

# **A** **ADVANCED** **BEAUTY COLLEGE**

3959 N. BELTLINE RD.  
IRVING, TX 75038  
PHONE: (214) 492 – 2076

ADVANCED\_BEAUTYCOLLEGE@YAHOO.COM  
WWW.ADVANCEDBEAUTYCOLLEGE.NET  
FAX: (214) 764 – 9226

## **SCHOOL CATALOG** **2013 – 2014**



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## ABOUT ADVANCED BEAUTY COLLEGE

### Mission Statement

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

### Ownership

The school was founded in December 15, 2003 under the name Hong Lien, Inc. The corporation transacts business in the state of Texas using the assumed name Advanced Beauty College.

### Rules & Regulation

1. Students will dress in accordance with the school's dress code.
2. Students are expected to attend school as scheduled in their contract and school's Satisfactory Academic Policy. Makeup hours are only allowed if they are following their schedule.
3. All absences are considered unexcused unless the student is on Leave of Absence that has been previously approved by the Director of Education.
4. Day students not clocked in by 9:00 AM for theory class on Tuesdays will not be allowed to clock in until theory class is over.
5. Evening students not clocked in by 2:30 PM on Tuesdays will not be allowed to clock in until the following day.
6. Every student is assigned a daily sanitation duty that must be completed before they leave for the day. Students will get permission from their instructor if it is necessary to leave for any reason.
7. It is the student's responsibility to clocking in and out when entering or leaving school including lunch breaks. No corrections to time records are allowed per the Texas Department of Licensing and Regulation.
8. Students are not allowed to clock anyone in or out other than their selves. If they are caught clocking another student in or out, it is grounds for suspension or dismissal.
9. Students must get permission to get personal services. Personal services can only be done after all clients have been serviced. No personal services are allowed on Saturday.
10. Cell phones must be left on silent or vibrate on the clinic floor. Cell phones are not allowed during theory class.
11. It is the student's responsibility to protect all personal property. School-owned lockers are available; however, students must furnish the lock. School officials reserve the right to examine locker contents if it puts students or staff in danger.
12. Stealing is not permitted. Students caught stealing will be subject to suspension or dismissal and the proper authorities will be notified.
13. Students will not borrow or use anything belonging to another student without their permission. Student will be responsible for any damages done to their property.
14. Students will comply with all the rules of personal hygiene, and sanitation. All bottles will be labeled and placed in their proper place after use. Students will clean and clear their station, including the mirror and of all equipment daily before departing from school. Students are expected to assist in the care and cleaning of all other areas of the school as assigned.
15. Students must maintain the proper attitude. They will not gossip or directly or indirectly create any discord. Students will not discuss other students or give out any student phone numbers.
16. Students are responsible for performing services on their clients. Students refusing clients or assigned projects will face suspension. Students will behave in a professional manner while doing client services. Students will not discuss personal problems with clients.
17. Students cannot behave in an immoral manner, drink or use drugs. Students will not use profanity or gossip.
18. Students cannot smoke, eat or drink in the classrooms or clinic floor.
19. Students are not allowed to go behind the cashier's counter without permission.
20. I am not allowed in any other department, other than my own, without permission.
21. Students will not go into any school office without permission from a staff member.
22. Any visitors must wait for students in the reception area.
23. Personal calls on the school's phone will be limited to 3 minutes. Student's training will never be interrupted for a phone call. All callers must leave messages for the student.

24. Students will not interrupt another student's training.
25. A record will be maintained at all times of student attitude, promptness, attendance, and ability.
26. It is the student's responsibility to check with their instructor for make-up tests and projects missed due to absences and complete them.
27. Students will only seek instruction on assignments from the instructor assigning it. If in doubt, students should ask an instructor, not another student.
28. All students are required to complete all written exams, practical and clinical requirements.
29. Students are responsible for paying tuition promptly as set forth in their contract. All tuition must be paid for and all assignments must be completed in order to graduate.
30. Students are required to bring their supply kit to each and every class.

