

House of Elegance Cosmetology School
4515 Weber Street
Corpus Christi, TX 78411

Catalog
Published: December 2019

General Information

House of Elegance Cosmetology School was developed in 2018 and doors opened August 2019. The school is focused on education of cosmetology and related theory. We use Milady's textbooks for our cosmetology course & Junior Instructor Courses.

Prospective students are encouraged to visit the school's facilities to talk about their desire to work in the cosmetology industry. Our administration encourages visiting us before enrolling or signing any enrollment agreements. This school does not have any available sponsored programs, government or otherwise, to provide grants or to pay for a portion of tuition and fees.

- The maximum number of students in a classroom at one time is 25
- The student to instructor ratio is 25:1

Mission Statement

Our mission at House of Elegance Cosmetology School is to give students the education they need to be fully prepared for a life-long career in the cosmetology industry, as well as the full ability to pass the Texas State Board Licensing Exam to obtain the necessary license to work in the State of Texas.

Learning Objectives

House of Elegance Cosmetology School is focused on offering training that will provide our students with the necessary education and skills required to pass the Texas State Board (TDLR) Exams.

We are focused on vocational knowledge necessary to seek and find employment in the beauty industry. Students should be able to effectively work in one of many areas such as: Hair Stylist, Hair Colorist, Make Up Artist or as a Beauty Salon Operator. With additional training and/or progression of these vocations a student should move up to a position such as: Beauty Salon Manager, Beauty Salon Owner, Cosmetology Teacher, Supervisor, Director of Education, or School Owner.

Facilities

House of Elegance Cosmetology School is located at 4515 Weber Street, Corpus Christi, TX 78411. The School has 2800 square feet, a reception area, clinic area, freshman, sophomore, junior and senior areas, facial beds, dispensary area, office, teacher area, one classroom, student lounge, two restrooms (men/women's). Our school creates a salon environment to help our students learn with salon equipment and supplies the help students with product knowledge. Each student is assigned a locker to securely provide items.

Statement of Non-Discrimination

House of Elegance Cosmetology School does not discriminate on the basis of race, color, religion, sex, handicap, financial status, age, ethnic origin or residence in its admissions, instruction, or graduation policies.

Transfer Policy & Credit Evaluation

Transfer students are accepted on an individual basis.

Students seeking to transfer hours accrued while attending at another cosmetology school will be reviewed on a case by case basis for the purpose of determining the students level of competency at re-entry. Transfer hours are not accepted until notification and/or verification of approved hours is received from TDLR (official licensing agency). Students must submit an official transcript of previous work done that shows a passing grade in theory subjects in the program the potential student enrolls in.

Student that request to transfer out of House of Elegance Cosmetology School will be notified of the number of hours accrued, charges assessed, balance due (if applicable) and over payment (if applicable). A TDLR refund Calculation will be completed, accrued hours will be reported to TDLR including whether tuition has been tendered or not. In a case where the student owes the school a balance, TDLR will not release hours for transfer to another school.

Textbook and Supplies

Textbooks will be issued at the beginning of the freshman class. All needed supplies and equipment will be maintained in the designated area for storing student items. On the first day of class, each student will be issued a starter kit and textbooks needed to complete the first 150 hours of the cosmetology course. Students are expected to maintain the kit by replacing lost or broken items. The school is not responsible for students equipment, either lost or stolen. Students must learn to be responsible for their own kit items.

List of Equipment, Supplies and books provided by the school as part of the students program.

Cosmetology Kit List

Cutlery & Electrical

- Andis Pivot Pro & Speedmaster Combo
- Ultra Elite Tourmaline Ionic/Ceramic 1875W Dryer
- Ultra Elite 1" Tourmaline E/Ceramic Flat Iron
- Hot Tools Marcel 3/4 85W Regular Iron
- TK2 Shear and Razor Kit

Brushes and Combs

- Scalpmaster Ball-tip Vent Brush Rubber Grip 7 RO
- Aristocrat Styling Comb Narrow Ruled
- Aristocrat Rat-tail Comb Fine Teeth
- Scalpmaster 2" Round Concave Thermal Brush
- Scalpmaster 3" Round Concave Thermal Brush

- Scalpmaster Round Neck Brush 7 Row Black
- Scalpmaster Ionic Rec Cush Paddle Brush 13 Row
- Scalpmaster 13 Row Rect Cushion Paddle Brush

Rods, Rollers & Clips

- Soft N Style Dual Purpose Curl Clips 80/Box
- SNS Single Prong Pin Curl Clips - 80/Box
- Soft N Curl Butterfly Clamp 3" 12/Card Wide
- Soft N Style Smooth Roller Flat Pack Asstd 12 D

Hairdresser Supplies

- Soft N Style 8 oz Spray Bottle Set - 3 piece
- Celebrity Elite Plastic Manikin Holder
- Celebrity Kelly Junior Size Manikin
- Celebrity Deluxe Debra Manikin 18-20" Brown
- Scalpmaster Vinyl Shampoo Cape 54 X 36 Padded - Black
- Soft N Style Terry Towel 2-1/4 lbs 15"x 25"
- Salon Chic Zebra Salon Apron
- City Lights XL Nylon Tote 28x13z12 - Black
- SNS Una-Grip Cold Wave Rods-Long White 5/8"
- SNS Una-Grip Cold Wave Rods-Long Grey 9/16th"
- SNA Una-Grip Cold Wave Rods-Jumbo Orchid 13/16th"
- SNS E-Z Glow Jumbo Cold Wave Rods - Tangerine

