciplinary steps to go through if school policies and rules are broken. The list below explains the steps taken if this occurs.

- Verbal
- Written
- 3-day suspension
- Termination from the school

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Emergency Removal: students and employees may be removed from regular classes of school premises for non-disciplinary health, safety welfare reasons when the school or its designee determines that an emergency exists. Reasons that may be considered an emergency include.

- Being under the influence of alcohol/drugs
- Being highly agitated
- Suffering from any other condition that temporarily threatens the student/employee welfare, other individual welfare, of their individual welfare or the efficient operation of the school.
- Any student or employee removed from the school for a reason shown in the preceding paragraph who is in a condition that threatens his or her own welfare or the welfare of others shall be released to the proper authorities, including but not limited to law enforcement officers and medical personnel. Any student found in possession of a controlled substance or alcohol will be immediately expelled without a chance to re-enter and turned over to authorities for prosecution.

## ATTENDANCE TARDY AND ASBENTEE/PROGRAM POLICY

- Students must attend classes based on the contract hours for the program enrolled in. No student can clock in before 8:15 am Monday through Friday. School hours are Monday through Friday 8:30 am to 3pm. Students needing special assistance from an instructor may be allowed to clock in earlier or stay later than 3pm. Students must be clocked in by 8:30 am. Effort must be made by the student to adhere to their class schedule.
- Students are not allowed to clock another student in or out.
- Students may clock in at 9:30am with proper documentation (doctor, court, etc.)
- Excessive clocking in and out can result in you being locked out of the time clock; this may cause you to lose hours. Time clock hours cannot be altered, modified, reduced, or increased. All hours must be recorded by the clock only.
- Students are to take one-half hour for lunch when approved by the floor instructor. The student **MUST** clock out for lunch and then back in when he/she returns from lunch. Failure to clock back in and out will result in the loss of all afternoon hours. A minimum of 15 minutes is required for daily lunch.
- Students are to be in proper uniform with properly applied cosmetics and hair styled, ready to work when they clock in. If a student forgets to clock in or out DON'T! As per state policy, the student will lose the hours that they claim to have attended for the day.
- Students in all programs who are tardy, late, or departing early for the day must notify the director of the school, their instructor in charge of their class. Monday, Wednesday, and Friday are mandatory days to attend class. Operator/Barber may not be absent for more than 8 Monday, Wednesday, and Friday in the entire course of their contract. This INCLUDES personal or unexcused days. Any student who exceeds the limit of Monday, Wednesday and Friday absences

will be charged \$40.00 per occurrence, and it will immediately be posted to their account. Manicure/Esthetician may not be absent for more than 5 Monday, Wednesday, or Friday. Student who exceeds the limit will be charged \$40.00 per occurrence and it will immediately be posted to their account. Exemptions would include medical, death in their immediate family or court duty. The immediate family is defined as spouse, children, parents, siblings, or grandparents.

- There are NO excused days immediately before or after a school recognized holiday unless

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previously request off in writing and approved at least two weeks in advance. Exceptions would include medically excused holidays or for the observance of their immediate family. The immediate family is defined as spouse, children, parents, siblings, or grandparents. All students do not present on any part of those days (no half days allowed) without a written excuse for illness from physician for treatment on those days or documentation of a death in the immediate family will be charged \$40.00 per occurrence and it immediately be posted to their account.

- Academy of hair design will begin charging the first Monday after the contract completion date. Students are charged \$250.00 a week for overtime charges. This fee will be paid on Monday morning each week needed to complete the course. The academy has a school curriculum that is strictly enforced. Students are given a copy of the curriculum. The curriculum includes all subjects and the number of skills per subject required by the Academy of Hair Design. The following number of skills are required and mandated by Academy of Hair Design before student can graduate.
- A minimum of 67% accumulative attendance is required.
- Students are allowed only one (1) leave of absence per contract course\*\* the only other leave a student may take is medical leave and it may be up to 60 days, and it is required to have documentation prior to leave. All requests for a leave of absence must be made in writing and with documentation to the school administration office, prior to the LOA.

#### **STUDENT RECORDS RELEASE OF INFORMATION AND PRIVACY POLICY**

The management is custodian of all records for current enrolled students, and for students who have withdrawn or graduated within the past six (6) years. Or from last of accreditation approval- records may be reviewed by students or parents, guardians of dependent minors upon written request during regular school hours. A written request to view records will be scheduled within 3 business days from receipt of the request under the supervision of a school official.

Management will respond to reasonable requests for explanations and interpretations of records. Personal identifiable information requested must be in writing (NO EXCEPTIONS). The student and/or parent/guardian must approve the release of this information each time a request is made. Copies of file documents may be obtained for \$0.25 per page. Exceptions to the above release of information policy would include TDLR (state licensing agency, US Department of Education, and other Federal Government bodies and accrediting agents). The school does provide and permit access to student and other school records as required for any accrediting process initiated by the institution or by the National Accrediting Commission of career arts & sciences or in response to a directive of the commission.

All student records are kept in a fire-resistant metal filing cabinet. Records will not be removed from the director's office. All student records are kept confidential between the school and the student.

All financial records will be retained in the same manner as above. All records will be retained for the number of years from the last accreditation date.

**POLICY REGARDING THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT/FERPA**

Students and parents of dependent students have the right to review the student's records, to request amendment to student's educational records to provide consent prior to disclosure of personally identifiable information. The request to review a student's educational record must be in writing by the parent or the student. Records will be made available in the appropriate institutional office on an appointment basis.