### **Uniform Dress Code**

Students are encouraged to dress professionally. The school uniform for Advanced Beauty College is a teal scrub top for Cosmetology students, a white smock for Manicure students, and a blue smock for Facial students. A uniform is provided by the school to every enrolled student, and it is expected that this uniform will be worn at all times. The following attire is not allowed:

- Tank Tops, Lingerie, See Through Fabrics, Topless or Bottomless Uniforms,
- Printed T-Shirts with any sexual or racial implications, Short-Shorts, Mini Skirts, Halter Tops or any Top that will allow skin to show at the waist when arms are elevated.

Students will launder their uniform on a regular basis.

The following disciplinary action will be taken with students found to be in violation of the school's Dress Code:

First offense- student will be asked to leave and may return to school the following day.

Second offense- student will be asked to leave and will receive one day's suspension.

Third offense- student will be asked to leave and will be suspended for 3 days.

Continuing offenses may result in the student being dismissed from the school.

### **School Facilities**

Bus routes are within walking distance. We have a student lounge area for lunch and there are many nearby restaurants. The school has separate classrooms, clinic floors with beginning and advanced sections, dispensary, and offices for counseling. There is a library containing Books, VCR/DVD video films, for both basic and advanced hair designing, hair cutting, iron curling, blow combing, permanent waving, facials, make-up, hair relaxing, fashions, manicuring, and other cosmetology related subjects. Students use these materials as teaching aids and reference material. The school maintains no residence facilities. Students will need to make their own housing and boarding arrangements.

### **Nondiscrimination Statement**

ABC in its admissions, instruction and graduation policies, practices no discrimination on the basis of sex, race, age, color, ethnic origin, or religion. Advanced Beauty College may not recruit students that are currently attending or admitted to another school offering a similar program study.

### **Compliance with Civil Rights Act**

We comply with Title VI and IX of the Civil Rights Act of 1964 and all requirements imposed by or pursuant to that title, to the end that, in accordance with Title VI and IX of that act of the regulations, no person in the United States shall, on the grounds of age, sex, race, religion, color, ethnic origin, or handicap be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance from the department.

Advanced Beauty College will not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. Our commitment to equal opportunity includes nondiscrimination on the basis of sexual orientation. The Administrative Office has been designated to handle inquiries regarding the nondiscrimination policies.

The institution does not discriminate in its admissions policies and processes against handicapped individuals. The licensing requirements for courses offered may restrict from applicants. The administrative office may answer questions regarding licensing requirements and the physical demands of the industry.

### **Physical Demands & Safety Requirements**

Cosmetologists, nail techs and estheticians can expect to work long hours, sometime up to 12 hours shifts. Also, standing for long periods of time may develop varicose veins, calluses, aching joints. Arthritis in the hands and shoulder, and carpal tunnel of the wrists is common. Inhalation of strong chemicals may affect allergies, asthma or pregnancies.

Handling chemicals may cause skin allergies. Working with sharp tools such as scissors and nippers may cause serious cuts. Working with electronics such as curling irons and dryers may cause burns.

Many hazards may be preventable by wearing appropriate clothing and shoes, standing on rubber mats, practicing good habits, wearing gloves and masks and staying knowledgeable about the products you work with.

### **School Calendar**

Qualified persons may enroll on any date the school is open. Exact start dates may be obtained by calling a school official at (214) 492 – 2076 during business hours. Classes generally start every Tuesday.

The school is not in session during the following holidays:

1. New Year's Day – January 1<sup>st</sup>
2. Fourth of July – July 4<sup>th</sup>
3. Thanksgiving – Third Thursday of November
4. Christmas Eve – December 24<sup>th</sup>
5. Christmas Day – December 25<sup>th</sup>
6. New Year's Eve – December 31<sup>st</sup>

School closure due to inclement weather will be broadcast on KDFW- FOX 4 NEWS- DALLAS. Students may also call the school or check the school website.

### **US Department of Labor's Standard Occupational Classification (SOC) code**

The institution prepares students to enter programs of cosmetology, manicurists and estheticians. Applicants may check their SOC website to look at a full description of what their related course industry entails.

