

School Catalog

2024

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**UCAS University of Cosmetology
Arts & Sciences
8401 North 10th Street
McAllen, Texas 78504
(956) 687-9444**

**UCAS University of Cosmetology
Arts & Sciences
801 N. 13th Street, Suite 2
Harlingen, Texas 78550
(956) 412-1212**

**UCAS University of Cosmetology
Arts & Sciences
724 East Expressway 83
La Joya, Texas 78560
(956) 581-8227**

**UCAS University of Cosmetology
Arts & Sciences
1601 E. Price Rd., Suite E
Brownsville, TX 78521
(956) 790-0098**

**UCAS University of Cosmetology
Arts & Sciences
4522 Fredericksburg Road, A-85
San Antonio, Texas 78201
(210) 654-9734**

**UCAS University of Cosmetology
Arts & Sciences
910 South East Military Drive, Suite 100
San Antonio, Texas 78214
(210) 433-7222**

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GENERAL INFORMATION

A. HISTORY

UCAS University of Cosmetology Arts & Sciences - Origins

McAllen, Texas

Originally, the name of the school Magic Valley Beauty College, Inc., dba Magic Valley College and was established in 1955 in San Juan, Texas. In 1976, Magic Valley Beauty College, Inc. was purchased by the Shearer family.

In 1984, Magic Valley Beauty College Inc.'s dba was changed to UCAS University of Cosmetology Arts & Sciences and was moved to McAllen, Texas in an effort to better serve the community. The school since then has expanded to more classrooms, offices and a larger student - training salon area.

Harlingen, Texas

In 1988, the institution added another location in Harlingen, Texas to accommodate the students in the Cameron County area. Today, UCAS University of Cosmetology Arts & Sciences continues to provide high quality professional training in the field of Cosmetology.

La Joya, Texas

In December 30, 2009, an additional location was purchased in La Joya, Texas to accommodate students seeking education in the Cosmetology and related fields. This location is designed to serve quality education to the western Hidalgo and Starr Counties. UCAS University of Cosmetology Arts & Sciences expands furthermore in order to accommodate the growing demands of the profession.

Brownsville, Texas

In August 2023, the institution has expanded to Brownsville, Texas. It has always been the Shearer families' dream to open a location in Brownsville, and now 47 years after the first location opened, that dream has come true. With this expansion Mrs. Lucinda S. Leyva hopes to expand the beauty community in South Texas and help more and more people follow their dreams.

San Antonio, Texas (2 Locations)

In October 14, 2000, the Shearer family purchased two (2) locations in the San Antonio, Texas area, named San Antonio Beauty College, Inc., dba San Antonio Beauty College. In 2010, the schools' name has changed to UCAS, Inc., dba UCAS University of Cosmetology Arts & Sciences. The schools have been in operation since 1962 and still continue to provide high quality education in the field of cosmetology.

B. PURPOSE AND SCHOOL PHILOSOPHY

The primary purpose of the institution is to better prepare students to become successful members of the cosmetology profession. In order to fulfill this objective, the institution teaches the techniques of artistry of cosmetology, poise, charm, self reliance, personal hygiene

and business practices as the students are prepared for the State Examination.

The school philosophy is the foundation in which the institution has significantly impacted the lives of many school graduates. We believe that the field of cosmetology provides many opportunities for our young men and women. The specific designation of this course is to prepare the students with the various manipulative skills, technical knowledge and proper attitudes to become a licensed professional.

The institution recognizes that students differ in interests, attitudes and abilities and feels it is the responsibility of the school to provide a well-organized, flexible, and varied program of classroom and lab experience. All instruction includes activities which meet the needs of women and men at their respective levels of development. These educational experiences should provide them with an awareness of habits, attitudes, ideals, morals, and spiritual values as well as the knowledge and skills necessary for living successfully, usefully, and happily in our American democratic society.

C. MISSION STATEMENT

The mission of the institution is to provide students a quality cosmetology related education, by preparing students for licensing and gainful employment.

D. OWNERSHIP

1. UCAS University of Cosmetology Arts & Sciences (Rio Grande Valley) McAllen, Harlingen, La Joya & Brownsville, TX Campuses

The name of the Corporation as stated in the Articles of Incorporation is Magic Valley Beauty College, Inc., DBA, UCAS University of Cosmetology Arts & Sciences.

The institutions are duly recognized, licensed, and authorized school in accordance with Texas Department of Licensing and Regulations (TDLR).

The institutions are owned by the corporation Magic Valley Beauty College, Inc. – 100%, under the President Lucinda S. Leyva.

Ownership Structure:	Lucinda S. Leyva	98%
	Michael Shearer	1%
	Andrea Shearer	1%

UCAS University of Cosmetology Arts & Sciences (Magic Valley Beauty College, Inc.) presently has three locations in the Rio Grande Valley:

**UCAS University of Cosmetology
Arts & Sciences
8401 North 10th Street
McAllen, Texas 78504
(956) 687-9444**

**UCAS University of Cosmetology
Arts & Sciences
801 N. 13th Street, Suite 2
Harlingen, Texas 78550
(956) 412-1212**

UCAS University of Cosmetology

UCAS University of Cosmetology

Arts & Sciences
724 East Expressway 83
La Joya, Texas 78560
(956) 581-8227

Arts & Sciences
1601 E. Price Rd., Suite E
Brownsville, TX 78521
(956) 790-0098

2. UCAS University of Cosmetology Arts & Sciences (San Antonio, Texas) 410 & Pica Campuses

The name of the Corporation as stated in the Articles of Incorporation is UCAS, Inc., DBA, UCAS University of Cosmetology Arts & Sciences.

The institutions are duly recognized, licensed, and authorized school in accordance with Texas Department of Licensing and Regulations (TDLR).

The institutions are owned by the corporation UCAS, Inc. – 100%, under the President Lucinda S. Leyva.

Ownership Structure:	Lucinda S. Leyva	98%
	Michael Shearer	1%
	Andrea Shearer	1%

UCAS University of Cosmetology Arts & Sciences (UCAS, Inc.) presently has two locations in San Antonio, Texas:

UCAS University of Cosmetology
Arts & Sciences
4522 Fredericksburg Road, A-85
San Antonio, Texas 78201
(210) 654-9734

UCAS University of Cosmetology
Arts & Sciences
910 South East Military Drive, Suite 100
San Antonio, Texas 78214
(210) 433-7222

E. INTITUTIONS' CORPORATE FACULTY

The corporate administrative owner and personnel have supervisory responsibilities for all campuses of UCAS University of Cosmetology Arts & Sciences. The main corporate office is located at 8401 North 10th Street, McAllen, Texas 78504.

Corporate Administrative Owner and Personnel:

Lucinda S. Leyva	President/ Owner
Andrea Shearer	Vice President
Michael Shearer	Chief Executive Officer
Lorena Salinas	Corporate Executive Director
Maria Sierra	Corporate Financial Aid Director
Tracey Prado	Corporate Financial Aid Assistant
Diana Ramirez	Corporate Student Salon Director
Gisela Alaniz	Corporate Director of Education
Yessica Chapa	Corporate Finance Director
Madalene Shearer	Corporate Assistant

F. SCHOOL LICENSING, ACCREDITATION, ASSOCIATION, PARTICIPATION & PARTNERSHIP

The institutions are licensed by Texas Department of Licensing and Regulation (TDLR) and accredited by the National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS). The National Accrediting

Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and programs of cosmetology arts and sciences, electrology, and massage. Certifications may be viewed at the front entrance of the schools. The institutions are members of the association, American Association of Cosmetology Schools (AACCS). The institutions are approved to train Veterans and Veterans may qualify for VA benefits.

LICENSING AND REGULATION

Texas Department of Licensing and Regulation
920 Colorado
Austin, Texas 78701
(512) 463-6599
(800) 803-9202

ACCREDITATION

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

ASSOCIATION

American Association of Cosmetology
Schools (AACCS)
20 F Street NW Suite 700
Washington, DC 20001
(202) 963-5730

DEPARTMENT OF EDUCATION PROGRAM PARTICIPATION

United States Department of Education
Federal Student Aid
Dallas School Participation Division
1999 Bryan Street, Suite 1620
Dallas, TX 75201-6810
(214) 661-9600

TEXAS VETERANS COMMISSION

P.O. Box 12277
Austin, Texas 78711-2277
(512) 463-6564

PARTNERSHIP

CHI Environmental School Programs
Milady Business Fundamentals
SugarLash Pro Academy
Mirabella Beauty

Availability of Eligible and Certification Documents

Student applicants may view accreditation, eligibility and certification documents upon request. Accreditation approval and Texas Department of Licensing and Regulation (TDLR) license may be viewed in the lobby reception area of each respective institution. Department of Education eligibility and certification letters may be viewed upon request to the school Executive Director.

G. RIGHTS OF THE INSTITUTION

The institution reserves the right to limit the enrollment of any program and make any changes in the provisions of this catalog document when such action is deemed to be in the best interest of the student or the institution. These provisions may include, but are not limited to, organizations, fees, program offerings, curriculum, courses and requirements.

H. NON-DISCRIMINATION POLICY

We are an equal opportunity educational institution and employer and dedicated to policy of non-discrimination in employment or training. The Institution does not discriminate on the basis of sex, race, age, color, religion, or ethnic origin.

The institution also complies with the specifications for employment as contained in the Texas Equal Opportunity Plan.

The school does not discriminate in its admissions practices or other policies against handicapped persons. The licensing requirements for courses offered at the school may restrict some applicants. The Career Planning Advisor may answer questions regarding licensing requirements and the physical demands of the industry.

UCAS University of Cosmetology Arts & Sciences prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The notice of nondiscrimination is located at <https://ucastx.com/courses-admission/>

I. SCHOOL FACILITIES

1. UCAS University of Cosmetology Arts & Sciences

8401 North 10th Street
McAllen, Texas 78504
(956) 687-9444

The McAllen campus occupies approximately 21,210 square feet and can accommodate approximately 500 students with on-going full-time, part-time classes, day and night. Ample parking is available in the front and rear of the school. The campus provides access to the following equipment for student use; styling chairs & stations, shampoo bowls & chairs, manikin sinks, manicure stations, pedicure stations & stools, facial beds, facial machines, wax machines, facial steamers, manikin tripods, whiteboards, mounted TVs & DVD player, sufficient tables and chairs to accommodate theory and practical work by students.

The school is divided into a reception area, offices, dispensary, theory and practical classrooms, facial rooms, students' and staff lounge, supply rooms, restrooms and a student training laboratory where students practice cosmetology and related services on the general public.

The McAllen campus is accredited by National Accrediting Commission of Career Arts & Sciences. Its accreditation status is ACCREDITED and is approved to teach:

- Cosmetology Operator (English, 1000 hours)
- Cosmetology Operator (Spanish, 1000 hours)
- Esthetician (English, 750 hours)
- Esthetician (Spanish, 750 hours)
- Manicurist (English, 600 hours)
- Manicurist (Spanish, 600 hours)
- Esthetician & Manicurist Specialist (English, 800 hours)
- Eyelash Extension Specialist (English, 320 hours)

2. UCAS University of Cosmetology Arts & Sciences

801 North 13th Street, Suite 2
Harlingen, Texas 78550
(956) 412-1212

The Harlingen campus occupies approximately 25,000 square feet and can accommodate approximately 750 students with on-going full-time, part-time classes, day and night. Ample parking is available in the front and north of the school. The campus provides access to the following equipment for student use; styling chairs & stations, shampoo bowls & chairs, manicure stations, pedicure stations & stools, facial beds, facial machines, wax machines, facial steamers, manikin tripods, whiteboards, TVs & DVD player, sufficient tables and chairs to accommodate theory and practical work by students.

The school is divided into a reception area, offices, dispensary, theory and practical classrooms, facial rooms, students' and staff lounge, supply rooms, restrooms and a student training laboratory where students practice cosmetology and related services on the general public.

The Harlingen campus is accredited by National Accrediting Commission of Career Arts & Sciences. Its accreditation status is ADDITIONAL LOCATION ACCREDITATION and is approved to teach:

- Cosmetology Operator (English, 1000 hours)
- Cosmetology Operator (Spanish, 1000 hours)
- Esthetician (English, 750 hours)
- Esthetician (Spanish, 750 hours)
- Manicurist (English, 600 hours)
- Manicurist (Spanish, 600 hours)
- Esthetician & Manicurist Specialist (English, 800 hours)
- Eyelash Extension Specialist (English, 320 hours)

3. UCAS University of Cosmetology Arts & Sciences

724 East Expressway 83
La Joya, Texas 78560
(956) 581-8227

The La Joya campus occupies approximately 15,748 square feet and can accommodate approximately 450 students with on-going full-time, part-time classes, day and night. Ample parking is available in the front and west of the school. The campus provides access to the following equipment for student use; styling chairs & stations, shampoo bowls & chairs, manicure stations, pedicure stations & stools, facial beds, facial

machines, wax machines, facial steamers, manikin tripods, whiteboards, mounted TVs & DVD player, sufficient tables and chairs to accommodate theory and practical work by students.

The school is divided into a reception area, offices, dispensary, theory and practical classrooms, resource room, facial rooms, students' and staff lounge, supply rooms, restrooms and a student training laboratory where students practice cosmetology and related services on the general public.

The La Joya campus is accredited by National Accrediting Commission of Career Arts & Sciences. Its accreditation status is **ADDITIONAL LOCATION ACCREDITATION** and is approved to teach:

- Cosmetology Operator (English, 1000 hours)
- Cosmetology Operator (Spanish, 1000 hours)
- Esthetician (English, 750 hours)
- Esthetician (Spanish, 750 hours)
- Manicurist (English, 600 hours)
- Manicurist (Spanish, 600 hours)
- Esthetician & Manicurist Specialist (English, 800 hours)
- Eyelash Extension Specialist (English, 320 hours)

4. UCAS University of Cosmetology Arts & Sciences

1601 E. Price Rd., Suite E
Brownsville, Texas 78521
(956) 790-0098

The Brownsville campus occupies approximately 17,200 square feet and can accommodate approximately 500 students with on-going full-time, part-time classes, day and night. Ample parking is available in the front of the school. The campus provides access to the following equipment for student use; styling chairs & stations, shampoo bowls & chairs, manikin sinks, manicure stations, pedicure stations & stools, facial beds, facial machines, wax machines, facial steamers, manikin tripods, whiteboards, mounted white screens & projector, sufficient tables and chairs to accommodate theory and practical work by students.

The school is divided into a reception area, offices, client and visitor waiting area, dispensary, theory classrooms and practical areas, facial rooms, students' and staff lounge, supply rooms, retail area, restrooms and a student training laboratory where students practice cosmetology and related services on the general public.

The La Joya campus is accredited by National Accrediting Commission of Career Arts & Sciences. Its accreditation status is **ADDITIONAL LOCATION ACCREDITATION** and is approved to teach:

- Cosmetology Operator (English, 1000 hours)
- Cosmetology Operator (Spanish, 1000 hours)
- Esthetician (English, 750 hours)
- Esthetician (Spanish, 750 hours)
- Manicurist (English, 600 hours)
- Manicurist (Spanish, 600 hours)
- Esthetician & Manicurist Specialist (English, 800 hours)
- Eyelash Extension Specialist (English, 320 hours)

5. UCAS University of Cosmetology Arts & Sciences

4522 Fredericksburg Road, A-85

San Antonio, Texas 78201

(210) 654-9734

The school occupies approximately 6,204 square feet and can accommodate approximately an average of 200 students with on-going full-time, part-time classes, day and night. The campus provides access to the following equipment for student use; styling chairs & stations, shampoo bowls & chairs, manicure stations, pedicure stations & stools, facial beds, facial machines, wax machines, facial steamers, manikin tripods, whiteboards, TV & DVD player, projectors and white screens, sufficient tables and chairs to accommodate theory and practical work by students.

The school is divided into a reception area, offices, dispensary, theory and practical classrooms, facial room, students' and staff lounge, supply rooms, restrooms and a student training laboratory where students practice cosmetology and related services on the general public.

The San Antonio campus (at 410) is accredited by National Accrediting Commission of Career Arts & Sciences. Its accreditation status is ACCREDITED and is approved to teach:

Cosmetology Operator (English, 1000 hours)

Cosmetology Operator (Spanish, 1000 hours)

Esthetician (English, 750 hours)

Manicurist (English, 600 hours)

Esthetician & Manicurist Specialist (English, 800 hours)

Eyelash Extension Specialist (English, 320 hours)

6. UCAS University of Cosmetology Arts & Sciences

910 South East Military Drive, Suite 100

San Antonio, Texas 78214

(210) 433-7222

The school occupies approximately 10,860 square feet and can accommodate approximately an average of 300 students with on-going full-time, part-time classes, day and night. The campus provides access to the following equipment for student use; styling chairs & stations, shampoo bowls & chairs, manicure stations & stools, facial bed, facial machine, wax machines, facial steamers, manikin tripods, whiteboards, TV & DVD player, sufficient tables and chairs to accommodate theory and practical work by students.

The parking lot is located in front and side of the school for students, clients and visitors. The school is divided into a reception area, offices, dispensary, theory and practical classrooms, facial rooms, students' and staff lounge, supply rooms, restrooms and a student training laboratory where students practice cosmetology and related services on the general public.

The San Antonio campus (at Pica) is accredited by National Accrediting Commission of Career Arts & Sciences. Its accreditation status is ACCREDITED and is approved to teach:

Cosmetology Operator (English, 1000 hours)

Cosmetology Operator (Spanish, 1000 hours)
Esthetician (English, 750 hours)
Manicurist (English, 600 hours)
Esthetician & Manicurist Specialist (English, 800 hours)
Eyelash Extension Specialist (English, 320 hours)

J. INSTRUCTION & LICENSING REQUIREMENTS

The following occupations are identified by a Standard Occupational classification (SOC) code established by the Office of Management and Budget or an Occupational Information Network O*NET-SOC code established by the Department of Labor available at <https://www.onetcenter.org/>

A. INSTRUCTION

1. Cosmetology Operator 1,000 Clock Hours CIP Code:12.0401

The Cosmetology Operator course utilizes the most comprehensive, up-to-date principles of teaching cosmetology. It offers a step-by-step, practical development of the subject matter to help lay the foundation for a better understanding of the nature of hair and skin as protein substances and the products used in professional beauty culture work. The cosmetology operator course of study is designed to prepare students for the state licensing examination and for entry level gainful employment. The knowledge and skills will help prepare our graduating students to keep pace with the new techniques which are developed and to prepare the student for work as a hair designer, salon manager, hair colorist, salon owner, product demonstrator, etc.

Document Awarded Upon Graduation

Upon completion of the Cosmetology Operator Course, and having met all graduation requirements and financial obligations, the institution will issue a diploma which will indicate the program of training has been satisfactory completed.

Compensation to be Reasonably Expected upon Graduation

Compensation may vary from city to city and on how many hours a week a professional is willing to work. When considering entering this profession, you are advised to do your own market research in the area you are planning to work, interview area professionals and search online.

According to the Texas Workforce commission, the average annual salary and hourly wages for Cosmetologist throughout the state break down in the following way: Entry level: \$16,849.00 per year, \$8.10 per hour. Average: \$27,418.00 per year, \$13.18 per hour. Experienced: \$32,703.00 per year, \$15.72 per hour. Cosmetologists in the highest earning bracket earned an average annual salary of \$43,689.00 and hourly wage of \$21.00. Since tipping is customary in the beauty service industry, take-home earning can be even higher.

Job Duties and Responsibilities

See 1603.0011 for PRACTICE OF BARBERING OR COSMETOLOGY (Texas Department of Licensing & Regulations Law).