- To other school officials who have educational interest in the information

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- To officials of another school where the student seeks or intends to enroll
- To representatives of the comptroller general of the United States, the secretary of education or state and local educational authorities
- Relating to financial aid and it is necessary to determine eligibility of aid, determine amount of aid, determine conditions for aid and enforce the terms and conditions of the aid.
- To state officials if requested by state statute
- To organizations conducting studies for educational agencies or instructions to develop, validate, administer tests, administer student aid programs, or improve instructions. No personally identifiable information will be released except to representatives of the organization and information will be destroyed when no longer needed for the study.
- To accrediting to carry out accrediting functions.

**EMERGENCY EVACUATIONS POLICY**

- Fire drills are held twice a year so staff, students and patrons will be prepared to evacuate the building in case of emergency.
- In January and July, a fire sound is sounded, and everyone is instructed to leave everything. DO NOT try to gather any supplies or personal belongings.
- Exit calmly. Quietly. And swiftly to the area designated exit.
- Instructors are responsible for assisting any handicapped person. Instructor also gets student roaster and patron list as he/she exits the building and role is called to assure that everyone is out of the building.

**REGULATIONS GOVERNING LICENSURE TO PRACTICE**

The Texas Department of Licensing and Regulations governs the license to practice as so specified in the commission rules and regulations.

OPERATORS 1000 HOURS      CLASS A BARBER 1000 HOURS (offered at Lufkin campus only)

MANICURE 600 HOURS      ESTHETICIAN 750 HOURS (offered at Lufkin campus only)

An applicant for an Operator/Manicure/Esthetician/Class A Barber licensure must be 17 years of age, have completed the seventh grade or its equivalent and have completed the number of instructional hours noted above in a licensed beauty culture school. The supplicant is entitled to a license fee, has not committed an act that constitutes grounds for denial. (NOTE) TDLR now requires that you have a high school diploma or GED for these courses.

The following information is being provided as a means of assisting you in making a wise decision in selecting a career.

**2021 LUFKIN AND JASPER COMBINED RATES**

Graduation Rate      64.18%

Placement Rate           76.74%  
Licensure Rate           100.0%

**CANCELLATION AND SETTLEMENT POLICY**

Section 1603.3601 CANCELLATION AND SETTLEMENT POLICY

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

- 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

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- Entered into the enrollment agreement or contract because of a mis presentation made:
  - In the advertising or promotional materials of the school; or
  - By an owner or representative of the school

**REFUND POLICY TEXAS DEPARTMENT OF LICENSE AND REGULATIONS DEPARTMENT**

Section 1603.3602 Refund Policy

- The holder of a private postsecondary school license shall maintain a refund policy to provide for the refund of any unused parts of tuition, fees, and other charges paid by a student who, at the expiration of the cancellation period established under Section 1603.3601
  - Failed to enter the course of training.
  - With draws from the course of training; or
  - Is terminated from the course of training before completion of the course.
- The refund policy must provide that:
  - 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 another document acceptable to the department.
  - The effective date of the termination for refund purposes is the earliest of:
    - The last date of attendance if the student is terminated by the school.
    - The date the license holder receives the student’s written notice of withdrawal; or
    - 10 school days after the last date of attendance; and
  - The school may retain not more than \$100.00 if:
    - Tuition is collected before the course of training begins; and
    - The student fails to withdraw from the course of training before the cancellation period established under section 1603.3601 expires.

**WITHDRAW ALL OR TERMINATION OF STUDENT**

Section 1603.3603

withdrawal or Termination of student

- If a student at a private postsecondary school begins a course of training 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:
  - May retain 100 percent of the tuition and fees paid by the student; and
  - Is not obligated to refund any additional outstanding tuition.

- If a student at a private postsecondary school begins a course of training 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:
  - 90 percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first 10 percent of the course, whichever period is shorter.
  - 80 percent of any outstanding tuition for a withdrawal or terminated that occurs after the first week or first 10 percent of the course, whichever period is shorter, but within the first three weeks of the course.
  - 75 percent of any outstanding tuition for a withdrawal or terminated 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
  - 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.
- A refund owed under this section must be paid not later than the 30<sup>th</sup> day after the date the student becomes eligible for the refund.

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**EFFECT OF PRIVATE POSTSECONDARY SCHOOL CLOSURE SECTION 1603.3607**

- If a private postsecondary school closes, the department shall attempt to arrange for students enrolled in the closed school to attend another private postsecondary school.
- If a student from a closed school is placed in another private postsecondary 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 barbering and cosmetology school tuition protection account.
- If a student from a closed private postsecondary school cannot be placed in another private postsecondary school, the student's tuition and fees shall be refunded as provided by section 1603.3602. If a student from a closed private postsecondary school does not accept a place that is available and reasonable in another private postsecondary school, the student's tuition and fees shall be refunded as provided by Section 1603.3603. A refund under this subsection shall be paid from the barbering and cosmetology school tuition protection account. The amount of the refund may not exceed \$35,000.
- If another private postsecondary 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).

**INTEREST ON REFUND SECTION 1603.3604**

- If tuition is not refunded within the period required by Section 1603.3603, the private postsecondary school shall pay interest on the amount of the refund for the period beginning the first day after the refund period expires and ending the day preceding the date the refund is made.
- If tuition is refunded to a lending institution, the interest shall be paid to that institution and applied against the student's loan.
- 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.
- 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 the department on request documentation of the effort to locate the student.

## **COLLECTION POLICY**

Collection procedures shall reflect ethical business practices. Collection correspondence regarding cancellation and settlement from the institution itself banks, collection agencies, lawyers, or any other Third parties representing the institution clearly acknowledge the existence of the withdrawal and settlement policy. If promissory notes or contract enrollment policy of the institution.

## **TITLE IV REFUND POLICY**

A refund for tuition withdrawing before completion of the course shall have the refunds/adjustments applied. Proportionally to Federal funds, Private Aid, etc., then to the student in accordance with the most recent state and/or united states department of education guidelines.

