



METROPLEX BEAUTY SCHOOL

Catalog



**Accredited by the
National Accrediting
Commission of
Cosmetology Arts and
Sciences**

**519 North Galloway
Mesquite , Texas 75149
(972) 288-5485
www.metroplexbeautyschool.info**

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CORPORATE AND AGENCY INFORMATION

**Metroplex Beauty School, Inc.,
Jimmy Culver, Chief Executive**

National Accrediting Commission of Cosmetology Arts and Sciences
4401 Ford Avenue Suite 1300
Alexandria, VA 22302
703-600-7600

Texas Department of Licensing and Regulation (TDLR)
P. O. Box 12088
Austin, TX 78711
1-800-803-9202

FACULTY AND STAFF

Jimmy L. Culver	Owner/Director
Amy Renfro	Financial Aid Director/Assistant. to Director
Leslie Kiker	Financial Aid/Day Manager/Instructor
Sandra Ellis	Night Manager/Instructor
Sharon Barton	Receptionist
Reyba Curry	Instructor
Dora Martinez	Instructor
Donnetta Sanford	Instructor
Vicki Dawson	Instructor

ABILITY TO BENEFIT

Mary Lund Administrator

HISTORY

Metroplex Beauty School was established as Dallas Cosmetology Academy in April 1972 by Alan J. Schaefer, and was moved to the present Mesquite location and renamed on November 6, 1979. On August 1, 1980, Mr. and Mrs. Jimmy Culver assumed ownership of the school. The school was accredited by the National Accrediting Commission of Cosmetology Arts and Sciences in 1975 and has maintained continuous accreditation since. The school is also approved by TDLR.

MISSION STATEMENT

The principal objective of the school is to seek a high level of perfection and distinction in its faculty, students, and educational programs so as to provide opportunity to achieve quality education for those who have the ability to benefit from the programs and to be successful in the cosmetology profession. Only through quality in higher education will we be able to provide graduates of all courses who will not only be successful but will also be of service to their community. The course of study and the activities are directed to provide a solid foundation for our graduates in the many opportunities available in the beauty industry. We realize our obligation to our students, alumni, and community and constantly seek more effective ways to meet these commitments.

SCHOOL FACILITIES

The school has separate classrooms, lab floors with beginning and advanced sections, dispensary and an office for advising. There is a library containing books, videos, DVD's and audio tapes for both basic and advanced hair designing, haircutting, iron curling, blow combing, permanent waving, facials, make-up, hair relaxing, and other cosmetology related subjects. The students use these materials as teaching aids and reference materials

Telephone calls, except for emergencies, are not permitted while in school. Cell phones may be used while on break or at lunch, and must be kept in locker at all other times.

Students are not permitted to gossip or cause discord. At the discretion of the director, these rules may be changed and subsequently posted.

In addition to the above, students are required to adhere to the rules and regulations promulgated by the Texas Department of Licensing and Regulation. Re-entry after dismissal requires special permission of the school owner/director.

CRIMINAL CONVICTIONS GUIDELINES

These guidelines are issued by the Texas Department of Licensing and Regulation pursuant to the Texas Occupations Code, § 53.025(a). These guidelines describe the process by which the Texas Department of Licensing and Regulation (TDLR) determines whether a criminal conviction renders an applicant an unsuitable candidate for the license, or whether a conviction warrants revocation or suspension of a license previously granted. These guidelines present the general factors that are considered in all cases, and also the reasons why particular crimes are considered to relate to each type of license issued by TDLR.

Crimes involving prohibited sexual conduct or involving children as victims.

Reasons:

1. Licensees have direct contact with members of the general public often in settings with no one else present.
2. A person with a predisposition for crimes involving prohibited sexual conduct or involving children as victims would have the opportunity to engage in further similar conduct.

Crimes against the person such as homicide, kidnapping and assault.

Reasons:

1. Licensees have direct contact with persons in situations that have potential for confrontational behavior.
2. A person with a predisposition of a violent response would pose a risk to the public.

RULES AND REGULATIONS

Standard approved textbooks and equipment may be obtained through the school office.

No borrowing of such materials will be allowed.

Students will be held responsible for their own equipment and personal property.

Students must attend theory classes and pursue the instruction and practical work diligently.

A late student must first report to the office before attending classes. Students will be credited for actual hours attended and no additional time will be deducted.

Absence due to illness must be proven by a doctor's certificate.