Physical Demands of the Profession

The successful practice of cosmetology usually requires careful eye and hand coordination. Cosmetologist and Cosmetology Instructors most often work at least 8 hours per day, most of the

time on their feet and with their arms extended performing or demonstrating and correcting practical services.

Such work requires some physical strength and stamina. Persons suffering from back, leg or joint ailments should consult a physician to see if they are physically able to meet these requirements.

In addition, working both fields requires continuous exposure to a wide variety of hair and skin treating chemicals. Persons with allergies of any kind or sensitive skin or eye should consult a physician to see if chemical sensitivity may prohibit them from engaging in the profession.

In particular, prospective students who are pregnant should consult a physician to see if they can meet practical work requirements of the curriculum including chemical exposure before enrolling.

Safety Requirements

Working in the field of cosmetology presents its own dangers to students, cosmetologists and instructors. Safety requirements of the profession generally fall into three broad areas: Sanitation, chemical safety, and physical safety (Please note: the following tips will be expanded upon during your course of study—should you elect to become a student—and are not intended to be exhaustive). All programs are regulated by Texas Department of Licensing & Regulations (TDLR). Students are to comply with Sanitation rules outlined in Chapter 83.

A. Sanitation – See Texas Department of Licensing & Regulations, Chapter 83, Administrative Rules

Practitioners or students of cosmetology must keep their work areas and instruments sanitized and in good working order at all time. Failure to do so exposes both the practitioner or student and client to the dangers of disease or injury caused by infected or malfunctioning equipment.

It is particularly important in light of the threat of AIDS and the fact that cosmetology involves work with instruments that practitioners and students maintain their implements in a clean and safe manner. Any blood drawn by a cut or scrape should never be touched by exposed flesh in the course of administering first aid, and the offending instrument should be thoroughly inspected, cleaned of any body fluids and sanitized as soon as possible after the accident.

Failure to sanitize instruments properly also exposes the student, practitioner, or client to a wide variety of other diseases or parasites, such as ringworm or other fungus infections, head lice, etc.

B. Chemical Safety

Cosmetology work involves the use and/or exposure to a wide variety of chemical products.

Cosmetology students and practitioners are required to familiarize themselves with and follow the manufacturer's directions for proper use, to observe the manufacturer's precautions regarding the use of the product, and to consult with clients or patrons regarding any previous difficulties with the service or special needs.

In particular, cosmetology chemical products should never be placed in unlabeled containers, near any food storage area, nor left in place where children can have access to them.

C. Physical Safety

The requirements for physical safety are the most obvious, but often the most overlooked.

In general, all equipment should be well maintained and never used to perform any task for which it was not designed.

In addition, cosmetology implements are not toys and should not be treated as such. No horseplay or carelessness in the use of implements can be tolerated. Cosmetology implements should never be left where children have access to them.

2. Esthetician

750 Clock Hours

CIP Code 12.0409

In recent years there has been a growing demand for skin care and makeup services. Some of these services require an Esthetician license, while others require a specialized training certification. Knowledge of esthetics and specializing study of beauty culture, is essential for a career specializing in facials. The Esthetician Course, while dealing with many of the same scientific subjects, concentrates on the health care and attractiveness of the skin and on the artistic use of cosmetics.

Document Awarded Upon Graduation

Upon completion of the Esthetician Course, and having met all graduation requirements and financial obligations, the institution will issue a diploma which will indicate the program of training has been satisfactory completed.

Compensation to be Reasonably Expected upon Graduation

Compensation may vary from city to city and on how many hours a week a professional is willing to work. When considering entering this profession, you are advised to do your own market research in the area you are planning to work, interview area professionals and search online.

According to ZipRecruiter, the average annual pay for an Esthetician is \$30,238.00 a year, approximately \$14.54 an hour. Salaries are seen as high as \$57,295.00 and as low as \$14,320.00 the majority of the Esthetician salaries currently range between \$24,850 (25th percentile) to \$36,893.00 (75th percentile) with top earner (90th percentile) making \$47,745.00 annually in Texas.

Job Duties and Responsibilities

See 1603.0011 for PRACTICE OF BARBERING OR COSMETOLOGY (Texas Department of Licensing & Regulations Law).

Physical Demands of the Profession

The successful practice of esthetics usually requires careful eye and hand coordination. Estheticians most often work at least 8 hours per day, most of the time on their feet and with their arms extended performing, or demonstrating and correcting practical services.

Such work requires some physical strength and stamina. Persons suffering from back, leg or joint ailments should consult a physician to see if they are physically able to meet these requirements.

In addition, working this field requires continuous exposure to a wide variety of skin treating chemicals. Persons with allergies of any kind or sensitive skin or eye should consult a physician to see if chemical sensitivity may prohibit them from engaging in the profession.

In particular, prospective students who are pregnant should consult a physician to see if they can meet practical work requirements of the curriculum including chemical exposure before enrolling.

Safety Requirements

Working in the field of skin care presents its own dangers to students, and estheticians. Safety requirements of the profession generally fall into three broad areas: Sanitation, chemical safety, and physical safety (Please note: the following tips will be expanded upon during your course of study—should you elect to become a student—and are not intended to be exhaustive). All programs are regulated by Texas Department of Licensing & Regulations (TDLR). Students are to comply with Sanitation rules outlined in Chapter 83.

A. Sanitation – See Texas Department of Licensing & Regulations, Chapter 83, Administrative Rules

Practitioners or students of esthetics must keep their work areas and instruments sanitized and in good working order at all time. Failure to do so exposes both the practitioner or student and client to the dangers of disease or injury caused by infected or malfunctioning equipment.

It is particularly important in light of the threat of AIDS and the fact that esthetics involves work with instruments that practitioners and students maintain their implements in a clean and safe manner. Any blood drawn by a cut or scrape should never be touched by exposed flesh in the course of administering first aid, and the offending instrument should be thoroughly inspected, cleaned of any body fluids and sanitized as soon as possible after the accident.

Failure to sanitize instruments properly also exposes the student, practitioner, or client to a wide variety of other diseases or parasites, such as ringworm or other fungus infections, head lice, etc.

A. Chemical Safety

Esthetics work involves the use and/or exposure to a wide variety of chemical products.

Esthetician students and practitioners are required to familiarize themselves with and follow the manufacturer's directions for proper use, to observe the manufacturer's precautions regarding the use of the product, and to consult with clients or patrons regarding any previous difficulties with the service or special needs.

In particular, skin care chemical products should never be placed in unlabeled containers, near any food storage area, nor left in place where children can have access to them.

B. Physical Safety

The requirements for physical safety are the most obvious, but quiet often the most overlooked.

In general, all equipment should be well maintained and never used to perform any task for which it was not designed.

In addition, esthetics implements are not toys and should not be treated as such. No horseplay or carelessness in the use of implements can be tolerated. Esthetics implements should never be left where children have access to them.

3. Manicurist

600 Clock Hours

CIP Code 12.0410

The manicuring business is more popular today than it has ever been. Many states have a separate license for Manicurists. Manicuring became a “big business” with the introduction of new products and services to strengthen and beautify the fingernails and, in some cases, the toenails. Nail wrapping and the application of artificial nails have been added to the service offered in beauty salons and also in spas.

Document Awarded Upon Graduation

Upon completion of the Manicurist Course, and having met all graduation requirements and financial obligations, the institution will issue a diploma which will indicate the program of training has been satisfactorily completed.

Compensation to be Reasonably Expected upon Graduation

Compensation may vary from city to city and on how many hours a week a professional is willing to work. When considering entering this profession, you are advised to do your own market research in the area you are planning to work, interview area professionals and search online.

According to ZipRecruiter, the average annual pay for a Manicurist is \$30,099.00 a year, approximately \$14.47 an hour. Salaries are seen as high as \$47,746.00 and as low as \$14,324.00, the majority of the Manicurist salaries currently range between \$19,960 (25th percentile) to \$38,196.00 (75th percentile) with top earner (90th percentile) making \$42,970.00 annually in Texas.

Job Duties and Responsibilities

See 1603.0011 for PRACTICE OF BARBERING OR COSMETOLOGY (Texas Department of Licensing & Regulations Law).

Physical Demands of the Profession

The successful practice of manicuring usually requires careful eye and hand coordination. Manicurists most often work at least 8 hours per day, most of the time on their feet and with their arms extended performing or demonstrating and correcting practical services.

Such work requires some physical strength and stamina. Persons suffering from back, leg or joint ailments should consult a physician to see if they are physically able to meet these requirements.

In addition, working both fields require continuous exposure to a wide variety of nail treating chemicals. Persons with allergies of any kind or sensitive skin or eye should consult a physician to see if chemical sensitivity may prohibit them from engaging in the profession.

In particular, prospective students who are pregnant should consult a physician to see if they can meet practical work requirements of the curriculum including chemical exposure before enrolling.

Safety Requirements

Working in the field of manicuring presents its own dangers to students, and manicurists. Safety requirements of the profession generally fall into three broad areas: Sanitation, chemical safety, and physical safety (Please note: the following tips will be expanded upon during your course of study—should you elect to become a student—and are not intended to be exhaustive). All programs are regulated by Texas Department of Licensing & Regulations (TDLR). Students are to comply with Sanitation rules outlined in Chapter 83.

A. Sanitation – See Texas Department of Licensing & Regulations, Chapter 83, Administrative Rules

Practitioners or students of manicuring must keep their work areas and instruments sanitized and in good working order at all time. Failure to do so exposes both the practitioner or student and client to the dangers of disease or injury caused by infected or malfunctioning equipment.

It is particularly important in light of the threat of AIDS and the fact that cosmetology involves work with instruments that practitioners and students maintain their implements in a clean and safe manner. Any blood drawn by a cut or scrape should never be touched

by exposed flesh in the course of administering first aid, and the offending instrument should be thoroughly inspected, cleaned of any body fluids and sanitized as soon as possible after the accident.

Failure to sanitize instruments properly also exposes the student, practitioner, or client to a wide variety of other diseases or parasites, such as ringworm or other fungus infections, head lice, etc.

A. Chemical Safety

Manicuring work involves the use and/or exposure to a wide variety of chemical products.

Manicuring students and practitioners are required to familiarize themselves with and follow the manufacturer's directions for proper use, to observe the manufacturer's precautions regarding the use of the product, and to consult with clients or patrons regarding any previous difficulties with the service or special needs.

In particular, manicuring chemical products should never be placed in unlabeled containers, near any food storage area, nor left in place where children can have access to them.

B. Physical Safety

The requirements for physical safety are the most obvious, but often the most overlooked.

In general, all equipment should be well maintained and never used to perform any task for which it was not designed.

In addition, manicuring implements are not toys and should not be treated as such. No horseplay or carelessness in the use of implements can be tolerated. Manicuring implements should never be left where children have access to them.

4. Esthetician & Manicurist Specialist 800 Clock Hours CIP Code 12.0499

In recent years there has been a growing demand for skin care, makeup, pedicuring and manicuring services. Some of these services require an Esthetician & Manicurist Specialist license, while others require a specialized training certification. Knowledge of esthetics and nail care and specializing study of beauty culture, is essential for a career specializing in skin and nail cares. The Esthetician & Manicurist Specialist Course, while dealing with many of the same scientific subjects, concentrates on the health care and attractiveness of the skin and nails and on the artistic use of cosmetics.

Document Awarded Upon Graduation

Upon completion of the Esthetician & Manicurist Specialist Course, and having met all graduation requirements and financial obligations, the institution will issue a diploma which will indicate the program of training has been satisfactorily completed.

Compensation to be Reasonably Expected upon Graduation

Compensation may vary from city to city and on how many hours a week a professional is willing to work. When considering entering this profession, you are advised to do your own market research in the area you are planning to work, interview area professionals and search online.

Most licensed Esthetician & Manicurist Specialists work or have worked as skin care specialist in doctor's office or spa in beauty salons. There are three basic ways in which an esthetician & manicurist specialist is compensated (earns money). The average annual pay for an Esthetician &

Manicurist is \$30,168.50 a year, approximately, \$14.54 an hour. Salaries are seen as high as \$52,520.50 and as low as \$14,324.00, the majority of the Esthetician & Manicurist salaries currently range between \$22,353.00 (25th percentile) to \$37,544.50 (75th percentile) with top earner (90th percentile) making \$45,357.50 annually in Texas.

Salary or Hourly Workers

A salary consists of a pre-determined gross amount to be paid to the employee, usually on a per week basis. Many new esthetician & manicurist specialists are paid this way, until they establish a clientele.

For example: John Doe takes a job as a esthetician & manicurist specialist at Uptown Salon for a salary of \$206.00 per week, full-time

This means John will receive a salary of \$206.00 per week for each week he work 40 hours, minus any applicable taxes. He will also receive the tips her clients may give him.

Salary plus Commission

Most experienced esthetician & manicurist specialists are paid this way. A salary plus commission involves being paid a base salary (usually not very high) plus a percentage of the costs of each service.

For example, John Doe has many clients at Uptown Salon. John is paid a base salary of \$206.00 per week, plus 50% of each service. If John does an average of 30 services per week at an average price of \$30.00, he will receive 50% of 900.00, or \$450.00, plus his salary of \$206.00. This equals a gross amount of \$ 656.00 John will also receive the tips his clients gives him.

In this example, it is clear that John makes more money per week from his commission and tips than his base salary. **This is why building a good clientele is important for a successful esthetician & manicurist specialist.** It is important to note that **tips and commissions are taxable incomes.** This means they must be reported as income, and other taxes must be paid.

Commission Only

Some Esthetician & Manicurist Specialists may be paid on a commission basis only. This means they will earn only the percentage agreed to from each service, plus tips.

For example: John Doe works at Uptown Salon. He performs an average of 80 services per week at an average price of \$25.00 each. He is paid 50% of each service. In an average week, John will earn 50% of \$2000.00 or \$1000.00.

Physical Demands of the Profession all programs

The successful practice of Esthetician & Manicurist Specialist usually requires careful eye and hand coordination. Esthetician & Manicurist Specialists most often work at least 8 hours per day, most of the time on their feet and with their arms extended performing or demonstrating and correcting practical services.

Such work requires some physical strength and stamina. Persons suffering from back, leg or joint ailments should consult a physician to see if they are physically able to meet these requirements.

In addition, working both fields require continuous exposure to a wide variety of hair and skin treating chemicals. Persons with allergies of any kind or sensitive skin or eye should consult a physician to see if chemical sensitivity many prohibit them from engaging in the profession.

In particular, prospective students who are pregnant should consult a physician to see if they can meet practical work requirements of the curriculum including chemical exposure before enrolling.

Job Duties and Responsibilities

Safety Requirements

Working in the field of Esthetician & Manicurist Specialist presents its own dangers to students, cosmetologists and instructors. Safety requirements of the profession generally fall into three broad areas: Sanitation, chemical safety, and physical safety (Please note: the following tips will be expanded upon during your course of study—should you elect to become a student—and are not intended to be exhaustive). All programs are regulated by Texas Department of Licensing & Regulations (TDLR). Students are to comply with Sanitation rules outlined in Chapter 83.

D. Sanitation – See Texas Department of Licensing & Regulations, Chapter 83, Administrative Rules

Practitioners or students of Esthetician & Manicurist Specialist **must** keep their work areas and instruments sanitized and in good working order at all time. Failure to do so exposes both the practitioner or student and client to the dangers of disease or injury caused by infected or malfunctioning equipment.

It is particularly important in light of the threat of AIDS and the fact that cosmetology involves work with instruments that practitioners and students maintain their implements in a clean and safe manner. Any blood drawn by a cut or scrape should never be touched by exposed flesh in the course of administering first aid, and the offending instrument should be thoroughly inspected, cleaned of any body fluids and sanitized as soon as possible after the accident.

Failure to sanitize instruments properly also exposes the student, practitioner, or client to a wide variety of other diseases or parasites, such as ringworm or other fungus infections, head lice, etc.

E. Chemical Safety

Esthetician & Manicurist Specialists work involves the use and/or exposure to a wide variety of chemical products.

Esthetician & Manicurist Specialist students and practitioners are required to familiarize themselves with and follow the manufacturer's directions for proper use, to observe the manufacturer's precautions regarding the use of the product, and to consult with clients or patrons regarding any previous difficulties with the service or special needs.

In particular, cosmetology chemical products should never be placed in unlabeled containers, near any food storage area, nor left in place where children can have access to them.

F. Physical Safety

The requirements for physical safety are the most obvious, but quiet often the most overlooked.

In general, all equipment should be well maintained and never used to perform any task for which it was not designed.

In addition, Esthetician & Manicurist Specialist implements are not toys and should not be treated as such. No horseplay or carelessness in the use of implements can be tolerated. Esthetician & Manicurist Specialist implements should never be left where children have access to them.

5. Eyelash Extension Specialist 320 Clock Hours CIP 12.0499

In recent years there has been a growing demand for eyelash services. Some of these services require an **Eyelash Extension Specialist** license, while others require a specialized training certification. Knowledge of esthetics and specializing study of beauty culture, is essential for a career specializing in eyelash extension.

Document Awarded Upon Graduation

Upon completion of the **Eyelash Extension Specialist*** Course, and having met all graduation requirements and financial obligations, the institution will issue a diploma which will indicate the program of training has been satisfactory completed.

Compensation to be Reasonably Expected upon Graduation

Compensation may vary from city to city and on how many hours a week a professional is willing to work. When considering entering this profession, you are advised to do your own market research in the area you are planning to work, interview area professionals and search online.

According to Zip Recruiter, the average annual pay for an **Eyelash Extension Specialist** is \$34,031.00 per year, approximately \$16.36 an hour. Salaries are seen as high as \$83,336.00 and as low as \$16,494.00, the majority of the Eyelash Extension Specialist salaries currently range between \$23,872.00 (25th percentile) to \$41,668.00 (5th percentile) with top earner (90th percentile) making \$81,166.00 annually in Texas.

Job Duties and Responsibilities

See 1603.0011 for PRACTICE OF BARBERING OR COSMETOLOGY (Texas Department of Licensing & Regulations Law).

Physical Demands of the Profession

The successful practice of esthetics usually requires careful eye and hand coordination. **Eyelash Extension Specialist** most often work at least 8 hours per day, most of the time on their feet and with their arms extended performing, or demonstrating and correcting practical services.

Such work requires some physical strength and stamina. Persons suffering from back, leg or joint ailments should consult a physician to see if they are physically able to meet these requirements.

In addition, working both fields requires continuous exposure to a wide variety of skin treating chemicals. Persons with allergies of any kind or sensitive skin or eye should consult a physician to see if chemical sensitivity may prohibit them from engaging in the profession.

In particular, prospective students who are pregnant should consult a physician to see if they can meet practical work requirements of the curriculum including chemical exposure before enrolling.

Safety Requirements

Working in the field of skin care presents its own dangers to students, and estheticians. Safety requirements of the profession generally fall into three broad areas: Sanitation, chemical safety, and physical safety (Please note: the following tips will be expanded upon during your course of study—should you elect to become a student—and are not intended to be exhaustive). All programs are regulated by Texas Department of Licensing & Regulations (TDLR). Students are to comply with Sanitation rules outlined in Chapter 83.

B. Sanitation – See Texas Department of Licensing & Regulations, Chapter 83, Administrative Rules

Practitioners or students of must keep their work areas and instruments sanitized and in good working order at all time. Failure to do so exposes both the practitioner or student

and client to the dangers of disease or injury caused by infected or malfunctioning equipment.

It is particularly important in light of the threat of AIDS and the fact that esthetics involves work with instruments that practitioners and students maintain their implements in a clean and safe manner. Any blood drawn by a cut or scrape should never be touched by exposed flesh in the course of administering first aid, and the offending instrument should be thoroughly inspected, cleaned of any body fluids and sanitized as soon as possible after the accident.