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Collection procedures shall reflect ethical business practices. Any monies due the student and/or other entity shall be refunded within 30 days of formal cancellation of the student as defined, formal termination by the school which shall occur no more than 30 days from the last day of physical attendance, date of termination by the school that the student is not returning, or in the case of leave of absence, the document date of scheduled return.

## **DISBURSEMENT OF TITLE IV FUNDS**

Disbursement of federal funds may not occur until student completes number of hours and number of assigned weeks applicable to pay period.

EXAMPLE: 900 hours is defined as an academic year

0-450 hours and 15 weeks

451-900 hours and 15 weeks; 2<sup>nd</sup> academic year is 100 hours.

MANICURE 0-300 hours and 10 weeks

ESTHETICIANS: 0-375 hours AND 13 weeks

For the purpose of determining when the allowable maximum timeframe has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution. Private postsecondary school Academy of Hair Design.

## **THEORY TESTING AND MAKE-UP POLICY**

- Every student is required to have theory.
- State board requires a recorded theory test for each chapter of the theory book.
- The school must give a written and practical per-test exam to each student.
- The Academy of Hair Design requires a 76 grade to pass all exams. Students receiving a grade of less than 76 or missing regularly scheduled exams for any reason will have the opportunity to take or re-take exams on the following next Monday. If a student does not take the exam at the scheduled time for their class, the test with a 0 score will be entered onto their progress report and will remain there until the make-up test has been taken.
- Student failure to make-up tests and stay current will be treated as a disciplinary or dismissal after a period of advising has been provided.
- If students fail a test, test re-take will be posted. After the 2<sup>nd</sup> test there will be a charge of \$25.00 per each test.
- All theory tests must be current and passed with 76 before the school will administer, the written pre state exam.
- All school written and practical tests must be completed and passed with 76 or above, before students are given the practical state board exam (mock).

- Students are never released from a regularly scheduled theory class to perform practical clinic services.

**GRADING SYSTEM**

The following system is used to establish fair and equitable academic evaluations as a method of keeping students informed of academic progress pertinent to the course of study. Theory and practical applications are sequentially introduced to students beginning with basics and progressing to the more advanced phases of study.

Typically, a unit of theory is introduced weekly (some units require more than a week to adequately cover), the introduction may be through lecture demonstration, audio-visual, hands-on techniques etc.

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The process would include introduction, followed by oral review and finished by the completion of a written test. Students failing to achieve a minimum score of 75% must retest.

Test to be scheduled by the immediate supervisor and achieve a minimum test score average of 75%. Practical applications are integrated into the course from the beginning of the course studies. Practical applications are introduced through lectures, audio-visual, hands on demonstration I or printed material. The student performing the skill on a manikin, another student or client (once the student has achieved the required number of hours and performed the required number of services to demonstrate competency for clinic work) follows the introduction of practical application(s). A student must score a minimum 75% average on all practical applications. Practical applications are evaluated according to the written criteria based on state licensing and school requirements.

Students are provided with a copy of the written criteria for satisfactorily completing practical skills. Students receive practical grades for each practical unit of study. This grade is a culmination of all practical skills performed. Additionally, students must perform the number of required practical applications during the course of study.

**SATISFACTORY ACADEMIC PROGRESS POLICY** are performed to scheduled hours. Evaluations must be completed within even (7) school business days following the establishment evaluation periods. The satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

**EVALUATION PERIODS**

Students are evaluated for Satisfactory Progress at the completion of the following evaluations periods:

Operator Program	450 schedule clock hours and Full Time 15 weeks/Part Time 30 weeks 900 schedule clock hours and Full Time 30 weeks/Part Time 60 weeks
Class A Barber Program	450 schedule clock hours and Full Time 15 weeks/Part Time 30 weeks 900 schedule clock hours and Full Time 30 weeks/Part Time 60 weeks
Manicure Program	300 schedule clock hours and Full Time 10 weeks/Part Time 20 weeks
Esthetician Program	375 schedule clock hours and Full Time 13 weeks/Part Time 25 weeks

**ATTENDANCE PROGRESS EVALUTIONS** are based on scheduled hours.

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued

by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

**MAXIMUM TIME FRAME**

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

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COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Operator/Class A Barber: (Full Time, 30 hrs./wk.)-1000 Hours	34 weeks	1500
Operator/Class A Barber: (Part Time, 15 hrs./wk.)-1000 Hours	66.6 weeks	1500
Manicure: (Full Time, 30 hrs./wk.)-600 Hours	30 weeks	900
Manicure: (Part Time, 15 hrs./wk.)-600 Hours	57.2 weeks	900
Esthetician: (Full Time, 30 hrs./wk.)-750 Hours	37.50 weeks	1125
Esthetician: (Part Time, 15 hrs./wk.)-750 Hours	50 weeks	1125

This institution operates all programs according to the following academic year: 900 clock hours to be completed in 30 academic weeks.

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe will be terminated. Students will be permitted to re-enroll in the program on a cash-pay basis as outlined in the re-enrollment provisions of the institution’s admission policy.

**ACADEMIC PROGRESS EVALUATIONS** includes both quantitative (attendance) and qualitative (academic).

The qualitative element used to determine academic progress is a reasonable system of grades as determined learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93-100	A	EXCELLENT
85-92	B	VERY GOOD
75-84	C	SATISFACTORY
74 OR BELOW	IS FAILING	UNSATISFACTORY

**DETERMINATION OF PROGRESS STATUS**



Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, if the student does not make satisfactory progress before the next evaluation period.

#### **WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress during the warning period.

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The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will be deemed to lose their financial aid and will remain on a cash basis.

#### **PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on a cash paying basis. The institution does not have a probation policy.

#### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

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

#### **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

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

#### **APPEAL PROCEDURE**

The institution does not offer an appeal policy or procedure.