Manicure Supplies

- DL Pro Wood Core Emery Boards 240/240 Grit
- DL Pro 7" Wood Manicure Sticks - 25/PK
- Soft N Style Classic Manicure Bowl - Black
- Satin Edge Professional Nail Slicer
- DL Pro Practice Finer w/3 Nails

Educational Materials

- Milady Cosmetology Book
- Milady Cosmetology Test Book

USED COSMETOLOGY KITS ARE NOT REFUNDABLE

Admission Requirements

To be admitted and enrolled as a regular student at House of Elegance Cosmetology School, you must meet the following requirements:

- Provide identification - current driver's license or TX issued Identification
- Provide a High School Diploma or Transcripts showing graduation date OR
- Provide a recognized equivalent of a High School Diploma such as a home-schooled certificate by the State where the student resided during home-schooling OR
- Provide a General Education Diploma (GED) OR
- Have passed a U>S> Department of Education approved Ability To Benefit test -
 - a. The institution recognized Wonderlic Ability to Benefit test; Administered by a certified tester approved by publishers of the test. Wonderlic Basic Skills Test (WBST) - Verbal Forms VS-1 & VS-2, Quantitative Forms QS-1 & QS-2. Passing scores: The approved passing scores on this test are as follows: Verbal (200) and Quantitative (210)
 - b. "Official Wonderlic Basic Skills Test scores" need to be provided to the school prior to enrollment
- If home-schooled, and obtained a secondary school completion credential for home school from the State that issued the certificate, provide certificate
- Be at least 17 years of age
- Not currently enrolled at a primary or secondary institution
- Provide a valid social security card
- If the individual is seeking enrollment is a dependent minor, a parent or legal guardian must come with them on the visit and will be required to sign the enrollment agreement (contract) and other documentation
- To be eligible to enroll in the Junior Instructor Course, an applicant must have a high school diploma or GED, a valid Cosmetology License and be in good standing with the Cosmetology Division of the Texas Department of Licensing and Regulation

GED classes are available at Del-Mar Community College

Prospective students OR currently enrolled students may gather information regarding GED testing centers in your area by visiting the web address below:

www.bass.tea.state.tx/TEA.GEDi.WEB/Forms/TestCenters.aspx

Students may contact our admissions department by telephone, email, or visit the school. There is someone available during normal business hours to talk about available courses, school information, graduation rates, Income someone can expect after receiving a license to practice Cosmetology and other related fields, class schedule, length of program, cost of programs and license fees. Potential students are given a tour of the school, introduced to staff and are encouraged to ask questions. If a potential student is a dependent minor the student must be accompanied by a parent or legal guardian.

If a potential student is interested in enrolling at House of Elegance Cosmetology School, an appointment is scheduled for enrollment, and an application request is filled out along with a \$50.00 application fee (that is non-refundable). At that time, a copy of the person's photo ID, social security card, High School Diploma, GED or transcript. Potential students are also required to provide a 2x2 color photo that will be used for the student license.

High School & Equivalency Documentation Policy

This policy has been adopted and put into place after much research of sources posted to the internet representative of alternative education resulting in receiving a high school diploma, home school diploma, transcript, or GED (General Education Diploma) etc. Also, the reasoning is to demonstrate due diligence in the process of making sure the documentation is valid and preserved in the school's administrative process.

This policy is meant to address credentials (proof of high school and/or alternative educational equivalent to high school) issued as a result of participating in online classes.

1. Entity must have a physical address; P.O. Box is not acceptable as a means of communication
2. Entity representative must be accessible by phone
3. Document provided by student must note completion date
4. Document must be clean, no erasures, no white-out, and/or no strike thru's

Satisfactory Academic Progress (SAP) Policy

Satisfactory progress in attendance and academic work is required for all students enrolled in this school. The State of Texas requires schools to have and to monitor academic progress and ensure that students are meeting Satisfactory Academic Progress. These standards apply to all students at House of Elegance Cosmetology School.

Standards of Progress:

This policy applies to all students who enroll to complete the course of instruction.

Attendance

Academic Progress

Applications (aka: Practicals)

1. Attendance

You are expected to maintain a 70% cumulative attendance rate to achieve satisfactory progress. That means students must attend at least two thirds (2/3) of 30 scheduled hours per week not to exceed 48 hours per week. Regardless of the average level of attendance, students who have missed ten (10) consecutive days of scheduled hours will be dropped according to the State of Texas, TDLR regulations. This standard shall apply to all students except those on an approved Leave-of-Absence (See LOA Policy). Students who expect to be absent thirty (30) or more days are encouraged to request a Leave-of-Absence.) In addition to attendance standards relating to the Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. Maximum time frame is the time frame by which you must complete your course; student must be progressing at a rate leading to the completion within 150% of the course length.

Cosmetology: 1500 Hours

Full time	50 weeks	Maximum time frame:	75 weeks
Part time	75 weeks	Maximum time frame:	112.5 weeks

Instructor: 750 Hours

Full time	25 weeks	Maximum time frame:	37.5 weeks
Part time	37.5 weeks	Maximum time frame:	56.25 weeks

An approved Leave-of-Absence may extend the contract period and maximum time frame by the same number of days as are in the Leave-of-Absence.

