

# *East Texas Cosmetology College*

*Program Catalog*

*(Student Handbook)*

*All courses taught in English only.*

**October 1, 2023**

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**Texas Department of Licensing and Regulation**  
*PO Box 12157 Austin Texas 78711 1-800-803-9202*

***NACCAS, 3015 Colvin Street, Alexandria, VA 22314; 703-600-7600***  
***Texas Education Association 1701 N Congress Ave. Austin Texas 78701***

*United States Department of Education*  
*400 Maryland Ave SW, Washington DC 20202 1-202 401-2000*  
*Federal Student Aid Code: 043025 (FAFSA)*  
*1-800-4-FED-AID*

# Welcome

Dear Future, Professional,

I am thrilled to be one of the first to welcome you not only to the East Texas Cosmetology College, but also to the beauty profession as a whole - so welcome! You will learn so much in this profession, both from the people around you and from your potential clients, and I am so excited you chose our program to prepare you.

Here at the East Texas Cosmetology College, we offer all our students with state-of-the-art curriculums in the heart of Deep East Texas. Our curricula include general cosmetology, esthetician, manicure, eyelash extension, and an instructor program. Our top-notch administrators are passionately committed to providing you with a solid educational foundation while empowering you in pursuit of your own personal brand of excellence. We offer a fun, interactive, and collaborative learning environment that will empower you to act as a future salon profession. With an environment like that, everyone gets the opportunity to enjoy the experience!

This catalog has been specifically designed to answer all questions you may have about our program and our curriculums, but if you have any further questions, don't hesitate to call or to speak with one of our administrators. Congratulations on taking this life changing step, and welcome to the East Texas Cosmetology College!

## History

Michelle Oliver opened the East Texas Cosmetology College on September 6th, 2016, with her husband, Zachary Oliver. When the school first opened, the only program offered was the cosmetology program, but have since established esthetician, manicure, and eyelash extension. The East Texas Cosmetology College underwent a name change in 2018 to the East Texas Cosmetology College that was more encompassing of the growing programs offered. Because the college is new, its facilities and materials are also new and is geared towards a more modern approach to beauty and esthetics. The school is owned by: East Texas Cosmetology Center, LLC (Michelle Oliver 50%, Zachary Oliver 50%).

## Mission Statement

*Our mission is to educate, motivate, and prepare students for careers in cosmetology-related fields.*

## Philosophy

We are passionately committed to providing a solid educational foundation while empowering students in their pursuit of excellence. Our philosophy is simple: When people come first, success will follow.

To provide this foundation, we have created a fun, interactive, and collaborative learning environment that empowers students to act as future salon professionals and committed learners. Positive behavior is required to create a mutually beneficial learning environment for all students.

We believe in providing a quality environment with an exceptional educational program. This framework gives everyone the opportunity to enjoy the experience! The entire staff appreciates the students' respect for these guidelines.

*When people come first, success will follow.*

## Administrative Staff and Faculty

### **Michelle Oliver-Owner/Director of Education/Instructor:**

embarked on her journey of cosmetology in 2005. She owned and ran *A Wild Hair Salon* and currently runs *Oliver and Company* salon. In September of 2016, she opened ETC College as a haven for all students to chase their dreams of cosmetology. Her passion for fashion drives her to continue improving this school and providing the best education possible for every student who shares her love for cosmetology. She is also one of the instructors.

### **Zach Oliver – Owner and Administration/Financial**

**Advisor:** a father, husband, businessman and sports enthusiast.

**Yvonne D. Sides-Administration** is a team player with many hats and has a lot of experience in all aspects of public relations. She specializes in administrative coordination with students and the high school liaisons, parents,

and students to ensure your experience is the best. She is a very integral part of what makes our school excel and believes that if one never stops learning, life will always be interesting.

**Demi Moore- Instructor:** Demi is a mom, cosmetologist, and full time instructor here at East Texas Cosmetology College! I specialize in extensions and blondes, but I truly love color overall. I have been behind the chair for three years and have enjoyed every minute of it. My goal is to spread the knowledge and passion I have for all things cosmetology, while making it the most fun and enjoyable experience for each of my students.

**Courtney G. Mason- Instructor:** I am married to my high school sweetheart Aaron Mason. Together we have two spoiled dogs. I am a Cosmetologist and owner of the Greenhouse salon in Huntington. I have been behind the chair for four years, specializing in Vivid Hair and low maintenance Color services. My goal is to customize my services and teachings to the needs and desires of my clients as well as my students.

**Chyian Tindall - Instructor:** Chyian is a wife, cosmetologist and proud of both. She has been working in the field for many years and loves beauty sciences.

**Classes and Education:** All classes are updated frequently to keep up with trends and Changes within our industry. Our staff uses a combination of teaching techniques to meet the needs of different types of learners.

**Buses and Parking:** Buses drop off High school Students in the front and pick them up in the back of the facility. Student parking is in the back parking area, so clients can park up front.

**Nametags:** You will be given a name tag on your first day. **It is a state law that it is to be worn every day.** If you do not have it for any reason you will need to purchase another one. (At your expense) to be worn daily. Name tag should be left in your locker at the end of the day so it will be available.

**Tools and Equipment:** you are not licensed to practice outside the college without supervision of your instructor. Your tools and equipment must always stay in the college until your graduation. If you lose or break an item, you will need to replace it immediately at your expense. The student should understand that he/she may incur additional costs for miscellaneous supplies, other than those included in the established cost.

**Kits and Book:** The student understands that for sanitary reasons the entire kit they receive and use in the first part of their enrollment is **non-refundable** once used and the book once opened. Used, or written in are not refundable.

**Textbooks:** Your textbook is your responsibility to have with you every day. You can take it home to study. Please, have notebook paper and paper for your classroom learning.

**Dress Code:** All Black bottoms, black shoes (including soles of shoes), Black ETC College T-shirts, unless you have leveled up to a colored ETC College T-shirt. No hats we are in the Hair advertising business. You may dress your attire with colored earrings and belts. **Hair and Make-Up must be done before you arrive to the college.**

# Facility

The East Texas Cosmetology College is located at 3302 College Drive in Lufkin, Texas, conveniently across from Angelina College. **The building is 7,760 square feet** and features gorgeous windows exposing the nature surrounding the facility. Visual aids, DVD players, TV monitors, Milady instructional videos, and up-to-date reading are just a few of the educational materials provided by the ETC College.

We have two separate salon training areas, dedicated classrooms, a separate manicure/pedicure room, a lash room, and a full-service esthetics department.

The building consists of:

1 Waiting Area	43 Styling Stations	4 Pedicure Chairs
1 Register	43 Styling Chairs	4 Facial Areas
5- Dispensaries	8 Shampoo Bowls	6 Bathrooms to accommodate both students and guests.
1 Retail Area	8 Shampoo Chairs	1 break room
2 Admissions Office	4 Dryer Chairs	2 vending machines
2- Instructor Offices	3 Dryers	2 refrigerators
2 Large lecture/classroom	4 Manicure Tables	2 microwaves
3 additional Classroom space	Eyelash Areas/classroom	1 stove
65 Folding chairs	Esthetician Area/classroom	1 private bathroom
18 Folding tables	8 computers	70 Lockers for students
7 Folding massage tables	3 printers	2 Clothes washers
4 Water fountains	6 Teaching Podiums	2 Clothes Dryers
7 White boards	7 File cabinets	4 Televisions
1 Camera security system	1 Bio metric time clock	1 Phone system w/4 phones
We have so much more!		

**Facility Operation Hours:** Monday-Friday 8:00am-4:30pm

## Hours of Operation for Clinic Floor:

- \* **Monday Theory Classes for Students (Closed to the public)**
- \* Tuesday-Friday: 9:00am-4:00pm (Client and student services)
- \* Part time classes are on Monday, Wednesday, and Friday from 8:00am to 4:30pm (as offered or available)
- \* Monday, Tuesday, Wednesday or Wednesday, Thursday, Friday 8AM-4:30PM is available per the program (as offered or available)
- \* Lunch breaks are **thirty (30) minutes only** and approved by the floor instructor.
- \* Students must clock out and back in.



# Admissions

## What You Need to Succeed

We will help you develop a sense of form and artistry, as well as teach you how to effectively deal with the public. Be aware that this work can be arduous and physically demanding, but we are here to help and guide you the whole way.

## Physical Demands

Know that in your chosen field, you will be expected to stand for long hours, so physical stamina is important. Prolonged exposure to some chemicals may cause irritation, so be sure and wear protective clothing such as disposable gloves or aprons when necessary.

## Admission Requirements/TDLR

### All Applicants:

- \* Pre-enrollment interview
- \* Be at least 17 years of age.
- \* Copy of your Driver's License or other government issued ID.
- \* Copy your Social Security Card or immigration status, if applicable.
- \* Have a high school diploma, high school transcript or GED. If presenting a high school transcript, it must clearly show the **graduation date**. Or have passed a valid examination administered by a certified testing facility that measures the person's ability to benefit from training and have completed. If presenting a college transcript, it must show completion of at least a two-year program that is acceptable for full credit toward a bachelor's degree along with your HS graduation date. (Training Agreement can start @16 their junior year)

### OTHER CONSIDERATIONS:

- \* **Foreign Diplomas:** Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
- \* **Home school:** Have evidence of completion of home schooling and is approved by the Texas Education Agency, a branch of government of Texas responsible for public and private education in Texas in the United States.
- \* **Training Agreement:** Meet the requirements set out in the agreement.