Students may make up work if work was missed due to illness or an excused absence. It is the student's responsibility to request a date to make up missed assignments. No make-up work will be allowed for unexcused absences. Excused absences are those that have a doctor's excuse, a short illness not verified by a doctor, special permission from the office, or circumstances beyond the student's control. The student must also call the school prior to the scheduled class time in order to be excused. Unexcused absences are determined by students' lack of calling the school, not attending or notifying the school of their intent. Students' failure to attend school the day before and the day after a holiday constitutes an unexcused absence.

Students must obey all rules of personal hygiene, sanitation and sterilization while in school. Females must wear makeup and have hair fixed.

Students wearing soiled uniforms will be required to clock out until the problem is corrected.

CLASS SCHEDULE

FULL TIME CLASSES

Days	Tuesday – Saturday	9:00 a.m. to 5:30 p.m.
Evenings	Tuesday – Thursday	1:30 p.m. to 10:00 p.m.
	Saturday	9:00 a.m. to 5:30 p.m.

PART TIME CLASSES

$\frac{3}{4}$ mornings	Tuesday – Friday	9:00 a.m. to 2:00 p.m.
	Saturday	9:00 a.m. to 5:30 p.m.
$\frac{3}{4}$ afternoons	Tuesday – Thursday	1:00 p.m. to 6:00 p.m.
	Friday	1:00 p.m. to 5:30 p.m.
	Saturday	9:00 a.m. to 5:30 p.m.
$\frac{1}{2}$ Evenings	Tuesday – Thursday	6:00 p.m. to 10:00 p.m.
	Saturday	9:00 a.m. to 5:30 p.m.

STARTING CLASS DATES

December 6 & 20, 2011

January 3 & 17, 2012

February 7 & 21, 2012

March 6 & 20, 2012

April 3 & 17, 2012

May 1 & 15, 2012

June 5 & 19, 2012

July 3 & 17, 2012

August 7 & 21, 2012

September 4 & 18, 2012

October 2 & 16, 2012

November 6 & 20, 2012

December 4 & 18, 2012

SCHOOL CALENDAR

Qualified persons may enroll on any date the school is open. All courses begin classes on the first and third Tuesday of each month, unless a scheduled holiday occurs, or the school decides to start classes more frequently.

The school may opt to have only one class start in December.

The school will be closed on the following holidays:

New Years Day

Independence Day

Thanksgiving.

Christmas Day

January 1

July 4

3rd Thursday in November

December 25

If unscheduled closures occur, students may call the school for a recording.

ADMISSION POLICY

Any prospective Cosmetology or Manicure student who intends to enroll at Metroplex Beauty School must have a high school diploma, GED equivalent, or pass an Ability to Benefit Test if the student is at least 17 years old. Exceptions may be made if the student is in high school and the counselor feels it would be in the best interest of that student to attend cosmetology school. The Wonderlic Test, which is approved by the Secretary of Education and NACCAS, is the test used to determine ATB, and is held at Metroplex Beauty School, and administered by certified personnel not affiliated with Metroplex Beauty School. The test is a timed test and requires answering a minimum number of questions within a specified time. After the timing ends, the administrator will grade the test and give the person the results. The tests are given a minimum of once a month. Contact the school for specific dates.

Any prospective Instructor student must have a current license and a high school diploma or General Education Development (GED) certificate to be able to enroll as a student. Ability to Benefit tests are not available for this course.

Other requirements as set forth by TDLR must be met before a student can be admitted, including a fee to enroll the student with the TDLR. As TDLR requires pictures for ID purposes, the school will charge a minimal fee to take the required pictures of each individual for identification purposes. The student must also provide a copy of a birth certificate and a high school diploma or GED, unless enrolled under the ATB policy. The applicant must meet any other regulations as promulgated by the TDLR.

Transfer students may receive credit for hours received from other schools or states according to state law and their course will be shortened and tuition will be adjusted accordingly provided there is no money owed to a previous school.

Scholarships are accepted. The school may give scholarships if deemed appropriate. Students who withdraw from one program to enter another program within the school will not be charged an additional enrollment fee.

Class size is normally no more than ten students.