2. Academic Progress

Students are tested on theory and practical concepts. Practical grades are derived based on written criteria that are converted to a percentage. The application requirements by the State of Texas (TDLR) are not counted towards the overall G.P.A. The grading scale is as follows:

100% to 90% = A

89% to 80% = B

79% to 70% = C

Below 70% = D Tests must be retaken to achieve a passing grade of 70% or above.

House of Elegance's method for assigning grades are as follows: Students are graded by percentage points, both in theory and practical. Clinical work is graded according to practical scores; completion of projects goes toward application requirements.

Make-Up Work Policy:

All tests can be made up within three (3) days of the original test date. In case of an illness or emergency that would prevent the test from being taken within three (3) days, students must see his or her instructor to make other arrangements.

3. Appeal Process

Students who do not make the minimum Satisfactory Academic Progress (SAP) can appeal (request for review) of any negative outcome or termination. The student needs to submit (turn in) a written appeal – immediately – to the school directory, including any supporting documentation, reasons why the decision should be reversed and a request for re-evaluation of progress. This appeal needs to include: The reasons in which the student may appeal would be i.e.: death of a family member, injury or illness of the student, or other allowable special situations.

The student needs to turn in documentation that supports the appeal request. Documentation may include, not limited to, an obituary, doctor's note, accident report, police report, etc.

The student needs to also clarify what has changed in their situation that would allow achieving satisfactory progress at the next SAP evaluation.

The written and documented appeal will be kept in the student's file. The results of the appeal will be maintained with the appeal.

The student will be given a plan and/or necessary steps during the probation period to achieve a cumulative academic and/or cumulative attendance satisfactory rating. If it is not possible for the student to make the necessary changes in order to meet SAP, then the appeal is not able to be accepted. In the event SAP is not met, consequences will be discussed regarding loss of any student discount of tuition, student scholarships, and potential over contract fee charges.

4. Leave of Absence and Temporary Interruptions

The school will allow one (1) leave of absence (LOA) that will not exceed thirty (30) days. Approval for a leave of absence will be considered on a case by case basis. Request for a leave of absence needs to:

Be requested in writing and submitted to the school administrator

If the student is a minor, then a parent signature must be on the LOA request

A specific reason must be on the LOA request

A requested start date and end date must be on the request

The Leave of Absence will be documented in the students file and the student contract will be updated and the end of contract date will reflect the amount of days as the students leave of absence using a "contract addendum".

5. Transfer Hours:

Transfer credit will not be included in the calculation of the student's GPA. Transfer hours from another school that are accepted by House of Elegance as both attempted and completed hours for the purpose of determining the maximum time frame. The report card evaluation will be based on actual contract hours with House of Elegance Cosmetology School.

CONDUCT POLICY

- Follow the dress code (scrub top, scrub bottom, closed toed shoes, no heels, etc.)
- Cell phones will be turned off during the educational day (unless instructed for learning)
- All students must remember to clock in and out accordingly - *TIME CLOCK PUNCHES CANNOT BE MANUALLY ALTERED*
- All students must clock out from their lunch period
- Students must take and pass tests (theory and practical) as required by the State of Texas
- Complete all practical applications on the curriculum prior to taking your pre-state academy exam
- Drugs and/or alcohol are not allowed on campus
- No weapons are allowed on campus (knives, guns, chemicals, etc.)
- Off color language, insulting language, dirty language, etc., is not allowed
- Respect your fellow students and staff members
- Any act of insubordination towards any faculty member or staff resulting in disrespect, distraction, interference or disorder is strongly unacceptable
- Any act of misrepresentation, verbal or written, during the application and interview process, prior to enrollment or during enrollment is not allowed
- Any derogatory or inaccurate information posted to a social networking site (i.e.: Facebook, Instagram, Twitter, etc.) referencing House of Elegance Cosmetology School is strictly prohibited and subject to legal action
- Rules of conduct are subject to change. If changes take place, a notice will be posted in student area. Changes may become effective right away when being posted by school administrators. It is the intent of the school to keep students updated of changes right away

TERMINATION

Violation of any of the conduct policies may lead to disciplinary action up to and including termination from House of Elegance Cosmetology School

DISCLOSURE OF EDUCATION RECORDS

Students and parents of minor students have the right to inspect, review, and challenge information contained in their educational records. The parents of dependent students are only allowed access to the proof that their children are attending school for tax purposes, not the remainder of the student's records. Once the student reaches the age of 18, they become a legal adult and must give a written

consent for their records to be released, even to their parents. However, a staff member must be present. Educational records are defined as files, materials, and documents, which contain information directly related to the students and are securely maintained by the school. The school will maintain student files for four (4) years. Students are not entitled to inspect the financial records of their parents. Written authorization is required before educational records may be disclosed to third parties with the exception of Governmental Agencies as authorized by law.

HEALTH AND PHYSICAL CONSIDERATIONS

Generally, professionals in the beauty industry must be in good physical health. Licensed Cosmetology Professionals will be working directly with patrons. In most cases of the beauty culture industry there is a great deal of standing, walking, pushing, bending and stretching with can last for long periods of time. A person must consider their physical limitations in terms of making a career consideration that involves extensive training. We promote acceptance of students with physical limitations or disabilities if these students believe they can fulfill the demands of training.