\* *Ability to Benefit:* Our college does not accept the Ability to Benefit students.

Accreditation / State Agencies Policy on Evaluating the Validity of High School Diplomas Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school diplomas if the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student's high school diploma or Homeschool Diploma. East Texas Cosmetology College may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or information from a company that evaluates foreign diplomas (in the case of a foreign diploma). Student self-certification is not considered sufficient proof of validity. In addition to checking online for further information about the school issuing the diploma and its accreditation, the school may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state list of recognized schools. The school maintains a list of known diploma mills for the admissions staff to check when receiving a diploma from an unknown and questionable source. It is understood that this list may not be all inclusive as there are hundreds of diploma mills, some known, and some not currently known. It is also understood that the list of schools in the FAFSA drop down box online also may not be all inclusive. The school makes every reasonable effort to verify the validity of questionable high school diplomas.

## Transfer Students:

**250 HR Cosmo, 50 HR Manicure, 50 HR Esthetician:** We do accept transfers so long as applicants provide proof of high school diploma or equivalent, as well as transcript record from previous school. A student desiring transfer must withdraw from the first school prior to transfer. Enrollment in two or more schools of cosmetology at the same time is prohibited. A student transferring who desires to claim credit earned hours must inform the school transferred to prior to enrollment of his or her attendance and must furnish that to the school records of credit claimed. This record may be in the form of a transcript, grade sheet, skills sheet, or an extra form needed from the prior school. The student must have paid all monies due to the other school to ensure the credit hours claimed have been released with the state. A student who wishes to transfer out of this school to another school must be paid in full prior to the release of transcript. Our facility accepts a limited number of transfer hours, due to our curriculum and learning methods be different.

**Eyelash Extension transfer hours:** We do not accept transfer hours from another facility due to the course outline, curriculum and duration of program is only 10 weeks, our eyelash program is fast and furious with a large amount of learning in a short time, and you must complete all our requirements within the facility.

## Re-Enrollment: \$150.00

Students desiring reinstatement must pay all required admissions and re-enrollment fees, as well as sign a Letter of Reinstatement. Re-enrolling students will not be charged tuition for hours already earned but must pay the current

hourly rate for all remaining hours.

**DROP POLICY:** students will be dropped non-compliance with policies and procedures. If a student is dropped or withdrawn, they will owe the college a fee of \$150.00 dollars for the process. Our students will be dropped 10 school days after the last date of attendance unless on a Leave of Absence.

## **The Purpose of the Programs**

The programs prepare students to become the creative, well-trained professionals demanded by today's beauty industry. Programs prepare graduates for the Texas Department of License and Regulations.

## **Student Preparation Tips**

There are a few things you may want to consider while arranging for a successful enrollment plan:

- \* Choose a start date that works well with your schedule and level of preparedness, Organize and be ready!
- \* Prepare financially, so you will be able to complete your obligations.
- \* Plan for dependable transportation and childcare if applicable
- \* Consider employment that supports the demands of your education.

## Non-Discrimination Policy

ETC College does not discriminate against sex, race, religion, age, ethnic origin, color, or disability. In addition, we have zero tolerance for bullying behavior. Should you have a disability and need an academic adjustment, please send a written request to the admissions office to ensure prompt review of your request. Disability rights are civil rights. From voting to parking, the ADA is a law that protects people with disabilities in many areas of public life. The Americans with Disabilities Act (ADA) protects people with disabilities from discrimination. <https://www.ada.gov/>

## Students with Disabilities

Students with disabilities who wish to request reasonable accommodation must contact the ETC College office and be able to provide documentation of disability from an appropriate professional. For example, a student with a psychological disability should provide documentation from a psychologist, psychiatrist, or social worker. ETC College respects the rights of our students no matter what their difficulties.

## Code of Ethics

The East Texas Cosmetology College provides top education to instructors and students and strives to improve each day. The school strives to offer top products and educational material.

# Curriculums

At first blush, the beauty industry could be thought to cater only to the glamorous, or perhaps the vain, or maybe just those in the spotlight. And it does - *along with everyone else!* Industry is built on the products and services that help us look our best, whatever that best may be. It is more diverse than you think; it is certainly not just the makeup, hair color, and perfume - it is also the deodorant, toothpaste, and even the ear hair clippers. It is not just the salons - it is also the barber shops, waxing franchises, eyelash extensions, and nail technicians! It is every product and service dedicated to helping us look (and smell) the way we want, or the way we believe we should for professional reasons. Our definition of beauty is malleable, and every change provides never ending opportunities for the industry to innovate. Grading and Instructional methods used to teach each program are based on milady standards and educational techniques that applies to the course of study.

## FACTS

The beauty industry is known to be resistant to economic downturns, even faring well during the Great Recession of 2008. Though consumers tend to be more price conscious during those times, they do not stop spending. So, in today's environment of rising per capita incomes, the beauty business is booming.

In 2015 the industry generated \$56.2 billion in the United States. Hair care is the largest segment with 86,000 locations. Skin care is a close second and growing fast, expected to have revenue of almost \$11 billion by 2019. This growth is being driven in part by a generally increasing awareness of the importance of skin care, but also specifically due to an increase in the market for men.

# COSMETOLOGY

**DESCRIPTION:** The 1000-hour Cosmetology course is a program that is about 27 weeks for full time and about 44 weeks for part time that incorporates instructor led classrooms and clinical training with practical hands-on application. Training encompasses three types of learning: theoretical knowledge, the foundation of the students' education; practical experience, the application of knowledge; and professional business building skills, vital for the student's success. Each phase of the student's education emphasizes a different combination of learning approaches.

The cosmetology program is comprised of hair and scalp treatments, hair care rinses, hair shaping, hair arranging, chemical waving and relaxing, hair coloring, facials, skin care, hair removal, manicuring, pedicuring, professional business building skills in management, career development, and employability skills.

**OBJECTIVE:** The objective of this program is to prepare the students for the state licensing examination in cosmetology and provide the training that will prepare them to enter the field of cosmetology as a **cosmetologist**, retail sales specialist, salon manager, or salon owner. Students will learn technical, personal, and business skills with a focus on techniques and products.

## *Cosmetology (1000 Clock Hours)*

A. Haircutting, Styling, and related theory	400 Hours	
B. Hair Coloring and related theory	150 Hours	
C. Cold waving and related theory	100 Hours	
D. Manicuring and related theory	100 Hours	
E. Orientation, rules, and laws	75 Hours	
F. Shampoo and related theory	75 Hours	
G. Chemistry and related theory	50 Hours	
H. Facials and related theory	25 Hours	
I. Hair/scalp treatment and related theory	25 Hours	
<b>Total Hours</b>	<b>1000 Hours</b>	
<b>Hair Care: 800</b>	<b>Nail Care: 100</b>	<b>Skin Care:100</b>

**Teaching and Learning Methods:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills.

Clinic equipment, implements, and products are comparable to those used in the industry.

Each student will receive instruction that relates to the performance of useful, creative, and productive career orientated activities.

The course is presented through comprehensive lesson plans which reflect effective educational methods.

Subjects are presented by means of interactive lectures, demonstration, cooperative learning, labs, student salon activities, and student participation.

Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**GRADING SCALE:** Numerical grades are considered according to the following scale:

A	90-100	Excellent	C	70-79	Satisfactory
B	80-89	Very Good	F	69 and below	Unsatisfactory

# MANICURE

**DESCRIPTION:** The Manicure program averages 600 hours over a period of about 17 weeks for full time and about 27 weeks for part time. Our manicure program knows that beautiful nails are big business today, so students can plan on being part of this growing industry by joining the Manicure program. Students will be prepared for work in the nail field by learning how to maintain professionalism and gain knowledge that will assist them in competing with anyone in the industry. This program provides knowledge on the latest equipment, teaches students how to work with innovative materials and styles, and how to create beautiful and professionally finished nails.

A manicurist is an expert in manicure, pedicure, nail sculpting, and other forms of nail maintenance. Through this comprehensive program, students will specifically learn how to use nail care equipment, how to apply nail polish, and how to give nails an attractive look using creative tools such as nail art.

**OBJECTIVE:** The objective for this program is to prepare students for their state licensing examination.

## Manicure (600 Clock Hours)

(A) Procedures:	320 hours
(B) Bacteriology, sanitation, and safety:	100 hours
(C) Professional Practices:	80 hours
(D) Arms and hands:	70 hours
(E) Orientation, rules, laws, and preparation:	15 hours
(F) Equipment, implements, and supplies:	15 hours.



**Teaching and Learning Methods:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills.

Clinic equipment, implements, and products are comparable to those used in the industry.

Each student will receive instruction that relates to the performance of useful, creative, and productive career orientated activities.

The course is presented through comprehensive lesson plans which reflect effective educational methods.

Subjects are presented by means of interactive lectures, demonstration, cooperative learning, labs, student salon activities, and student participation.

Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**GRADING SCALE:** Numerical grades are considered according to the following scale:

A	90-100	Excellent	C	70-79	Satisfactory
B	80-89	Very Good	F	69 and below	Unsatisfactory

# EYELASH EXTENSION

**DESCRIPTION:** The Eyelash Extension program teaches the fundamentals, core techniques, and business building strategies necessary to become a successful Lash Stylist. The program averages 320 hours over a 10-week period for full time and 16 weeks for part time.