Effect of School Closure

1. If a private beauty culture school closes, the department shall attempt to arrange for students enrolled in the closed school to attend another private beauty culture school in the same geographical area as the original school. The closing school is responsible for notifying all enrolled students in writing and also must advertise the availability of the teach-out school in local media. All school records will be disposed of in accordance with state laws. The school that closes must give the accrediting agency (NACCAS) a list of all students who were enrolled at the time of closure and indicate the arrangements made for each student to complete his or her education.
2. If a student from a closed school is placed in a private beauty culture school, the expense incurred by the school in providing training directly related to educating the student, including the applicable tuition for the period for which the student paid tuition, shall be paid from the private beauty culture school tuition protection account. The school at which the student continues training cannot charge an amount greater than that to which the original school would have been entitled under its contract with the student and for which the student has not yet paid.
3. If a student from a closed school cannot be placed in another school, the student's tuition and fees shall be refunded as provided by Section 1602.458 in the Texas Cosmetologists Laws and Rules. If a student from a closed school does not accept a place that is available and reasonable in another school, the student's tuition and fees shall be refunded under the refund policy maintained by the closed school under Section 1602.459. A refund under the subsection shall be paid from the private beauty culture school tuition protection account. The amount of the refund may not exceed \$35,000.
4. If another school assumes responsibility for the closed school's student and there are not significant changes in the quality of the training, the student from the closed school is not entitled to a refund under Subsection (c)
5. If the closing school does not have a teach-out plan in place, the students shall receive a pro-rata refund of tuition.

Re-entry of Student After Withdrawal or Termination

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

Effect of Student Withdrawal

1. A private beauty culture school shall record a grade of incomplete for a student who withdraws but is not entitled to a refund under Section 1602.459(a) in the Texas Cosmetologists Laws and Rules if the student:
 - a. requests the grade at the time the student withdraws; and
 - b. withdraws for an appropriate reason unrelated to the student's academic status
2. A student who receives a grade of incomplete may reenroll in the program during the 48-month period following the date the student withdraws and complete the subjects without payment of additional tuition.

TUITION AND FEE SCHEDULE

Course	Enrollment	*Kit	*Tuition	**Total
Cosmetology	\$100.00	\$900.00	\$8850.00	\$9850.00
Manicurist	\$100.00	\$900.00	\$3300.00	\$4300.00
Instructor	\$100.00	\$450.00	\$4475.00	\$5025.00

*Enrollment fee and kit fee includes processing, kit, and required books. Kit may be purchased at school. If purchased elsewhere, kit must contain all required equipment.

THESE FEES DO NOT INCLUDE SALES TAX, UNIFORMS, OR STATE BOARD FEES, WHICH ARE REQUIRED.

**Tuition may be covered by Federal and/or State Programs, provided the student meets eligibility requirements. Information can be obtained at the office of the school.

Tuition is charged by payment period.

PAYMENT SCHEDULE. Enrollment and kit fees are to be paid prior to the start of class unless other arrangements are made. Monthly payments are due by the tenth of each month unless circumstances dictate a change of the due date. All tuition and other fees must be paid before the student graduates unless prior arrangements have been made.

OVERTIME CHARGE. STUDENTS WHO DO NOT FINISH WITHIN THE REQUIRED TIME AS STATED IN THE CONTRACT WILL BE CHARGED \$10.00 PER HOUR.

OTHER COSTS

Fee for State Board Registration	\$25.00
Tax on kit and books	
Cosmetology	\$74.25
Manicurist	\$74.25
Instructor	\$37.13
Three pictures for ID purposes	\$5.00
Uniforms	varies from store to store
State Board Written Test	\$55.00
State Board Practical Test	\$78.00

EXPENDABLE SUPPLIES

The school furnishes all expendable supplies to the student except for personal use. If students are charged for personal expendable supplies, they are charged a minimum fee.

USED KITS

Students who withdraw may not return used books or kit items to the school for credit, as they cannot be re-sold in used condition.

OPERATOR CURRICULUM (1500 HOURS)	CLOCK HOURS
(A) Haircutting, styling and related theory	500
(B) Hair coloring and related theory	200
(C) Cold waving and related theory	200
(D) Orientation, rules and laws	100
(E) Manicuring and related theory	100
(F) Shampoo and related theory	100
(G) Chemistry	75
(H) Salon management and practices	75
(I) Hair and scalp treatment and related theory	50
(J) Chemical hair relaxing and related theory	50
(K) Facials and related theory	50

- 90 percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one tenth of the course, whichever period is shorter. (Student owes 10%).
- 80 percent of any outstanding tuition for a withdrawal or termination that occurs after the first week or first one-tenth of the course, whichever period is shorter, but within the first three weeks of the course; (Student owes 20%).
- 75 percent of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the course but not later than the completion of the first 25 percent of the course; and (Student owes 25%)
- 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. (Student owes 50%).