Graduation Requirements

A student must:

- Complete all curriculum hours within 1.5 times the normal program length
- Curriculum applications cumulative GPA of
- Pass the Pre-State exam
- Meet all contracted financial obligations in order to graduate from House of Elegance Cosmetology School

DOCUMENT AWARDED UPON GRADUATION

Upon graduation, a certificate of completion will be awarded

HOLIDAYS/SCHOOL CLOSURE

January 1st - New Year's Day, January 20th - Martin Luther King Day, April 10th & 11th - Easter Holiday, May 25th - Memorial Day, July 4th - Independence Day, September 7th - Labor Day, November 26th, 27th, 28th - Thanksgiving Holidays, December 24th, 25th, 26th - Christmas Holidays

SCHOOL CALENDAR

Aside from a holiday or other school closure, new classes are scheduled to start the second (2nd) Monday of each month

STUDENT CLOCK HOUR POLICY

House of Elegance Cosmetology School is using Trueshift time and attendance to track student hours of attendance. On the first day of class, each student will be entered into the time clock system using the biometric (thumbprint) option. The student will use their thumbprint to clock IN and OUT on the electronic time system at the start and end of each day. This includes clocking IN and OUT for breaks, lunch breaks, and any time the student leaves and returns to the school. Students will be issued a code in case the biometric option is not working. In the event of a time clock failure a daily sign in sheet will be used as back up data.

NOTE: Students need to make sure they clock IN and OUT at the beginning and end of each day; otherwise students will lose all their hours of attendance for the day. ****TIME CLOCK PUNCHES CANNOT BE MANUALLY ALTERED****

in addition to clocking IN and OUT on the Trueshift time clock to earn clock hours, students are also required to fill out a weekly operation sheet, which will show each student's daily applied efforts and all of the operations completed on this sheet must be initialed by the student and instructor in order to receive credits.

One (1) clock hour equals 60 minutes of instruction.

TIME CARD CREDIT

The following is a guideline for the instructor to issue credits

- Each practical/service must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparable category
- The portion of the time card reflecting hours are in Theory hours earned and any class the instructor has demonstrated
- The portion of the time card concerning operations is to be applied towards efforts of the student as they manually perform practical subjects
- Some practical operations may take longer to perform and may be different from student to student. Note the following time frame the State Board gives for each operation:

1. Facial = 15 minutes
2. Manicure = 25 minutes
3. Chemical Mock = 40 minutes
4. Hair Cut = 45 minutes
5. Permanent Waving = 25 minutes
6. Curl Demo = 10 minutes
7. Thermal Styling = 10 minutes

Using the above, the Board would understandably not consider a student capable of performing more than five (5) haircuts per day

NOTICE OF STUDENT RIGHTS

- You may cancel your enrollment agreement or contract for school, without any penalty or obligation no later than midnight of the 3rd business day following your date of signed contract excluding Saturdays, Sundays and legal holidays
- Students who cancel their enrollment agreement after starting classes will be responsible for the non-refundable registration fee, withdrawal fee, the cost of any kits, textbooks, or other supplies issued, and clock hours accumulated
- After the end of the cancellation period, you also have the right to stop school at any time and receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.

SCHOOL RULES AND REGULATIONS

- School hours are Monday - Friday 8:30 a.m. until 5:00 p.m.
- Use TrueShift to clock in & clock out. It is mandatory to clock out & clock back in for lunch breaks. It is mandatory to clock out when leaving the building. If a student fails to clock out, the student will have their hours deducted by the instructor.
- No student is allowed to clock in & clock out for another student. This rule is enforced by instructors and administrative staff.
- Students lunch breaks will be assigned between 11:00 a.m. and 1:30 p.m. Students need to report to an instructor if they have not taken a lunch break by 1:30 p.m. Lunch is 30 minutes. Lunch period is each student's responsibility and must be staggered.
- In case of illness or emergency on any day, the student must call in to the school to report their absence by 9:10 a.m. of that morning.
- Students must wear the assigned student uniform (scrubs). Uniforms must be kept neat and clean. No tank top, mini-skirts, or extra accessories (i.e.: hats, baseball caps, sunglasses, head gear, etc.) Black-closed toe and low heel shoes are required.
- Students Bags / Satchels/ Back-Packs / Purses must be clear and see through.
- Staff will check bags / satchels / back-packs / purses leaving the facility on an as-needed basis.
- Smoking is ONLY allowed in designated areas OUTSIDE the building.
- No visitors are permitted in the classroom or student lounge area unless approved by a school staff member.
- School business phones may NOT be used for personal calls.
- No cell phones are allowed during any classes OR on the clinic floor. If a student's cell phone is on, they will be asked to leave the class immediately and not allowed to return until class is over. If a student has been asked to leave the class three (3) times in one (1) month, they can/will be placed on probation.
- Strict adherence to the rules of sanitation and disinfection & personal hygiene is required at all times.
- Students must keep their workstations, in class or on the floor, cleaned and sanitized at ALL times.
- A minimum of 1/2 hour of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day.
- All students serving the public must be Courteous and Pleasant. If a difficult situation arises, please call an instructor. Students must take guests when assigned to them by their instructor. Students who refuse to take a guest when assigned will be asked to clock out for that day. If a student refuses, then their instructor will clock them out and the student will be asked to leave for the rest of the day.
- No student may leave a guest while working on a service, with the exception of an emergency and must be excused by the instructor.
- Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
- Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc. Freshman students are not allowed to work on Senior students and vice versa at any time. Personal services will be allowed on Tuesday - Thursday (only if all of the requirements for the day are met, and students must have the instructor's permission).