#### **NONCREDIT, REMEDIAL COURSE, REPETITIONS**

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

#### **TRANSFER HOURS**

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

#### **LEAVE OF ABSENCE POLICY**

This policy refers to all students in all programs. An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time during a program when a student is not in attendance. A LOA is not required if a student is not in attendance only for the institution scheduled break. However, a scheduled break may occur during a LOA. A LOA must meet the Academy of Hair Design conditions to be counted as a withdrawal requiring an institution to perform a refund calculation. The conditions (Requirement) to take a LOA are as follows.

- Request must be in writing.
- The request must include the student's reason for the LOA and
- The request must include the student signature and date of request.

Unless there are unforeseen circumstances then the institution will collect the request from the student at a later date and the institution establishes the start date of the approved LOA as the first date the student was unable to attend.

The reason for which a leave of absence may be approved include.

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

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

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

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

**OPERATOR COURSE 1000 CLOCK HOURS (This course is taught in English at both campuses)**

**UNITS OF INSTRUCTION**

- **OBJECTIVES:** Upon successful completion of the course, students will be able to:
  - Follow all sanitary rules and regulations as required by the school and the TEXAS DEPARTMENT OF LICENSING AND REGULATIONS.
  - Identify skin, scalp, hair and nail disorders and diseases commonly seen when working with the public.
  - Follow all safety precautions connected with equipment use and chemical mixing and applications.
  - Perform all basic employing the use of standard tools and equipment in the shop. Professionalism resume development interview preparation, and job search skills.
  - Develop retail skills and knowledge of hair and skin care products.
  - Apply necessary scientific and mathematical knowledge dealing with assigned tasks.

- Diagram different haircuts and design styles in a blueprint fashion and interpret concept drawings of different cuts and styles. This will include being able to do the actual procedure of cutting and styling the hair.
- Maintain all tools and equipment in a safe and satisfactory working condition.
- Book appointments and consult with patrons and give quick and expertise advice.
- Identify different types of tins, lighteners, permanents, and strengtheners. Know the effects of each when used alone or in combination with other chemicals. Know corrective procedures to take if hair is damaged and know the correct procedures for applying these various chemicals.
- Distinguish between shop management and labor and their respective functions.
- Pass a final between shop management and regulation examination with a grade of seventy (70) or above.
- Pass the Texas Department of Licensing and Regulations examination with a grade of seventy (70) or above.

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- Intelligently seek and maintain employment in the cosmetology field.
  - COURSE FORMAT: All procedures are demonstrated during theory class. The students apply procedure to practical assignment: students are graded on time and accurately. Students are given handouts on the given theory discussion that is followed by an oral quiz. Audio visual, videos, posters, handouts, and blackboard are used for demonstrations as well as hands on procedure.
  - COURSE MISSION/ OBJECTIVES: To train competent and progressive cosmetologist and to give the student the background needed to form a solid foundation upon which to build economically and socially. To give students the knowledge and skills needed to obtain, maintain, and progress in the cosmetology profession.
  - PROGRAM DISCRIPTION: The cosmetology program is preparatory theory and laboratory course developed to provide instruction for the development of manipulative skills, technical knowledge, safety and sanitary practices, and information related to these. These skills will be sufficient for entry into the cosmetology profession. The Texas Department of Licensing and Regulations governs specific areas of training. The school laboratory and clinic are equipped comparable to cosmetology salons.
  - COURSE EVALUATION: Frequent assessments of student's mastery of skills are made. Objectives referenced teacher made tests are used to measure student mastery of specific objectives. The tests are given both orally and written. Students can also demonstrate the target (a specific) behavior to the student's satisfaction. Frequent ungraded progress tests are given to provide practice and to be used to give the student feedback regarding his/her learning. Students who do not indicate mastery of specific skills are re-taught and tested at a later time.
- HOURS \_\_\_\_\_ SUBJECT UNIT

75	<u>THEORY-CLASSROOM INSTRUCTION</u>
	Orientation, the History of Cosmetology, Career Opportunities, Life Skills Management, Communicating for Success, State Laws and Regulations, Professional Image, First Aid, Anatomy and Physiology, Electricity
75	<u>BACTERIOLOGY, DECONTAMINATION, AND INFECTION CONTROL</u>
	Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment use and safety.
75	<u>SHAMPOO, RINSES, SCALP TREATMENTS</u>
	Shampooing, Rinsing, and Conditioning, Principles and Techniques of Treatments and Disorders of the Hair and Scalp and Related Chemistry. Product knowledge, use and safety.
150	<u>HAIRSTYLING</u>
	Principles and Techniques of Wet Styling, Blow Dry Styling and Waving, Finger Waving, Hair Dressing, Braiding, Hair Extensions, Enhancements, and Wigs, Product Knowledge, use and safety.
150	<u>HAIRCUTTING</u>
	Principles and Techniques of Sectioning, Removing length or bulk with razor, scissors, clippers, shears.

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150	<u>HAIR COLORING – BLEACHING</u>
	Principles and Techniques of Temporary, Semi-Permanent, Permanent Color, Bleaching, Tinting, Toning, Frosting. Special Effects, Problems
100	<u>CHEMICAL REARRANGING (TEXTURE SERVICES)</u>
	Principles and Techniques of Sectioning, Wrapping, Processing, Curling, Relaxing
100	<u>MANICURING, PEDICURING, NAIL EXTENSIONS</u>
	Nail structure and Growth, Principles and Techniques of Theory of Massage, Manicuring, Pedicuring and Advanced Nail Techniques
25	<u>FACIALS: Principles and Techniques of Skin Care Treatment and Application of Cosmetics, Histology of the Skin, Theory of Massage, Facial Treatments, Cosmetic Applications, Artificial Eyelashes, Removal of Unwanted Hair. Lash Brow Tinting, Light Therapy.</u>
50	<u>SALON BUSINESS, RETAIL SALES, CAREER AND EMPLOYMENT INFORMATION</u>
	Fundamentals of Business Management, opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales Communications, Public human Relations, Insurance, Salon Safety, Seeking Employment, On the Job and Professional Skills
50	<u>INSTRUCTOR DISCRETION</u>
	To be applied by the instructor to strengthen student performance: supervised field trips: or other related training.