Failure to sanitize instruments properly also exposes the student, practitioner, or client to a wide variety of other diseases or parasites, such as ringworm or other fungus infections, head lice, etc.

C. Chemical Safety

Eyelash Extension Specialist work involves the use and/or exposure to a wide variety of chemical products.

Eyelash Extension Specialist students and practitioners are required to familiarize themselves with and follow the manufacturer's directions for proper use, to observe the manufacturer's precautions regarding the use of the product, and to consult with clients or patrons regarding any previous difficulties with the service or special needs.

In particular, **Eyelash Extension** products should never be placed in unlabeled containers, near any food storage area, nor left in place where children can have access to them.

D. Physical Safety

The requirements for physical safety are the most obvious, but quite often the most overlooked.

In general, all equipment should be well maintained and never used to perform any task for which it was not designed.

In addition, **Eyelash Extension Specialist** implements are not toys and should not be treated as such. No horseplay or carelessness in the use of implements can be tolerated. **Eyelash Extension** implements should never be left where children have access to them.

B. GRADUATION REQUIREMENTS- *All programs*

The following minimum requirements must be met in order to be considered a graduate.

- a. **Must** complete the required number of hours of the chosen course of study. (See school curriculum)
- b. Pass written and practical examinations combined with an overall average (GPA) of 75% or better.
- c. All financial obligations to the school shall be up to date prior to completing the course.

The Institution utilizes FREEDOM program to monitor the weekly progress of students' attendance. It indicates, by means of a Pre-Grad report, the names of students who are pending to graduate, number of hours pending to graduate, average (GPA), and financial obligations pending towards the school. Any student that completes course hours and is incomplete with institution or state requirements or delinquent will not be eligible for licensing and subject to Collection Policy. Incomplete Graduate, at the school's discretion and availability, may arrange to complete pending requirements with the school, in order to be considered Graduate.

Document Awarded Upon Graduation

Upon completion of the chosen course of study and having met all graduation requirements listed above and settled all financial obligations towards the institution, the institution will issue a diploma which will indicate the program of training has been satisfactory completed.

C. TEXAS DEPARTMENT OF LICENSING AND REGULATION (TDLR)

General Pre-Requisites for Employment in Texas:

All graduates must pass a written and practical State Examination administered by the state, pay for license required fees in order to receive a license to practice in Texas. The exams are offered in several cities including Harlingen, McAllen and the San Antonio area.

The written exam is offered at sites around the state including McAllen, Harlingen and San Antonio. The institution will assist in scheduling the examination, however, costs related in taking the examination is the responsibility of the student.

For Examination information: <https://home.psiexams.com>

For Exam and License information:

<https://www.tdlr.texas.gov/cosmet/individuals/exam.htm>

As of September 1, 2017, House Bill 1508 requires that all entities providing educational or instructional programs that prepare a student for an occupation or vocation requiring a TDLR license inform students that:

- Eligibility for a TDLR license could be affected by the person's criminal history;
- TDLR is responsible for having in place guidelines regarding a license applicant's criminal history, and to include information on an applicant's ability to be licensed under those guidelines;
- There are other state or local restrictions that would affect the student's eligibility for an occupational license issued by TDLR;
- Students have the right to request a criminal history evaluation letter from TDLR;

See: Sec. 51.4012. LICENSE ELIGIBILITY REQUIREMENTS REGARDING APPLICANT'S BACKGROUND; DETERMINATION LETTER.

TDLR Sec. 83.21 License Requirements- Examinations

- (a) To be eligible for a department examination, an examinee must:
- (1) submit a completed license application in the manner prescribed by the department;
 - (2) pay the applicable license fee under §83.80; and
 - (3) have completed the number of hours required under this chapter and the Act.

- (b) A student enrolled in a 1,000-hour program is eligible to take the written examination when the department receives proof of the student's completion of 900 hours.
- (c) Applicants must pass the written examination before being eligible to take the practical examination.
- (d) When appearing for an examination, the examinee must bring the instruments necessary to give a practical demonstration of the barbering or cosmetology services distinctive to the license for which the examinee is applying.
- (e) All barbering and cosmetology examinations consist of a written and practical part. A passing grade on each part is needed to satisfy the examination requirement.
- (f) To be admitted to an examination, the examinee must present a current, valid government-issued photo identification, which includes the applicant's full name and date of birth.
- (g) Examinees are required to wear closed toe shoes for the practical examination.
- (h) Models used in an examination must be at least 16 years of age. The department may require proof of parental approval for models under 18 years of age.

Rule 83.200 License Requirements--Individuals

- (a) To be eligible for a practitioner license, an applicant must:
 - (1) submit a completed application in the manner prescribed by the department;
 - (2) pay the applicable fee required under §83.201;
 - (3) be at least 17 years of age;
 - (4) have completed the hours of instruction required under §83.202 at a licensed school;
 - (5) pass a written and practical examination required under §83.21;
 - (6) have not committed an act that constitutes a ground for denial of the license; and
 - (7) meet other applicable requirements of the Act and this chapter.
- (b) A person who holds both an active esthetician license and an active manicurist license is eligible for an esthetician/manicurist specialty license by submitting a completed application in the manner prescribed by the department and paying the required fee under §83.201.
- (c) A person who holds both an active hair weaving specialist license and an active esthetician license is eligible for a hair weaving specialist/esthetician license by submitting a completed application in the manner prescribed by the department and paying the required fee under §83.201.
- (d) To be eligible for a student permit, an applicant must:
 - (1) submit a completed application in the manner prescribed by the department; and
 - (2) pay the fee required under §83.201.

Section 1603.0011 Practice of Cosmetology

- (a) The practices of barbering and cosmetology consist of performing or offering to perform for compensation any of the following services:
 - (1) treating a person's hair by:

- (A) providing any method of treatment as a primary service, including arranging, beautifying, bleaching, cleansing, coloring, cutting, dressing, dyeing, processing, shaping, singeing, straightening, styling, tinting, or waving;
 - (B) providing a necessary service that is preparatory or ancillary to a service under Paragraph (A), including bobbing, clipping, cutting, or trimming a person's hair or shaving a person's neck with a safety razor; or
 - (C) cutting the person's hair as a separate and independent service for which a charge is directly or indirectly made separately from charges for any other service;
- (2) treating a person's mustache or beard by arranging, beautifying, coloring, processing, styling, trimming, or shaving with a safety razor;
 - (3) cleansing, stimulating, or massaging a person's scalp, face, neck, or arms:
 - (A) by hand or by using a device, apparatus, or appliance; and
 - (B) with or without the use of any cosmetic preparation, antiseptic, tonic, lotion, or cream;
 - (4) beautifying a person's face, neck, shoulders, or arms using a cosmetic preparation, antiseptic, tonic, lotion, powder, oil, clay, cream, or appliance;
 - (5) administering facial treatments;
 - (6) removing superfluous hair from a person's body using depilatories, preparations or chemicals, tweezers, or other devices or appliances of any kind or description;
 - (7) treating a person's nails by:
 - (A) cutting, trimming, polishing, tinting, coloring, cleansing, manicuring, or pedicuring; or
 - (B) attaching false nails;
 - (8) massaging, cleansing, treating, or beautifying a person's hands or feet; or
 - (9) weaving a person's hair by using any method to attach commercial hair to a person's hair or scalp.
- (c) In addition to the service described by Subsection (a), the practice of cosmetology includes performing or offering to perform for compensation the service of applying semipermanent, thread-like extensions composed of single fibers to a person's eyelashes.
 - (d) Advertising or representing to the public in any manner that a person is licensed to perform a barbering or cosmetology service under this chapter, or that a location or place of business is an establishment or school, constitutes the practice of barbering or cosmetology.
 - (e) In this section, "safety razor" means a razor that is fitted with a guard close to the cutting edge of the razor that is intended to:
 - (1) prevent the razor from cutting too deeply; and
 - (2) reduce the risk and incidence of accidental cuts.

TDLR Administration

Criminal History Evaluation Letter

Sec. 51.4012. LICENSE ELIGIBILITY REQUIREMENTS REGARDING APPLICANT'S BACKGROUND; DETERMINATION LETTER.

- (a) Notwithstanding any other law, the commission may determine that a person is not eligible for a license based on the person's criminal history.
- (b) Before applying for a license from the department, a person may request that the department issue a letter determining whether the person would be eligible for a license under Subsection (a) of this section, Section [51.356](#), or Chapter [53](#). To obtain a determination letter, a person must file a request on a form prescribed by the department and pay the required fee.
- (c) Not later than the 30th day after the date the department makes its determination, the department shall issue the determination letter to the person.

(d) The department has the same powers to investigate a request filed under this section as the department has to investigate a person applying for a license.

(e) A determination letter issued under this section that is adverse to a person does not prevent the person from subsequently applying for a license.

(f) The department is not bound by its determination that the person would be eligible if, after the issuance of the determination letter, the department determines there has been a change in a person's circumstances or discovers a previously undiscovered fact.

(g) A determination under this section is not a contested case under Chapter [2001](#), Government Code.

D. TIME CLOCK

1. Texas Department of Licensing and Regulation (TDLR) Requirements

83.72. Responsibilities of Schools:

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

(1) Each student must clock in/out

(2) 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.

(3) If a student is in or out of the facility for lunch, the student must clock out.

(4) Students leaving the facility 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 an instructor.

Note: Problems in clocking in/out report to the school Executive Director.

Students caught violating this policy will be suspended for three (3) school days, plus no credit shall be given for the day.

Maximum Clock Hours per Calendar month: 184

Texas Department of Licensing and Regulation (TDLR) Complaints

To Report Complaints Regarding Licenses, Sterilization, or Sanitation, contact:

Texas Department of Licensing & Regulation
ATTN: Enforcement Division
P.O. Box 12157
Austin, Texas 78711

Emailed to:

intake@tdlr.texas.gov

or filed online at:

www.tdlr.texas.gov/complaints

Toll Free (in Texas):
(800) 803-9202

K. ACADEMIC CALENDAR AND HOURS

A. STARTING DATES

Students may apply for enrollment any day of the school calendar year regarding full-time and part-time classes.

All Programs, all schedules:

All Campuses 2024-2025

Month	Days	Full-Time Eng./ Sp	Part-Time /D and N Eng./Sp.
Nov.	Nov. 4 and 5	X	X
	Nov. 11 and 12	X	X
	Nov. 18 and 19	X	X
	Nov. 25 and 26	X	X
Dec	Dec. 2 and 3	X	X
	Dec 9 and 10	X	X
	Dec 16 and 17	X	X
	Dec. 25 thru Jan.3, 2025	Holiday off	
Jan-25	Jan 6 and 7	X	X
	Jan 13 and 14	X	X
	Jan 20 and 21	X	X
	Jan 27 and 28	X	X

B. DAY AND EVENING PROGRAMS

Courses: Cosmetology Operator, Manicurist, Esthetician, Esthetician & Manicurist Specialist & Eyelash Extension Specialist

Full-Time Schedule (30 Clock Hours per week):

The definition of a full time student is a student in attendance for 30 scheduled hours per week.

Lunch Break

A one (1) hour lunch break is scheduled by the school for students enrolled in full time day schedules.

8:30 a.m. -- 3:30 p.m.	Monday – Friday*
1:30 p.m. -- 8:30 p.m.**	Monday – Friday*
8:30 a.m. – 7:30 p.m.**	Monday- Wednesday
8:30 a.m. – 7:30 p.m.**	Thursday- Saturday

Part-Time Day Schedule (20 Clock Hours per week):

8:30 a.m. -- 12:30 p.m.	Monday – Friday*
1:00 p.m. -- 5:00 p.m.**	Monday – Friday*

Part-Time Evening Schedule (20 Clock Hours per week):

5:30 p.m. -- 9:30 p.m. Tuesday- Friday & Sat. 8:30a.m.-12:30p.m.

***Note:** Day schedules of Monday-Friday will alternate Tuesday-Saturday, upon discretion of the school Executive Director. San Antonio campuses may alternate Wednesday-Sunday.

C. HOLIDAYS

The school will be closed during the following holidays:

2024

November	Thanksgiving Holiday- November 28 & 29, 2024
December	December 23, 2024 to January 4, 2025

2025

January	Martin Luther King, Jr. Day- January 20, 2025
May	Memorial Day- May 26, 2025
July	Independence Day- July 4, 2025
September	Labor Day- September 2, 2025
November	Thanksgiving Holiday- November 27 & 28, 2025
December	December 22, 2025 to January 3, 2026

The school may opt to close for **In-service/ Meetings** days. See school's published Institution Events per school.

Note: If school should be closed due to extenuating circumstances, students will be notified of closure through phone call, text message, radio or TV announcements, website updates (*www.ucastx.com*) and students are encouraged to use social media such as Facebook.

Upon returning to normal business and classes, the students' scheduled graduation date may change and an addendum may be completed by school. Both parties will acknowledge change of graduation date, by signing the addendum.

If the Institution has been affected by floods, tornadoes, hurricanes, wild fires, earthquakes, or other natural disaster, proper notifications will be sent to Texas Department of Licensing & Regulation, United States Department of Education and NACCAS as necessary.

L. ADMISSIONS PROCEDURES

A. ADMISSIONS REQUIREMENTS

Prior to signing an Enrollment Agreement, the institution provides the applicant access to the School Catalog at <http://ucastx.com/courses-admission/> or provides the applicant with a printed copy of the School's Catalog.

To be eligible for an operator license, esthetician, manicurist, specialty license with the state of Texas, applicant must be at least 17 years of age.

- 1. Cosmetology Operator, Esthetician, Manicurist, Eyelash Extension Specialist, Esthetician & Manicurist Specialist Programs:**

Prior to enrollment, the Institution's admission policy require that each student provide documented proof that the prospective student is at least 16 years of age to be admitted into the school and provide documented proof that the student meet one of the following requirements:

a. Have obtained a high school diploma or transcript showing high school completion or equivalent of a high school diploma (GED),

The institution will follow with the procedure in place to evaluate the validity of the prospective student's high school completion or equivalent of a high school diploma (GED).

- 1) Request & receive document validating the document, straight from the High School &
- 2) Request & receive document validating that the secondary school is recognized as provider for secondary education in Texas (or relevant state)
- 3) If unsuccessful with the request above, document may be sent to Corporate Office for further assistance.

or,

b. 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 to English and confirm the academic equivalence to a U.S. high school diploma,

or,

c. Have a state-issued credential for secondary school completion if a home school or a private school.

The procedure for accepting an applicant for admission from a Non-Traditional Private Home School Learning Center or Non-Traditional Private Home Schools is as follows:

1. Must be a Texas resident
2. Home School under Texas Law, House Bill 944
3. Proof of state approved high school diploma or transcript showing high school completion

or,

d. Have passed an Ability-to-Benefit (ATB) test independently administered and approved by Department of Education, who first enrolled in an eligible postsecondary program prior to July 1, 2012.

2. Proof of Age

The Institution requests proof of age by various means:

- a. U.S. Birth Certificate
- b. U.S. Naturalization Certificate
- c. U.S. Permanent Resident Card
- d. U.S. C33 Visa (Non-Title IV eligible)
- e. Valid Driver's License or Valid State Issued I.D. or Other Valid Picture ID

3. Courses Offered

Cosmetology Operator.....	1000 clock hours
Esthetician.....	750 clock hours
Manicurist.....	600 clock hours
Esthetician & Manicurist Specialist.....	800 clock hours
Eyelash Extension Specialist.....	320 clock hours

This institution requires GI Bill® students to submit copies of their military and all academic post- secondary transcripts for evaluation of credit. The school does not have to grant credit, but it is required to evaluate the transcripts.

“GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.”

Note: This institution does not solicit or encourage the transfer of students already enrolled at another postsecondary institution.

4. Transfer Policy

We reserve the right to evaluate competency based on our course of study for the amount of hours the student wishes to receive credit. The school may recognize credit for all of the applicant’s previous hours of training provided it is recognized by Texas Department of Licensing and Regulation (TDLR). The institution utilizes the SHEARS reporting system for hours that may be transferred.

Students who voluntarily withdraw or are terminated from UCAS University of Cosmetology Arts & Sciences and wish to transfer to any of the UCAS University of Cosmetology Arts & Sciences locations will be considered **Transfer Students**.

A transfer student that wishes to have Written and Practical grades accepted by the institution may provide it to the Admission office at any time during or after the enrollment process a document outlining the grades obtained at another institution. Academics transferred are not considered when determining SAP evaluations.

If approved for enrollment, tuition will be charged at the hourly rate for the remaining hours of the course, plus enrollment fee, optional kit, and any other applicable fees.

5. Re-entry Policy

The Institution allows qualified students to re-enter a program after they have withdrawn. The re-entry policy is as follows:

TDLR 1603.3605 Reentry of Student After Withdrawal

Re-entry of Student After Completing 50 percent of the Course

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.

NOTE: Students who voluntarily withdraw or are terminated from UCAS University of Cosmetology Arts & Sciences and wish to reenter to any of the UCAS University of Cosmetology Arts & Sciences' locations, regardless of the elapsed time, upon acceptance, will re-enter in the same status in place at the time of departure, for example the student's account will reflect the same status of last day of attendance. (e.g. absent hours, scheduled hours, extra instructional charges, Probation status, etc.)

Enrollment to Another Course

When a student voluntarily withdraws or is terminated, and wishes to enroll to another course, the student is still responsible for the previous balance owed. Student will be considered a new start in a different program and will be responsible for \$150 enrollment fee and \$25 TDLR Permit Fee.

B. INSTITUTION UNIFORM POLICY

Purpose: For identification purposes the students shall wear a uniform as prescribed by the Institution.

Policy: Students will wear a uniform while on the clock. Uniform must be kept clean and neat. Shoes must be worn, recommended for long period of standing; for safety, closed-toe shoes recommended.

Procedure: Classroom Uniform:

- School Logo t-shirt with below the knee pants of any color denim, jeans, polyester blend pants, dockers, leggings or jeggings/ knee length skirts or dress.

Student- Training Salon Uniform:

Cosmetology Operator- Black Smock

Esthetician, Manicurist, Esthetician & Manicurist Specialist,

Eyelash Extension Specialist- White Smock (after 10% of course)

- School Logo Smock- buttoned up completely, with below the knee pants of any color denim, jeans, polyester blend pants, dockers, leggings or jeggings/ knee length skirts or dress.
- School Logo Apron with black sleeved shirt or blouse.
- Classroom students making up hours may wear Classroom Uniform.
- Hair shall be clean, dry and styled each day.
- Students wearing makeup shall wear makeup neatly each day.
- Facial hair must be kept neatly trimmed.
- Additional Smock uniform(s) and t-shirts may be purchased at regular price at the school's retail center only.
- School logo is a Registered Logo and it cannot be duplicated without written authorization.

- No windbreakers or jogging suits allowed.

Optional: On Friday, students may follow their standard uniform or follow the Classroom Uniform

C. WITHDRAWAL FROM SCHOOL

Purpose: Student may withdraw from school at any time by notifying the school Director of the intent withdrawal. If the student does not notify the school, the date of determination would be 14 days after the student's last day of attendance; unless the student is on an approved Leave of Absence.

Note: *Title IV funds: are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.*

Title IV refund: is based on the period of the student's enrollment computed on the basis of course time expressed in scheduled hours.

Student Financial obligation: termination fee is due upon Official Withdrawal, school outstanding balance and Federal student loan balance will be addressed to student.

Procedure: Student Official Withdrawal

1. Notify your School Director of your intentions to withdraw and provide reasons.
2. Fill out a Student Notification of withdrawal form.
3. Pay your withdrawal fee (\$150)
4. Upon payment of withdrawal fee, an appointment will be scheduled from 7 to 10 business days by School Director to finalize Financial Obligations, such as:
 - School Balance
 - Federal Direct Student Loan Balance
5. The completed form must be returned to the School Executive Director for processing by the Financial Aid Office.
6. Upon withdrawal and provided that the agreed tuition and fees have been tendered, student is entitled to an official transcript of hours.
7. If a student loan and/or Pell refund is due to the bank or government, student will be notified in writing.
8. The school will utilize the date that the notification is hand delivered to the school official as the official cancellation date.