- Students are responsible to return the school materials or equipment loaned to them. Students must NOT borrow equipment from other students. Each student is solely responsible for their own personal belongings and materials.
- Students have the privilege at all times to consult with the management on personal problems. The School positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.
- The school will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is under the influence of alcohol or drugs.
- Students must keep a record of hours and services each day as recorded on the student daily record of applied effort. Credit will be given for applied effort only. An instructor must check all work OR credit will NOT be given. Records must be neat and clear.
- Students must maintain an average of 70% or above in Theory and in all practical subjects. Probationary status will result in case of failure to do so.
- Only products furnished by the school will be used unless approved by the instructor.
- Students must comply with all school policies and TDLR regulations.
- Students must notify the administrative staff immediately of any address or telephone change.
- Absence of three (3) days or more without notification shall result in a telephone call from the school to determine the cause of absence. Any student who is absent more than **ten (10) scheduled days** without notifying the school and making further arrangements by signing a Leave-of-Absence will be terminated.
- Theory attendance is required Monday thru Friday, 9:00 a.m. to 10:00 a.m. In the event a student is absent from Theory more than two (2) times a month without a valid excuse (must be approved by a school administrator), the student will be placed on suspension for three (3) scheduled days. In the event a student violates this requirement a 2nd time, the administrative staff has the authority to terminate the student from The House of Elegance Cosmetology School.
- If a student is terminated for gross misconduct, which includes but is not limited to reporting to school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, threats, and/or bullying, such termination is final and may not be appealed.

These rules are designed to form excellent work habits and attendance, and to aid in completing your course as soon as possible so you may become employed in the Cosmetology Field. **Violation of school rules may result in suspension or termination.**

TUITION AND FEE SCHEDULE

Program Costs:

Cosmetology 1500 Hours (CIP Code: 12.0401)

Tuition: \$10,000.00
Registration Fee: \$50.00
Books/Kits: \$800.00

Total: \$10,850.00

Junior Instructor (750 Hours) (CIP Code: 12.0413)

Tuition: \$4,500.00
Registration Fee: \$50.00
Books/Kit: \$300.00

Total: \$4,875.00

Extra Instructional Charges:

Students are expected to complete their training within the allowed - as specified - Enrollment Agreement (Contract). If a student goes over the end of contract date, the extra instructional charge will be charged the balance of the remaining actual hours to complete the course. A Contract Addendum will be made - the actual hours and rate per hour will be as follows:

Cosmetology: \$10.00 per hour
Junior Instructor: \$10.00 per hour

*Brush Up:

Students requiring preparation for the State Board Exam will be billed at the course-hourly rates, depending on which license they are applying for AND a registration fee of \$150.00. Students must furnish their own equipment.

HOUSE OF ELEGANCE BEAUTY SCHOOL RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES AND MAKE SUBJECT CHANGES WITHOUT PRIOR NOTICE - WHEN NECESSARY. ANY CHANGES MADE WILL NOT AFFECT CURRENTLY ENROLLED/ATTENDING STUDENTS.

SCHOLARSHIPS

Scholarships are available for students enrolled in the Cosmetology Course. House of Elegance Cosmetology School may offer scholarships based on need and/or merit. Students who wish to apply for a scholarship must do so in writing. The request must include the following:

- why do you feel you are a candidate for a scholarship
- what receiving a scholarship means to you
- How would you benefit from receiving a scholarship

Additionally, students seeking a scholarship must have three (3) letters of recommendation from sources outside of the immediate family. Request for a scholarship must be submitted to the School Administrator prior to being admitted to House of Elegance Cosmetology School. Consideration and/or approval for the scholarship funds are made after an assessment of the student's eligibility from other financial resources. The decision to grant the scholarship funds rest' solely at the discretion of the School Administrators, and may not be appealed. Scholarship funds are for tuition only and cannot be used for books, kits, fees, registration fees, re-enrollment fees, over-contract fees, etc.

If you qualify for scholarship funds, the following requirements must be followed:

1. Attend a minimum of thirty (30) clock hours per week - or six (6) hours per day Monday thru Friday, 9:00 am to 3:30 p.m. (that is the very minimum)
2. Attend a minimum of twenty (20) clock hours per week – or four (4) hours per day Monday thru Friday, 9:00am to 1:00 pm. (that is the very minimum)

The qualifying student pays the remaining tuition costs during their training period. All students pay their own student permit fee, books and kits. In the event a student does not qualify for any scholarship, a personal payment plan is available with a no interest student contract. Any monies due must be paid prior to a student's graduation from the House of Elegance Cosmetology School. If you discontinue your studies, do not meet SAP (Satisfactory Academic Progress), or if you are terminated, the remaining scholarship monies will become null and void.

ALL TUITION AND FEES ARE PAYABLE IN ADVANCE unless other arrangements have been made prior to commencement of classes. Payment schedules (weekly, bi-weekly, monthly) are available. No interest is charged by the school when the course is paid in full prior to the completion of the course.