The Fundamentals of Eyelash Extension and Certification Course will help you to successfully become a certified Lash Stylist. Once certified, you will refine your skills by staying up to date with the latest techniques and growing your business. Continuing your education with eyelash training and online education classes in eyelash extension will also help in educating you with the most up-to-date trends and styles. fast-paced Program, must be able to attend!

**OBJECTIVE:** The objective for this program is to prepare students for their state licensing examination.

## Eyelash Extension (320 Clock Hours)

(A) Orientation, rules, and law:	10 hours
(B) First aid and adverse reactions:	15 hours
(C) Sanitation and contagious diseases:	20 hours
(D) Safety and client protection:	10 hours
(E) Eyelash growth cycles and selection:	20 hours
(F) Chemistry of products:	5 hours
(G) Supplies, materials, and related equipment:	10 hours
(H) Eyelash extension application:	190 hours
(I) Eyelash extension isolation and separation:	15 hours
(J) Eye shapes:	15 hours
(K) Professional image/salon management:	10 hours

**Teaching and Learning Methods:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills.

Clinic equipment, implements, and products are comparable to those used in the industry.

Each student will receive instruction that relates to the performance of useful, creative, and productive career orientated activities.

The course is presented through comprehensive lesson plans which reflect effective educational methods.

Subjects are presented by means of interactive lectures, demonstration, cooperative learning, labs, student salon activities, and student participation.

Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**GRADING SCALE:** Numerical grades are considered according to the following scale:

A	90-100	Excellent	C	70-79	Satisfactory
B	80-89	Very Good	F	69 and below	Unsatisfactory

# ESTHETICIAN

**DESCRIPTION:** The Esthetician program averages 750 hours over a period 21 weeks for full time and about 34 weeks for part-time. The program includes theory, practice, and clinical study of skin care. Students will learn how to provide a complete “spa experience” in skin care, makeup, wax techniques, and other treatments. Included in this curriculum are a series of lessons, quizzes, a mid-term, a final exam, visual demonstrations, and required skills that can be practiced in lab and clinical settings.

Graduates who complete this program will be prepared to take the required state examinations to become licensed estheticians. Once licensed, graduates will be eligible to work in salons and spas that offer full-service skin care treatments, as well as some medical establishments. Students seeking licenses in other states will be advised about requirements in those states.

**OBJECTIVE:** The objective for this program is to prepare students for their state licensing examination.

## Esthetician Curriculum (750 Clock Hours)

(A) Facial Treatment, cleansing, masking, therapy:	225 hours
(B) Anatomy and Physiology:	90 hours
(C) Electricity, machines, and related equipment:	75 hours
(D) Makeup:	75 hours
(E) Orientation, rules, and laws:	50 hours
(F) Chemistry:	50 hours
(G) Care of client:	50 hours
(H) Sanitation, safety, and first aid:	40 hours
(I) Management:	35 hours
(J) Superfluous hair removal:	25 hours
(K) Aroma therapy:	15 hours
(L) Nutrition:	10 hours
(M) Color psychology:	10 hours

**Teaching and Learning Methods:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills.

Clinic equipment, implements, and products are comparable to those used in the industry.

Each student will receive instruction that relates to the performance of useful, creative, and productive career orientated activities.

The course is presented through comprehensive lesson plans which reflect effective educational methods.

Subjects are presented by means of interactive lectures, demonstration, cooperative learning, labs, student salon activities, and student participation.

Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**GRADING SCALE:** Numerical grades are considered according to the following scale:

A	90-100	Excellent	C	70-79	Satisfactory
B	80-89	Very Good	F	69 and below	Unsatisfactory

# Tuition

Methods of payment include full payment at the time of signing the enrollment agreement with the balance paid prior to the start date or through an approved payment plan. Payment methods include cash, credit card, money order, cashier's check or scholarships from local school districts or non-profit organizations. For information on tuition assistance, please contact the Director. East Texas Cosmetology College reserves the right to change tuition and fees, make subject changes when necessary, and make substitutions in kits as required without prior notice. Any changes in fees will not affect attending students. The student may purchase the book and kit on their own as an option.

## Cosmetology

Tuition (1000 hours x \$14.50/hour)	\$14,500.00
Enrollment Fee	\$ 50.00
Books and Kit	\$ 700.00
Apron	\$ 20.00
Permit Fee	\$ 25.00
<b>Total Cost</b>	<b>\$15,295.00</b>

## Esthetician

Tuition (750 hours x \$14.00/hour)	\$10,500.00
Enrollment Fee	\$ 50.00
Books and Kit	\$ 900.00
Apron	\$ 20.00
Permit Fee	\$ 25.00
<b>Total Cost</b>	<b>\$11,495.00</b>

## Manicure

Tuition (600 hours x \$12.50/hour)	\$ 7,500.00
Enrollment Fee	\$ 50.00
Books and Kit	\$ 700.00
Apron	\$ 20.00
Permit Fee	\$ 25.00
<b>Total Cost</b>	<b>\$ 8,295.00</b>

## Eyelash Extension

Tuition (320 hours x \$11.00/hour)	\$ 3,520.00
Enrollment Fee	\$ 50.00
Books and Kit	\$ 430.00
Apron	\$ 20.00
Permit Fee	\$ 25.00
<b>Total Cost</b>	<b>\$ 4,045.00</b>

# Fees and Refund policy

## Examination Fees

Written examination: \$55.00

Practical Examination: \$76.00

State License Fee: \$50.00

Fees are not refundable or transferable. Examination fees will be forfeited if students do not take their test within one year of the date PSI receives the examination fee. All questions and requests for information pertaining to the examination should be directed to PSI.

PSI Licensure: Certification

3210 E Tropicana Dr.

Las Vegas, NV 89121

Phone: (800) 733-9267

Fax (702) 932-2666

[www.psiexams.com](http://www.psiexams.com)

## Overtime/Drop Charges

If training is not completed by the contracted time limit, all students with delinquent hours will be charged the current weekly rate for over contract fees.

**Over contract fee: a day or a week**

**Drop fee:**

**Re-enrollment Fee:**

## Scholarships

East Texas Cosmetology College accepts scholarships from local school districts or non-profit organizations.

## Refund Policy

This policy applies to all terminations for any reason, by either party, including student decision, course, or program cancellation\* or school closure.

(\*NOTE: Since the Texas refund policy provisions do not specifically cover, the type of refund in the event of course or program cancellation, we are clarifying the following:

- In the event of course or program cancellation after a student's enrollment but before instruction has begun, a full refund of monies paid will be provided.
- In the event of a course or program cancellation after students have enrolled and instruction has begun, either a pro-rata refund will be provided for students transferring to a school based on hours accepted by the receiving school OR completion of the course will be provided.)

**Sec. 1603.3601. CANCELLATION AND SETTLEMENT POLICY.** The holder of a private postsecondary school license shall maintain a cancellation and settlement policy that provides a full refund of money paid by a student if the student:

- (1) cancels the enrollment agreement or contract not later than midnight of the third day after the date the agreement or contract is signed by the student, excluding Saturdays, Sundays, and legal holidays; or
- (2) entered into the enrollment agreement or contract because of a misrepresentation made:
  - (A) in the advertising or promotional materials of the school; or
  - (B) by an owner or representative of the school.

**Sec. 1603.3602. REFUND POLICY.** (a) The holder of a private postsecondary school license shall maintain a refund policy to provide for the refund of any unused parts of tuition, fees, and other charges paid by a student who, at the expiration of the cancellation period established under Section [1603.3601](#):

- (1) fails to enter the course of training.
  - (2) withdraws from the course of training; or
  - (3) is terminated from the course of training before completion of the course.
- (b) The refund policy must provide that:
- (1) the refund is based on the period of the student's enrollment, computed on the basis of course time expressed in scheduled hours, as specified by an enrollment agreement, contract, or another document acceptable to the department.
  - (2) the effective date of the termination for refund purposes is the earliest of:
    - (A) the last date of attendance if the student is terminated by the school.
    - (B) the date the license holder receives the student's written notice of withdrawal; or
    - (C) 10 school days after the last date of attendance; and
  - (3) the school may retain not more than \$100 if:
    - (A) tuition is collected before the course of training begins; and
    - (B) the student does not begin the course of training before the cancellation period established under Section [1603.3601](#) expires.

**Sec. 1603.3603. WITHDRAWAL OR TERMINATION OF STUDENT.** (a) If a student at a private postsecondary school begins a course of training that is scheduled to run not more than 12 months and, during the last 50 percent of the course, withdraws from the course or is terminated by the school, the school:

- (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 at a private postsecondary school begins a course of training that is scheduled to run not more than 12 months and, before the last 50 percent of the course, withdraws from the course or is terminated by the school, the school shall refund:
- (1) 90 percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first 10 percent of the course, whichever period is shorter.
  - (2) 80 percent of any outstanding tuition for a withdrawal or termination that occurs after the first week or first 10 percent of the course, whichever period is shorter, but within the first three weeks of the course.
  - (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.