<http://www.bls.gov/soc/>

Cosmetology (39-5012): <http://www.bls.gov/oes/current/oes395012.htm>

Manicurist (39-5092): <http://www.bls.gov/oes/current/oes395092.htm>

Esthetician (39-5094): <http://www.bls.gov/soc/2010/soc395094.htm>

## AVAILABILITY OF INSTITUTIONAL AND FINANCIAL AID INFORMATION

### Availability of Institutional and Financial Aid Information

Advanced Beauty College welcomes the following resources and cooperates fully, but does not have control over:

1. Pell Grant (Federal Student Aid)
2. Texas Department of Assistive & Rehabilitative Services

The institutional also offers private scholarships. Please contact the Financial Aid Office for further details.

### Assistance in Obtaining Institutional or Financial Aid Information

To request more information on obtaining institutional or Federal Student Aid, please feel free to contact our Financial Aid Department directly by calling (214) 492 – 2076. Eligibility for federal student aid is based on financial need and on several other factors. The financial aid administrator at the college or career school you plan to attend will determine your eligibility.

To receive federal student aid, you must:

- demonstrate financial need (except for certain loans).
- have a high school diploma or a General Education Diploma (GED) certificate, meet other standards your state establishes that the Department approves, or complete a high school education in a home school setting that is treated as such under state law.
- be enrolled or accepted for enrollment as a regular student in an eligible program.
- be a U.S. citizen or eligible noncitizen.
- have a valid Social Security Number.
- register with the Selective Service if required. You can use the paper or electronic FAFSA<sup>SM</sup> to register, you can register at [www.sss.gov](http://www.sss.gov), or you can call 1-847-688-6888. (TTY users can call 1-847-688-2567.)
- maintain satisfactory academic progress once in school.
- certify that you are not in default on a federal student loan and do not owe money on a federal student grant.
- use federal student aid only for educational purposes.

Students with intellectual disabilities can receive federal student aid under the Federal Pell Grant Program, FSEOG Program and Federal Work-Study Program. To be eligible, you must be enrolled or accepted for enrollment in a comprehensive transition and postsecondary program for students with intellectual disabilities at an institution of higher education; be maintaining satisfactory progress; and meet the other student eligibility criteria.

The Higher Education Act of 1965 as amended (HEA) suspends aid eligibility for students who have been convicted under federal or state law of the sale or possession of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid (grants, loans, and/or work-study). If you have a conviction(s) for these offenses, call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243) or go to the [FAFSA on the Web<sup>SM</sup>](#) site, click on "Before Beginning A FAFSA" in the left column, then click on "Student Aid Eligibility Worksheet" to find out how this law applies to you.

If you have lost federal student aid eligibility due to a drug conviction, you can regain eligibility if you pass two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the U.S. Department of Education.

Civil Commitment for Sexual Offenses - A student subject to an involuntary civil commitment after completing a period of incarceration for a forcible or nonforcible sexual offense is ineligible to receive a Federal Pell grant.

Even if you are ineligible for federal aid, you should complete the FAFSA because you may be eligible for nonfederal aid from states and private institutions. If you regain eligibility during the award year, notify your financial aid administrator immediately. If you are convicted of a drug-related offense after you submit the FAFSA, you might lose eligibility for federal student aid, and you might be liable for returning any financial aid you received during a period of ineligibility.

If you have a question about your citizenship status, contact the financial aid office at the college or career school you plan to attend.

## **Record of Attendance**

A standard time clock with individual student time card is used for general attendance records. These records are maintained in a permanent file by the school as required by Law. Any other records as may be promulgated by the T.D.L.R. will be maintained.