1000

**TOTAL HOURS**

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the TEXAS DEPARTMENT OF LICENSING AND REGULATIONS for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the student desires to specialize in a specific area.

THEORY GRADING

90-100= A

80-89= B

75-79= C

74 and below is failing

6. SKILLS REQUIRED

Manicure/Pedicure/Advanced Nails

Hair/Scalp Treatment

Hair Color

Facial

Hair Dressing/Chemical Services

Patron Protection/Sanitation

PRACTICAL GRADING

90-100=A

80-89=B

75-79= C

74 and below is failing.

15 Skills

15 Skills

100 Skills

25 Skills

450 Skills

450 Skills

**MANICURE CURRICULUM 600 CLOCK HOURS**

A. PROCEDURES: Basic Manicure/Pedicure/Oil Manicure, removal of stains, repair work, Hand/Arm Massage, buffing, application of polish, Artificial Nails. Application of cosmetic fingernails, preparation to build a New Nail, and application of nail extensions, sculptured nails, tips, wraps Fiberglass/Gels and odorless products **320 Hours.**

B. BACTERIOLOGY: Sanitation/Safety, definitions, importance, rules, laws, methods, safety. Measures, Hazardous Chemicals, and ventilation odor in salons. **100 Hours**

C. PROFESSIONAL PRACTICES: Manicuring as a profession, vocabulary, ethics, salon procedures, hygiene/grooming, professional attitudes, salesmanship and Job Search Skills, professional resume development, interview preparation. **80 HOURS**

D. ARMS AND HANDS: Major bones/functions, major muscles/functions, major nerves. Functions, Skin structure, functions, appendages, conditions/lesions, nail structure, composition, growth, regeneration, Irregularities/diseases. **70 HOURS**

E. THEORY/CLASSROOM INSTRUCTION: Orientation/ rules, laws, and preparation **15 HOURS**

F. EQUIPMENT: Implements and Supplies **15 HOURS**

G. TOTAL HOURS **600 HOURS**

THE FOLLOWING SKILLS ARE REQUIRED BEFORE COMPLETION OF THE PROGRAM. ALL THEORY TESTS MUST BE TAKEN AND ALL TESTS PASSED WITH A GRADE OF 70 OR ABOVE.

- Plain Manicure 50 Skills
- Oil Manicure 30 Skills
- Sculpts 30 Sets
- Tips/Overlay 30 Sets
- Wraps 30 Sets

- Professional analysis/sanitation 25 Skills

The Texas Department of Licensing and Regulations requires a school term of not less than 20 weeks (calculated from date of enrollment) and not less than 600 clock hours of instruction. All training must be done under the supervision of licensed Instructor. Students must receive 60 hours of instruction before being permitted to perform any service on the clinic floor.

MANICURE COURSE UNITS OF INSTRUCTION

- OBJECTIVES: Upon successful completion of the course, students will be able to:
  - Follow all sanitary rules and regulations as required by the school and the Texas Department of Licensing and Regulations
  - Identify nail disorders and diseases commonly seen when working with the general public.
  - Follow all safety precautions connected with equipment used.
  - Perform all basic skills employing the use of standard tools and equipment. Professionalism resume development, interview preparation, job search skills.
  - Develop retail skills and knowledge of nail and hand care projects.
  - Maintain all tools and equipment in a safe and satisfactory working condition.
  - Book appointments with patrons and give quick and expert advice.
  - Distinguish between shop management and labor and their respective functions. Know the functions of and of various organizations available to them.
  - Pass a final written and practical examination given by the school with a grade of seventy (70) or above.
  - Intelligently seek and maintain employment in the cosmetology industry

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- COURSE FORMAT: All procedures are demonstrated during theory class. The students apply procedures to practical assignments, and students are graded on time and accuracy. Students are given handouts on the given theory discussion that is followed by an oral quiz. Audio-visual, videos, posters, handouts, and blackboard are used for demonstrations as well as hands on procedure.
- COURSE MISSION/OBJECTIVES: To develop in each student theoretical and hands on knowledge and skills in the actual practice of manicuring and pedicuring, necessary for successful entry and continual employment in the cosmetology profession. To develop the technical skills and knowledge for the diagnoses and application of cosmetic preparation related to the hands and nails.
- PROGRAM DESCRIPTION: The manicure program is a preparatory theory and laboratory course developed to provide instruction for the development and manipulative skills, technical knowledge, safety and sanitary practices and information relating to these. These skills will be sufficient for entry into the manicuring field. The Texas Department of Licensing governs specific areas of training. The school laboratory and clinic are equipped comparable to cosmetology salons.
- COURSE EVALUATIONS: Frequent assessments of student's mastery of skills are made. Objective referenced teacher made tests are used to measure student's mastery of specific objectives. These tests are given orally and written. Students can also demonstrate the target (a specific) behavior to the teacher's satisfaction. Frequent and graded progress tests are given to provide practice and to be used to give the student feedback regarding his/her training. Students who do not indicate mastery of specific skills are taught and tested at a later time.

320 HOURS

A. Procedures: Basic manicure/pedicure, oil manicure, removal of stains, repair work, hand/arm massage, buffing, application of polish, application of artificial nails, application of cosmetic fingernails, preparation to build new nail, and application of nail extensions, Sculptured nails, tips, wraps, fiberglass/gels and odorless products.