PAYMENT METHODS

There are three (3) payment methods available:

weekly, bi-weekly (every two (2) weeks), and monthly. Weekly and bi-weekly payments are due on Mondays. Monthly payments are due on the 1st of every month. Payments are considered late after five (5) calendar days that will result in a late fee of \$25.00 - for weekly & bi-weekly payment plans. Monthly payment plan late fee will result in a \$35.00 fee. Students will not be allowed to clock in if currently late on payments.

CANCELLATION AND SETTLEMENT (REFUND) POLICY (1602.457 - TDLR)

You have a right to cancel the Enrollment Agreement (Contract) for a course of instruction including any equipment such as books, materials, supplies or any other goods related to the instruction offered in the Enrollment Agreement (Contract), until midnight of the 3rd business day (which does not include Saturdays, Sundays or legal holidays) after the date of signed Enrollment Agreement/Contract. Business day means, except for home study or correspondence, Mondays and Fridays and a day on which you were scheduled to attend a class session. Cancellation shall occur when you give written notice of cancellation at the address of the school shown on the top of the front page of the Enrollment Agreement/Contract. You can do this by hand delivery or USPS. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage paid. The written notice of cancellation need not take any particular form and however expressed, it is effective if it shows that you no longer wish to be bound by the Enrollment Agreement/Contract.

You can use any written means of notice that you wish. The school may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for this equipment, it is yours to keep without further obligation. **NOTE: Beauty Supplies are not returnable equipment due to sanitary reasons.** Therefore, once you accept the supplies, the cost will be charged to your student ledger. An applicant not accepted by the school or a student who cancels the Enrollment Agreement/Contract within three (3) business days are entitled to a full refund regardless of whether or not the student actually started training. If a student who does not return from a leave-of-absence, the last date of a leave-of-absence is used as the termination date. Students shall receive a pro-rata refund of tuition if the school closes down. If a course is cancelled subsequent to the student's enrollment, and before instruction in the course has begun, the school shall refund all of the monies paid by the student or provide a completion of the course.

INSTITUTIONAL REFUND POLICY

Refund Policy (Section 1602.458 - TDLR)

(a) The holder of a private beauty culture school license shall maintain a refund policy to provide for the refund of any unused part of tuition, fees, and other charges paid by a student who, at the expiration of the cancellation period established under Section 1602.457:

- (1) fails to enter the course of training;
- (2) withdraws from the course of training; or
- (3) is terminated from the course of training before completion of the course.

(b) The refund policy must provide that:

- (1) the refund is based on the period of the student's enrollment, computed on the basis of course time expressed in scheduled hours, as specified by an enrollment agreement, or other document acceptable by the department;
- (2) the effective date of the termination for refund purposes is the earliest of:
 - (A) the last date of attendance, if the student is terminated by the school;
 - (B) the date the license holder receives the student's written notice of withdrawal; or
 - (C) 10 school days after the last date of attendance; and

- (3) the school may retain not more than \$100 if:
 - (A) tuition is collected before the course of training begins; and
 - (B) the student fails to withdraw from the course of training before the cancellation period expires.

Withdrawal or Termination of Student (Section 1602.459 - TDLR)

(a) If a student begins a course of training at a private beauty culture school that is scheduled to run not more than 12 months and, during the last 50 percent of the course, withdraws from the course or is terminated by the school, the school:

- (1) may retain 100 percent of the tuition and fees paid by the student; and
- (2) is not obligated to refund any additional outstanding tuition.

(b) If a student begins a course of training at a private beauty culture school that is scheduled to run not more than 12 months and, before the last 50 percent of the course, withdraws from the course or is terminated by the school, the school shall refund:

- (1) 90 percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the course, whichever period is shorter;
- (2) 80 percent of any outstanding tuition for a withdrawal or termination that occurs after the first week or the first one-tenth of the course, whichever period is shorter, but within the first three weeks of the course
- (3) 75 percent of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the course but not later than the completion of the first 25 percent of the course; and
- (4) 50 percent of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the course.

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

Withdrawal From Course

Students have the right to withdraw from a course of instruction at any time. If a student withdraws from the course of instruction after the period allowed for cancellation of the Enrollment Agreement, which is until midnight of the third (3rd) business day following the first day of the signed student contract, the school will remit a refund less a registration fee is applicable, not to exceed \$150.00, within 45 days of the date the school determined the student had withdrawn. Students are obligated to pay only for educational services rendered and for equipment ordered (books & kit).

For the purpose of determining the amount a student owes for the time you attended, they shall be deemed to have withdrawn from the course when any of the following occurs:

- (a) Student notifies the school of your withdrawal or the actual date of withdrawal or,
- (b) If the school terminates the student's Enrollment Agreement or,
- (c) Student fails to attend classes for a 30-day period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.
- (d) If a student is withdrawn on a leave-of-absence, the date the student is due to return from a leave-of-absence is the date of withdrawal and will only be charged to the last date of attendance.

Enrollment Time is defined as **scheduled hours** of attendance, expressed as a percentage of the total number of hours in the program. For students who enroll in and begin classes, the schedule of tuition adjustments and refunds will be calculated as the following:

<u>Percentage Length Completed to Total Length of Program or Course</u>	<u>Amount of Total Tuition Owed to the School</u>
0.01% to 10%	10%
10.1 to 20%	20%
20.1 to 25%	25%
25.1 to 50%	50%
50.1 to 100%	100%

Reentry of Student After Withdrawal or Termination (Section 1602.461 - TDLR)

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 (Section 1602.462 - TDLR)

(a) A private beauty culture school shall record a grade of incomplete for a student who withdraws but is not entitled to a refund under Section 1602.459(a) if the student:

- (1) requests the grade at the time the student withdraws; and
- (2) withdraws for an appropriate reason unrelated to the student's academic status.