- A refund owed under this section must be paid not later than the 30th day after the date the student becomes eligible for the refund.

Interest on Refund

- If tuition is not refunded within the period required by Section 1602.49 of the Texas Cosmetologists Laws and Rules, the school shall pay interest on the amount of the refund for the period beginning the first day after the date the refund period expires and ending the day preceding the date the refund is made.
- 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 to the department on request documentation of the effort to locate the student.

- a. The refund is based on the period of the student's enrollment, computed on the basis of course time expressed in clock hours;
- b. The effective date of the termination for refund purposes is the earliest of:
 1. The last date of attendance if the student is terminated by the school
 2. The date the license holder received the student's written notice of withdrawal; or
 3. 10 school days after the last date of attendance; or
 4. In the case of a leave of absence the documented date of return, or the date the student notifies the school that the student will not be returning or
3. The school may retain not more than \$100 if:
 - a. Tuition is collected before the course of training begins, and
 - b. The student fails to withdraw from the course of training before the cancellation period expires.

Withdrawal or Termination of Student

1. If a student begins a course of training at a private beauty culture school that is scheduled to run not more than 12 months and, during the last 50 percent of the course, withdraws from the course or is terminated by the school, the school:
 - a. may retain 100 percent of the tuition and fees paid by the student; and
 - b. is not obligated to refund any additional outstanding tuition
2. If a student begins a course of training at a private beauty culture school that is scheduled to run no 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 shall refund:

MANICURE CURRICULUM (600 HOURS)		CLOCK HOURS
(A)	Procedures: basic manicure and pedicure, oil manicure, removal of stains, repair work, hand and arm massage, buffing, application of polish, application of artificial nails, application of cosmetic fingernails, preparation to build new nail, and application of nail extensions, sculptured nails, tips, wraps, fiberglass/gels and odorless products	320
(B)	Bacteriology, sanitation and safety: definitions, importance, rules, laws, methods, safety measures, hazardous chemicals and ventilation odor in salons	100
(C)	Professional practices: manicuring as a profession, vocabulary, ethics, salon procedures, hygiene and grooming, professional attitudes, salesmanship and public relations	80
(D)	Arms and hands: major bones and functions, major muscles and functions, major nerves and functions, skin structure, functions, appendages, conditions and lesions, nails structure, composition, growth regeneration, irregularities and diseases	70
(E)	Orientation, rules, laws and preparation	15
(F)	Equipment, implements and supplies	15

STUDENT-INSTRUCTOR CURRICULUM (750 HOURS)

	CLOCK HOURS
(A) Instruction and theory and lab/clinic operations	350
(B) Teaching and lab/clinic management	350
(C) Orientation, rules and laws	50

ADDITIONAL OCCUPATIONS AND TRAINING

COSMETOLOGY/OPERATOR COURSE

After completing training and obtaining a license, the student will have the ability to cut, style, and chemically treat hair as well as the ability to do all aspects of manicuring, facials, and makeup.

As a licensed Cosmetologist, one may work as a stylist, enroll in an Instructor Course, practice as a Manicurist or Facialist only, or may own and/or operate a salon.

MANICURIST COURSE

After completing training and obtaining a license, the licensee will have the ability to do manicures, pedicures, artificial nails, tips, and repairs.

As a licensed Manicurist, one may work in a nail specialty shop, a full service salon, or own and operate a nail specialty shop.

INSTRUCTOR COURSE

After completing training and obtaining a license, the licensee will have the ability to perform all duties of a Cosmetologist as well as instruct in all areas of Cosmetology.

As a licensed Instructor, one may teach in a Cosmetology school, enter management, work as a platform artist, work as a stylist, become an examiner or inspector for the State, or, with college education, teach in public schools. One may also own and operate a salon.

GRADUATION REQUIREMENTS

Students must complete required clock hours according to the course in which they are enrolled, (See Curriculum), as well as required minimum services as promulgated by TDLR. Students must complete all subjects outlined in their designated program with no grade under 70 in any subject. Students who fail to make the necessary grade will be given the opportunity to retake the subject. Diplomas will be issued upon completion of the course. All monies must be paid prior to graduation unless other arrangements have been made.

TEXAS DEPARTMENT OF RULES AND REGULATIONS CANCELLATION AND REFUND POLICIES

Cancellation and Settlement Policy

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

1. Cancels the enrollment agreement or contract not later than midnight of the third day after the date the agreement or contract is signed by the student, excluding Saturdays, Sundays, and legal holidays; or cancellation date is determined by the postmark on written notification or the date said information is delivered to the school administrator/owner in person; or
2. Entered into the enrollment agreement or contract because of misrepresentation made:
 - a. In the advertising or promotional materials of the school; or
 - b. By an owner or representative of the school
3. Any monies due a student who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution.