- 100 HOURS B. Bacteriology, sanitation and safety definitions, importance, rules laws, methods, safety measures, hazardous chemicals, and ventilation odor in salons.
- 80 HOURS C. Professional practices: manicure as a profession, vocabulary, ethics, salon procedures, hygiene and grooming, professional attitudes, salesmanship, and public relations.
- 70 Hours D. Arms/Hands: Major bones/Functions, Major muscles/functions, major nerves, functions, skin structure/functions/ appendages/conditions/lesions, nail structure, composition, growth.
- 15 HOURS: E. Orientation, rules, laws, and preparation
- 15 Hours F. Equipment, implements and supplies.

600 TOTAL HOURS

<u>SKILLS REQUIRED:</u>		THEORY GRADING	PRACTICAL GRADING
Pedicure	125 skills	90-100=A	90-100=A
Manicure	125 skills	80-89=B	80-89=B
Sculpts	100 skills	75-79=C	75-79=C
Tips w/ overlay	100 skills	74 and below is failing	74 and below is failing.
Wraps:	150 skills		

Professional analysis/sanitation 600 skills

ALL SKILLS MUST BE PERFORMED BEFORE GRADUATION, ALL THEORY TESTS HAVE TO BE TAKEN AND SCORED WITH A SEVENTY (70) OR ABOVE FOR GRADUATION

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**ESTHETICIAN COURSE OUTLINE AND CURRICULUM**

<u>SUBJECT</u>	<u>TECHNICAL INSTRUCTION</u>
Orientation and Texas Occupation Code (chapter 1602)	
General Rules and Regulations including Sanitary Ruling	50 Hours
Sanitation, Safety and First Aid	
Definitions, Safety Measures, Methods, Importance	40 Hours
Anatomy and Physiology	
Bones-major bones and functions	
Muscles-major muscles and functions	
Nerves-major nerves and functions	90 Hours
Chemistry	
Cosmetic-Properties and knowledge of ph (acid and alkaline)	
Electricity, Machines, and related equipment	
Client Consultation and analysis, client history forms	
Recognize contraindication	50 Hours
Facial treatments, facial massage, techniques, European shiatsu	225 Hours
Superfluous Hair Removal, waxing, safety and sanitation, tweezing	250 Hours
Aromatherapy, basic principles body and face	15 Hours
Nutrition, how to maintain your health, diet and vitamins	10 Hours
Color psychology, boosting self-confidence and natural beauty	10 Hours
Make-Up, types of make-up, color therapy, face types	
Special occasion make-up, lashes	75 Hours
Management, skin care as a profession, ethics, job markets and options	
Salon business, retail sales, career and employment information	35 Hours

TOTAL HOURS 750

The Texas Department of Licensing and Regulations requires a school term of not less than 20 weeks (calculated from date of enrollment) and not less than 750 hours of instruction, theory, practical practice for complete course of Esthetician. All training must be done under the supervision of a licensed instructor. Students must receive 75 hours of instruction before being permitted to perform any service on the clinic floor.

Division of Classes: Classes are divided into two divisions; (1) the first 75 hours make up the junior class. (2) The last 675 hours make up the senior class. All training must be done under the supervision of an instructor. All skills must be performed before graduation. All theory tests must be taken and passed with a grade of seventy (70) or higher.

ESTHETICIAN 750 CLOCK HOURS COURSE UNITS OF INSTRUCTION

- **OBJECTIVE:** Upon successful completion of the course, students will be able to:
  - Follow all sanitary rules and regulations as required by the school and Texas Department of Licensing and Regulations
  - Identify skin, chemistry, eyelashes, cosmetics, and waxing when working with the public.
  - Follow all safety precautions connected with equipment, use chemical mixing and applications.
  - Perform all basic employing the use of standard tools and equipment in the shop. Professionalism, resume development, interview preparation, job search skills.
  - Develop retail skills and knowledge of hair and skin care products.
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  - Apply necessary scientific and mathematical knowledge dealing with assigned tasks.
  - Diagram different facial shapes blueprint fashion and interpret concept drawings of different shapes. This will include being able to do the actual procedure of facials, eyelashes, waxing and cosmetics.
  - Maintain all tools and equipment in a safe and satisfactory working condition.
  - Book appointments, consult with patrons and give quick and expertise advice.
  - Identify different types of tints. Know the effects of each, know corrective procedures to take.
  - Pass a final between shop management and labor and their respective functions.
  - Distinguish between shop management and labor and their respective functions.
  - Pass the Texas Department of Licensing and Regulations examination with a grade of seventy (70) or above.
  - Intelligently seek and maintain employment in the Esthetics field.
- **COURSE FORMAT:**

All procedures are demonstrated during theory class. The students apply procedure to practical assignment: students are graded on time and accuracy. Students are given handouts on the given theory discussion that is followed by an oral quiz. Audio-visual, videos, posters, handouts, and blackboard are used for demonstrations as well as hand on procedure.
- **COURSE MISSION:**

To train competent and progressive Estheticians and give the student and the background needed to form a solid foundation upon which to build economically and socially. To give students the knowledge and skills needed to obtain, maintain, and progress in the Esthetician profession.
- **PROGRAM DESCRIPTION:**



The Esthetician program is a preparatory theory and laboratory course developed to provide instruction for development of manipulative skills, technical knowledge, safety, and sanitary practices, and information relating to these. These skills will be sufficient for entry into the Esthetician profession. The Texas Department of Licensing and Regulations governs specific areas of training. The school laboratory and clinic are equipped comparable to Esthetician.

- **COURSE EVALUATION:**  
Frequent assessment of student's mastery of skills are made. Objective referenced teacher made tests are used to measure student mastery of specific objectives. The tests are given both orally and written. Students can also demonstrate the target (a specific) behavior to the student's satisfaction. Frequent ungraded progress tests are given to provide practice and to be used to give the student feedback regarding his/her training. Students who do not indicate mastery of specifics are re-taught and tested at a later time.
- **TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which addresses specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career orientated activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lectures, demonstration, cooperative learning labs, student salon activities, and other related learning methods are used in the course.