(b) A student who receives a grade of incomplete may re-enroll in the program during the 48-month period following the date the student withdraws and complete the subjects without payment of additional tuition.

Refunds - Transfers

Refund due to the student will be made within 45 days following the date of withdrawal. When a student requests a transfer to another school, House of Elegance Cosmetology School will prepare all of the academic and financial documentation requested by the student provided any balance due is paid in full.

Student Services Policy and Procedure

The system of delivering student services at House of Elegance Cosmetology School supports and enhances the school's training programs by encouraging student's attendance and student's success.

We use methods of delivering student services that require all staff members to be a part of the student services delivery system. The purpose of our student services is to assist students in maintaining satisfactory progress and making informed decisions in training and employment.

Tardiness Policy

Students are allowed a 5-minute grace period on tardiness and still be allowed to enter the theory classroom. After the 5-minute grace period, students will not be allowed to clock in until after theory is over.

Excused and Unexcused Absence Policy

We request that a student call to let us know if they will not be attending that day. In lieu of a strict "excused vs. unexcused" policy, as long as a student attends a rate of 70%, they will be in compliance with school regulations. Proof for an excused absence must be provided (i.e., doctor's excuse, etc.), however absences will be recorded on a daily basis not hourly basis (no half-days, partial days, etc.)

Leave of Absence

Students may experience extended personal or other problems, which can make it difficult to attend class. The school may allow a student under such circumstances to apply for a Leave-of-Absence (LOA) from the program of up to thirty (30) days (medical problems allow for a LOA of up to 180 days). LOA's must be requested in writing by the student and must be approved by the school's director. A LOA request form must be filled out and the date of leave and return must be stated on the form prior to the director approving the LOA. Students should not request a Leave of Absence unless absolutely needed.

Under no circumstances can the school grant more than one (1) LOA within a 12-month period. Students on LOA will be assessed any additional charges of tuition. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the Leave of Absence. Students who do NOT return from a LOA will be considered dismissed as of the first day following the end of the leave of absence. The last date of actual attendance prior to the beginning of the LOA will be the last date used to calculate the time in attendance. All refunds due will be issued to the student or appropriate agencies and paid within thirty (30) days of the date dismissed.

Student Complaint/Grievance Procedure

The House of Elegance Cosmetology School will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in the new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature and patterns of complaints for the school.

Consumer Protection Division, PO Box 12548, Austin, TX 78711, ph. 800-621-0508

Regulatory Agency

For a complaint concerning sanitation, grades and hours, contact

Texas Department of Licensing and Regulation (TDLR), which licenses House of Elegance Cosmetology School. TDLR is located at 920 Colorado, Austin, TX 78701.

The mailing address is: PO Box 12157, Austin, TX 78731

Telephone: (512) 463-6599
Toll Free (Texas): (800) 803-9202
Fax: (512) 475-2871
<http://www.license.state.tx.us/contact/htm>

Job Placement

Placement assistance is provided to students and graduates at no charge. However, the school is not able to guarantee employment after graduation. Placement assistance involves the following:

- Regular board postings of available job openings
- Help with resumes during the course
- Help locating position openings
- Role playing of the interview process

Please note that students must pass the State of Texas written and practical examinations administered by the board before eligible for a position.

Student Records

Student permanent educational records and necessary financial records containing student's name, address, telephone number, social security number, date of birth, program of study, start date, completion or withdrawal date, clock hours, and grades are maintained securely either on a computer or locked file cabinets for a period of a minimum of four (4) years starting from the date of graduation.

Other Costs

- Although the student kit received by each student either meets or in most cases, exceeds, the required tools for beginning students, you will purchase at your own cost additional tools or equipment as student growth occurs
- State of Texas Student Permit Fee: \$25.00
- Extra-Instructional Charge for students enrolled in the contracted course and exceeding their calculated completion date will be assessed at \$10.00 per hour
- Re-Enrollment Fee: \$100.00
- Late Payment Fee: \$25.00
- Withdrawal Fee: \$100.00
- Personal 2x2 Photograph: Cost will vary
- Uniforms: Cost will vary
- State Board Exam Kit: Cost will vary
- Books and Kits: non-refundable once issued
- Contract Update Processing Fee: \$100.00

Courses Offered:

House of Elegance Cosmetology School offers the following courses of study:

Cosmetology: 1500 Clock Hours

Junior Instructor: 750 Clock Hours

All Courses are taught in English

Program Title: Cosmetology 1500 Hours

Description:

The primary of this cosmetology course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensing and for competency in entry-level positions in cosmetology or a related career field. You must attend a minimum of 20 clock hours weekly and not more than 48 hours per week.