Refund Policy

1. Holder of a private beauty culture school license shall maintain a refund policy to provide for the refund of any unused part of tuition, fees, and other charges paid by a student who, at the expiration of the cancellation period established under Section 1602.457 of Texas Cosmetologists Laws and Rules:
 - a. Fails to enter the course of training;
 - b. Withdraws from the course of training; or
 - c. Is terminated from the course of training before completion of the course
2. The refund policy also provides that:

If this percentage is less than 60%, the school may only keep that percent of Title IV funds that were disbursed, or could have been disbursed. If the percentage is 60% or greater, the school may keep 100% of the funds that were disbursed or could have been disbursed. The amount that can be retained is the same whether it is applied to tuition, fees, kit and books or any other institutional charge.

The school policy uses the same percentage calculation as above but applies the percentage to a schedule as shown below to the total amount of tuition charges only and allows all other charges to be retained by the school without regard to the calculated percentage.

An example of the calculated charges using both policies would be:

Jane Doe started in cosmetology on April 5, 2006 and withdrew on August 28, 2006. The number of scheduled hours during this payment period was 382 but Jane only attended 204. The scheduled hours ratio is 382 divided by 450 or 84.8%. She was disbursed \$2025 in PELL funds. The school is entitled to retain 100% or \$2025. Her refund calculation percentage is $382/1500$ or 25.4%. The school may charge 50% of the tuition plus the \$100 registration fee for a total of \$1912.50. In this instance the school would need to return \$112.50 of the Pell to the Department of Education and Jane would owe the school nothing.

If the school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you, (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

If you are responsible for returning grant funds, you do not have to return the full amount. The law provides that you are not required to return 50 percent of the grant assistance that you receive that is your responsibility to repay. Any amount that you have to return is a grant overpayment, and you must make arrangements with the school or the department of Education to return the funds. Failure to return any funds due will result in loss of further Title IV eligibility.

LICENSING REQUIREMENTS

All graduates must pass a licensing examination to receive a license to practice in Texas. These examinations are given in various communities throughout Texas. All monies will be paid to the testing company. The written test must be passed before a graduate is allowed to take the practical portion of the test. The student will schedule the practical test once notification is received regarding the scheduling process. The school will answer questions regarding this examination, but has no control over the actual scheduled date. Costs related to taking the examination are the responsibility of the student.

PLACEMENT

The school offers employment assistance for all graduates. As long as the graduate is in the beauty profession, the school will assist him/her in obtaining employment if the student either calls or visits the office. Information with names and numbers of potential employers is kept on file for this purpose. There is no guarantee of employment expressed or implied by graduation.

COMPLIANCE WITH CIVIL RIGHTS ACTS

We comply with Title VI and IX of the Civil Rights Act of 1964 and all requirements imposed by or pursuant to the regulation of the Department of Education issued pursuant to that title, to the end that, in accordance with Title VI or IX of that act of the regulation, no person in the United States shall, on the grounds of age, race, sex, color, religion, or ethnic origin be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity for which the applicant received federal financial assistance from the department. We also adhere to Section 504 of the Rehabilitation Act of 1973 barring discrimination on the basis of physical handicap and the Age Discrimination Act of 1975.

PERSONAL RECORDS

A student may request to view his/her personal or financial aid file, which are kept in locked files in the owner's office, by either a verbal or written request to the office. School personnel will remain with the student while the files are being reviewed. The school will maintain all student files for a minimum of five years. No information regarding a student may be released unless the student signs a release form granting permission. Federal and State agencies can obtain information without written consent. Parents or guardians may review a minor's file without written consent from the minor.

ADVISEMENT

The school gives the student personalized, friendly vocational guidance and advisors help with achievement goals, assistance in financial arrangements, assistance in scheduling training hours, and assistance in government approved programs. Since almost all students reside in the neighborhood of the school, no housing or boarding assistance is formally maintained

Dependent Student

If student filed a tax return for the year in question, the student must furnish the document to the office. Student must provide a copy of the parent's tax return. If parent is single, then student provides the return for the parent with whom he/she lives or last lived. Married parents provide joint return, or each individual return. Returns must be signed and dated by each. Student must provide information on child support received and paid and can obtain that information from the attorney general's office.