**Table of Refund Calculation:**

Withdrawal Occurs	Student keeps	School keeps
<b>First 1/10 of course or for first week, whichever is shorter</b>	<b>90%</b>	<b>10%</b>
<b>After 1st week or first 1/10, whichever is shorter, but within 1st 3 weeks</b>	<b>80%</b>	<b>20%</b>
<b>After 1st 3 weeks but not later than completion of 1st 25%</b>	<b>75%</b>	<b>25%</b>
<b>26% to 50% completion</b>	<b>50%</b>	<b>50%</b>
<b>After 50% completion</b>	<b>0%</b>	<b>100%</b>

**Sec. 1603.3604. INTEREST ON REFUND.**

- (a) If tuition is not refunded within the period required by Section [1603.3603](#), the private postsecondary school shall pay interest on the amount of the refund for the period beginning the first day after the date the refund period expires and ending the day preceding the date the refund is made.
- (b) If tuition is refunded to a lending institution, the interest shall be paid to that institution and applied against the student's loan.
- (c) The commissioner of education shall annually set the interest rate at a rate sufficient to deter a school from retaining money paid by a student.
- (d) The department may exempt a school from the payment of interest if the school makes a good faith effort to refund the tuition but is unable to locate the student. The school shall provide the department on request documentation of the effort to locate the student.

**Sec. 1603.3605. REENTRY OF STUDENT AFTER WITHDRAWAL.** If a student voluntarily withdraws or is terminated after completing 50 percent of the course at a private postsecondary school, the school shall allow the student to reenter at any time during the 48-month period following the date of withdrawal or termination unless the student presents a danger to the other students or staff of the school.

**Section 1602.462. Effect of Student Withdrawal.**

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

### **Section 1602.463. Effect of School Closure**

- (a) If a private beauty culture school closes, the department shall attempt to arrange for students enrolled in the closed school to attend another private beauty culture school.
- (b) If a student from a closed school is placed in a private beauty culture school, the expense incurred by the school in providing training directly related to educating the student, including the applicable tuition for the period for which the student paid tuition, shall be paid from the private beauty culture school tuition protection account.
- (c) If a student from a closed school cannot be placed in another school, the student's tuition and fees shall be refunded as provided by Section 1602.458. If a student from a closed school does not accept a place that is available and reasonable in another school, the student's tuition and fees shall be refunded under the refund policy maintained by the closed school under Section 1602.459. A refund under this subsection shall be paid from the private beauty culture school tuition protection account. The amount of the refund may not exceed \$35,000.
- (d) If another school assumes responsibility for the closed school's students and there are no significant changes in the quality of the training, the student from the closed school is not entitled to a refund under Subsection (c).

## **Policy on Distance Education**

We do not offer any distant education currently; we offer hands-on training. In the event we must start online training again, we would utilize the program with milady known as Cengage.

## **Theory Testing Policy and Make-Up Work**

1. We may adjust as needed for makeup work.
2. State requires a recorded theory test for each chapter of the required theory book.
3. The school must give a written and practical pre-state exam to each student.
4. ETC College requires a 70% and Veterans 80% grade to pass the programs requirements.
5. If the student misses an exam, a zero will be placed in the grade book until the student makes the exam up.
6. Always get with your instructor and owners if you need help, so everyone is aware of your concerns.

***In the admissions office we provide information for the students, staff, and their family members for outreach programs, drug and alcohol intervention, housing, and other facilities in our local area.***

## Holiday Closings

New Year's Day	Labor Day
Christmas	MLK Day
Thanksgiving	Winter Break
Memorial Day	Black Friday & Good Friday
Spring Break	Independence Day
Christmas Eve	One Week in July (Summer Vacation)

## Schedules (Class start dates are Scheduled)

Full time and part time schedules may be available depending on classes.

**Full time: Monday- Friday: 8:00-4:30 (30-Minutes for lunch)**

**Part time: M, W, F or M, T, W or W, TH, F: 8:00-4:30 as offered.**

**Depending on enrollment numbers and interest, Cosmetology and Esthetician will start the first Monday every 8 weeks. The Eyelash Extension will begin on the first Monday every 11 weeks. The manicure starts on the first Monday in May.**

## Graduation Requirements

**To be eligible for graduation, students must complete all hours required, all school tests must be completed with a 70% average, Veterans 80% average, and students must fulfill all financial responsibilities to ETC College, or at least have a payment plan in place. Students will receive a certificate of completion.**

## Sanitation and Personal Services

Students can receive services when attendance percentage is at least 88%, tests and worksheets are completed for the week, and instructor approves the service.

Students are required to pay for the cost of services and mark appointment book the allotted time needed for service. Students must clean their station, including floor, after each service. Hair must be swept up immediately after a service is completed. Workstations must be cleaned at the end of the day prior to clocking out.

# Student Services

## Student Services

This school administration and staff are available to students for academic advisement, academic counseling, career counseling, student referrals, and professional assistance. To discuss any of the above, the students must schedule an appointment with the office or instructor to discuss the situation and assistance will be provided to the student. The school keeps a list of professional agencies that deal with topics like abuse and drugs. This list is used to refer to a student if one comes seeking advice in these sensitive subjects. The list is available in the admissions office. The admissions office also keeps filing information about housing in the surrounding areas.

**JOB PLACEMENT:** Although we do not guarantee employment upon graduation, we maintain an aggressive job placement program and will inform students of job openings and opportunities. We coordinate our placement program with local and national salons by sending out surveys. We invite salon owners and guest artists to teach, and guests speak at East Texas Cosmetology College.

Our administrative offices are open from 8:00am to 4:00 pm, Monday through Friday. Individuals desiring information are urged to contact us during those hours. We will be happy to schedule you an appointment with the admissions office for a personal tour of our facilities.

## Career Opportunities

There are many wonderful career opportunities available within the beauty industry. In addition to hair design, this industry also offers opportunities in areas such as skin care, makeup, aromatherapy, nail artistry, product educators, platform artists, and salon management. Although ETC College does not guarantee employment upon graduation, ETC College strives to actively assist in job placement programs and will inform students of job openings and opportunities.

According to the Bureau of Labor Statistics, there are nearly one million people employed in the primary service segments of the market, and there are strong growth expectations. Clearly, this is an industry on the rise.

\* Barbers, hairdressers, and cosmetologists: 656,000 in 2016 with a 10% expected

growth by 2024

- \* Manicurists and pedicurists: 113,600 in 2016 with a 10% expected growth by 2024
- \* Skincare specialists: 55,000 in 2016 with a 12% expected growth by 2024
- \* Massage therapists: 168,800 employed in 2016 with a whopping 22% growth by 2024.
- \* Specific growth expected for business serving men.
- \* Adult education for all postsecondary vocational education teachers would grow 4% between 2014 and 2024 (*www.bls.gov*).

## Advising Policy

This school administration and staff are all available to students for academic advisement, academic counseling, career counseling, student referrals, and professional assistance. Students must schedule an appointment with the office or instructor to discuss the situation and assistance will be provided, as applicable. The admissions office also keeps file information about housing options in the surrounding areas.

**Learning Participation Guidelines** Peer teaching and tutoring are encouraged, but taking credit for another student's work or cheating during exams will not be tolerated. Students must take all appointments assigned to them. They may not be released from required theory classes until it is scheduled, and the instructor is aware. The instructor must check all services, this includes mannequins, student, or client. Students are expected to be continually working on school related projects, assignments, readings, or test preparation. Students may not perform services on clients outside of the school unless supervised by a licensed instructor. All equipment and supplies must be in the school to service clients and learn skills. Lack of equipment will require students to clock out until the equipment is replaced. All tools, equipment, and personal items must be in secured carts. The school is not responsible for any articles that are lost or stolen.

# Satisfactory Academic Progress Policy (SAP)

## **A. Satisfactory Academic Progress:**

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in this school and enrolled in a NACCAS-approved program. Federal regulations require all schools participating in state and federal financial aid programs to monitor SAP. The policy is provided prior to enrollment. These standards apply to all students, regardless of the source of the student's funding, and to all students, regardless of their status (full-time or part-time). All students must comply with the following standards. All our programs are based on our academic year of 900 clock hours and 27 weeks.

## **B. Designated Attendance and Academic Evaluations:**

Students will be evaluated for cumulative attendance (quantitative) and cumulative academic (qualitative) progress at the following **SCHEDULED** intervals:

Course	Hours in Program	Evaluation Point(s) <ul style="list-style-type: none"> <li>● <i>The first evaluation occurs not later than the midpoint of the academic year or course, whichever occurs sooner.</i></li> </ul>	Academic Year
Cosmetology (full time)	1000	450 clock hours and 13.50 weeks	900
Cosmetology (part time)		900 clock hours and 27 weeks	
Esthetician (full time)	750	450 clock hours and 13.50 weeks	900
Esthetician (part time)		900 clock hours and 27 weeks	
Manicure (full time)	600	375 clock hours and 11.25 weeks	900
Manicure		375 clock hours and 11.25 weeks	
Manicure (full time)	600	300 clock hours and 9 weeks	900
Manicure		300 clock hours and 9 weeks	

(part time)			
Eyelash Extension (full time)	320	160 clock hours and 4.8 weeks	900
Eyelash Extension (part time)		160 clock hours and 4.8 weeks	

Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements for attendance and academics. All evaluations must be completed within seven (7) school business days following the established evaluation periods. Evaluations are based on the cumulative academic percentage and cumulative attendance percentage. The academic percentage is determined by combining all theory and practical grades to date and deriving an average percentage of those grades. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled.