Objectives:

Upon completing the course requirements, the graduate will be able to:

1. Perform basic manipulative skills in the area of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and make-up, manicure, pedicure, and nails
2. Perform basic analytical skills to determine proper make up, hairstyle, and color application for the client's overall image.
3. Apply theory learned, technical information, and related matter to assure sound judgments, decisions and procedures.
4. Acquire business management skills common to cosmetology

Skills to be Developed:

1. Learn the proper use of implements relative to all cosmetology services
2. Grasp the knowledge of analyzing the scalp, face, and hands before all services to determine any disorders
3. Learn the procedures and terminology used in performing all cosmetology services
4. Learn the application of daytime and evening make up
5. Learn the proper procedure of manicures and pedicures

To make sure of continued success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

Attitudes and Appreciations to be Developed:

1. The ability to appreciate good workmanship in the cosmetology field
2. To have positive behaviors toward the public and fellow students and co-workers
3. Appreciation of honesty and integrity
4. Have an improved personality in dealing with guests, fellow students and colleagues

References:

Students will have access to a library of references, periodicals, books, audio/visual disks to support the course of study. Students are encouraged to use these materials to enhance their training and knowledge.

Format:

The clock hour education is provided through a series of learning steps that address specific tasks necessary for the state board preparation, graduation, and entry level job skills. Clinic equipment, implements, and the 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 lecture, demonstration and student participation. Audio visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

<u>Subject</u>	<u>Hours</u>
Hair Cutting, Styling, and Related Theory	500
Hair Coloring and Related Theory	200
Cold Waving and Related Theory	200
Orientation, Rules and Laws	100
Manicuring and Related Theory	100
Shampoo and Related Theory	100
Chemistry	75
Salon Management and Practices	75
Hair and Scalp Treatment and Related Theory	50
Chemical Hair Relaxing and Related Theory	50
Facials and Related Theory	50
Total Hours	1500

Each cosmetology student must complete practical applications of the curriculum as follows:

A) Client Protection	600 applications
B) Hairdressing: Arranging, cutting, dressing, shampooing, curling, styling	600 applications
C) Sanitation	500 applications
D) Hair Coloring: Temporary, semi-permanent, permanent, bleaching, dimensional, coloring, color mixing	100 applications
E) Chemical Hair Services: Minimum of 15 services in each category: 1. restructuring 2. permanent Waving 3. straightening and relaxing	100 applications
F) Facials: Minimum of 5 services in each category: 1. skin analysis and care 2. manipulation and massage 3. skin care 4. removal of hair by waxing, tweezers depilatories 5. make-up and brow arching	30 applications
G) Scalp and Hair Treatments	30 applications
H) Manicures and Pedicures	30 applications

The above-mentioned applications may be performed on a mannequin, a student, or a guest. Mock applications may be used when appropriate and necessary. It shall be the responsibility of the student to keep a record of the number of practical applications performed but must be verified by an instructor by signature.

Licensing Requirements:

Applicants must be 17 years of age or older and have a high school diploma, GED, or have passed an Ability to Benefit test. A Cosmetology license will be granted by the Texas Department of Licensing and Regulation Department only after a student has successfully completed and graduated from the Cosmetology course as described above and passed the Cosmetology State Board written and Cosmetology State Board practical exams with a minimum passing score of 70% or above.

Program Title: Junior Instructor (750 Hours)

Description:

The Junior Instructor course is made up of 750 hours of theory training in the instructor field, including lesson planning, teaching methods, classroom management, business management, etc. This course can be completed within six (6) months. You must attend at least 20 clock hours per week and 48 hours maximum.

Instructor Performance Objectives:

Graduates of the Junior Instructor program will qualify for an entry level position as a Cosmetology Instructor. Graduates are expected to:

1. Teach related information, manipulative operations, and techniques.
2. Use various teaching aids such as instruction sheets, visual aids, and tests.
3. To provide information about specific teaching techniques used by vocational teachers in the working area and in the classroom.

To Develop an Appreciation of:

1. The necessity for constant effort towards achievement of professional competency as a teacher,
2. The importance of developing personal characteristics to success in teaching.

Skills to Be Developed:

1. To develop occupational experiences and personal characteristics that will upgrade the cosmetology profession by producing quality students.
2. Develop lesson plans, outlines, procedures, and tests that will ensure student comprehension and will instill the will to learn even in the most difficult student.
3. Development of a course content reflecting a comprehensive, correlated unit of study.
4. Development of instructional materials that will start the set up and preparation of class.
5. Development of supplemental teaching aids that will give the student a variety of ideas to draw from and maintain motivation.

Course Format:

Our Instructors will use lecture, visual aids, games, guest speakers, competitions, etc., in presenting the course materials. This course is designed to prepare the student to successfully pass the State Board Exams.

Subject	Hours
A) Lesson Plans	140
B) Methods of Teaching	180
C) Classroom Management	90
D) Evaluation Techniques	90
E) State Laws and Forms	60
F) Visual Aids Preparation and Use	60
G) Learning Theory	100
H) Orientation, Rules, and Laws	30
Total Hours	750

Licensing Requirements:

An applicant must have a High School Diploma or GED. A Cosmetology Instructor license will be granted by the Texas Department of Licensing and Regulation only after a student has successfully completed and graduated from the Instructor Training Course as described above and passes the State Board Exam with an overall average of 70%.

Organizational Chart

Linda J. Stewart - Executive Director

- Linda J. Stewart - 100% Ownership
- Brandon Stewart - Admission Director
- Linda J. Stewart - Head of Education
- Ebony Stewart - Lead Instructor