## **Admissions Policy**

*Advanced Beauty College admits as regular students only persons who:*

- A. Have a High School diploma or transcripts showing graduation date.
- B. Have a recognized equivalent of a High School Diploma such as a home schooled certificate by the state where the student resided during home school or a General Education Diploma (GED).
- C. Was home-schooled, and obtained a secondary school completion credential for home school (this is based on the TDLR policies).
- D. ABC accepts the Ability-to-Benefit criteria of a passing score of 210 on the Wonderlic QS1 (Math) and passing score of 200 on Wonderlic VS1 (English/Reading) examinations or a passing grade on the Wonderlic Basic Skills Test. (In order to be eligible for the Pell grant, students must have a high school diploma, GED, or equivalent. The ATB test and Basic Skills test will be accepted for students not receiving Pell grants.)
- E. Are at least 17 years of age.
- F. Are not currently enrolled at a primary or secondary institution.
- G. In order to determine eligibility for title IV, students must comply with our SAP policy given to each student during orientation.
- H. All programs at ABC are at least 22.5 clock hours a week. Advanced Beauty College defines an academic year as 900 clock hours with attendance in at least 26 weeks.
- I. Is not in default, if applying for federal student aid, and certifies that he or she is not in default, on a loan made under any Title IV, HEA loan program; has not obtained loan amounts that exceed annual or aggregate loan limits made under any Title IV, HEA loan program; does not have property subject to a judgment lien for a debt owed to the United States and is not liable for a grant or Federal Perkins loan overpayment.
- J. Has a valid social security number, or has a signed statement confirming they have not been issued a social security number.

## **Voter Registration**

The institution will make available voter registration form for federal and state elections to all students enrolled at the school. For more information about the voting process you may go to: <http://www.sos.state.tx.us/elections/index.shtml>

## **Citizenship and residency requirements:**

Except as provided in paragraphs (b) and (c) of section 668 of Title 34-EDUCATION, to be eligible to receive Title IV, HEA program assistance, a student must:

- Be a citizen or national of the United States or
- Provide evidence from the U.S. Immigration and Naturalization Service that he or she- is a permanent resident of the United States or
- Is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident
- Be a citizen of the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau is eligible to receive funds under Federal Pell Grant programs.

Students must be enrolled as regular students in an eligible program to participate in Title IV.

On September 17<sup>th</sup> of every year, the institution will hold a Constitution & Citizenship Day. It will have an educational program pertaining to the U.S. Constitution. If the 17<sup>th</sup> falls on a weekend, Constitution & Citizenship day will be held during the week following the 17<sup>th</sup>.

## **Enrollment Requirements:**

1. Have an interview with an admissions representative.
2. Submit a completed Enrollment Contract (to be provided by your Admissions Representative) with a \$100.00 administrative fee and a \$25.00 registration fee.
3. You may change class dates or course prior to the first day of your scheduled start date.
4. Document proof of age by submitting driver's license, birth certificate or passport.

5. Document proof of immigration status by submitting birth or naturalization certificate, resident alien card (green card), appropriate visa issued by USCIS.
6. Document proof of high school diploma, GED, home school certificate, Basic Skills Test results or ATB exam results.

### **Transfer Students:**

Applicants for transfer are considered on an individual basis. ABC may, at its discretion, refuse transfers if admission requirements, including tuition, cannot be met. ABC does not enroll any student currently enrolled at another school. Transfer hours must be cleared through the Texas Department of Licensing and Regulation. The institution will check students' eligible hours through TDLR and transfer only those hours that have been cleared. The remaining hours left to fulfill the contract will be prorated and charged according to school contract price at time of transfer. Students transferring from other schools must complete at least 25% of their enrolled course hours with ABC in order to receive a diploma with Advanced Beauty College.

### **Graduation Requirements**

In order to graduate and receive a diploma from ADVANCED BEAUTY COLLEGE, students must successfully complete for course enrolled in the following:

1. Clock hours as required by T.D.L.R.
2. Pass all written examinations with a minimum grade of 70.
3. Complete all designated practical/clinic assignments with a minimum grade of 70.
4. Satisfied all financial obligations to the school

### **Licensing Requirements**

All graduates must pass a State Board Examination to receive a License to practice in Texas. Students enrolled in the Cosmetology program will receive a Cosmetology Operator's license. Students enrolled in the Manicurist program will receive a Manicurist license. Students enrolled in the Esthetics program will receive an Esthetician license. Upon approval of the application for examination by the T.D.L.R., student will be responsible for scheduling this exam which will be administered by PSI. In the Dallas area, the written examination is administered at several locations; and the practical examination is administered at 300 N. Coit Rd. #172, Richardson, TX 75080. PSI has testing facilities in all major metropolitan areas in Texas. If student wishes to test at another location, he/she shall be responsible for determining the location of choice.