**C. Attendance and Maximum Time Frame 143%**

Students must accrue a minimum of 70% (Veteran 80%) of the scheduled hours to be considered maintaining satisfactory progress. At the end of each evaluation period the school will determine if the student has maintained at least 70% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. Based on a 70% rate of attendance, the maximum time allowed for students to complete each course at satisfactory progress is 1.43 times the course length. At any time during the program that a student’s progress indicates he will not complete within 143%, student loses eligibility for federal funds (*school is eligible for Title IV*), *unless the student is on Warning or Probation*. A student who exceeds the maximum time frame will revert to a cash-pay basis.

Regardless of the average level of attendance, students who have more than 10 days (scheduled days) of consecutive absence (without mitigating circumstance) will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). **A veteran student must complete 80% of your scheduled program and may not miss five consecutive days or you will be terminated.**

MAXIMUM TIME FRAMES ARE AS FOLLOWS:

Course	Schedule	Course Hours	Maximum Weeks	Maximum Scheduled Hours
Cosmetology	Full Time	1000	35.75	1430
Cosmetology	Part Time	1000	59.58	1430

Esthetician	Full Time	750	26.81	1072.5
Esthetician	Part Time	750	44.69	1072.5
Manicure	Full Time	600	21.45	858
Manicure	Part Time	600	35.75	858
Eyelash Extension	Full Time	320	11.44	457.6
Eyelash Extension	Part Time	320	19.07	457.6

**D. Grading: NACCAS/Veteran/Title IV/ETC College**

To determine academic progress, students are assigned theory study and a minimum number of practical experiences required for course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated based on the criterion of steps. Students must maintain a cumulative academic grade average of 70% to be in satisfactory academic progress status, **Veterans must be in the 80% of their contracted hours monitored monthly.** Practical Satisfactory floor Performance is based on the projects from the clinic floor are included in the overall GPA; a student receives credit for having completed the procedure. Students must make up **failed** or missed tests and incomplete assignments by arranging that with an instructor. Numerical grades are considered according to the following scale:

A	90-100	Excellent	C	70-79	Satisfactory
B	80-89	Very Good	F	69 and below	Unsatisfactory

This policy complies with the guidelines established by NACCAS and the federal regulations established by the Dept. of Education.

**E. Determination of Progress Status:**

The evaluations must occur no later than the midpoint of the academic year or the course, whichever occurs sooner. Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory progress until the next scheduled evaluation. For a student to be considered making SAP as of course midpoint, the student must meet both attendance and academic requirements on at least one evaluation by the midpoint of the course, or the midpoint of the academic year, whichever comes first. Only students who maintain satisfactory progress are eligible to receive federal financial aid (*school is eligible for Cosmetology Title IV*). Students will be provided with the progress reports at the designated intervals notified in written form of progress status and any impact to financial aid, if applicable (*school is eligible for Cosmetology Title IV*).



## F. **Warning / Probation:**

Students who fail to meet minimum requirements (70% cumulative attendance and/or a C or 70% GPA) **80% for Veterans** for attendance and academic progress at the end of an evaluation period will be placed on a **Warning**. Any student on **Warning** may continue to receive assistance under the Title IV HEA programs (*school is eligible for Cosmetology Title IV*) for one payment period. At the end of the payment period if the student has met the minimum grade and attendance requirement the student is meeting Satisfactory Academic Progress.

If the student is not meeting Satisfactory Academic Progress at the end of the Warning Period, he or she will be considered for the status of probation if:

- The student's progress was evaluated, and it was determined that the student did not make satisfactory academic progress during the warning period; and
- The student prevails upon appeal of a negative progress determination prior to being placed on probation (SEE BELOW); and
- The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or
- The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual student.

## **Appeal Procedures:**

A student may be allowed to appeal to satisfactory academic progress within 10 business days of the negative determination.

- The student may re-establish eligibility for financial aid, if applicable, by meeting the minimum cumulative requirements for attendance and academic satisfactory academic progress.
- The reason for which a student may appeal are death of a relative, an injury or illness of the student or other allowable special circumstances.
- The student must submit documentation as to why the student failed to meet satisfactory academic progress and what has changed in the student's situation that will allow him or her the

achievement of satisfactory academic progress at the next evaluation.

- The results of the appeal will be documented in the student's file with notes as to the circumstances surrounding the appeal.
- Should a student fail to appeal the decision, the decision will stand.
- A student who fails to achieve the minimum standards is no longer eligible for Title IV, HEA program funds (*school is eligible for Cosmetology Title IV*), if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

#### **G. Interruptions and Leave of Absence**

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

#### **H. Re-establish SAP and/or Financial Aid Eligibility, if applicable:**

Title IV, HEA funds (*school is eligible for Cosmetology Title IV*) will be reinstated to qualified students who have re-established satisfactory academic progress by meeting the minimum cumulative attendance and academic requirements at the next evaluation period and are able to complete their program within the maximum time frame.

#### **I. Course Incompletes, Repetition and Noncredit Remedial Course:**

Course Incompletes, Repetition and Noncredit Remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

## J. Transfers and SAP

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

### Summary of Academic Progress Evaluations:

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimal number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet the standards, they must repeat. At least 2 practical skills evaluation progress reports will be conducted during studies adopted by the school. Students must maintain a 70% mark (Veterans 80%) and pass written and practical exams.

Progress evaluations are based on:

1. Theory -test scores, written assignments, projects
2. Practical-hands-on demonstration of skills, techniques, and procedures.
3. Clinical- services performed on client/lab
4. Attendance

### **ETC College Daily Grading Requirements**

- \* Complete and receive passing grades on all practical graduation requirements and projects, including examinations - both practical and theory.
- \* Working on skill-sheets and agendas daily, as well as having instructors sign off on complete skill sets. We use the **SMART** school management system this helps with all the aspects of the school.

### **Grading Scale**

A	90-100	Excellent	B	80-89	Very Good
C	70-79	Satisfactory	F	69/below	Unsatisfactory

## ***\*\*YOU will NEED\*\****

<b><i>**Notebook paper</i></b>
<b><i>**Pens</i></b>
<b><i>**Pencils</i></b>
<b><i>**Highlighters</i></b>
<b><i>** Large Binder or Binders</i></b>
<b><i>**Index cards as needed</i></b>

# Policies

## **Attendance Policy**

For a student to be successful in achieving their academic goals, regular and punctual attendance is required. All programs function under a clock hour's program. For students to fulfill the minimum requirements of TDLR for hours and services.

ETC College recognizes jury duty or required court appearances, documented illnesses, established and recognized religious holidays, or death of an immediate family member. Must have written documentation to prove you did not miss class intentionally.

\*For VA eligible students, the attendance policy may not miss more than 20% of the total program and/or being absent five (5) consecutive days) will apply throughout the students stay in the school. All violations of the attendance policy will be reported to DVA on VA Form 22-1999b within 30 days of date of occurrence.

## **Attendance Guidelines**

Attendance is calculated using a fingerprint Bio Metric Time Clock System. If a student is going to be late or cannot attend school, they must contact the school and advise the instructors or office immediately. Students must call in by 8:30am and must request time off in writing. Full-time students are 40 hours per week and 24 hours per week for part-time students. Holidays will be set according to the

calendar each year. Lunches and breaks are scheduled for all students. Full time students will take a 30-minute lunch break between 11:30am and 1:00pm, if possible, according to their booking, and must clock out and back in every day. Students may not leave the school premises during regular hours without the permission of their instructor. Students who leave school property must document their time by both signing and clocking in and out. If a student is on official business for the school that requires them to leave the property, they must clock out and sign in with their instructor for field trip hours as the state board requires. If the student does not clock out, it could result in permanent loss of the opportunity to be licensed in the state of Texas.

### **Tardy Policy**

Students are made aware of the program hours and should arrive according to the facility's operational hours. If the student is tardy, they must make up the hours by attending extra curriculum hours, they are responsible for their attendance. All students that are tardy, late, or departing early must notify the directory. **Note: ETC College reserves the right to expel or suspend any student who habitually violates any of the school guidelines and attendance policies.**

### **Leave of Absence Policy**

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific period during a program when a student is not in attendance and approved for unforeseen, unavoidable, and severe situations, or a long-planned event such as a wedding, vacation, family reunion or similar situation. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA. An LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring an institution to perform a

refund calculation. For an LOA to qualify as an approved LOA, the student must follow the institution's policy in requesting the LOA:

- (1) Requests for leaves of absence must be requested in advance (unless a sudden event or unforeseen circumstances, such as a car accident prevents an advance request) in writing and include the student's signature and reason for the request. Leaves of absence will be granted or denied at the sole option of the Director, provided there is a reasonable expectation the student will return to class at the end of the Leave of Absence.
- (2) An LOA may be granted to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision and collects the request from the student later. In this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of unforeseen circumstances.
- (3) There must be a reasonable expectation that the student will return from the LOA.
- (4) Approval of the student's request for an LOA is in accordance with this policy.
- (5) No additional institutional charges will be assessed for the student because of the LOA.
- (6) An LOA will not be granted if the LOA together with any additional leave of absence must not exceed a total of 180 days in any 12-month period.
- (7) A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
- (8) The institution must extend the student's contract period and maximum time frame by the same number of calendar days taken in the LOA. Changes to the contract period must be initialed by all parties on an addendum must be signed and dated by all parties.
- (9) A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and the withdrawal date for the purpose of calculating a refund is the student's last day of attendance.
- (10) The student will return to class in the same status and grade situation as before the Leave of Absence started.