Unofficial Withdrawal

1. If the student does not notify the school, the date of determination would be no later than 14 days after the student's last day of attendance unless the student is on an approved Leave of Absence.
2. If a student loan and/or Pell refund is due to the bank or government, student will be notified in writing.

D. RE-ENTRY STUDENTS

TDLR 1602.461. Reentry of Student After Withdrawal or Termination

Re-entry of Student After Completing 50 percent of the Course

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

NOTE: Students who voluntarily withdraw or are terminated from UCAS University of Cosmetology Arts & Sciences and wish to reenter, regardless of the elapsed time, upon acceptance, will re-enter in the same status in place at the time of departure, for example the student's account will reflect the same status of last day of attendance. (e.g. absent hours, scheduled hours, extra instructional charges, Probation status, etc.)

Enrollment to Another Course

When a student voluntarily withdraws or is terminated, and wishes to enroll to another course, the student is still responsible for the previous balance owed. Student will be considered a new start in a different program and will be responsible for \$150 enrollment fee and \$25 TDLR Permit Fee.

A. 1603.2313 TRANSFER OF HOURS OF INSTRUCTION

(a) A student at a licensed school may transfer completed hours of instruction to another licensed school in this state.

(b) In order for the hours of instruction to be transferred, a transcript showing the completed courses and number of hours certified by the school in which the instruction was given must be submitted to the department.

(c) In evaluating a student's transcript, the department shall determine whether the agreed tuition has been paid. If the tuition has not been paid, the department shall notify the student that the student's transcript cannot be certified to the school to which the student seeks a transfer until proof is provided that the tuition has been paid.

(d) On evaluation and approval, the department shall certify in writing to the student and to the school to which the student seeks a transfer that:

- (1) the stated courses and hours have been successfully completed; and
- (2) the student is not required to repeat the hours of instruction.

B. 83.74. Responsibilities--Withdrawal, Termination, Transfer, School Closure

(a) A student desiring to transfer from one school to another must withdraw from the first school prior to the transfer. Enrollment in two or more schools of cosmetology at the same time is prohibited.

(b) A student transferring to a school who desires to claim credit earned must inform the school transferred to prior to enrollment of his/her prior attendance and must furnish to that school and the department a record of credit claimed. This record may be in the form of a transcript from the prior school or an extract

(c) Upon withdrawal, and provided that the agreed tuition and fees have been tendered, a student is entitled to an official transcript of credit earned at the school withdrawn from. The transcript must be ready for pickup or, if mailed, postmarked within ten calendar days of the school's receipt of notice of withdrawal. A copy of the transcript must be kept in the student's file for 48 months and the copy must be made available at the request of the department.

(d) A student who withdraws from a cosmetology school is entitled to a refund in accordance with Texas Occupations Code, Chapter 1603 and this chapter.

(e) Withdrawal or termination shall be defined by the number of hours scheduled according to the enrollment agreement or contract the student has signed with the school or other documents acceptable to the department and not the clock hours the student has earned during class attendance.

(f) If a school closes or ceases operation before the class credit is earned, the student is entitled to a tuition refund in accordance with Texas Occupations Code, Chapter 1603.

(g) Any student of an out-of-state private or public cosmetology school may submit a request to the department to transfer the completed credit to a Texas school. A transcript must be submitted on the prescribed form and certified by the school in which the instruction was given. Portions of the curricula of the department not taught in another state must be taken in an approved Texas school prior to taking the Texas examination.

(k) A student enrolled for a class A barber, operator, or specialty course may withdraw and transfer hours acquired to another course not to exceed the amount of hours of that subject in the applicable curriculum standards.

F. FOREIGN STUDENTS

UCAS University of Cosmetology Arts & Sciences McAllen, Harlingen and La Joya campuses are authorized by the U.S. Citizenship and Immigration Services (USCIS) to accept and enroll M-I non-immigrant students that meet the necessary admissions requirements.

Foreign students are ineligible for Title IV funds and students will be required to pay a down payment of 25 percent towards tuition & kit, plus \$150 enrollment fee & \$25 Student Permit Fee. Licensing for Foreign Students is subject to approval from Texas Department of Licensing and Regulations. Foreign students may apply to enroll in the Cosmetology Operator program as a Part Time Student.

II. PROGRESS POLICY

A. ACADEMIC PERFORMANCE

Students are appraised of their academic performance, practical skills development, as applicable, and attendance as necessary during the course and/ or program of study.

B. ATTENDANCE POLICY

Purpose: To make a determination when a student's absence is a withdrawal after the student is absent for 14 consecutive days (10 school days).

Temporary interruptions by the school are not counted as absences.

Policy: Student attendance is tracked by the school Executive Director or Designee using the school Freedom system Absent All Week report, Consecutive Absent report, Percentage of Attendance Report and the Student Progress report. The instructors also use a sign-in and sign-out log, and a roll call roster to monitor the students' daily attendance. For purposes of Unofficial Withdrawals, student's attendance is monitored weekly. All absences are considered unexcused except during an approved documented Leave of Absence or during a documented Suspension.

ATTENDANCE POLICY FOR VA STUDENTS

Students using veteran's benefits to attend UCAS University of Cosmetology Arts & Sciences will have attendance monitored until the time the student drops, graduates, or completes the program.

Unsatisfactory attendance will be reported to the DVA even if the VA student has completed the required number of hours to complete and no refund is due to the student and/ or refund sources.

Therefore, the attendance policy (20%) of the total program and/ or being absent five (5) consecutive days) will apply throughout the student's stay in school. All violations of the attendance policy will be reported to DVA electronically via VA Once on VA Form 22-1999b within 30 days at such time the student exceeds the allowed number of absences.

C. MAKE-UP HOURS & MAKE-UP WORK POLICY & PROCEDURE

Students can make up hours daily. In order to make up hours, student must have reported to school at their scheduled time or one (1) hour later (Tardy Policy). No office or director approval is required. Students are allowed to clock in earlier than their scheduled time, permitted there is a licensed instructor on duty.

Student Responsibility:

Report to the Student – Training Salon area to the Student – Training Salon Instructor. Student is responsible for bringing their student kit to Student - Training Salon area and perform services on clients or assigned task. Student(s) must be under the direct supervision of an Instructor.

Lunch Break

A lunch break is scheduled at the discretion of the student – training salon instructor for students making up hours.

Maximum hours per day

Student may make up 28 hours weekly if they are part time or 18 hours weekly if they are full time, maximum combined scheduled and make up of 12 hours a day; combined not to exceed 48 hours in a calendar week; not to exceed 100% of attendance.

NOTE: It is the responsibility of the student to clock in and out and sign in and out.

Students can make up missed work, such as written and practical exams. In order to make up missed work, student must meet with his/ her instructor to discuss work missed and coordinate a time and date for the work to be made up.

Student Responsibility:

Meet with Instructor to inform him/ her of missed work and the desire to make up written or practical exam. Student and Instructor will designate a time and date for when the student is allowed to present missed work. Written exams may be made up in a classroom setting. Practical exams may be made up in a classroom or student - training salon setting. Student(s) must be under the direct supervision of an Instructor.

NOTE: It is the responsibility of the student to track missed work and to plan it out effectively with Instructor.

D. CHANGE OF SCHEDULE POLICY

Policy: Students may request to change their schedule from full time to part time or from part time to full time or from day to night. Schedule changes may affect graduation date to the student's enrollment agreement, according to the remaining scheduled hours in the contracted program. First change of schedule will be free of charge to the student; any additional change of schedules will assess a fee of \$100.00.

Change of Schedule fee is to be paid before or at the time the student signs the Change of Schedule Request form.

Request for a Change of Schedule will be considered on a first come first serve basis depending on class size and will be granted solely at the discretion of the Executive Director. The institution will notify Veterans Affairs, within 30 days of change, when a student under VA benefits changes his/ her schedule from Full Time to Part Time or from Part Time to Full Time. An approved change of schedule is in effect, the Monday following the written request.

A change of schedule is an approved change of schedule if:

- The class is adequate in size.
- Changes in work schedule. Student may be required to submit written documentation from employer as to the change of schedule.
- Babysitting schedule changed.
- Student a found a job. Student may be required to submit written documentation from employer of date of employment.
- Other circumstances seem deemed by the Director.

Things to consider when making a change of schedule:

- Subject matter might be different with new schedule. Student may need to make arrangements to cover any subjects missed due to the change of schedule.

- Student might lose Title IV funds due to not crossing over to the next award year.
- Due to a change of schedule, student might lose all or partial financial aid funds. Student will be responsible for paying tuition that is not covered by financial aid funds.

E. LEAVE OF ABSENCE POLICY & PROCEDURE

An authorized Leave of Absence (LOA) is a temporary interruption of the student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. Request for a Leave of Absence form may be requested from the Executive Director's office, in person.

Students must provide a written, signed, and dated request, that includes the reason for the request, for a leave of absence prior to the leave of absence. However, if unforeseen circumstances prevent a student from providing a prior written request, the institution may grant the student's request for a leave of absence, if the institution documents its decision and collects the written request at a later date.

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. A LOA may only be granted if there is a reasonable expectation that the student will return from the LOA. Student must follow the institution's policy when requesting an LOA.

International students (SEVIS) must consider the consequences of a Leave of Absence according to their M-1 status.

A student's request for an LOA must not exceed 60 days in a 12-month period. The school must account for all weekends and periods of non-attendance. Example, an LOA ending on a Friday, student is to return on Saturday.

In order for a Leave of Absence request to be approved, the following elements must be considered:

- 1. Student must indicate reasons for which an LOA may be granted: (up to 60 days in a 12-month period)**
 - a. Death in the family
 - b. Military Duty
 - c. Maternity Leave or Adoption
 - d. Serious Medical Condition and/ or Surgery
 - e. Professional Training
 - f. Car Accident
 - g. Domestic Abuse
 - h. Incarceration (some cases)
 - i. Migrant Farmworker
 - j. Religious Mission
 - k. Immigration Status
 - l. Other: Vacation, personal or work travel, work related schedule conflicts, transportation or for personal affairs.

2. A student may request for Leave of Absence to be submitted to the School Executive Director in advance, in writing and the request must include:
 - i. the dates for the LOA
 - ii. the reason for the student's request
 - iii. the student signature
 - a. The Institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if unless unforeseen circumstances if:
 - i. the institution documents the reason for its decision
 - ii. the institution collects the request from the student at a later date
 - iii. the institution establishes the start date of the approved LOA as the first date the student was unable to attend.
3. A school holiday cannot be part of the Leave of Absence. Leave of Absence request may be requested for consecutive school days and must include weekends and date of non-attendance, but not for holidays. See HOLIDAYS
4. In order for the Leave of Absence to be approved, there must be to be approved, there must be a firm and clear reasonable expectation that the student will return from the LOA. If it is determined that the student has no intention of returning, refer to Official Withdrawal Policy.
5. The student on an approved LOA will not be assessed any additional charges as a result of the Leave of Absence.
6. The student will not be granted an LOA if the LOA, together with any additional LOAs previously granted, exceed a total of 60 calendar days, including weekends, in any 12-month period. The minimum days for an approved LOA is 10 calendar days. Students should not consider a Leave of Absence if their absence is expected to be less than 10 days.
7. A student granted an LOA in accordance with the institution's policy is not considered to have withdrawn and no refund calculation is required for the Leave of Absence.
8. The student's graduation (contract period) will be extended by the same number of calendar days taken in the LOA and the changes will be done using an Enrollment Agreement Addendum, signed by student and school official. New graduation date cannot be during a weekend or during a holiday closure.
9. Student will be withdrawn if student takes an unapproved Leave of Absence or if the student does not return from the LOA the day following the end of the LOA. The date the school determines that the student withdrew will be date the student was scheduled to return back from the LOA. The student's withdrawal date for purpose of calculating a refund will be the student's last day of attendance.

10. A Leave of Absence may be extended in writing, prior to expiration date of the LOA, using the school's form for Leave of Absence Extension and the extension request must be signed by student. The Extension may be denied if the total days taken exceeds 60 days in a 12-month period.

Official and Unofficial Withdrawal From School

If a student on an approved leave prior to the expiration of the leave notifies the school Executive Director in person and in writing that the student will not be returning, the date of official notification will be used as a drop date.

Explanation of Consequences of Withdrawal to Loan Recipient

A student who is granted an approved LOA remains in an in-school status for Title IV loan repayment purposes. If a student on an approved LOA fails to return, the school must report to the loan holder the student's change in enrollment status as the withdrawal date.

One possible consequence of not returning from an LOA is that a student's grace period for a Title IV program loan might be exhausted. Therefore, in order for an LOA to be an approved LOA, prior to granting a Leave of Absence, a student who is a Title IV loan recipient will be counseled of the possible consequences a withdrawal may have on the student's loan repayment terms, including the exhaustion of some or all of the student's grace period. A student who has exhausted his or her grace period and is unable to begin repayment of a loan may apply for a deferment or forbearance or payment.

For Department of Veterans Affairs (DVA) purposes, VA students who do not return from an approved Leave of Absence will be reported to DVA within 5 days from the drop date.

Additionally, the Executive Director or Designee will provide written counseling to the student on the consequences that can occur with Title IV funds and consequences due to failure to return from a Leave of Absence.

F. TARDY POLICY

Students are considered tardy if they clock in ten (10) minutes past their scheduled time. Students considered tardy may not be allowed to theory and will report to student – training salon training area.

G. SATISFACTORY ACADEMIC PROGRESS POLICY

The institution's Satisfactory Academic Progress (SAP) Policy applies to every student enrolled in a NACCAS-approved program and applied consistently to all students enrolled in full time and part time attendance, regardless of the program length. This policy is published in the school catalog and is provided prior to enrollment through the Financial Aid Office & school website <http://ucastx.com/courses-admission/>

Academic Year:

The Institution's Academic Year for each program is defined as 900 Clock Hours to be completed at least 30 academic weeks.

1. Attendance & Academic Performance (based on actual hour increment)

The following elements are evaluated on a cumulative basis:

Attendance (quantitative) – 67% Overall attendance

Academic Performance (qualitative) – 75% Overall Grade Point Average

2. Maximum Time Frame

For an undergraduate program measured in clock hours, a period no longer than 150 percent of the published length of the program as measured by the cumulative number of clock hours the student is required to complete the course or less, expressed in calendar time. (Note that a student in a clock hour program cannot receive aid for hours beyond those in the program; the maximum timeframe applies to the amount of calendar time the student takes to complete those hours.)

Exceeding Maximum Timeframe: Students who have not completed the course within the maximum time frame expressed in calendar time may request to continue their program on a cash pay basis.

3. Evaluation Periods

Course	On Time Graduation- Total & Scheduled Clock Hours	Actual Hour Increment for Evaluation and the Number of Academic Weeks	Maximum Time Frame Measured in Calendar Weeks
Cosmetology Operator	1,000	450 clock hours and 15 weeks 900 clock hours and 30 weeks	Full Time 50 weeks Part Time 75 weeks
Esthetician	750	375 clock hours and 12.5 weeks	Full Time 37.5 weeks Part Time 56.25 weeks
Manicurist	600	300 clock hours and 10 weeks	Full Time 30 weeks Part Time 45 weeks
Esthetician & Manicurist Specialist	800	400 clock hours and 14 weeks	Full Time 40 weeks Part Time 60 weeks
Eyelash Extension Specialist	320	160 clock hours and 6 weeks	Full Time 16 weeks Part Time 24 weeks

*** For shorter than one academic year, treated as a single evaluation period if the remainder is less than or equal to half of one academic year.**

4. Leave of Absence

If a student's 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 the LOA will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation.

5. Academic Evaluation

Students are assigned theory & practical study. Theory and Practical work are evaluated in writing; exams are administered within the unit of study.

The student's academics are evaluated at the actual hour increment, measuring the Grade Point Average (GPA) at the time of the evaluation. The first evaluation occurs no later than the mid-point of the academic year or mid-point of the course, whichever occurs sooner.

6. Grading System

The institution utilizes the following grading system to determine academic performance at the actual hour increment evaluation:

Grading Scale	
93-100	Excellent
85-92	Very Good
75-84	Satisfactory
74 and below	Below Standards- Unsatisfactory, below SAP Requirements

7. Attendance Evaluation

The student's attendance is evaluated based on actual hours and is measured using scheduled clock hours versus actual clocked hours. The first evaluation occurs no later than the mid-point of the academic year or mid-point of the course, whichever occurs sooner.

8. Determination of Status

A student meeting SAP at the actual hour increment, is considered making Satisfactory Academic Progress until the next scheduled evaluation.

9. Warning

Students not meeting the minimum requirements for attendance or academic progress at any actual hour increment evaluation will be placed on Warning, but are considered making Satisfactory Academic Progress until the next actual hour increment and are eligible for Title IV funds. The student will be advised in writing of the necessary steps to follow in order to meet SAP at the next scheduled evaluation. If at the end of the Warning period, the student is not making Satisfactory Academic Progress, the student may be placed on Probation at the next scheduled actual hour increment (see Probation).

10. Probation Period

Students who fail to meet the minimum requirements for attendance or academic progress after the Warning period will be placed on probation if:

- The institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation; and
- The student prevails upon appeal** of a negative progress determination prior to being placed on probation; and
- The institution determines that satisfactory academic progress 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 institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.

11. Appeal a Satisfactory Academic Progress Determination

****Appeals can be made before the end of the Warning Period when circumstances during the Warning period prevented the student from satisfactorily meeting the school's recommended plan.**

In order for the appeal to be considered, the student must submit appeal in writing prior to the end of the Warning period.

Student must submit a document listing the reasons why the student failed to meet satisfactory academic progress and describe in writing what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation.

Documented reasons accepted by the institution may include:

- Death of a relative
- Serious illness, injury or hospitalization of the student
- Bankruptcy
- Foreclosure
- Other Allowable Circumstances

Before a status of Probation is granted, and eligibility re-established, student must prevail the appeal. If the appeal is denied, student is Non-Title IV eligible and must comply with payment plan for none Title IV eligible payment period. The results of the appeal are kept on the student's Financial Aid File and the student is notified if the result impacts their Financial Aid eligibility.

A student who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the Determination that has resulted in the status of probation.

12. Temporary Interruptions

If enrollment is interrupted due to an approved Leave of Absence or for any reason, a student must be considered making satisfactory academic progress in order to be eligible for Title IV Federal Funding.

13. Re-entry after Withdrawal

Students re-entering the institution must re-enter in the same SAP status as when they left.

14. Course Incompletes, Withdrawals, Repetitions and Non-Credit Remedial Courses

Course incompletes, withdrawals, repetitions and non-credit remedial courses do not apply to this institution and have no effect on SAP.

15. Transfers

Transfer hours and academics from another institution that are accepted toward 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.

16. Satisfactory Academic Progress Results

All evaluations will be completed within seven (7) business days following the

established evaluation periods. A copy of their evaluation results is provided to each student if the results will negatively affect the student and when not meeting SAP.

17. Re-establishment of Satisfactory Academic Progress

Students not meeting SAP during a Warning Period may re-establish satisfactory academic progress and Title IV by meeting 67% attendance and 75% grade point average at the end of the evaluation period.

III. SCHOOL CURRICULUM

A. EVALUATION OF STUDENTS

1. Theory and Practical Exams

Students will be evaluated periodically on academic and practical skill development. Practical learning is evaluated using written criteria. The Institution utilizes assessment tools with specific criteria for grading or scoring practical skills and evaluation results are provided to students.