For all Pell Recipients any further documentation deemed necessary by the FAO may be requested in order to determine eligibility, and will be determined on an individual basis.

RETURN OF TITLE IV FUNDS POLICY

There are two elements to the matter of determining refunds and return of Title IV funds that need to be clearly understood. The Department of Education has regulations that outline the amount of Title IV funds, both loan and grants, that may be retained on behalf of a student who does not complete their contracted program. The school is permitted to have a refund policy that is different from this Federal calculation. It is possible that a student can comply with the Federal Return of Title IV funds policy yet still owe additional funds to the school based on the number of hours the student was **scheduled** to attend between the first and last day of **actual** attendance. Being absent or tardy can create a difference between actual attendance and scheduled attendance that can cause a student to owe more tuition than they have actually earned.

The Federal policy prescribes that a percent of scheduled hours be calculated by totaling the number of hours the student was scheduled to attend between the first and last day of actual attendance divided by the length in hours of the payment period course times 100.

Method of Disbursement

All financial assistance is awarded by the school and will be disbursed in two equal payments. The first payment will be disbursed upon enrollment; the second payment is disbursed upon completion of 451 hours of study and the required number of weeks.

Retention Data

This is furnished separately on request.

PERSON TO CONTACT

Both the Financial Aid Director and the Day Manager are familiar with financial aid programs and are normally available during school hours to advise students and prospective students. A professional Student Financial Aid Consultant is available for information on financial aid packaging and advising, and is available by phone during all normal working hours.

VERIFICATION POLICY FOR FINANCIAL AID

The school verifies all students who have been selected by the Pell process.

Independent Student

Student must furnish tax return for appropriate year for him/herself, or if married, a copy of the joint tax return. Return must be signed and dated by each person listed on the top of the return. If the student has received child support or paid child support, the student must obtain proof of the amount received or paid. This can be done by contacting the attorney general's office, or can be done from receipts. Student may also be asked for additional documentation, such as citizenship papers, copy of the social security card, letters, and whatever else is deemed necessary by the financial aid officer. The total amount for all members of the family will be used to determine eligibility. If no return was filed, and student has W/2 forms, student needs to furnish the forms to the office. A letter may be required indicating how the student was supported if there are no other means of determining support.

GRADING POLICY

The school uses the numerical grading system. A student's progress is considered unsatisfactory when that student's grades are failing or below, (under 70% is failing), or if the student habitually fails to comply with the school rules and regulations. (70% and above is satisfactory). The grading scale is as follows:

100-90=A; 89-80=B; 79-70=C; 69 and below = F.

Theory grades are assigned each student through the use of chapter tests, pop tests, special assignments, and workbooks. On the clinic floor, practical grades are determined by assignments made by an instructor, which can be completed on patrons. Lab assignments are determined by the use of individual worksheet assignments that can be completed on mannequins.

In addition, grade outs are done at 300, 600, 900, and 1200 hours as part of the clinic grade. Besides maintaining satisfactory theory and practical grades, a student must maintain satisfactory progress in attendance. A full time student needs to maintain a minimum of 120 hours per month; a 3/4-time student needs to maintain a minimum of 110 hours per month, and a one-half time student needs to maintain a minimum of 80 hours per month. Failure to maintain a minimum grade average of 70 or to meet the minimum required hours will result in probation or suspension.

Progress records are maintained on each phase of the course for each student. An instructor will consult those students whose grades or hours are below minimum requirements during any period. The instructor will decide whether the student's training should be interrupted at this time.

A student who is dismissed for failing grades or below minimum required hours may re-enter only after the supervisors of the school have talked to the student and/or the student's parents or guardians. Only the management after considering each individual case will make the final decision for re-entry.

ATTENDANCE POLICIES

Students must attend classes regularly and pursue the instruction and practical work diligently.

Excused Absence Policy: Absence from class is not permitted unless the absence is due to illness or student has prior permission. Absence due to sickness may be proven by a doctor's statement, bill, etc. Students may make up work if work was missed due to illness or an excused absence. It is the student's responsibility to request a date to make up missed assignments.

Unexcused Absence Policy: If a student has an unexcused absence, the student must sign a form indicating that the absence was unexcused. Failure to attend school before and after a holiday will result in an unexcused absence, unless pre-approved by the office. If the absence is unexcused, a grade of zero will be given for that day.

Tardiness Policy: Any student who is late to school must first report to the office before attending classes. Students will only be credited for actual hours attended.