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- **PROFESSIONAL PRACTICES:**  
Ethics, salon procedures, hygiene and grooming, professional attitudes, salesmanship and job search skills, professionalism, resume development, interview preparation will be presented by means of interactive lecture, demonstration, cooperative learning labs, student salon activities and other related learning methods.

<u>THEORY GRADING</u>	<u>PRACTICAL GRADING</u>
90-100=A	90-100=A
80-89=B	80-89=B
75-79=C	75-79= C
74 and below is failing	74 and below is failing.
<b><u>SKILLS REQUIRED BEFORE GRADUATION</u></b>	
Protection/Sanitation	300 Skills
Service Patron	300 Skills
Facial	200 Skills
Waxing	50 Skills
Eyelash	30 Skills
Makeup	10 Skills
Peels	10 Skills
ESTHETICIAN STUDENTS ARE EVALUATED AT A SCHEDULED 375 HOURS	

**CLASS A BARBER COURSE OUTLINE AND CURRICULUM**

- **COURSE DESCRIPTION:** The 1000 clock hour Class A Barber program consists of two types of training. The first 100 hours of training is done in a class called Junior Training. The remainder 900 Hours includes

theory class and practical service training. Students attend theory class five hours a week and will normally be given a quiz/test on the material covered. Theory is taught on modular bases to accommodate start dates should the school so choose. A description of the service that students will perform on actual customers, while in training is listed below under practical training in the Barber Curriculum.

- **COURSE GOALS:** To provide the students with the skills, the information and training through thorough and reliable theoretical and practical instruction to successfully complete the program and pass the Licensure exam required by Texas Department of Licensing and Regulations, and to educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.
- **COURSE FORMAT:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state exam preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation.
- **REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

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- **COURSE EVALUATION:** Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted towards course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a theory grade average of seventy (70) percent and pass a final written and practical exam prior to graduation.
- **PROFESSIONAL PRACTICES:** Students will learn ethics, salon procedures, hygiene and good grooming, professional attitudes, salesmanship, and job search skills. Professional resume development interview preparation will also be covered.
- **COURSE UNITS:**

Theoretical knowledge of the practice of barbering services	50 Hours
• Anatomy, physiology, and history, consisting of the study of	
• Hair	
• Skin	
• Muscles	
• Nerves	
• Cells	
• Circulatory System	
• Digestion	
• Bones	
• Texas Barber Law and rules	25 Hours
• Bacteriology, sterilization, and sanitation	30 Hours
• Disorders of the skin, scalp, and hair	5 Hours
• Salesmanship	1 Hour

- Barbershop management 5 Hours
- Chemistry 1 Hour
- Shaving 1 Hour
- Scalp, hair treatments and skin 1 Hour
- Sanitary professional techniques 1 Hour
- Professional ethics 1 Hour
- Scientific fundamentals of barbering 1 Hour
- Cosmetic Preparation 1 Hour
- Shampooing and Rinsing 1 Hour
- Cutting and processing curly and over Curly hair 1 Hour
- Haircutting, male and female 1 Hour
- Theory of massage of scalp, face and neck 1 Hour
- Hygiene and good grooming 1 Hour
- Barber Implements 1 Hour
- Honing and stropping 1 Hour
- Mustaches 1 Hour
- Facial Treatments 1 Hour
- Electricity and Light Therapy 1 Hour
- History of Barbering 1 Hour
- PRACTICAL: Instruction in practical work, consisting of the study of 500 Hours
  - Dressing the hair, consisting of
    - Men's haircutting
    - Children's Haircutting
    - Women's Haircutting

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- Cutting and processing curly and over curly hair
- Razor cutting
- Shaving 80 Hours
- Styling 50 Hours
- Shampooing and Rinsing 30 Hours
- Bleaching and dyeing of the hair 20 Hours
- Waving Hair 25 Hours
- Straightening 25 Hours
- Cleansing 20 Hours
- Professional Ethics 20 Hours
- Barbershop management 5 Hours
- Hair weaving and hairpieces 5 Hours
- Processing 5 Hours
- Clipping 5 Hours
- Beards and Mustaches 6 Hours
- Shaping 5 Hours
- Dressing 5 Hours
- Curling 5 Hours
- First Aid and safety precautions 5 Hours
- Scientific fundamentals of barbering 5 Hours
- Barbering Implements 5 Hours
- Haircutting or the process of cutting, trimming, Processing, and molding and scalp, hair treatments

And tonics	10 Hours
• Massage and facial treatments	10 Hours
• Arranging	10 Hours
• Beautifying	10 Hours
• Singeing	1 Hour
• Manicuring	8 Hours

TOTAL HOURS FOR CLASS A BARBER COURSE 1000 HOURS

SKILLS REQUIRED TO BE COMPLETED ARE:

Manicure	30
Facials	20
Chemicals	75
Scalp Treatments	100
Men's Hair Cuts	30
Beard/Moustaches/shaving	200
Color	50
Hair Dressing	350

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**SAFETY REGULATIONS**

- Property label all products.
- Read mixing and application procedures for products very carefully.
- Measure products accurately
- Store all chemicals in a closed locked cabinet.
- When opening bottles, direct away from face.
- Keep products in their original containers.
- Soiled towels must be kept in a closed container.
- Clean towels must be stored in a closed container.
- Sanitize metal implements in 70% alcohol.
- Combs/brushes must be washed in hot soapy water, immersed in a disinfectant, rinsed then stored in a dry sanitizer.
- Chairs, shampoo bowls, workstations must be sanitized with a disinfectant.
- Floors must be kept clear of obstacles.
- Spills must be wiped up immediately.
- Protect patrons with a proper drape.
- Handle sharp implements safely.
- When using electrical equipment, never stand on a wet surface, or handle with wet hands.
- Repair or destroy frayed electrical cords immediately.
- Never handle a razor without its guard in place.
- Keep all equipment and furniture in safe working conditions.