## Privacy Policy

Student files are maintained in a restricted area with access limited to appropriate personnel only. Students have access rights to his/her files and must sign a Release of Information to access files from the director. This document will also be signed by parents/guardians of dependent minor students.

No telephone inquiries about students' attendance and grades will be acknowledged without the student's explicit permission, apart from parents/guardians of dependent minor students.

Personal information and documents are kept private for the safety of the student.

Any specific medical needs must be made aware to owners, instructors, or administrators.

## Privacy Procedure

Files are protected and maintained in instructors' and administration offices.

Access to protected files is limited to school employees, for example, a registration document involving personal information unrelated to ETC College's form of education.

No original documents may be released from student's files without explicit permission from director/owner of ETC College.

Students may inspect their files with reasonable notice. A signed 'release of information' must be signed, and students may review files while authorized staff members are present.

Students must notify administrators of any change in documentation, such as marriage, divorce, or change of address.

## Student Right of Access and Record Retention Policy

The Family Educational Right and Privacy Act (FERPA) sets a limit on the disclosure of personally identifiable information from school records and defines the rights of students to review and request changes to the records. FERPA generally gives postsecondary students the rights to:

- \* Review their education records.
- \* Seek to amend inaccurate information in their records.
- \* Provide consent for the disclosure of their records. Students (or parents/guardians if the student is a dependent minor) are guaranteed access to their school records with a staff member present within 45 days from the date of the request. Copies of all records can be released with notice and a service charge.

### Record Maintenance

- \* All requests for release of information are maintained in the student's file if the educational records themselves are kept. Student records are maintained for a minimum of 6 years.

### Disclosures

General release of information except under the special conditions described in this policy, a student must provide written consent before the school may disclose personally identifiable information from the student's educational records. The written consent must: state the purpose of the disclosure.

- \* Specify the records that may be disclosed.
- \* Identify the party or class of parties to whom the disclosure may be made.
- \* Be signed and dated.

FERPA disclosures to parents will transfer from a student's parents to the student when the student attends a postsecondary institution.



FERPA does permit a school to disclose a student's education records to his or her parents if the student is a dependent minor under IRS rules. A school may disclose information from a student's education records to parents in the case of a health or safety emergency that involves the student. A school may let parents of students under age 21 know when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance. A school official may share with parents, information that is based on that official's personal knowledge or observation, but that is not based on information contained in an educational record.

Release of information to Regulatory Agencies Disclosures may be made to authorized representatives of the U.S. Department of Education for audit, evaluation, and enforcement purposes. 'Authorized representatives' include employees of the Department, such as employees of the Office of Federal Student Aid, the Office of Postsecondary Education, the Office for Civil Rights, and the National Center for Education Statistics, as well as firms under contract to the Department to perform certain administrative functions or studies, such as an accrediting agency (the school is accredited by NACCAS). The institutional records are maintained in accordance with state and federal law.

Disclosures in response to subpoenas or court orders, FERPA permits schools to disclose educational records without the student's consent to comply with the lawfully issued subpoena or court order. In most cases, the school must make a reasonable effort to notify the student who is the subject of the subpoena or court order before complying, so the student may seek protective action.

## **Grievance Policy and Procedure**

The school administrator will seek and maintain open communication between all parties associated within the facility. If any of the occupants are dissatisfied, they may take steps to resolve the problem. We have the complaint compliance displayed

on the walls of the facility; you may also ask the admissions office for the form.

A student, instructor, or any other interested party may file a written complaint against the school; the written complaint must be clear and outline the allegations and or nature of the complaint. The school owners will meet with the complainant within 5 working days of the complaint.

If the complaint can still not be resolved internally, you may also forward any complaint to the **regulatory agency**:

***Texas Department of Licensing and Regulation PO Box 12157 Austin  
Texas 78711- 1-800-803-9202 or to NACCAS 3015 Colvin St., Alexandria, VA  
22314 - 703-600-7600***

## **Sexual Harassment Policy**

East Texas Cosmetology College is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from sexual harassment. This policy covers anyone who engages in sexual harassment on school property or at school activities.

Harassment is defined as unwelcome sexual advances, requests for favors, and other verbal and/or physical conduct of an unwelcome nature.

Submission to the conduct or communication is either explicitly or implicitly made a term or condition of an individual's employment, work opportunity, education, or other benefit.

Submission to or rejection of the conduct or communications is used as a factor for employment decisions or other school-related decisions affecting an individual; and/or

Such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance or creates an intimidating, hostile, or offensive work or school environment.

Harassment can occur staff to student, student to staff, student to student, staff to staff, female to male, male to female, female to female, and male to male.

## **Sexual Harassment Procedure**

Administration will take prompt, equitable, and remedial action on reports and

complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.

Harassment may include but is not limited to: verbal harassment or abuse of a sexual nature, inappropriate or unwelcome touching, patting, or pinching of a sexual nature intentional nature, such as intentional brushing against a student's or an employee's body; use of hateful words or gender-degrading words or comments, verbal or written; spreading of rumors via social media of any kind, phone calls, gossiping to others, or any other engagement in harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff, or contractors.

Anyone else engaging in harassment on school property or at school activities will have their access to school property and activities restricted or revoked, as appropriate. The school shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school's legal obligations and the necessity to investigate the allegations, as well as take disciplinary action when the conduct has occurred.

## **Harassment, Intimidation, Bullying and Discrimination Policy**

East Texas Cosmetology College is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from bullying, harassment, intimidation, and discrimination of any kind. This policy includes anyone who engages in such behavior on school property, at school activities, or an electronic act using cell phones, computers, personal communication devices, or other electronic gaming devices.

Harassment, intimidation, bullying, and discrimination may take many forms including verbal aggression, physical aggression, relational aggression, graphic and written statements (which may include the use of cell phones, computers, or gaming systems), physically threatening behavior, or humiliation tactics. Harassment, intimidation, bullying, and intimidation create a hostile environment and will not be tolerated at ETC College. Such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance and creates intimidating, hostile, or offensive work or school environment. Harassment, intimidation, bullying, and discrimination can interfere and limit a person's ability to

participate in or benefit from the services, activities, or opportunities offered by ETC College. Administration will take prompt, equitable, and remedial action on all reports and complaints that come to the attention of school personnel, either formally or informally.

Allegations of criminal misconduct will be reported to the appropriate law enforcement agency. Engaging in harassment of any kind, intimidation, bullying, or discrimination behavior(s) will result in appropriate discipline or other appropriate sanctions against offending students, staff, or contractors. Anyone engaging in these behaviors on school property or at school activities will have their access to school property and activities restricted or revoked, as appropriate.

## **Campus Security Act (Clery)**

In accordance with the Crime Awareness, School and Campus Security Act of 1990 and the Clery Act and VAWA. Our facility East Texas Cosmetology College will have the statistics for certain crimes that are reported in our area from local law enforcement such as but not limited sexual assault, domestic violence, dating violence and stalking. ETC College has not had any criminal history since their opening in September of 2016 as a new cosmetology school, we need to make you aware of our findings. We will report to the state department, staff and students relating to any of the crimes.

## **Criminal Disclosures**

There are two FERPA provisions concerning the release of records relating to a crime of violence. One concerns the release to the victim of any outcome involving an alleged crime of violence. The other permits a school to disclose to anyone the results of any disciplinary hearing against an alleged perpetrator of a crime of violence where that student was found in violation of the school's rules or policies with respect to such crime or offence.

## **Criminal History (TDLR)**

TDLR Law: Notice of Potential Ineligibility for License: Section 53.152

Texas law restricts issuance of occupational license based on a license applicant's criminal history and authorizes TDLR, in some cases, to consider a person convicted, even though the person was only on probation or community supervision without a conviction. As an applicant in the educational program, we must notify

you and make you aware of the acknowledgement of the state Criminal History Evaluation Form. For more details, please visit [www.tdlr.texas.gov/crimhistory.htm](http://www.tdlr.texas.gov/crimhistory.htm)

## **Constitution Day**

ETC College will celebrate Constitution Day on or near September 17 of each year. For more information, please visit: [www.constitutionday.com](http://www.constitutionday.com)

## **OTHER POLICIES**

### **Emergency Evacuation Plan**

Maps and information will be given for emergency exits. In case of fire emergency, leave everything; do not try to gather supplies or personal belongings. Exit calmly, quietly, and swiftly to the area-designated exit. Instructors are responsible for assisting any handicap person. Instructors have a roll call list to ensure all is out of the building. Fire exits will be posted above doors.

### **Tornado Plan**

In the event of a tornado, all students will go into the hallway as a protective area and place their knees on the floor. Heads should face the interior walls, placing hands over heads. Avoid large open rooms and windows and listen to instructors without panicking. The weather channel may issue a Tornado Watch or Warning. A watch indicates conditions are favorable for a tornado, while a warning indicates a tornado has been sighted.

### **Lockdown Plan**

In certain critical situations, it may be determined that the safest place for a student, staff, or other occupants is inside the building. It will be secured by use of the Lockdown Plan and will commence until it is reasonably believed that immediate danger has been addressed and it is safe for the school community to resume normal activities.

### **Fire Emergency Escape Plan**

In the event of a building fire, the instructors and staff will activate the alarm system and the building will be evacuated in accordance with established emergency evacuation plans. Fire drills are conducted regularly throughout the year. Students, faculty, and staff are required to move at least 50 feet from the building to allow

emergency responders access to the building, Fire extinguishers are provided.