Academic and Practical learning precede student -training salon activities. Students are evaluated as per the unit of instruction learned and they must have at least 10% of their course hours completed. Services rendered by students are not compensated to student.

Practical skill evaluations may be performed on patrons according to course:

Cosmetology Operator-	15 patrons/ models
Esthetician-	5 patrons/ models
Manicurist-	5 patrons/ models
Esthetician & Manicurist Specialist	10 patrons/ models
Eyelash Extension Specialist	2 patrons/ models

2. Grading Scale

93-100	Excellent
85-92	Very Good
75-84	Satisfactory
74 and below	Below Standards- Unsatisfactory, below SAP Requirements

3. Testing Procedures

Instructional staff will follow the testing procedures guidelines by the Institution, ensuring that all academics are correct and concise, in accordance to Milady's Course Management Guide and the Institution may provide additional exams. Student may refer to complete guidelines published with his/ her Instructor.

B. COURSE OUTLINE POLICY

Each program has a written course outline, which is made available through the school catalog at <http://ucastx.com/courses-admission/>

In order to fulfill course requirements, the institution makes available to students:

- a. Textbooks/ text materials (Student Kit)
- b. Supplementary instructional resources

- c. Equipment, as applicable
- d. Products and supplies, as applicable

C. COURSES OFFERED- Course Outlines

1. Cosmetology Operator

CIP Code: 12.0401

Course Description:

The primary purpose of this course is to prepare students to render entry-level cosmetology services to clients as well as inform them of basic theories and principles of the profession by using both academic learning and practical experience. The students are educated in structures and function of the hair, skin, and nails, product use, resume building and job readiness skills. Minimum course length, as mandated by the state of Texas is 1,000 clock hours.

Course Objective:

Upon successful completion of the course student will have acquired technical abilities, academic theories and job-ready skills in compliance with the requirements of the Texas Department of Licensing and Regulations. The skills and theories are presented in a progressive manner. This approach permits each student to attain the maximum degree of technical and academic ability, as well as safety measures, professional procedures required in order to obtain gainful employment.

Units of Instruction:

Full time- 30 Clock hours a week, Part Time- 20 Clock hours a week.

1) 700 hours:

Theory and related practice: anatomy and physiology; diseases and disorders of the skin, scalp, hair and nails; chemistry (haircoloring, chemical waving, and relaxing); bacteriology, sterilization and sanitation, health, safety, first aid, laws and rules; tools and equipment; hair care and related theory; business skills and establishment management; skin care and related theory; hair removal; nail care and related theory; electricity; haircutting; hairstyling; hair and scalp treatments, scalp massage; hairweaving, extensions; chemical textures and applications; face and neck massage and treatments; facial hair removal; manicuring; waxing and removing body hair; customer service and professional ethics; makeup; pedicuring; artificial nails.

(2) 300 hours:

The standards for the operator curriculum must include Specialty Practice and related theory: eyelash semi-permanent extensions; advanced hair care and advanced chemical services; and related practices.

(1 & 2) Student – Training Salon & Business Skills (non-compensated)

- a. TDLR Laws & Rules
- b. The Business Skills
 - i. Preparing for Licensure and Employment
 - ii. On the Job
 - iii. The Salon Business
 - iv. Salon Management & Practices
- b. Business Fundamentals
 - v. Success Habits
 - vi. Accountability
 - vii. Communication

- viii. Customer Service
 - ix. Managing your Finances
 - x. The Needs Assessment
 - xi. Getting Retail Results
 - xii. Double Your Day
 - xiii. Attracting the Ideal Client
 - xiv. Marketing 101
 - xv. S.M.A.R.T. Goals
 - xvi. Completion
 - i. Federal Taxation (Tips on Tips)
 - ii. Salon Safety
 - iii. Salon Sanitation
 - iv. Salon Inventory Practices
 - v. Salon Front Desk Etiquette & Phone Call Handling
 - vi. Salon Dispensary Practices
- c. Client Services (*non-compensated, supervised instruction*)
 - i. Client Care- Safety, Sanitation & Draping Procedures
 - ii. Haircutting & Hair Styling
 - iii. Scalp Massage, Scalp & Hair Treatments
 - iv. Braiding, Hairweaving, Extensions & Hair Additions
 - v. Chemical Waving & Relaxing
 - vi. Haircoloring & Hair Lightening
 - vii. Nail Care- Manicuring, Pedicuring & Artificial Nails
 - viii. Skin Care- Face & Neck Massage, Facials, Waxing and Removing Body Hair
 - ix. Makeup
 - x. Eyelash Semi-Permanent Extensions
 - xi. Other Advanced Haircare
 - xii. Disinfecting & Sterilization Procedures
- d. Product Knowledge & Chemistry of Products:
 - i. CHI
 - ii. L'anza
 - iii. Ouro
 - iv. OnlyYourX
 - v. CUCCIO
 - vi. CND
 - vii. Mirabella

TOTAL HOURS.....1,000 HOURS

Course Format & Instructional Methods used to teach the program:

1. Academic Learning
2. Practical Demonstrations
3. Audio- Visual Presentations
4. Practical & Theory Worksheets
5. Illustrations
6. Rehearsing
7. Written and Practical Evaluations
8. Guest Speakers
9. Client Services (non-compensated, supervised instruction)
10. Student Salon activities

Evaluation Procedures:

1. Theory and Practical Exams

Students will be evaluated periodically on academic and practical skill development. Practical learning is evaluated using written criteria. The Institution utilizes assessment tools with specific criteria for grading or scoring practical skills and evaluation results are provided to students.

Academic and Practical learning precede student – training salon activities. Students are evaluated as per the unit of instruction learned and they must have at least 10% of their course hours completed.

Practical skill evaluations may be performed on patrons according to course:

Cosmetology Operator- 15 patrons/ models

2. Grading Scale

93-100	Excellent
85-92	Very Good
75-84	Satisfactory
74 and below	Below Standards- Unsatisfactory, below SAP Requirements

3. Testing Procedures

Instructional staff will follow the testing procedures guidelines by the Institution, ensuring that all academics are correct and concise, in accordance to Milady’s Course Management Guide and the Institution may provide additional exams. Student may refer to complete guidelines published with his/ her Instructor.

References*:

1. Milady’s Standard Cosmetology, 14th Edition CIMA
2. TDLR- Administrative Rules & Regulations & Cosmetology Laws
3. PSI- CIB: Cosmetology Operator License Examination
4. Federal Taxation: Tax on Tips
5. Milady’s Business Fundamentals
6. Other web-based and printed materials

4. Educational Goals

At the conclusion of the Cosmetology Operator program, the student would have learned technical abilities, be prepared for the state exams and licensing, obtain retail experience and learn how to build their business, in order to obtain gainful employment.

5. Career Opportunities

Salon Stylist	Product Educator
Hair Color Specialist	Cosmetic Chemist
Haircutting Specialist	Salon Trainer
Texture Specialist	TDLR Job Opportunities
Hair Stylist for TV, Movies, or Theater	Salon Owner
Wig or Extensions Specialist	Retail Specialist
Design Team Member	Salon Manger
Skin Care Specialist/Esthetician	Platform Artist
Contributing Beauty Author/ Writer	Competition Champion
Nail Technician/ Manicurist	Educator of Product Line

Day Spa Stylist/ Technician
Styles Director/ Artistic Director
Independent Booth Operator
Sales Consultant
Manufacturer Director of Education
TDLR Advising Committee

Spa Owner
Makeup Artist
Distributor
Industry Motivational
Speaker

***Other reference materials are available through Instructor in the classroom and can be checked out with Instructor.**

2. Esthetician

CIP Code: 12.0409

Course Description:

The primary purpose of this course is to prepare students to render quality skin care services to clients as well as inform them of basic theories and principles of the profession by using both academic learning and hands on practical experience. The students are educated in structures and function of the skin, bones, nutrition, removal of superfluous hair, sanitation, disinfection, sterilization, sales of retail products, electricity, product knowledge and chemistry, professional ethics & business within the industry. Minimum course length, as mandated by the state of Texas is 750 clock hours.

Course Objective

Upon successful completion of the course student will have acquired technical abilities, academic theories and business skills in compliance with the requirements of the Texas Department of Licensing and Regulations. The skills and theories are presented in a progressive manner. This approach permits each student to attain the maximum degree of technical and academic ability, as well as safety measures, professional procedures required in order to obtain gainful employment.

Units of Instruction:

Full time- 30 Clock hours a week, Part Time- 20 Clock hours a week

1)450 hours

Theory and related practice: anatomy and physiology; skin diseases and disorders; skin analysis; machines and related equipment; basic facials; chemistry; care of client; superfluous hair removal and related theory; sanitation law and rules; business management; facial treatments, cleansing, masking, and therapy; chemistry machines and related equipment; superfluous hair removal; sanitation, first aid, health and safety; makeup.

2) 300 hours

Specialty Practice and related theory: advanced facial treatments and superfluous hair removal using devices or preparations; makeup; semi-permanent eyelash extension applications; and related practices.

1& 2) Student - Training Salon

a.a. The Business Skills

- i. Preparing for Licensure and Employment**
- ii. On the Job**
- iii. The Salon Business**

- iv. Salon Management & Practices
- b. Business Fundamentals
 - i. Success Habits
 - ii. Accountability
 - iii. Communication
 - iv. Customer Service
 - v. Managing your Finances
 - vi. The Needs Assessment
 - vii. Getting Retail Results
 - viii. Double Your Day
 - ix. Attracting the Ideal Client
 - x. Marketing 101
 - xi. S.M.A.R.T. Goals
 - xii. Completion
- c. TDLR Laws & Rules
 - i. Federal Taxation (Tips on Tips)
 - ii. Salon Safety
 - iii. Salon Sanitation
 - iv. Salon Inventory Practices
 - v. Salon Front Desk Etiquette & Phone Call Handling
 - vi. Salon Dispensary Practices
- d. Client Services (*non-compensated, supervised instruction*)
 - i. Care of Clients- Safety, Sanitation & Proper Draping
 - ii. Makeup
 - iii. Waxing and Removing Superfluous Body Hair
 - iv. Skin Care: Face & Neck Massage, Basic Facials, Facial Treatments
 - v. Disinfecting & Sterilization Procedures
 - vi. Eyelash Semi-Permanent Extensions
 - vii. Other Advanced Skin Care- Advanced Facials, Microdermabrasion, Chemical Exfoliation, Masking, Light Therapy, Paraffin Facial, Galvanic, High Frequency, HydraFacial
- e. Product Knowledge & Chemistry of Products
 - i. Only YOURx
 - ii. Sugarlash
 - iii. Mirabella

TOTAL HOURS.....750 HOURS

Course Format & Instructional Methods used to teach the program:

1. Academic Learning
2. Practical Demonstrations
3. Audio- Visual Presentations
4. Practical & Theory Worksheets
5. Illustrations
6. Rehearsing
7. Written and Practical Evaluations
8. Guest Speakers
9. Client Services (non-compensated, supervised instruction)
10. Student Salon activities

Evaluation Procedures:

1. **Theory and Practical Exams**
Students will be evaluated periodically on academic and practical skill development. Practical learning is evaluated using written criteria.

The Institution utilizes assessment tools with specific criteria for grading or scoring practical skills and evaluation results are provided to students.

Academic and Practical learning precede student - training salon activities. Students are evaluated as per the unit of instruction learned and they must have at least 10% of their course hours completed.

Practical skill evaluations may be performed on patrons according to course:

Esthetician- 5 patrons/ models

2. Grading Scale

93-100	Excellent
85-92	Very Good
75-84	Satisfactory
74 and below	Below Standards- Unsatisfactory, below SAP Requirements

3. Testing Procedures

Instructional staff will follow the testing procedures guidelines by the Institution, ensuring that all academics are correct and concise, in accordance to Milady's Course Management Guide and the Institution may provide additional exams. Student may refer to complete guidelines published with his/ her Instructor.

Practical skill evaluations on patrons- 5 patrons/ models

References*:

1. Milady's Standard Esthetics, 12th Edition CIMA
2. TDLR- Administrative Rules & Regulations & Cosmetology Laws
3. PSI- CIB: Esthetician License Examination
4. Federal Taxation: Tax on Tips
5. Milady's Business Fundamentals
6. Other web-based and printed materials

4. Educational Goals

At the conclusion of the Esthetician program, the student would have learned technical abilities, be prepared for the state exams and licensing, obtain retail experience and learn how to build their business, in order to obtain gainful employment.

5. Job Opportunities

a. In a Beauty Salon or Spa

Esthetician
Make- up Artist
Spa Owner
Salon Owner
Independent Booth Operator

Medical Esthetician
Corrective Makeup Specialist
Skin Care Specialist
Waxing Specialist

b. In the Cosmetic Industry

Medical Esthetics

Laser Technician

Corrective Makeup Specialist
Medi-Spa Technician
Cosmetic Surgeon (Cosmetic Surgeon's Office)
Special Assistant to Plastic Surgeon or Dermatologist
Manager or Salesperson in stores or salons
Educator for a Distributor of Skin Care Products
Representative for Cosmetic Products
Retailing Skin Care & Makeup
Researcher

Beauty Editor
Cosmetic Buyer

***Other reference materials are available through Instructor in the classroom and can be checked out with Instructor.**

4. Manicurist

CIP Code: 12.0410

Course Description:

The primary purpose of this course is to prepare students to render quality manicuring, pedicuring, nail enhancements & spa services to clients as well as inform them of basic theories and principles of the profession by using both academic learning and hands on practical experience. The students are educated in structures and function of the hands, feet, nails, product knowledge and chemistry, professional ethics & business within the industry. Minimum course length, as mandated by the state of Texas is 600 clock hours.

Course Objective:

Upon successful completion of the course student will have acquired technical abilities, academic theories and business skills in compliance with the requirements of the Texas Department of Licensing and Regulations. The skills and theories are presented in a progressive manner. This approach permits each student to attain the maximum degree of technical and academic ability, as well as safety measures, professional procedures required in order to obtain gainful employment.

Units of Instruction:

Full time- 30 Clock hours a week, Part Time- 20 Clock hours a week

1) 300 hours

Theory and related practice: anatomy and physiology; nail structure and growth; equipment and implements; bacteriology, sanitation and safety; hazardous chemicals and ventilation; basic manicures and pedicures; business management; laws and rules; nail and skin diseases and disorders; artificial nails; product chemistry; repair work, massage, buffing and application of polish and artificial nails; cosmetic fingernails, extensions, sculptured nails, tips, wraps, fiberglass/gels and odorless products; basic manicuring and pedicuring; nail art; electric filing.

2) 300 hours

Specialty Practice and related theory: professional practices; advanced manicuring and pedicuring; advanced techniques, preparations and applications.

2)& 2) Student - Training Salon (*non-compensated*)

a. The Business Skills

- i. Preparing for Licensure and Employment
- ii. On the Job
- iii. The Salon Business
- iv. Salon Management & Practices
- b. Business Fundamentals
 - i. Success Habits
 - ii. Accountability
 - iii. Communication
 - iv. Customer Service
 - v. Managing your Finances
 - vi. The Needs Assessment
 - vii. Getting Retail Results
 - viii. Double Your Day
 - ix. Attracting the Ideal Client
 - x. Marketing 101
 - xi. S.M.A.R.T. Goals
 - xii. Completion
- c. TDLR Laws & Rules
 - i. Federal Taxation (Tips on Tips)
 - ii. Salon Safety
 - iii. Salon Sanitation
 - iv. Salon Inventory Practices
 - v. Salon Front Desk Etiquette & Phone Call Handling
 - vi. Salon Dispensary Practices
- d. Client Services (*non-compensated, supervised instruction*)
 - i. Care of Clients- Safety & Sanitation
 - ii. Basic Manicure
 - iii. Basic Pedicure
 - iv. Artificial Nails- Acrylic, Gel, Tips, Forms, Wraps
 - v. Hand & Arm Massage
 - vi. Application and Removal of Polish, Gel Polish, Shellac, Veneer, Builder Gels
 - vii. Other Advanced Nail Care: Spa Manicure, Spa Pedicure, Paraffin Wax Treatments, Electric Filing, Airbrush Nail Art, Freehand Nail Art, Applying Rhinestones and Embellishments
- e. Product Knowledge & Chemistry
 - i. CND
 - ii. CUCCIO

TOTAL HOURS.....600 HOURS

Course Format & Instructional Methods used to teach the program:

1. Academic Learning
2. Practical Demonstrations
3. Audio- Visual Presentations
4. Practical & Theory Worksheets
5. Illustrations
6. Rehearsing
7. Written and Practical Evaluations
8. Guest Speakers
9. Client Services (non-compensated, supervised instruction)
10. Student Salon activities

Evaluation Procedures:

1. Theory and Practical Exams

Students will be evaluated periodically on academic and practical skill development. Practical learning is evaluated using written criteria. The Institution utilizes assessment tools with specific criteria for grading or scoring practical skills and evaluation results are provided to students.

Academic and Practical learning precede student - training salon activities. Students are evaluated as per the unit of instruction learned and they must have at least 10% of their course hours completed.

Practical skill evaluations may be performed on patrons according to course:

Manicurist- 5 patrons/ models

2. Grading Scale

93-100	Excellent
85-92	Very Good
75-84	Satisfactory
74 and below	Below Standards- Unsatisfactory, below SAP Requirements

3. Testing Procedures

Instructional staff will follow the testing procedures guidelines by the Institution, ensuring that all academics are correct and concise, in accordance to Milady's Course Management Guide and the Institution may provide additional exams. Student may refer to complete guidelines published with his/ her Instructor.

References*:

1. Milady's Standard Nail Technology, 8th Edition CIMA
2. TDLR- Administrative Rules & Regulations & Cosmetology Laws
3. PSI- CIB: Cosmetology Manicurist License Examination
4. Federal Taxation: Tax on Tips
5. Milady's Business Fundamentals
6. Other web-based and printed materials

4. Educational Goals

At the conclusion of the Manicurist program, the student would have learned technical abilities, be prepared for the state exams and licensing, obtain retail experience and learn how to build their business, in order to obtain gainful employment.

5. Job Opportunities

a. In a Beauty Salon

Manicure Specialist
Nail Salon Owner

Synthetic Nail Technician
Guest Artist

b. In the Cosmetic Industry

Product Representative
Research Assistant

Platform Artist
Direct Selling

Buyer
Beauty Editor

5. Esthetician & Manicurist Specialist**CIP Code: 12.0499****Course Description:**

The primary purpose of this course is to prepare students to render quality skin care services and quality manicuring, pedicuring, nail enhancements & spa services to clients as well as inform them of basic theories and principles of the profession by using both academic learning and hands on practical experience. The students are educated in structures and function of the skin, bones, nutrition, removal of superfluous hair, hands, feet, nails, sanitation, disinfection, sterilization, sales of retail products, electricity, product knowledge and chemistry, professional ethics & business within the industry. Minimum course length, as mandated by the state of Texas is 800 clock hours.

Course Objective

Upon successful completion of the course student will have acquired technical abilities, academic theories and business skills in compliance with the requirements of the Texas Department of Licensing and Regulations. The skills and theories are presented in a progressive manner. This approach permits each student to attain the maximum degree of technical and academic ability, as well as safety measures, professional procedures required in order to obtain gainful employment.