## **SCHOOL RULES AND REGULATIONS**

- School hours: Classes 8:30 am to 3:00 pm Monday through Friday at both campuses.
  - Students must clock in before 8:30 am
  - Students must be in school uniform while on the clock. This includes a proper uniform, shoes, socks, and name tag. Students will not be allowed to clock in if not in school uniform.
  - Profanity, fighting, arguing, bad attitude, screaming any physical contact with others, stealing or immediate suspension or termination.
  - Students caught gossiping about other students, staff, or patrons may lead to suspension or termination.
  - Do not stand or enter the front desk and dispensary area unless authorized by the school staff.
  - Customers belong to the school. They are here for your benefit the school will not tolerate rudeness or any type of unethical conduct or language with the clients.
  - Students cannot refuse a service or a client. Any student refusing a client will be clocked out and sent home, possibly suspended, or terminated. Customers are your best friends.
  - Students must inform the school manager when absent. That is not admission. Please call the school before 9:00 am if you will not be attending for the day.
  - An instructor must check all services that students perform on clients. Please raise your hand and call for an instructor. Do not yell. All work must be checked.
  - Be courteous to your fellow students, staff, and instructors and above all your clients.
  - Students are not allowed to sit on the arms of the chairs or in the dryer chairs or sit with your feet in or on the equipment or stations. Students should be working on your manikin assignments or on a client.
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- Students must follow all sanitation rules and regulations as outlined by the Texas Department of Licensing and Regulation. Refer to your law book for these guidelines. The Academy of Hair Design also has rules on sanitation and disinfecting procedures. All these rules must be followed, Cleanliness is mandatory. You must always practice cleanliness when on the time clock. All students help in keeping the school clean. If you cannot perform any duty listed on the duty roster, please bring documentation, you are always required to keep your work area clean and assist in the cleanliness of the school.
  - The Academy of Hair Design is a drug free school. No drugs or alcohol will be tolerated. Immediate termination will result if any student is caught violating this rule.
  - Guns, knives, pepper gas on key chains, beepers, any Lazer items, radios, CD players, etc. will be not allowed in the school. Any item that might endanger anyone will be the cause for immediate suspension or termination.
  - Cell phones for personal use will not be permitted while on the clock. However, cell phones will be a part of your training on how to network your business, book clients and educational research.
  - Students can receive only emergency phone calls. No personal calls incoming or outgoing. Students will not be allowed to receive any phone calls while servicing a client. Please have anyone call for emergencies to identify who they are and what the call concerns if it is an emergency the student will receive it.
  - Students will receive a ticket when given a client to service. Do not service a client without a ticket. Even the clients that are free of charge. Sometimes clients will ask for services after they

have paid and received a ticket. They must pay for all services. If a student performs a service that is not on the ticket the student will be responsible for paying for the service if the client refuses to do so. If a client should ask you for a service that is not listed on the ticket, then you are to collect the money and take the ticket to the front desk for payment and get the service added to your ticket. Students refusing to pay for the service that they gave and did not collect for can lead to suspension or termination.

- The dress code when taking the state board exams will remain as required by the Texas Department of Licensing and Regulations.
- Students must park in designated areas, Students at the Jasper location must park at the back of the building past the back corner of the left side and up to the fence, Students at the Lufkin location must park in the third and fourth rows in the front of the buildings. Students at these locations are not allowed to park in the front, side, or rear of the building.
- All eating and drinking must be in the break area only. Food items like drinks or chewing gum is not allowed or permitted on the laboratory floor no exceptions to this rule. Flood items. Drinks. Lunches that are left over from your lunch must be discarded. Do not leave it anywhere in the school. There are to be no food items in your lockers.
- Please keep all items and supplies in your locker when not attending school. Lockers must always be kept in a sanitary condition. Please keep them clean and free of all items not related to any or all programs.

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- All students are allowed a lunchtime. Lunches are a minimum of 15 minutes and a maximum of 30 minutes. You must clock out and in while at lunch, the school furnishes a microwave and refrigerator for your convenience. Students exceeding the maximum lunch time will be written up. Students receive 2 breaks per day when time allows. Morning break and evening break. An instructor will assign lunches and breaks to you. You are not allowed to take lunch or a break without the permission of an instructor. Please make no plans for certain times for lunch or breaks.
- The Academy of Hiar Design is a smoke free school. Students must clock out and back in when going outside the building for any reason (smoking, etc. you only receive two breaks per day, and this includes your smoking). Please do not throw cigarette butts on the ground. Please discard properly.
- Borrowing is not permitted, if anyone complains because of this there will be locker checks and station checks done by the instructors.
- Stealing is not permitted and will not be tolerated. You will be terminated when caught.
- Students are not allowed to have visitors during school hours. A student will be required to clock out and sit in the waiting area with the visitors. Visitors are not allowed in any area of the school unless they are receiving a service. Visitors must stay in the waiting area. Do not invite guests to have lunch or breaks with you. This is not permitted.
- Students must stay away from a student while he/she is servicing a client. Do not go and start a conversation with the student. This time is the customer's time. The student must devote all attention and conversation to her/his client.

- Students must use clear see-through book bags, tote bags, purses, etc.
- Students are not permitted to leave the school without permission from the manager, you must attend school according to your schedule.
- Students are responsible for their own personal property and equipment.

These rules and Regulations may be changed at any time at the discretion of the owner/Director and any subsequent changes will be posted to the attention of the students.

THIS CATALOG HAS BEEN REVISED ON 10/5/2023.