## **Inclement Weather**

We use Angelina College as a guideline for closing our school during conditions of severe weather. Follow local television and radio media for that information. If a student cannot attend due to weather conditions, we adjust the end date with the right paperwork.

## **Communication Guidelines and Professional Conduct**

Visitors are allowed in the reception area only, and are not allowed in the classrooms, break room, or clinic floor area. Cell phone usage is only permitted in the break room, classrooms, hallways, clinic floor area and lobby with permission from the instructor. Cell phones should be put away unless instructors give permission. Students may not visit with another student who is servicing a client. Students may not gather around the reception desk, the reception area, or the officers. Food and drinks are allowed only in the break room. Smoking is allowed in designated outside areas only. Stealing personal property belonging to the school or another student is unacceptable and is grounds for immediate termination.

**Breaks:** keep all eating and drinking in the student break room. Lunch breaks will be thirty minutes long. Water in a sealed clear plastic container is allowed in the classroom or floor. No other beverages or food allowed. No Smoking/ no use of e-cigarettes in the college. If you smoke, you must take your break outside in the designated smoking area and you will be responsible for cleaning the area.

Students leaving the college for any reason, including smoke breaks, must clock out, except when an instructional area on a campus is located outside the approved facility, that area is approved by the department and students are under the supervision of a licensed instructor. If a student is in or out of the college for lunch, he/she must be clocked out. So, every time you walk out the door you need to be clocked out.

## **Immunization Policy:**

ETC College does not require a student to have any immunizations or vaccinations to enroll in our school currently.

## COVID-19

Operations are following the state guidelines for health and safety protocols in accordance with TEA, CDC, and TDLR. Cleaning and disinfecting are an important part of our curriculum. Washing hands and wearing a face covering as needed. Everyone has a role in making sure our facility is safe as possible.

**Teach Out Plan:** According to 34 CFR 600.2 [Title 34 – Education; Subtitle B -- Regulations of the Offices of the Department of Education; Chapter VI -- Office of Postsecondary Education, Department of Education; Part 600 -- Institutional Eligibility under the Higher Education Act of 1965, as Amended; Subpart A – General], the term teach-out plan is “a written plan developed by an institution that provides for the equitable treatment of students if an institution, or an institutional location that provides 100 percent of at least one program, ceases to operate before all students have completed their program of study, and may include, if required by the institution's accrediting agency, a teach-out agreement between institutions.” In case of unexpected closure, East Texas Cosmetology College will make the students aware and provide necessary resources and support to the students during the transition.

**Drug and Alcohol Prevention:** East Texas Cosmetology College is a Drug and Alcohol-Free Facility. During orientation you receive prevention websites to help you navigate information. We expect a standard of conduct and prohibit unlawful possession, use, or distribution of any drugs or alcohol. We follow the local, state, and federal laws pertaining to the issues. Using these will cause serious health issues. If you, the student, or staff are caught violating the standards of conduct (consistent with our facility, local, state, or federal) you will be expelled, terminated from program, and referred to the local authorities for prosecution.

*ETC College teaches the basics in all the Programs and provides a strong foundation, it is up to the student to apply themselves and to achieve additional continued education to specialize in these areas. Welcome to our Beauty and Science Industry, ETC College hopes to provide you with an amazing experience.*



## Other Fees not included in the program cost:

<i>State Board Exam Kits:</i>
<i>Cosmetology: \$220.00</i>
<i>Esthetician: \$190.00</i>
<i>Manicure: \$180.00</i>
<i>Eyelash Extension: \$150.00</i>

## ETC College is here to help you access and manage your financial aid.

If you filled out the FAFSA® form, you may have been offered grants, work-study, and loans. Before you receive a Direct Loan, you must complete counseling and sign a *Master Promissory Note* (MPN). Before you receive a TEACH Grant, you must complete entrance counseling and sign an *Agreement to Serve or Repay (Agreement)* each year in which you receive a TEACH Grant.

## ETC College will share useful info and walk you through the PLUS loan process.

We have resources for parents looking to save for college and learn about financial aid. We also make loans to eligible parents to help pay for their child's undergraduate education expenses.

The *Master Promissory Note* (MPN) is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s).

You may receive more than one loan under an MPN over a period of up to 10 years to pay for your child's educational costs, as long as the school is authorized to use the MPN in this way and chooses to do so.

## Exit Counsel:

When you are close to completion of your education you will be required to complete the student Loan Exit Counseling. You must complete the exit counseling when you leave school, drop below half-time enrollment or withdrawal from the program. The purpose of the



exit counseling is to ensure you understand your student loan obligations and are prepared for repayment.

## **Return to Title IV Funds(R2T4) Policy**

East Texas Cosmetology College is required by the Department of Education to provide students with all refund policies applicable at the institution as well as information on the title IV requirements for determining the amount of Title IV funds a student has earned when the student withdraws. Due to federal regulations, students who receive federal financial aid and completely or partially withdraw during a trimester will be subject to a recalculation of funds awarded. The outcome of the recalculation is dependent on when the withdrawal is initiated, and the type of aid received. Title IV funds are awarded to a student under the assumption that a student will attend school for the entire period for which the assistance is awarded. If a student withdraws, they no longer be eligible for the full amount of Title IV funds that they were initially awarded.

## **Return of Title IV Funds Calculation/Payment Periods**

Eligibility for Title IV funds (federal student financial aid funds) is based on the courses the student takes each PAY PERIOD (full-time, part-time, etc.). Title IV funds are only disbursed and retained by ETC College if the student starts the courses for which the funds were disbursed. Eligibility for these funds may be recalculated if the student withdraws from a course(s) during a PAY PERIOD. If a federal student financial aid recipient is considered a withdrawal from the pay period, the student will be subject to a Return of Title IV

Funds (R2T4) calculation to determine the student's actual earned federal student financial aid.

Listed below are the payment periods in which students are disbursed for Title IV funds. The disbursement is made at the beginning of each pay period. If the students withdraw, a return to Title IV funds may be required. Transfer students' payment periods will vary.

0-450	451-900	901-1000	Cosmetology
11 wks.	11 wks.	5 wks.	

0-375	375-750	Esthetician
11 wks.	10 wks.	

0-300	301-600	Manicure
9 wks.	8 wks.	

0-160	161-320	Eyelash
5 wks.	5 wks.	

The outcome of the R2T4 recalculation is dependent on the student's last day of attendance, how much federal student financial aid has been disbursed or is pending, and the number of days the student was scheduled to complete. ETC College will therefore determine the number of days a student was scheduled to complete based upon the Title IV programs for which the student was eligible and which modules the student attended during the period. The last day of attendance, as determined by the institution from its attendance records, is either the last day of academically related activity or the last day of classroom attendance. The date of determination of an unofficial withdrawal for all students will be effective no later than the 14th day after the last day of attendance or academic related activity . This date is used to determine the percentage of the pay period that

the student has completed, and this percentage is applied to the amount of federal financial aid disbursed and pending to determine how much aid is earned for the pay period and how much needs to be removed. Weekends and non-class days are included in this calculation and institutional scheduled breaks of five (5) or more consecutive days are excluded from the calculation.

**Withdrawal from the School:** when a student officially or unofficially withdraws from their course of study and a withdrawal date and determination date have been determined, a refund calculation R2T4 is performed.

**Determination Date:** the date of determination is defined as the date that the school determines when the student dropped. In the event a student misses 14 consecutive days of school, a refund calculation(R2T4) will be performed on the 14<sup>th</sup> day. The withdrawal date will be the students' last days of attendance and the 14<sup>th</sup> day missed will be the date determined. In the event a student does not return from a Leave of Absence on the scheduled date or if the student notifies the school that they will not be returning from Leave of Absence, a refund (R2T4) will be performed on the earlier of the two dates. The withdrawal date will be the student's last day of physical attendance and either the scheduled return date or the date the student notifies the school they will not be returning, whichever date is earlier, will be the date determined.

**Official Withdrawal:** When a student officially withdraws from their course of study, the date determined will be the date that the student notifies East Texas Cosmetology College. In the event we

receive notification of termination via the U.S. Postal Service, the postmark date will serve as the date of determination.

**Unofficial Withdrawal:** If a student does not officially withdraw, East Texas Cosmetology College will determine a withdrawal date and determination date and proceed with the Return to Title IV (R2T4) calculations set forth by the Department of Education. All refunds due to the Department of Education will be returned within 45 days from the date of determination of withdrawal. Unofficial withdrawals are determined through monitoring attendance at least every 14 days.

**Return of Unearned Title IV Funds:** if a title IV financial aid recipient withdraws from their course of study after beginning attendance, but prior to course completion, a calculation for return of Title IV Funds will be completed based on the guidelines set out by the Department of Education and any applicable returns by the school shall be paid. Unearned funds must be returned to the Department of Education within 45 days of the date the institution determined that the student withdrew. The order in which Title IV funds are returned are as follows:

<b>A. Federal Direct Loan Program Unsubsidized</b>
<b>B. Federal Direct Loan Program Subsidized</b>
<b>C. Federal Direct Loan Program PLUS</b>
<b>D. Federal Pell Grant</b>
<b>E. Federal, State, Private or institutional student financial aid programs</b>
<b>F. Student</b>

After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the school and

owed by the student. If the student has received personal payments of Title IV aid, the student may be required to refund the aid to the applicable program. If the amount disbursed to the student is less than the amount the student earned and is eligible for, the student is eligible to receive a post-withdrawal disbursement of the earned aid that was not received. Any refunds due to the student will be made no later than 14 days after the calculation of the R2T4.