Units of Instruction:**Full time- 30 Clock hours a week, Part Time- 20 Clock hours a week****1) 200 hours**

Theory and related practice: anatomy and physiology; machines and related equipment; chemistry; care of client; basic facials; superfluous hair removal and related theory; nail structure and growth; equipment and implements; hazardous chemicals and ventilation; basic manicures and pedicures; business management; bacteriology, sanitation, health, and safety; laws and rules

2) 300 hours

Specialty Manicure Practice and related theory: repair work, massage, buffing and application of polish and artificial nails; cosmetic fingernails, extensions, sculptured nails, tips, wraps, fiberglass/gels and odorless products; professional practices, techniques and preparations; sanitation, first aid, health and safety

3) 300 hours

Specialty Esthetician Practice and related theory: facial treatments, cleansing, masking, and therapy; chemistry machines and related equipment; superfluous hair removal; devices or preparations; makeup; semi-permanent eyelash extension applications; sanitation, first aid, health and safety.

1, 2 & 3) Student - Training Salon (*non-compensated*)**(a) The Business Skills**

- (i) Preparing for Licensure and Employment
- (ii) On the Job
- (iii) The Salon Business
- (iv) Salon Management & Practices
- (b) Business Fundamentals
 - (i) Success Habits
 - (ii) Accountability
 - (iii) Communication
 - (iv) Customer Service
 - (v) Managing your Finances
 - (vi) The Needs Assessment
 - (vii) Results Getting Retail
 - (viii) Double Your Day Double Your
 - (ix) Attracting the Ideal Client
 - (x) Marketing 101
 - (xi) S.M.A.R.T. Goals
 - (xii) Completion Completion
- (c) TDLR Laws & Rules
 - (i) Federal Taxation (Tips on Tips)
 - (ii) Salon Safety
 - (iii) Salon Sanitation
 - (iv) Salon Inventory Practices
 - (v) Salon Front Desk Etiquette & Phone Call Handling
 - (vi) Salon Dispensary Practices
- (d) Client Services (*non-compensated, supervised instruction*)
 - (i) Care of Clients- Safety, Sanitation & Proper Draping
 - (ii) Makeup
 - (iii) Waxing and Removing Superfluous Body Hair
 - (iv) Skin Care: Face & Neck Massage, Basic Facials, Facial Treatments
 - (v) Disinfecting & Sterilization Procedures
 - (vi) Eyelash Semi-Permanent Extensions
 - (vii) Other Other
 - Advanced Skin Care- Advanced Facials, Microdermabrasion, Chemical Exfoliation, Masking, Light Therapy, Paraffin Facial, Galvanic, High Frequency, HydraFacial
 - Basic Manicure
 - (vii) Basic Basic
 - Pedicure
 - Artificial Nails- Acrylic, Gel, Tips, Forms, Wraps
 - (viii) Hand & Arm Hand & Arm
 - Massage
 - (ix) Application and Removal of Polish, Gel Polish, Shellac, Veneer, Builder Gels
 - (x) Other Advanced Nail Care: Spa Manicure, Spa Pedicure, Paraffin Wax Treatments, Electric Filing, Airbrush Nail Art, Freehand Nail Art, Applying Rhinestones and Embellishments
- (e) Product Knowledge & Chemistry
 - (i) CND
 - (ii) CUCCIO
 - (iii) Only YOURx
 - (iv) Sugarlash
 - (v) Mirabella

Course Format & Instructional Methods used to teach the program:

1. Academic Learning
2. Practical Demonstrations
3. Audio- Visual Presentations
4. Practical & Theory Worksheets
5. Illustrations
6. Rehearsing
7. Written and Practical Evaluations
8. Guest Speakers
9. Client Services (non-compensated, supervised instruction)
10. Student Salon activities

Evaluation Procedures:

1. Theory and Practical Exams

Students will be evaluated periodically on academic and practical skill development. Practical learning is evaluated using written criteria. The Institution utilizes assessment tools with specific criteria for grading or scoring practical skills and evaluation results are provided to students.

Academic and Practical learning precede student - training salon activities. Students are evaluated as per the unit of instruction learned and they must have at least 10% of their course hours completed.

Practical skill evaluations may be performed on patrons according to course:

Esthetician & Manicurist Specialist- 10 patrons/ models

2. Grading Scale

93-100	Excellent
85-92	Very Good
75-84	Satisfactory
74 and below	Below Standards- Unsatisfactory, below SAP Requirements

3. Testing Procedures

Instructional staff will follow the testing procedures guidelines by the Institution, ensuring that all academics are correct and concise, in accordance to Milady's Course Management Guide and the Institution may provide additional exams. Student may refer to complete guidelines published with his/ her Instructor.

References*:

1. Milady's Standard Esthetics, 12th Edition CIMA
2. Milady's Nail Technology 8th Edition CIMA
3. TDLR- Administrative Rules & Regulations & Cosmetology Laws
4. PSI- CIB: Manicurist/ Esthetician License Examination
5. Federal Taxation: Tax on Tips
6. Milady's Business Fundamentals
7. Other web-based and printed materials

4. Educational Goals

At the conclusion of the Esthetician & Manicurist Specialist program, the student would have learned technical abilities, be prepared for the state exams and licensing, obtain retail experience and learn how to build their business, in order to obtain gainful employment.

5. Job Opportunities

a. In a Beauty Salon

Manicure Specialist	Synthetic Nail Technician
Nail Salon Owner	Guest Artist
Esthetician	Medical Esthetician
Make- up Artist	Corrective Makeup Specialist
Spa Owner	Skin Care Specialist
Salon Owner	Waxing Specialist
Independent Booth Operator	

b. In the Cosmetic Industry

Product Representative	Platform Artist
Buyer Research Assistant	Direct Selling
Beauty Editor	
TDLR Advising Committee	Trade Technician
Medical Esthetics	Laser Technician
Corrective Makeup Specialist	Beauty Editor
Medi-Spa Technician	Cosmetic Buyer
Cosmetic Surgeon (Cosmetic Surgeon's Office)	
Special Assistant to Plastic Surgeon or Dermatologist	
Manager or Salesperson in stores or salons	
Educator for a Distributor of Skin Care Products	
Representative for Cosmetic Products	
Retailing Skin Care & Makeup	

6. Eyelash Extension Specialist

CIP Code: 12.0499

Course Description:

The primary purpose of this course is to prepare students to render semi-permanent eyelash extension services to clients as well as inform them of basic theories and principles of the profession by using both academic learning and hands on practical experience. The students are educated in eye shapes, consultation, proper technique of application and removal of semi-permanent eyelash extensions, sanitation, disinfection, sterilization, sales of retail products, product knowledge and chemistry, professional ethics & business within the industry. Minimum course length, as mandated by the state of Texas is 320 clock hours.

Course Objective

Upon successful completion of the course student will have acquired technical abilities, academic theories and business skills in compliance with the requirements of the Texas Department of Licensing and Regulations. The skills and theories are presented in a progressive manner. This approach permits each student to attain the maximum

degree of technical and academic ability, as well as safety measures, professional procedures required in order to obtain gainful employment.

Units of Instruction:

Full time- 30 Clock hours a week, Part Time- 20 Clock hours a week

- 1) 80 hours
Theory and related practice: eye shapes and eyelash growth; supplies and related equipment; contagious diseases and adverse reactions; sanitation, first aid, health and safety; client protection; business management, laws and rules.
- 2) 240 hours
Specialty Practice and related theory: Semi-permanent eyelash extension isolation, separation and application.

1 & 2) Student - Training Salon (*non-compensated*)

- (f) The Business Skills
 - (i) Preparing for Licensure and Employment
 - (ii) On the Job
 - (iii) The Salon Business
 - (iv) Salon Management & Practices
- (g) Business Fundamentals
 - (i) Success Habits
 - (ii) Accountability
 - (iii) Communication
 - (iv) Customer Service
 - (v) Managing your Finances
 - (vi) The Needs Assessment
 - (vii) Results Getting Retail
 - (viii) Day Double Your
 - (ix) Attracting the Ideal Client
 - (x) Marketing 101
 - (xi) S.M.A.R.T. Goals
 - (xii) Completion
- (h) TDLR Laws & Rules
 - (viii) Federal
 - Taxation (Tips on Tips)
 - (ix) Salon Safety
 - (x) Salon Sanitation
 - (xi) Salon Inventory Practices Salon Front
 - (xii) Desk Etiquette & Phone Call Handling Salon
 - (xiii) Dispensary Practices
- (i) Client Services (*non-compensated, supervised instruction*)
 - (i) Client Care: Sanitation & Safety
 - (ii) Semi-Permanent Eyelash Application
 - (iii) Semi-Permanent Eyelash Removal
 - (iv) After the Procedure Care
- (j) Product Knowledge & Chemistry
 - (i) Sugarlash

TOTAL HOURS.....320 HOURS

Course Format & Instructional Methods used to teach the program:

1. Academic Learning
2. Practical Demonstrations
3. Audio- Visual Presentations
4. Practical & Theory Worksheets
5. Illustrations
6. Rehearsing
7. Written and Practical Evaluations
8. Guest Speakers
9. Client Services (non-compensated, supervised instruction)
10. Student Salon activities

Evaluation Procedures:

1. Theory and Practical Exams

Students will be evaluated periodically on academic and practical skill development. Practical learning is evaluated using written criteria. The Institution utilizes assessment tools with specific criteria for grading or scoring practical skills and evaluation results are provided to students.

Academic and Practical learning precede student - training salon activities. Students are evaluated as per the unit of instruction learned and they must have at least 10% of their course hours completed.

Practical skill evaluations may be performed on patrons according to course:

Eyelash Extension Specialist* 2 patrons/ models

2. Grading Scale

93-100	Excellent
85-92	Very Good
75-84	Satisfactory
74 and below	Below Standards- Unsatisfactory, below SAP Requirements

3. Testing Procedures

Instructional staff will follow the testing procedures guidelines by the Institution, ensuring that all academics are correct and concise, in accordance to its Course Management Guide and the Institution may provide additional exams. Student may refer to complete guidelines published with his/ her Instructor.

References*:

1. Milady Advanced Services: Eyelashes 1e
2. TDLR- Administrative Rules & Regulations & Cosmetology Laws
3. PSI- CIB: Eyelash Extension Specialist License Examination
4. Federal Taxation: Tax on Tips
5. Milady's Business Fundamentals
6. Other web-based and printed materials

4. Educational Goals

At the conclusion of the Eyelash Extension Specialist program, the student would have learned technical abilities, be prepared for the

state exams and licensing, obtain retail experience and learn how to build their business, in order to obtain gainful employment.

5. Job Opportunities

a. In a Beauty Salon

Eyelash Extension Specialist
Lash Artist
Eyelash Extension Salon Owner
Guest Artist

b. In the Cosmetic Industry

Product Representative	Platform Artist	Buyer
Research Assistant	Direct Selling	Beauty Editor
TDLR Advising Committee	Trade Technician	

***Other reference materials are available through Instructor in the classroom and can be checked out with Instructor.**

TUITION AND FEES WITH CIP CODES

<http://www.careerinfonet.org/>

<http://www.onetonline.org/>

COSMETOLOGY OPERATOR	12.0401	1000 Hours
Tuition.....		\$ 7,906.25
Enrollment Fee.....		\$ 150.00
Total.....		\$ 8,056.25
COSMETOLOGY OPERATOR	12.0401	1000 Hours
	Standard Text Material Kit	
Tuition.....		\$ 7,906.25
Enrollment Fee.....		\$ 150.00
Text Materials & Kit.....		\$ 1,956.24
Taxes for Text Materials & Kit.....		\$ 161.39
Total.....		\$ 10,173.88
COSMETOLOGY OPERATOR	12.0401	1000 Hours
	Professional Text Material Kit	
Tuition.....		\$ 7,906.25
Enrollment Fee.....		\$ 150.00
Text Materials & Kit.....		\$ 3,976.38
Taxes for Text Materials & Kit.....		\$ 328.05
Total.....		\$ 12,360.68

ESTHETICIAN	12.0409	750 Hours
Tuition.....		\$ 7,187.50
Enrollment Fee.....		\$ 150.00
Total.....		\$ 7,337.50

ESTHETICIAN (English or Spanish)	12.0409	750 Hours
Standard Text Materials & Kit		
Tuition.....		\$ 7,187.50
Enrollment Fee.....		\$ 150.00
Text Materials & Kit		\$ 1,323.24
Taxes for Text Materials & Kit.....		\$ 109.17
Total.....		\$ 8,769.91

ESTHETICIAN (English or Spanish)	12.0409	750 Hours
Professional Text Materials & Kit		
Tuition.....		\$ 7,187.50
Enrollment Fee.....		\$ 150.00
Text Materials & Kit		\$ 2,980.84
Taxes for Text Materials & Kit.....		\$ 245.92
Total.....		\$ 10,564.26

** Esthetician SPANISH – only available at McAllen, Harlingen, La Joya & Brownsville* campus.*

MANICURIST	12.0410	600 Hours
Tuition.....		\$ 5,210.94
Enrollment Fee.....		\$ 150.00
Total.....		\$ 5,360.94

MANICURIST (English or Spanish)	12.0410	600 Hours
Standard Text Materials Kit		
Tuition.....		\$ 5,210.94
Enrollment Fee.....		\$ 150.00
Text Materials & Kit		\$ 1,375.90
Taxes for Text Materials & Kit.....		\$ 113.51
Total.....		\$ 6,850.35

MANICURIST (English or Spanish)	12.0410	600 Hours
Professional Text Materials Kit		
Tuition.....		\$ 5,210.94
Enrollment Fee.....		\$ 150.00
Text Materials & Kit		\$ 2,110.10
Taxes for Text Materials & Kit.....		\$ 174.08
Total.....		\$ 7,645.12

** Manicurist SPANISH – only available at McAllen, Harlingen, La Joya and Brownsville campus.*

EYELASH EXTENSION SPECIALIST	12.0499	320 Hours
Tuition.....		\$ 2,944.00
Enrollment Fee.....		\$ 150.00
Text Materials & Kit		\$ 972.86
Taxes for Text Materials & Kit.....		\$ 80.26
Total.....		\$ 4,147.12

ESTHETICIAN & MANICURIST SPECIALIST	12.0499	800 Hours
Tuition.....		\$ 7,940.00
Enrollment Fee.....		\$ 150.00
Total.....		\$ 8,090.00
ESTHETICIAN & MANICURIST SPECIALIST	12.0499	800 Hours
Tuition.....		\$ 7,940.00
Enrollment Fee.....		\$ 150.00
Text Materials & Kit		\$ 2,244.14
Taxes for Text Materials & Kit.....		\$ 185.14
Total.....		\$ 10,519.28
ESTHETICIAN & MANICURIST SPECIALIST	12.0499	800 Hours
Tuition.....		\$ 7,940.00
Enrollment Fee.....		\$ 150.00
Text Materials & Kit		\$ 4,585.52
Taxes for Text Materials & Kit.....		\$ 378.31
Total.....		\$ 13,053.83

Tuition cost reflects a 50% off Tuition Cost as of December 1, 2021 and is effective from October 21, 2024 to November 22, 2024. Kit cost options are available as of January 1, 2024. Termination Fee of \$150 shall be paid when a student officially or unofficially withdraws.

*For transfers or re-enrolls (that dropped at the first 50% of the course) the following hourly rate applies when calculating Tuition Cost:

All Courses: \$11.00 per remaining hours to be contracted

- Books and kit items issued are non-refundable.
- Books and kit items not issued are credited, upon student dropping or withdrawing.
- Note: Tuition is neither negotiable nor adjusted, unless otherwise noted as a promotion or discount.

Revised: November 4, 2024

REQUIRED AND RECOMMENDED TEXT MATERIALS

Cosmetology ISBN# 9780357873441 \$472.42	Manicurist ISBN# 9781337287746 \$472.42	Esthetician ISBN# 9781337095150 \$472.42	Business Fundamentals ISBN# 9798214080109 \$131.90	Eyelash Extension Specialist ISBN# 9780357874769 \$131.90
				
Digital Access	Digital Access	Digital Access	Printed Textbook	Digital Access

A. STUDENT KITS POLICY

Student kits contain textbooks and other applicable items for student to fulfill training. Additional supplies and materials will be necessary at the cost of the student.

Kit items and equipment are considered exclusively for the sole purposes of student's training and to be used for classroom activities and Student -Training Salon area in order to provide services and not for personal use or selling.

From time to time, vendors and suppliers may choose to alter, replace or discontinue items, which the institution at that time will make necessary adjustments as necessary.

All equipment is subject to manufacturer's warranties and replacement policies; the institution is not responsible for any exchanges or returns.

Periodically publishers update textbooks and workbooks in order to continue to meet industry standards and educational needs. Textbooks and workbooks newly published are subject to review and approval by the Corporate Office before making them available to the students through the student kit.

Students are responsible for bringing all necessary textbooks, kit items, equipment and supplies daily to the school. Kits are owned by the student at the time of completion of course and tuition is paid.

Student kits are issued based on Student Kit Disbursement Policy and Procedure. See Financial Aid Officer for complete policy.

Students may not bring into school nor use any of the following:

- Methyl Methacrylate Liquid Monomers, a.k.a., MMA
- Alum or other astringents in stick or lump form
- Fumigants such as formalin (formaldehyde) tablets or liquids
- Any product, preparation or procedure that comes into contact with or penetrates the dermis layer of the skin.

B. INSTALLMENT PAYMENT PLANS

Promissory Note & Methods of Payment

Promissory Note is an agreement between the student and the Institution as a promise to pay monthly payments as outlined in the student's Promissory Note. In addition to Title IV (Pell Grants, Subsidized, Unsubsidized and Parent Plus Loans), the school accepts cash, credit cards (Visa, MasterCard, Discover), personal checks (ACH) and money orders as methods of payment for monies owed to the institution. Other methods include DARS and VA assistance.

If the student officially withdraws or is terminated by the school, the Texas Department of Licensing & Regulation (TDLR) refund policy will be used to determine charges owed.

Monthly Payments (with Title IV funding- Pell Grants and Loans)

Monthly payments are scheduled thirty (30) days after the start date, and subsequent payments thereafter.

Cosmetology Operator: 1-900 hours and 901-1000 hours

Esthetician, Manicurist, Esthetician & Manicurist Specialist & Eyelash Extension Specialist are scheduled monthly for the length of the course and last payment will be due prior to completing hours of the course.

** There will be a \$30.00 fee charge for returned checks.

A student who elects to pay in installments will:

1. Be responsible for making payments on or before the due dates.
2. Be unable to obtain official copies of his/her student record until the debt is paid in full.
3. Be responsible for payment of any remaining balance due upon withdrawal from the institution.
4. Settlement of all financial obligations as part of the graduation requirements.
5. Failure to comply with the conditions of the contract, student will be subject to be suspended from attending classes up to 14 days.
6. Any past due amount must be paid within the 14 days to prevent possible termination.
7. If student does not return to school after the 14 days of suspension, this would be considered an unofficial withdrawal and the date of determination to withdraw the student would be 14 days after the student's last day of attendance.

NOTE: Students on Financial Aid should check with Financial Aid Office for assistance.

Cash Paying Students (no Title IV funding)

Installment payment plans are available for cash paying students. The student has three options:

1. Payment in full on the start date.
2. Payment in two equal installments. The first installment is due on the first day of class; the second installment due upon completing half of the chosen course of study.
3. Twenty-five (25) percent down of total tuition on the first day of class and monthly payments are scheduled thirty (30) days after the start date, and subsequent payments thereafter.

VA Benefits

Chapter 33 Benefit Payments (38 CFR 21.9640)

Depending on the student's situation, Chapter 33 benefits can include payment of tuition and fees, a monthly housing allowance, a stipend for books and supplies, college fund ("kicker") payments, a rural benefit payment, and a Yellow Ribbon Program benefit. Chapter 33 differs from other education Chapters in that each type of payment is issued separately, with some payments made directly to the school and others directly to the student.

Tuition and Fees

The term "tuition and fees" means the total cost for tuition and fees for a course a school charges all students whose circumstances are similar to VA benefit-eligible individuals enrolled in the same course. "Tuition and fees" does **not** include the cost of supplies or books that the eligible individual is required to purchase at his or her own expense.