Termination Policy: A student may be terminated for failure to attend school on a regular basis, and not making satisfactory progress with their attendance. If a student is absent for thirty (30) consecutive school days without being on an approved leave of absence, the student will be terminated. Failure to return to school after a documented leave of absence will result in termination. A student may be terminated if that student consistently does not make passing grades in theory class. A student may also be terminated for continuous disruptive behavior.

RECORD OF ATTENDANCE

A time clock with individual student time cards is used for general attendance records. Attendance records are maintained in a permanent file by the school. Any other records as may be promulgated by the TDLR will be maintained.

Conditions of Eligibility

All students are eligible to apply for assistance. All applicants must complete the FAFSA and institutional application sheet. Eligibility is based on financial need according to established Federal Regulations, regular enrollment and maintaining satisfactory progress as at least a half-time student. Financial assistance normally will not meet all costs related to the educational period. Each student is expected to locate some form of outside assistance. Preference is given to those students who establish and maintain the best history of performance and attendance.

If the school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you, (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

If you are responsible for returning grant funds, you do not have to return the full amount. The law provides that you are not required to return 50 percent of the grant assistance that you receive that is your responsibility to repay. Any amount that you have to return is a grant overpayment, and you must make arrangements with the school or the Department of Education to return the funds. Failure to return any funds due will result in loss of further Title IV eligibility.

Awards to eligible students are made on a first-come, first-served basis so long as funds are available. Since classes begin every month, no closing date for consideration is set.

The size of a student's award is determined by financial need, funds available, regulatory limitations, and our experience as to effective use of this assistance. A student retains eligibility for financial assistance so long as good standing is maintained.

Loss of good standing for any cause, i.e. violation of rules, probation, suspension or expulsion will normally result in immediate loss of eligibility. A petition for restoration of good standing can be made to the owner-manager at the end of any disciplinary period assigned or 30 days, whichever is less.

FINANCIAL AID

Student Consumer Information Services

This information is furnished to inform students and prospective students as to financial aid available and the means of securing such assistance. This information is also intended to meet the requirements of PL94-482 and Title 45, Ch. 1 part 178 of the Code of Federal Regulations.

Student Financial Aid Available

In addition to the Federal programs outlined below, the institution offers a limited number of tuition waiver scholarships to students who show a high level of artistic promise and aptitude for work in the field of cosmetology. The owner-manager gives specific consideration for these based on a personal interview. Many students receive assistance from outside sources such as the DARS, Bureau of Indian Affairs, VA etc. The school welcomes these resources and cooperates fully even though control over such awards does not rest with the school.

Pell Grants

Pell Grants are awarded to students who have established eligibility by filing a Free Application for Federal Student Aid (FAFSA) with the U.S. Government contractor. The Institutional Student Information Report (ISIR) received from the contractor provides the data for deeming eligibility for these grants. The same form is the basic document for determining eligibility for the other programs listed below.

Federal Supplemental Educational Opportunity Grants

FSEOG's are awarded to students who are in exceptional financial need. The grant is normally for no more than one-half the financial aid actually awarded but must be at least \$100 and not more than \$2000 for the enrolled period. Normally this grant is awarded for needs that cannot be met from other programs. The school must follow established Federal guidelines in making these awards.

SATISFACTORY ACADEMIC PROGRESS

In order to be making satisfactory academic progress toward a degree or certificate, all students must maintain specified grade averages and proceed through the program at a pace leading to completion in a specified time frame. Satisfactory progress will be measured each pay period. Students meeting the minimum standards for both academic and attendance evaluations at the end of each pay period are considered to be making satisfactory progress until the next scheduled evaluation.

REQUIRED GRADE AVERAGES

At the end of each pay period, the grade point average will be determined and documented in each student's official record. A cumulative grade average of 70 at the close of each pay period is one requirement to be considered making satisfactory academic progress.

Grading will be as follows:

100-90=A, 89-80=B, 79-75=C, below 70=F.

REQUIRED COMPLETION RATE

In addition to the grade average listed above, students must also be progressing toward successful completion of their program within a maximum time frame not to exceed 150% of normal contract time. Full-time students in this program contract for, and are expected to attend an average of 30 hours per week and must successfully complete the program within a contracted period. Attention is directed to the additional charges that can be made for all attendance beyond the contract months. Excused absences, sickness or other absence, other than formal leaves of absence may not be considered in extending this maximum time allowance. Students enrolled less than full-time will be required to meet an adjusted schedule as approved by the school.