**Post- Withdrawal Disbursements:** If a student earned more than was disbursed, the school may owe the student a post-withdrawal disbursement which must be paid as soon as possible but no later than 90 days from the date the institution determined the student withdrew for loans and no later than 45 days from the date the school determined the student withdrew for grants. The school is required to notify the borrower in writing within 30 days of the date it determined the students withdrew that the student is eligible for a post withdrawal disbursement of Title IV loan funds. However, if the student (or Parent in the case of a PLUS loan) is eligible to receive a post-withdrawal disbursement of loan funds, the student or parent borrower must first confirm in writing whether the student accepts or declines all or some of the loan funds offered as a post-withdrawal disbursement. A post-withdrawal disbursement of Federal grant funds does not require student acceptance or approval and the grant funds may be applied directly to the student's account to satisfy tuition and fees or to the student.

- A valid Institutional Student Information Record (ISIR) with an eligible estimated family contribution.
- Meet the requirements for a late disbursement.
- A student must be previously packaged with federal aid eligibility.
- Award letters must be received and processed for loan eligibility.
- A completed Master Promissory Note (MPN) must be on file to be eligible for loans.

- Students must have a completed Entrance Interview on file to be eligible for loans.
- Loan(s) must have been certified.
- Student and/or parent must accept the eligible loan PWD in writing.
- Student must accept a grant PWD for non-institutional charges in writing.
- Student must have established half-time enrollment (starting courses) for a loan PWD; and
- **For Pell Grant funds, the actual hours attended will be used to determine Pell eligibility.**

Some pending loan funds may be included in the R2T4 calculation but may not be eligible for a PWD due to regulatory restrictions.

- The PWD notification to the student includes the following information:
- The amount and type of PWD available to the student and/or parents.
- How to respond to request the PWD and the deadline for that request.
- Notification that any remaining portion of the grant PWD that is not needed to pay outstanding charges may be sent to the student in the form of a refund check.
- Reminder that any loan funds must be repaid and do affect the student's total aggregate borrowing limits.
- Authorization for ETC College to use any credit balance resulting from the PWD to pay any outstanding charges on the account for the current pay period, any past due charges for the current award year, and any past due charges up to \$200 from prior academic years.

## **Institutional Charges**

All tuition charges and mandatory fees, and book and supply advance funds to eligible students for the pay period that were present on the student account the day prior to the withdrawal date will be included in the R2T4 calculation as institutional charges.

**Return of Title IV Funds Calculation Example:** this example is not indicative of every situation. Each Return of Title IV Funds calculation determination is dependent on individual student circumstances. The date that the Financial Aid Office is notified that the student is no longer enrolled (0hrs) or no longer concurrently enrolled, therefore necessitating a Return of Title IV Funds calculation can be determined by the table below:

Type of Withdrawal	Date of Notification
Official	Date that the student initiated the withdrawal
Unofficial	Date that the grade was verified by the Registrar's Office
Cosmetology College Alliance	Date of official confirmation of non-attendance

### **Students Responsible for return of Title Funds:**

In the event the R2T4 calculation results in an amount to be returned that exceeds the school's portion, the student must repay some funds. If the student's responsibility is to return grant funds, failure to do so could result in the student's loss of Title IV eligibility at any school until the funds are repaid.

### **Determination of Title IV earned by the student:**

Up through the 60% point in each payment period, a calculation is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds.

# Rules and Regulations

1. Students should dress and groom themselves in a manner befitting the highest professional standards established by the school and the industry. Deodorants for body odor are essential. Beware of strong foods, cigarettes and other offensive smells while working closely with others. Use breath mints when in doubt.
2. Students, staff, and visitors are not permitted to possess weapons of any type on the campus. Violation of this policy could result in immediate dismissal and contact of local law enforcement for possible criminal prosecution.
3. Professional and courteous conduct is expected. Respectful communication with staff, fellow students and patrons is required. Unnecessary conversation, creating noise, causing discord, abusive language or inappropriate physical behavior is prohibited and may result in termination from the program.
4. Students are responsible for their own educational equipment and personal belongings. Be prepared for class and the student salon floor learning process by having a complete tool kit, required class materials, and completed assignments each day. Equipment and personal property left in the school beyond thirty (30) days is considered abandoned. All abandoned property is discarded.
5. Our school is smoke-free. Smoking is only permitted in designated areas outside of the school; however, student smokers are required to keep those areas free of any debris caused by smoking.
6. Our school is a Drug and Alcohol-free institution we prohibit the use of unlawful possession, use or distribution of drugs and alcohol.
7. Personal calls should be limited. Cell phones are permitted but are not to be on during class unless the instructor allows them or when the student is with a client. The school's business telephone is not available for personal calls, unless for emergencies.
8. The school assumes no responsibility for any negligence, carelessness, or lack of skill by one or more students while practicing any part of the school course upon one another.
9. Gossip and discussion of personal problems do not belong at school. If you have a problem as it pertains to your education, you may discuss it in the school office with an instructor or manager.
10. School starts at 8:00AM for day classes. You have a 10-minute grace period but after that a student may not clock in unless they have an accepted excuse in writing or prior calling in, Students must report to the office when



entering late and wait till 9 AM to clock in for class time.

11. No ear buds.
12. Any student leaving the school premises during scheduled hours of attendance while duly clocked in, must have permission from the Director ahead of time, and must clock out. Unauthorized leaving of the premises is grounds for suspension.
13. A lunch break is required after 6 hours of instruction. No more than ½ hour is allowed without prior approval. You must clock in and out.
14. It is mandatory for students to attend their scheduled hours on the day before or after a holiday.
15. Students who are absent from school for 10 consecutive school days will be dismissed from school unless documented evidence warrants a leave of absence.
16. The front desk will assign clients to you. If you refuse, you must clock out and leave the school.
17. When you are called to the reception area for a client, please respond promptly and cheerfully. No service is to be performed without a sales slip from the front desk.
18. When a student is busy working as a patron there is to be no visiting from other students. The patron is to receive all the students' attention.
19. Sales of hair products are part of the curriculum, but students are not allowed to sell outside products on school campus.
20. Cheating of any kind will not be tolerated and could be grounds for expulsion.
21. Students not following the rules and guidelines and showing disrespect for the policies and procedures will be terminated.
22. Please read the entire CATALOG, as it contains attendance and progress policies not printed here.
23. Following the rules that pertain to harassment and bullying must be always followed.
24. **TERMINATION:** May terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

**NOTE:** The school reserves the right to make any changes to the above rules and regulations at any time. All students will be notified of any changes immediately.

# Time Clock

## TDLR Rules and Regulations [24f]

Schools may use a time clock to track a student's hours and maintain daily record of attendance, or schools may use credit hours.

Schools using time clocks shall post a sign at the time clock that states the following department requirements:

- \* Each student must personally clock in/out for himself/herself.
- \* No credit shall be given for any times written in, except in a documented case of time clock failure or other situations approved by the department.
- \* If a student is in or out of the facility for lunch, he/she must be clocked out.
- \* Students leaving the facility for ANY reason, including smoking breaks, must clock out, except when an instructional area on campus is located outside the approved facility. That area is approved by the department and students are under the supervision of a licensed instructor.
- \* Students are prohibited from preparing hour reports or supporting documents. Student instructors may prepare hourly reports for supporting documents; however, only school owners and school designers, including licensed instructors, may electronically submit information to the department in accordance with the chapter. No student permit holder, including student instructors, may electronically submit information to the department under this chapter.
- \* A school must properly account for the credit hours granted to each student. A school shall not engage in any way either directly or indirectly that grants or approves student credit that is not accrued in accordance with this chapter. A school must maintain and have available for a department and/or student inspection of the following documents for a period of the student's enrollment through 48 months after the student completes the curriculum, withdraws, or is terminated:
  1. Daily record of attendance.
  2. The following documents if a time clock is used:
    - A. Time clock record(s)
    - B. Time clock failure and repair record(s) and
    - C. Field trip records in accordance with 83.120(d)(5)
  3. All other relevant documents that account for a student's credit under this chapter.
- \* Schools using time class shall, at least one time per month, submit to the department an electronic record of each student's accrued clock hours in a manner and format prescribed by

the department. A school's submission(s) are permitted only upon department approval, and the department shall prescribe the period which a school may delay the electronic submission of the date to be determined on a case-by-case basis.

Facility is regulated by:

***Texas Department of Licensing and Regulation  
PO Box 12157  
Austin Texas 78711 1-800-803-9202***

***Accredited with NACCAS, 3015 Colvin Street, Alexandria, VA 22314; 703-600-7600***

***Department of Veterans Affairs: Facility Code: 25155943***

***United States Department of Education  
400 Maryland Ave SW, Washington DC 20202 1-202 401-2000  
Federal Student Aid Code: 043025 (FAFSA)  
1-800-4-FED-AID***

*Reminder\* ETC College is always changing and moving with the times, policies and procedures can be added or adjusted during any time of the year. We are currently updating the handbook to stay in compliance with our changing society.*

*Thank you for your interest in the beauty and science industry.*