NOTE: *All other charges, such as enrollment fee, textbook and taxes are the responsibility of the student.*

C. ADDITIONAL CHARGES

1. Extra Instructional Charges Policy

Upon enrollment students will be informed of the graduation date for their chosen course of study. Because of varying circumstances, such as illness, death in family, pregnancy, etc., the student may not meet this projected date and therefore, will be allowed absent hours at no charge, depending on the course of study. (See chart)

The following schedule demonstrates the breakdown of No-Charge Absent Hours for all courses: No-Charge Absent Hours are computed at a rate of (5) five absent hours for every 75 required hours.

For transfer and re-entry students, allowable absent hours will be prorated, depending on the remaining course hours.

NO-CHARGE ABSENT HOUR CHART

Course	Total Hours	No Charge Absent Hours
Cosmetology Operator	1000	67
Esthetician	750	50
Manicurist	600	40
Esthetician & Manicurist Specialist	800	48
Eyelash Extension Specialist	320	21

2. Additional Absent Hours

Students are allowed absent hours at no charge depending on the course (See No-Charge Absent Hours Chart). After the no-charge absent hours have been used up, any additional absent hours incurred will be subject to an hourly fee of \$5.00 per hour.

Additional absent hours will be collected on a weekly basis as noted in the school's Weekly Hour Report and final tuition and fees due will be collected prior to the last hours of the course.

3. Make-up Hours

Students will be given the opportunity to make-up hours to reduce their absent hours prior to the expiration of their enrollment agreement. (See Make-Up Hour Policy)

4. Academic Transcripts

Students may obtain a transcript from the school office upon request if all financial obligations have been fulfilled to the school. The cost of the transcripts is \$25.00.

Note: The institution reserves the right to withhold transcripts from students under certain circumstances, such as defaulting on a loan.

5. Expendable supplies

Any extra supplies that the student might need for personal use or for practice may be purchased at the school's retail center for a minimal cost.

6. Picture Identification Card Fee

Students are required to wear their school-issued student identification card (ID card) visibly at all times on the upper left-hand side of the smock/ t-shirt while on the school premises. A fee of fifteen dollars (\$15.00) will be required for lost, replacement or forgotten cards. Misuse of identification cards may result in disciplinary action.

7. Change of Schedule

Students may request to change their schedule from full time to part time or from day to night. Schedule changes may affect graduation date to the student's enrollment agreement. First change of schedule will be free of charge to the student; any additional change of schedules will assess a fee of \$100.00.

8. Returned Check Fee

There will be a \$30.00 fee charge for all returned checks.

9. Photocopies

There is a service charge of \$3.00 each page for copies requested.

10. Student Permit Fee

A \$25.00 student permit fee is required for all courses. The fee is state required and is non-refundable.

V. TEXAS DEPARTMENT OF LICENSING AND REGULATION (TDLR)

A. 1603.2313 TRANSFER OF HOURS OF INSTRUCTION

(a) A student at a licensed school may transfer completed hours of instruction to another licensed school in this state.

(b) In order for the hours of instruction to be transferred, a transcript showing the completed courses and number of hours certified by the school in which the instruction was given must be submitted to the department.

(c) In evaluating a student's transcript, the department shall determine whether the agreed tuition has been paid. If the tuition has not been paid, the department shall notify the student that the student's transcript cannot be certified to the school to which the student seeks a transfer until proof is provided that the tuition has been paid.

(d) On evaluation and approval, the department shall certify in writing to the student and to the school to which the student seeks a transfer that:

- (1) the stated courses and hours have been successfully completed; and
- (2) the student is not required to repeat the hours of instruction.

B. 83.74. Responsibilities--Withdrawal, Termination, Transfer, School Closure.

(a) A student desiring to transfer from one school to another must withdraw from the first school prior to the transfer. Enrollment in two or more schools of cosmetology at the same time is prohibited.

(b) A student transferring to a school who desires to claim credit earned must inform the school transferred to prior to enrollment of his/her prior attendance and must furnish to that school and the department a record of credit claimed. This record may be in the form of a transcript from the prior school or an extract

(c) Upon withdrawal, and provided that the agreed tuition and fees have been tendered, a student is entitled to an official transcript of credit earned at the school withdrawn from. The transcript must be ready for pickup or, if mailed, postmarked within ten calendar days of the school's receipt of notice of withdrawal. A copy of the transcript must be kept in the student's file for 48 months and the copy must be made available at the request of the department.

(d) A student who withdraws from a cosmetology school is entitled to a refund in accordance with Texas Occupations Code, Chapter 1603.

(e) Withdrawal or termination shall be defined by the number of hours scheduled according to the enrollment agreement or contract the student has signed with the school or other documents acceptable to the department and not the clock hours the student has earned during class attendance.

(f) If a school closes or ceases operation before the class credit is earned, the student is entitled to a tuition refund in accordance with Texas Occupations Code, Chapter 1603.

(g) Any student of an out-of-state private or public cosmetology school may submit a request to the department to transfer the completed credit to a Texas school. A transcript must be submitted on the prescribed form and certified by the school in which the instruction was given. Portions of the curricula of the department not taught in another state must be taken in an approved Texas school prior to taking the Texas examination.

(k) A student enrolled for a class A barber, operator or specialty course may withdraw and transfer hours acquired to another course not to exceed the amount of hours of that subject in the applicable curriculum standards.

C. 1603.2314 IDENTIFICATION OF AND WORK PERFORMED BY STUDENT

(a) Each licensed school shall maintain in a conspicuous place a list of the names and identifying pictures of the students who are enrolled in the school's courses.

(b) A school may not receive compensation for work done by a student unless the student has completed 10 percent of the required number of hours for a license under Subchapter E-1.

(c) If a school violates this section, the license of the school may be revoked or suspended.

Services rendered by students are not compensated to students.

D. 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.

If an applicant is not accepted by the school or if the school cancels the start date or course for unforeseen circumstances, the applicant is entitled to full refund of monies received towards enrollment. The school will utilize the date that the notification is hand delivered to the school official as the official cancellation date.

E. 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 part 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 other 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.

This refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. The school will utilize the date that the notification is hand delivered to the school official as the official cancellation date.

The Institution maintains evidence that institutional refunds are received by the recipient in a timely manner, such as, but not limited to a cancelled check, bank reconciliation, signed receipt of delivery, or documentation that funds were disbursed in accordance with applicable federal or state regulations.

F. 1603.3603 WITHDRAW OR TERMINATION OF STUDENT

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

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

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

- (1) 90 percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first 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.

VA Pro Rata Refund Policy

By Authority of Title 38, United States Code of Federal Regulation 21.4255, Non-Accredited College and University programs, are required to adhere to the following refund policy for veterans and others person eligible for VA education benefits (Collectively referred to as "veterans "within this policy).

- a) **Registration fee.** An established registration fee in an amount not to exceed \$10 need not be subject to proration. Where the established registration fee is more than \$10, the amount in excess of \$10 will be subject to proration.
- a) **Tuition and other charges.** Where the school either has or adopts an established policy for the refund of the unused portion of tuition, fees, and other charges subject to proration, which is more favorable to the veteran or eligible person than the approximate pro rata basis as provided in this paragraph, such established policy will be applicable. Otherwise, the school may charge a sum which does not vary more than 10 percent from the exact pro rata portion of such tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.

- b) **Books, supplies and equipment.** A veteran or eligible person may retain or dispose of books, supplies and equipment at his or her discretion when:
- He or she purchased them from a bookstore or other source, and
 - Their cost is separate and independent from the charge made by the school for tuition and fees.
 - The school will make a refund in full for the amount of the charge for unissued books, supplies and equipment when:
 - The school furnishes the books, supplies and equipment.
 - The school includes their cost in the total charge payable to the school for the course.
 - The veteran or eligible person withdraws or is discontinued before completing the course.
 - The veteran or eligible person may dispose of issued items at his or her discretion even if they were included in the total charges payable to the school for the course.
- c) **Prompt refund.** In the event that the veteran, spouse, surviving spouse or child fails to enter the course or withdraws or is discontinued there from at any time prior to completion of the course, the unused portion of the tuition, fees and other charges paid by the individual shall be refunded promptly. Any institution which fails to forward any refund due within 40 days after such a change in status, shall be deemed, prima facie, to have failed to make a prompt refund, as required by this paragraph.

G. 1603.3604 INTEREST ON REFUND

- (a) If tuition is not refunded within the period required by Section 1603.3603, the school shall pay interest on the amount of the refund for the period beginning the first day after the date the refund period expires and ending the day preceding the date the refund is made.
- (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 to the department on request documentation of the effort to locate the student.

H. 1603.3605 RE-ENTRY 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.

I. 1603.3606 EFFECT OF STUDENT WITHDRAWAL

(a) A private postsecondary 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 complete the subjects without payment of additional tuition.

I. 1603.3607 EFFECT OF PRIVATE POSTSECONDARY SCHOOL CLOSURE

(a) If a private postsecondary school closes, the department shall attempt to arrange for students enrolled in the closed school to attend another private postsecondary school.

(b) If a student from a closed school is placed in another private postsecondary school, the expense incurred by the school in providing training directly related to educating the student, including the applicable tuition for the period for which the student paid tuition, shall be paid from the barbering and cosmetology school tuition protection account.

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

(d) If another private postsecondary school assumes responsibility for the closed school's students and there are no significant changes in the quality of the training, the student from the closed school is not entitled to a refund under Subsection (c).

The institution must notify the accrediting agency by submitting a list of students enrolled at the time of closure.

VI. STUDENT SERVICES

A. ORIENTATION

The school conducts an orientation on or before the first day of class. The orientation provides information about the instructional program, the educational objectives of each course, administrative policies affecting students, and support services available to students.

The Institution must obtain signed agreement for purpose of maintaining contract for a specific course prior the first day of class. The enrollment agreement clearly outlines the obligations of the institution and the student, including details of the institution's refund policy, and institution provides a copy of the agreement to the applicant before any payment is made. Any changes to terms of the enrollment

agreement must be acknowledged by both parties by signature or initialing the changes. Original Enrollment Agreement becomes part of the Financial Aid student file. A copy is issued to the applicant prior to money collected.

B. COUNSELING AND ADVISING

The schools provide the student with vocational guidance throughout the course of study. The staff helps with the achievement of goals, aptitude of evaluation, assistance in financial arrangements, assistance in scheduling training hours and assistance in government approved programs. Advising regarding licensing regulations, reciprocity, employment and continuing education opportunities is available to students as needed.

1. Progress Reports

The school provides students with Progress Reports for review on their progress, attendance, written and practical grades. The Instructor or staff member counsels with the student on ways to improve their grades, attendance, student strengths and identify areas that need improvement so the student can succeed in the program.

2. Advising

This institution considers cultivation of self-discipline by its students to be of great importance in the development of responsible citizens. Therefore, the school expects its students to maintain standards of personal discipline that are in harmony with the educational goals and purpose of the institution. The school's primary concern is for the student. The faculty and staff attempt to provide an environment that is conducive to learning, social growth, and individual responsibility. Disciplinary action, including expulsion or suspension, may result from violating the student code of conduct notwithstanding any action taken by civil authorities as a result of the violation.

C. HANDICAPPED SERVICES

The institution extends training to the physically disabled, however, suitable employment is considered when reviewing students prior to admission. The school provides handicap parking to accommodate the physically disabled.

Auxiliary Aid and Services Accommodations:

General Information

The Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973 are the two main laws that protect the rights of people with disabilities in such institutions. In Texas, Chapter 121 of the Texas Human Resources Code provides additional protection to people with disabilities. Note that postsecondary institutions are not covered by the Individuals with Disabilities Education Act (IDEA).

Before Admission

Students requesting auxiliary aids and services must submit a written request, including supporting documentation, to the School Director. An application for the type of auxiliary aids and services may be requested from the School Director. Applications must be submitted at least thirty days before classes commence, or as soon as possible.

Documenting Your Disability

Supporting documentation must be current, recent and in the form of a documented physical, medical, or psychological condition which has been verified by a U.S. professional.

Requesting Approval for a Service Dog

Students requesting approval to bring a service dog must provide, through their formal written request, the type of animal, its current vaccination card and provide its completed certification and/ or registration. In addition, students will need to explain in writing what type of work or tasks the animal performs. The handler must be responsible for restraining the service animal at all times, be responsible for cleaning after the animal, and be responsible for payment of damages made to property or to others. Comfort, Emotional and Therapy Animals are not service animals and are not recognized by the ADA and are not admitted as Service Animals. The institution has a NO PETS ALLOWED Policy.

D. HOUSING

No institutional housing or boarding assistance is formally maintained on campus. However, if an applicant needs assistance in finding local housing, the school will refer applicant to an appropriate agency.

E. PLACEMENT ASSISTANCE

Throughout the course of study, students are encouraged to seek employment assistance in the Placement Department or Registrar Office.

Since this institution is dedicated to excellence in its training programs; it goes one step further in utilizing its best efforts in seeking, guiding and advising graduates to find gainful and meaningful job opportunities.

However, the institution advises students upon enrollment that the law prohibits any school from guaranteeing placement as an inducement, therefore, the institution does not guarantee employment.

Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. Job referrals are made known to interested graduates as available. State exam preparation is provided at no charge for 2 years after graduation date. After 2 (two) years, a fee may be charged for refresher course.

Throughout the curriculum, emphasis is placed on training the student in education-related employment that includes, but is not limited to training in:

- a. Professionalism
- b. Resume development
- b. Interview preparation
- c. Job search skills

F. TEXAS REHABILITATION COMMISSION

Texas Rehabilitation Commission offers payment of tuition and other services to students who have certain physical disabilities and qualify for the program.

G. SCHOLARSHIPS

As a member of Accredited Association of Cosmetology Schools (AACCS), this school had joined Access to Cosmetology Education (ACE) Grant in order for qualified applicants to have the opportunity to enter a career in Cosmetology.

For this reason you may be eligible for an ACE Grant. ACE Grants are designed to encourage highly motivated and qualified individuals to enter the cosmetology field.

Qualifications Needed for Candidacy:

1. Applicants are required to obtain two salon endorsements
2. If High School student:
 - A. Attendance, grades, attitude, personality, and a letter of recommendation from the teacher or counselor.
 - B. Two salon endorsements.
3. If not a high school student:
 - A. Three (3) personal references
 - B. Three (3) work references.
 - C. Two salon endorsements

For more information contact the Office of Admission.
Call 1-800-411-GRANT for more information on how to apply.

Institutional Scholarships have no monetary value.

H. TEXAS VETERANS COMMISSION

The institutions* are approved by Texas Veterans Commission to train Veterans. On the Department of Veterans Affairs website service members, veterans, their families, and authorized caregivers can explore their education benefits and check their benefit eligibility. <https://www.va.gov/>

Covered Individual: is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation or chapter 33, Post-9/11 GI Bill® benefits, Title 38 United States Code Section 367(e).

Any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

The date on which payment from VA is made to the institution. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

The institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

In addition, the covered individual is required to take the following additional actions:

- *Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
- *Submit a written request to use such entitlement.
- *Provide additional information necessary to the proper certification of enrollment by the educational institution.

I. WHERE-TO-GO LIST

A "Where-to-Go List" is posted in a conspicuous place around the school and classrooms. Students needing assistance and counseling can refer to the chart for directions.

J. LOAN DEFAULT PREVENTION MANAGEMENT PROGRAM

Students on Federal financial aid are required to attend an entrance and exit counseling as part of the institution's Loan Default prevention Management Program. Students will be counseled and advised regarding their financial options and responsibility.

Any student needing additional help on repayment of their loan should contact the Financial Aid Department for help in completion of deferments or forbearance forms or you may contact the lender or servicer.

K. PARKING

The school provides ample parking for students, staff and visitors. Listed below are the designated parking areas in each campus.

McAllen campus

Students may park in the west and south side of the building. The parking next to the building wall is designed for staff and faculty. The east area parking is reserved for customers and visitors.

Harlingen campus

Students may park in the west and east side of the building. The parking area facing the school is reserved for customers and visitors. The parking on the front-east of the school is designated for staff and faculty.

La Joya campus

Students may park in the west side of the building. The parking area facing the school is reserved for customers and visitors. The parking on the back south of the school is designated for staff and faculty.

Brownsville campus

Students may park in the east side of the front entrance of the school. Staff and faculty may use the parking on the east side of the front entrance of the school.

410 Campus

Students, staff and faculty may park in the north side of the school building and in the west side by the street facing the school. The parking in front of the school is reserved for customers and visitors.

Pica Campus

Students, staff and faculty may park in the north and east side of the building. The parking area facing the school is reserved for customers and visitors.

L. MEDIA RECORDING

The Institution has the right to allow its agents or employees to photograph, videotape, or digital record students and students' work exclusively for advertising or marketing. Authorization signature from student shall be requested.

M. LOCKERS

Student may utilize lockers available at their own discretion. Locks are provided by students. The institution reserves the right to inspect lockers with or without notice. Student must vacate lockers upon graduating, withdrawing, when on a leave of absence or when absent for more than 5 days. Personal effects left in the locker for more than thirty (30) days may be removed and may not be claimed and the property may become property of the school. For safety, sharing lockers is discouraged.

N. LOST & FOUND

The school is not responsible for any personal items, books, kits left behind or if the items are lost or stolen. Items turned in to the Executive Director's office may be claimed within 3 days. Unclaimed items become property of the school.

VII. STUDENT CONSUMER INFORMATION

UCAS University of Cosmetology Arts & Sciences provides adequate information in order for prospective students, prospective employees, currently enrolled students, currently employed staff and the general public to be well informed and make a sound decision when choosing our institution as the school of preference.

- **Annual Report Statistics (NACCAS)**
- **Licensing Requirements**
- **Medial Loan Debt**
- **Prerequisites for Employment in Texas**

A. FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students and parents or guardians of dependent minor, certain rights with respect to

their educational records. The rights of the parents or guardian of dependent minors transfer to the student when he or she reaches the age of 18. Students to whom the rights have transferred are “eligible students”.

Although FERPA does permit a school to disclose a student’s education records to his or her parents or guardians of dependent minor if the student is a dependent student under IRS rules, the institution’s policy does not. Disclosure may not be made to the eligible student’s parent or guardian of dependent minor even if the eligible student is a dependent of the parent or guardian of dependent minor as defined by the Internal Revenue Service.

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

These rights are:

(1) The right to inspect and review the student’s education records maintained by the school within 45 days of the day the institution receives a request for access.

Parents or guardians of dependent minor or eligible students should submit to the School Executive Director, Financial Aid department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. A fee of \$3.00 per page will be charged per copy.

(2) The right to request the amendment of the student’s records that the student believes is inaccurate or misleading.

Parents or guardians of dependent minors or eligible students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records. Written consent from the parents or eligible student required for disclosure of records.

However, disclosure to those records, without consent, to the following parties or under the following conditions:

- School Official with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes

- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations (NACCAS)
- To comply with judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies and
- State and local authorities, within a juvenile justice system, pursuant to specific State law

The school may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, at any time, students and parents or guardians of dependent minors may request that the school not disclose directory information about them. The request must be done in writing.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact U.S. Department of Education Family Policy Compliance Office at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Record Keeping of the Authorization Form

Schools are required to keep a record of each request for access and each disclosure of personally identifiable student information. The record must identify the parties who requested the information and their legitimate interest in the information. The disclosure Authorization Form must be maintained as long as the records themselves are maintained.

All institution records are maintained safeguard of loss, theft, identity theft or damage.