Students completing the hours specified according to the chart below will be considered to be making satisfactory quantitative progress. "Months" means the number of months since the initial start date at this school. "Total Hours" means the student must have completed at least this number of hours at the close of this number of months.

Students enrolled full-time in the Cosmetology Operator Course contract to complete the course in twelve months without additional charge. They may not extend their time of attendance

beyond eighteen months for any reason. Students enrolled full-time in the Instructor course contract to complete the course in eight months without additional charge. They may not extend their time of attendance beyond twelve months for any reason. Students enrolled full-time in the Manicurist Course contract to complete the course in seven months without additional charge. They may not extend their time of attendance beyond eleven months for any reason. Students attending courses shorter than 900 clock hours are expected to attend at the average monthly rate shown below until they have reached the required number of hours.

Full-Time Day & Evenings

Months	1	2	3	4	5	6	7	8	9	10	11	12
Cum Hours	84	167	250	333	416	499	582	665	748	831	914	997
	13	14	15	16	17	18						
	1080	1163	1246	1329	1412	1500						

Three-Quarter Time Day

Months	1	2	3	4	5	6	7	8	9	10	11	12
Cum Hours	72	144	216	288	360	432	504	576	648	720	792	864
	13	14	15	16	17	18	19	20	21			
	936	1008	1080	1152	1224	1296	1368	1440	1500			

Half-Time Night

Months	1	2	3	4	5	6	7	8	9	10	11	12
Cum Hours	52	104	156	208	260	312	364	416	468	520	572	624
	13	14	15	16	17	18	19	20	21	22	23	24
	676	728	780	832	884	936	988	1040	1092	1144	1196	1248
	25	26	27	28	29							
	1300	1352	1404	1456	1500							

Leaves of Absence

Leaves of absence of various lengths can be permitted to interrupt a cumulative schedule provided the length is no less than 10 days. Normally, no more than two leaves of absence totaling 90 days will be approved during a twelve month time span. Exceptions to this policy will be subject to the Owner/Director. Each leave should be requested in writing, prior to taking a leave and must be approved by the owner. If a student is involved in an accident or becomes ill, a leave of absence may be granted at the time of the request due to the circumstances. If a student is not making satisfactory progress at the time the leave is taken, the student will not be considered in satisfactory status upon return until the previous deficiencies have been removed. A leave of absence will not affect grades or hours during the absence time. (Note: As per VA requirements, all VA students' veterans educational benefits will be terminated as of the last day of attendance before departing on a Leave of Absence. Upon return from the Leave of Absence, the student could be reenrolled for veteran's education benefits.)

Probation and Reinstatement

In the event a student fails to meet the minimum grade or attendance average in a pay period, the student will be placed on probation for the next pay period. The student will be notified of this action in writing and a copy of the action placed in the student's file. A student in this category may receive financial aid for the following pay period, but must meet the stated minimum grade requirement and complete enough hours to meet the cumulative hours for that period as defined on the completion chart before receiving additional aid. The second consecutive time that a student fails to meet one or more of the requirements, the student will no longer be making satisfactory progress, will be ineligible for the financial aid and may be subject to termination or suspension from school. The student will be notified of this action in writing and a copy may be placed in the student's file. Students terminated from aid can reestablish eligibility by successfully completing the required number of hours and by attaining the overall grade average at the end of the next month. All grades are given in average numbers 70 is the lowest passing grade and an average of 70 must be achieved in order to graduate. There are no non-credit remedial course offerings. Students can only reestablish satisfactory progress after a negative determination, or an approved appeal or upon reentering by raising the grade or attendance average to the required levels. (Note: Students receiving veterans education benefits will be terminated following the second consecutive time the students fails to meet one or more of the Required Completion Rate criteria.)

Pay periods for the Cosmetology Course are as follows:

Pay period one	0-450 hours	Pay period two	451-900 hours
Pay period three	901-1200 hours	Pay period four	1201-1500 hours

Pay periods for the Instructor Course are as follows:

Pay period one	0-375 hours	Pay period two	376-750 hours
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Pay periods for the Manicurist Course are as follows:

Pay period one	0-300 hours	Pay period two	301-600 hours
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Appeal Procedures

If a student is determined to be subject to termination or loss of financial aid because satisfactory progress requirements were not met, the student may appeal this decision to the owner by indicating in writing the reasons why the minimum requirements were not met, and why the action should be set aside. The owner will review the appeal and determine whether the action is justified. The students will be advised, in writing, of this decision. The decision of the owner is final.