B. INTERNAL GRIEVANCE POLICY AND PROCEDURE

In accordance with the institution mission statement, this institution will make every attempt to resolve any student’s grievance that is not frivolous or without merit. Grievance procedures will be included in the school catalog and in the new student orientation, thereby assuring that all students know the steps to follow should they desire to register a grievance at any time. Evidence of final resolution of all grievances will be retained in the school files in order to determine the frequency, nature, and patterns of grievance for the institution. The information will be used in evaluating institutional effectiveness and outcomes. Records of grievances and their resolution, as applicable, are retained according to the school’s record keeping policy. The following procedures outline the specific steps of the grievance process.

1. A student, teacher, or interested party may file a grievance against the school: however, the grievance should be in writing to the Instructor/ school director and should outline the allegation or nature of the grievance. Students interested in filing a formal grievance may request the form with the Instructor or Executive Director.
2. A school representative will meet with the complainant within 10 days of receipt of the written grievance. Depending on the extent and nature of the grievance, interviews/ surveys with the appropriate staff and other students may be necessary to reach a final resolution of the grievance. If after careful evaluation, the problem cannot be resolved through discussion, the grievance will be referred to the school grievance committee. The school will document the meeting between the school representative and complainant in writing. The complainant will be provided a copy of the written record at the time of the meeting.
3. The committee will be comprised of at least three individuals that may be the following categories: school director, administrator, instructor, or member of the public interest or student. The grievance committee will meet within 21 calendar days of receipt of the grievance and review the allegations. If more information from the complainant is needed, a letter should be written outlining the additional information needed.
4. In case of extreme conflict, may be necessary to conduct an informal hearing regarding the grievance. The hearing will occur within 60 days of the committee appointment. The hearing will be informal with the complainant presenting his/her case followed by the school response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness, testimony and recommend a resolution for the dispute. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
5. If the complainant wishes to pursue the matter further, a grievance form is available through the accrediting agency (National Accrediting Commission of Career Arts & Sciences, Inc.). For address see school catalog. The complainant is advised he/ she may resolve the problem through the school's grievance process or file a grievance with the accrediting agency.

C. RETURN OF TITLE IV FEDERAL FUNDS

Disbursement of Funds

When a recipient of Title IV grant or loan assistance withdraws from an institution during a payment period or period of enrollment in which the recipient began attendance, the institution must determine the amount of Title IV grant or loan assistance that the student earned as of the student's withdrawal date. For our Institution that is required to take attendance the last day of attendance is the withdrawal date.

Hours Earned

The earned amount of Title IV grant or loan earned is determined by dividing the scheduled hours thru last day attended by the hours in the payment period. If the student has completed more than 60% of the payment period, 100% of the funds are earned.

If a student earns less than 60% of the funds, the difference is returned to the loan or Pell Grant Program.

Post-Withdraw Disbursements for Loans

If a post-withdrawal loan disbursement exists the institution must notify the student in writing requesting the student's or parent's permission, to receive the funds. The student or parent will be advised in writing within 30 days of determination of withdrawal. If the student is due a post-withdraw loan disbursement of the federal education loan, in the information a school provides to a student that he or she is due a post withdraw loan disbursement, the school will include information about the advantages of keeping loan debt to a minimum. Post-Withdraw Disbursements applies only to loans.

Failure to respond within 14 days, no disbursement will be made. A post-withdrawal exists when the student is eligible to receive funds but the funds have not been disbursed when the student withdraws. A letter of notification is sent to the student when funds are returned either to the Loan Program or to the parent in case of a PLUS loan. The notification must be clear that if the student or parent do not respond to the notification, within time frame, the school is not required to make the post-withdraw disbursement.

If a student or parent submits a timely response accepting all or a portion of a post withdraw disbursement, per the student's or parent's instructions, the school must disburse the funds within 120 days of the date of the institution's determination that the student withdrew.

Grant Overpayments

The application regulation requires that the students repay only 50% of the initial amount of any Title IV Grant funds. Within 45 days of determining that the student who withdrew must repay all or part of the Title IV grant, a school must notify the student within 30 days that he or she must repay the overpayment or make satisfactory arrangements to repay it. In its notification a school must inform the student that:

1. The student owes any overpayment of Title IV funds.
2. The student's eligibility for additional Title IV funds will end if the student fails to take a positive action by the 45th day following the date the school sent or was required to send notification to the student.
3. There are positive actions a student can take to extent his or her eligibility for Title IV funds beyond 45 days:
 - a. The student may repay the overpayment in full to the school.
 - b. The student may sign a repayment agreement with the school.
 - c. The student may sign a repayment agreement with the Department.
4. If the student fails to take one of the positive actions during the 45 day period, the student's overpayment immediately must be reported to the Borrowers Service for Collection.
5. The student should contact the school to discuss his or her options.

Title IV Refund Order

Order of return of Title IV funds for unearned funds will be as follows:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal Plus Loans received on behalf of the student
- Federal Pell Grants

Time frame for the return of Title IV funds will be no later than 45 days after the date of the Institution's determination the student withdrew.

Official and Unofficial Withdrawal

The Institution will determine the withdrawal date for a student who withdraws without notification as 14 days from last day attended. Official notification from withdraw student will be used if received prior to the 14 days from last day attended.

Leave of Absence (LOA) Withdrawal

A student on a leave of absence will be dropped as of the first day scheduled to return from a leave of absence if the student does not return from the leave.

If a student on an approved leave of absence notifies school prior to the expiration of the leave that he or she will not be returning, the date of notification will be used as a drop date. The school will utilize the date that the notification is hand delivered to the school official as the official cancellation date. All calculations are done through the last day of attendance.

D. COLLECTION POLICY

The institution attempts to collect debt owed by means of a collection agency. Below you may find pertinent information regarding this procedure:

Delinquent Graduates or Withdrawn or Terminated Students have ten (10) business days as of the date of notification mailed to pay the balance or make payment arrangements satisfactorily with the Corporate Business/ Finance Office or their account will be referred to SARMA Collection Agency and Credit Bureau.

Failure to notify the business office within ten days (10) disputing the validity of the debt or any portion thereof, the office will assume this debt is valid and the debt will be referred for collections.

To dispute an account with SARMA

To dispute an account, debtor must send written notice to SARMA COLLECTIONS within 30 days of receiving your first collection notice. Your dispute should clearly state the reason for the dispute. SARMA COLLECTIONS will then seek additional information from the original creditor and inform you of the outcome of the dispute.

Address:

1801 Broadway
San Antonio TX. 78215

Phone Number:

1-800-955-5238 or 210.244.4547

The Institution acknowledges that any collection of debt reflects the Institution's withdrawal and settlement policy.

E. NACCAS ANNUAL REPORT STATISTICS & DISCLOSURES Calendar Year 2022

UCAS University of Cosmetology Arts &
Sciences

Calendar
Year 2022

Most Recent Annual Report Statistics: NACCAS Outcomes Rates

**McAllen, Harlingen & La Joya
(Brownsville Campus- N/A)**

Cumulative Outcome Rates

Main Campus & Additional Locations:

**VIII.
OF**

School Reference #:	Main-McAllen: 053094-00	Additional-Harlingen, TX: B53094-01	Additional-La Joya, TX: B53094-02	Institutional Rates:
Graduation Rate:	65.56%	65.35%	86.25%	69.05%
Placement Rate:	74%	81.25%	95.24%	83.50%
Licensure Rate:	100%	97.22%	100.00%	99.08%
Disclosed: December 15, 2023				

**STUDENT CODE
CONDUCT
POLICY**

Most Recent Annual Report Statistics: NACCAS Outcomes Rates

**San Antonio- 410 (Main
Campus)**

School Reference #053124-00

Program:	Institutional Rates:
Graduation Rate:	71.05%
Placement Rate:	100%
Licensure Rate:	100%
Disclosed: December 15, 2023	

**A. STUDENT
CONDUCT
POLICY**

Incidents which may result in disciplinary action being taken by school authorities may include, but not be limited to, the following.

**San Antonio- Pica (Main
Campus)**

School Reference #053162-00

Program:	Institutional Rates:
Graduation Rate:	63.51%
Placement Rate:	86.67%
Licensure Rate:	93.75%
Disclosed: December 15, 2023	

1.
Disruption of classroom or student – training salon activities.

2. Cell phone or unauthorized electronic devices must be turned off during class time (will be sent home immediately).

3. Failure to wear clean and stain free uniform.

4. Using school telephone without permission.

5. Smoking, chewing gum or the use of Vape Pens, Cloud Pens, E-Cigarettes or Hookah Pens or any device that represents smoking are prohibited inside the building.

6. The unlawful possession, use or distribution of illicit drugs or alcohol by students on school premises or as part of any of its activities.

7. **Committing extortion, coercing, or black mail, i.e., obtaining money or other objects of value from unwilling person, or forcing and individual to act through the threat of force.**
8. **Exhibiting disrespect or directing profanity, vulgar language, or obscene gesture towards students, coaches, instructors, administrators, school personnel, or any other person.**
9. **Loitering in unauthorized areas, such as reception area, hallways, within fifteen feet of outside entrance, etc.**
10. **Wearing inappropriate attire in classroom and student – training salon. Violating dress code such as:**
 - a. **Shorts**
 - b. **Mini skirts**
 - c. **Soiled uniform**
 - d. **Any attire not deemed appropriate by Instructor and/ or Staff member.**
11. **Refusing to service a client or student – training salon assignment.**
12. **Engaging in verbal abuse, slanderous remarks, making derogatory statements about the institution or violations towards others or the institution that may be considered a serious offense and may precipitate substantial disruption of the school program or incite violence.**
13. **Committing arson.**
14. **Bringing guest and visitors into clinic classroom areas without permission.**
15. **Maintaining improper sanitation and cleanliness of stations, equipment, break areas, and restroom facilities.**
16. **Committing robbery or theft.**
17. **Cheating on tests, assignments, or examinations.**
18. **Any other actions deemed as inappropriate behavior by instructors and/or staff member.**
19. **Students are not allowed to bring their children to class.**
20. **Students must bring student kit to practice in class and student – training salon on a daily basis.**
21. **Not maintaining satisfactory progress in attendance.**
22. **Not complying with monthly payments toward tuition.**
23. **Campus disruptive activities that interfere with instructional activities or the functions that support instruction.**

24. Video and still photography is prohibited without advance permission of the institution. Taking pictures or videotaping in violation of this policy may result in disciplinary action.

25. Food or beverages, including coffee may be consumed in break/ lunch areas at the designated times only. Water may be consumed at any time during class or student – training salon areas.

SMOKING

The school maintains a smoke- and tobacco-free in-school environment. No smoking or other use of tobacco products (including, but not limited to, cigarettes, pipes, cigars, snuff, or chewing tobacco) is permitted inside any part of the building.

Students may smoke outside in designated areas during clocked out breaks. Front entrance of building is considered an inappropriate smoking area.

McAllen-	West side of building
Harlingen-	West side of building
La Joya-	South side of building
Brownsville-	East side of the building
San Antonio 410-	Smoking in not permitted within 50 feet of any entrance
San Antonio Pica-	South side of building

When smoking or otherwise using tobacco or similar products outside, do not leave cigarette butts or other traces of litter or tobacco use on the ground or anywhere else. Dispose of any litter properly in the receptacles provided for that purpose.

Smoking, chewing tobacco or the use of Vape Pens, Cloud Pens, E-Cigarettes or Hookah Pens or any device that represents smoking are prohibited inside the building.

No additional breaks beyond those allowed under the scheduled break time may be taken for the purpose of using tobacco or similar products.

B. DISCIPLINARY ACTION

Disciplinary action taken by this institution may include, but not limited to the following actions:

VERBAL WARNING:

Initial warning.

WRITTEN WARNING:

Incident report is written by the instructor.

SUSPENSION:

Enrollment may be immediately suspended for a specific amount of time, based on the infraction of the principles of conduct or the general policies at the

discretion of the school administration and cannot exceed fourteen (14) calendar days from last day of attendance.

TERMINATION:

Enrollment may be terminated at the discretion of the school administrator for:

- Non-conformance with the General Policies or Principles of Conduct.
- Non-conformance with the Texas Department of Licensing and Regulation or Institution's Enrollment Agreement.
- Non-conformance with attendance that may lead to not meeting Satisfactory Academic Progress, academic and financial requirements according to Institution's guidelines in the School Catalog, Financial Aid practices and forms, Admissions practices and procedures
- Any reason deemed necessary by the administration to maintain the positive educational environment and attainment of the institution's general objectives.
- Failure to meet financial obligations towards to school.

The Institution's refund policy applies to students that are terminated and withdrawn students.

Appeal Process of Termination

Students who are notified of termination may appeal this termination. The student must submit a written appeal, along with any supporting documentation to the Director for review. This appeal must be received by the Director within five (5) business days of notification of the proposed termination. Should a student fail to appeal this decision, the decision to terminate will stand.

A decision on the student's appeal will be made within three (3) business days by the Director and will be communicated to the student in writing. This hearing will be attended by the student, Director, Instructor and Financial Aid Officer.

If the appeal is approved, the student may be permitted back to school, and monitored for thirty (30) days. At the end of 30 days, student may be removed from Disciplinary Probation. If student fails to meet conditions set by school, may be terminated.

C. ACCIDENTS

The school assumes no responsibility or liability for accidents, bodily harm or loss of personal belongings caused by negligence, carelessness, or lack of skill by students.

Emergency Plan

The Institution maintains practices to ensure emergency procedures are known:

- First Aid Kit is readily available for use by the faculty, staff, students and clients in case of an injury or an accident.
- Emergency Planning Guide for School is available through Executive Director.
- Emergency phone numbers are posted at the reception desk for quick easy reference.

D. CHANGES IN STUDENT RULES AND REGULATIONS POLICY

The Institution reserves the right to revise any of the above rules or regulations at its sole discretion without previous notification. Revisions to the school catalog apply to all currently enrolled students. The school catalog is posted on the school's website, printed copy is maintained at the school's Executive Director's office for review, and memorandums of revisions are made available through the classroom bulletin board.

E. NO WEAPONS ON CAMPUS POLICY AND PROCEDURE

Purpose

To ensure that UCAS University of Cosmetology Arts & Sciences maintains a workplace safe and free of violence for all employees, student, and clients, the company prohibits the possession or use of dangerous weapons on company property.

Persons Covered

All UCAS University of Cosmetology Arts & Sciences workers, students and clients are subject to this provision, including contract workers and temporary employees as well as visitors on company property. A license to carry the weapon on company property does not supersede company policy. Any employee or student in violation of this policy will be subject to disciplinary action, up to and including termination.

Definitions

"Company property" is defined as all company-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the company's ownership or control. This policy applies to all company-owned or leased vehicles and all vehicles that come onto company property. "Dangerous weapons" include firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy.

Searches of Personal Property

UCAS University of Cosmetology Arts & Sciences reserves the right at any time and at its discretion to search all company-owned or leased vehicles and all vehicles, plus packages, containers, briefcases, purses, lockers, desks, enclosures and persons entering its property, for the purpose of determining whether any weapon is being, or has been, brought onto its property or premises in violation of this policy. Employees and students who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including termination.

Enforcement

This policy is administered and enforced by the Executive Director's Office. Anyone with questions or concerns specific to this policy should contact Executive Director's Office.

F. RIGHTS AND RESPONSIBILITIES OF STUDENTS

1. All students are entitled to enjoy the basic rights of citizenship recognized and protected by law from persons of their age and maturity. Each student is expected to respect the right and privileges of other students, teachers, and staff. Students shall exercise their rights and responsibilities, in compliance with the rules established for orderly conduct and discipline are established to achieve and maintain order in the school. Students who violate school rules shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to be responsible citizens in the school community.

2. Student's responsibilities for achieving a positive learning environment at school related activities shall include:

- a. Attending all classes daily and on time.
- b. Accepting the responsibility to participate appropriately in the learning process.
- c. Being prepared for class with appropriate materials and assignments.
- d. Being properly attired.
- e. Exhibiting respect toward others.
- f. Conducting themselves in a responsible manner.
- g. Paying required fees.
- h. Refraining from violations of the code of student conduct.
- i. Obeying all school rules, including safety rules and sanitary rules.
- j. Seeking changes in the school policies and regulations in an orderly and responsible manner, through appropriate channels.
- k. Cooperating with staff investigation of disciplinary cases and volunteering information when students have knowledge relating to a serious offense.
 - a. Assuming total responsibility for making up work due to absence.

INSTITUTION'S FACULTY PER LOCATION (Insert)

McAllen Faculty:

Ninfa Ozuna
Blanca Hernandez
Amy Garza
Sean Logan
Isaura Cantu
Samuel Acuna

Executive Director
Student Salon Director
Administrative Assistant
Career Planning Advisor
Financial Aid Officer
Educator

Diana Cortez
Felipa Garcia
Gloria Garza
Cynthia Lam
Thelma Lopez
Estrella Mercado
Maria I. Ramos
Veronica Rodriguez
Xochitl Rodriguez
Clarissa Silva
Armando A. Rivera
Armando C. Rivera Jr.

Educator
Educator
Educator
Educator
Educator
Educator
Educator
Educator
Educator
Educator
Custodial
Custodial

Harlingen Faculty:

Rosalba Zuñiga
Karina Villegas
Edith Del Angel
Marissa Cortez
Maria Del Angel
Amber Esquivel
Eustolia Garces
Mary Ochoa
Yohanna Perez
Victoria Perez
Emily Rodríguez
Isabel Tamez
Mercedes Vasquez
Stephanie Mashburn
Jaime Palomino
Martha Castro

Executive Director
Student Salon Director
Administrative Assistant
Financial Aid Officer
Career Planning Advisor
Educator
Educator
Educator
Educator
Educator
Educator
Educator
Educator
Custodial
Custodial
Custodial

La Joya Faculty:

Amanda Barrios
Synthia Salinas
Amanda Marlen Barrios
Selina Barrientos
Margarita Garcia
Stacey Garcia
Norma Gonzalez
Genesis Green
Abigail Valladares
Ramona Flores

Executive Director
Financial Aid Officer
Career Planning Advisor
Educator
Educator
Educator
Educator
Educator
Educator
Custodial

Brownsville Faculty:

Frida Arias
Elizabeth Farrar
Amairany Gonzalez
Jessica Chavez
Lucia Cavazos
Araceli Espindola
Isabel Gonzalez
Diana Ingram
Gabriela Ramos
Christian L. Salinas
Yesenia Marquez

Executive Director
Career Planning Advisor
Financial Aid Officer
Administrative Assistant
Educator
Educator
Educator
Educator
Educator
Educator
Custodial

San Antonio (410) Faculty:

Sylvia Ponciano
Hanako Madigan
Maricela Sosa
Stephanie Estrada
Aracely Rodriguez
Sonia Olivares

Executive Director
Career Planning Advisor
Financial Aid Officer
Educator
Educator
Educator

San Antonio (Pica) Faculty:

Yannet Morin
Vacant
Skyler Wisecarver
Alfonso Sosa
Genoveva Garcia
Zorayda Hernandez
Natalie Morin (Barron)
April Garcia
Maria Martinez

Executive Director
Student Salon Director
Career Planning Advisor
Financial Aid Officer
Educator
Educator
Educator
Educator
Educator

Facilities:



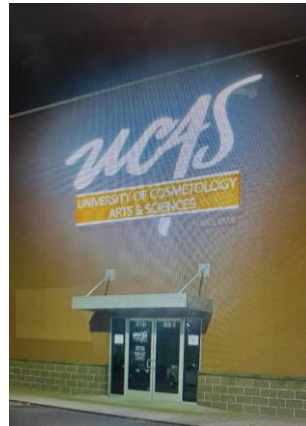
McAllen, TX



Harlingen, TX



La Joya, TX



Brownsville, TX*



San Antonio (4522 Fredericksburg, A-85)



San Antonio (910 South East Military Drive, Suite 100)