### **Placement**

We at ADVANCED BEAUTY COLLEGE offer employment assistance for all graduates, including but not limited to, education and advice concerning professional appearance, résumé preparation, marketing and other networking techniques. As long as the graduate is in the beauty profession, the school will assist him/her in obtaining employment. Available employment positions are posted on a bulletin board in the student lounge and all students are informed of such. However, the school cannot guarantee employment.

### **Types of Employment**

The institution offers employment assistance for all graduates, but does not guarantee employment for any student. Job openings in the industry will be posted on a bulletin board for students seeking employment. Placement rates will be disclosed annually. Available jobs in the industry include: beauticians, beauty consultants, nail technicians, estheticians, salon managers, salon owners, platform artists, and many other options.

A few of the many occupations you will be qualified for upon completing your chosen career is:

- |                |  |
|----------------|--|
| COSMETOLOGY:   | Salon Owner, Color or Perm Technician, Stylist, Platform Artist, Manufacturer Rep. |
| FACIAL COURSE: | Skin Care Expert, Make-up Artist, Platform Artist, Salon Owner, Manufacturer Rep.  |
| MANICURING:    | Nail Technician, Salon Owner, Platform Demonstrator, and Manufacturer Rep.         |

Graduates are considered to be prepared to enter at or about entry level with compensation based on the national average. After two to five years a graduate can reasonably expect to be at or slightly above the national average income level.



## STUDENT FINANCIAL ASSISTANCE

### Terms and conditions under which students receive Title IV:

Students receiving Federal Student Aid must maintain satisfactory academic progress once enrolled in school. SAP is a combination of academic and attendance records.

### SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is intended to be fair and consistent in effectively evaluating students' measurable progress toward successful completion of their course. Student training is measured by attendance and academic grades.

The satisfactory progress policy applies to all students enrolled at Advanced Beauty College, full-time and part-time. A copy of this policy can be found in the School Catalog, which is given to every student before or upon enrollment.

Students are required to maintain satisfactory progress in both quantitative/attendance and qualitative/grading standards. The quantitative progress is required for the student to complete the course within a maximum time frame. The qualitative progress of a student is measured by the grade percent average. Those students that meet the minimums for both quantitative and qualitative progress are considered to be making satisfactory progress and are eligible to receive financial aid.

### QUANTITATIVE (ATTENDANCE) REQUIREMENTS:

Attendance is evaluated on a cumulative basis. At each evaluation point, the attendance for the period will be added to the attendance from the preceding periods to determine whether the student will complete the course within the maximum time frame established in this policy. Total hours earned beginning the first day of school and ending the last day of the completed period divided into the student's scheduled hours beginning the first day of school and ending the last day of the completed period.

$$\frac{\text{Student's Actual Hours Attended}}{\text{Scheduled Hours}} = \text{Cumulative \% of Attendance}$$

In order to be considered making satisfactory progress, students must complete his/her program in no longer than 150% of the contracted length of the program. A leave of absence will extend the student's contract period and maximum time frame by the same number of days in the leave of absence. Students must maintain 67% scheduled cumulative attendance in order to meet satisfactory progress.

Full-Time students are scheduled to attend 30 hours per week.

Part-Time students are scheduled to attend 22.5 hours per week.

|                       | Minimum Time Frame | Maximum Time Frame (150%) |
|-----------------------|--------------------|---------------------------|
| Cosmetology Full-Time | 50 weeks           | 75 weeks                  |
| Cosmetology Part-Time | 67 weeks           | 100 weeks                 |
|                       |                    |                           |
| Facialist Full-Time   | 25 weeks           | 37.5 weeks                |
| Facialist Part-Time   | 33 weeks           | 50 weeks                  |
|                       |                    |                           |
| Manicurist Full-Time  | 20 weeks           | 30 weeks                  |
| Manicurist Part-Time  | 27 weeks           | 40 weeks                  |

### QUALITATIVE (ACADEMIC) REQUIREMENTS:

Students' academic progress will be evaluated based upon written and practical tests. The grading system is as follows:

|          |              |
|----------|--------------|
| 90 – 100 | Excellent    |
| 80 – 89  | Good         |
| 70 – 79  | Satisfactory |
| Below 70 | Failing      |

### **PROBATION AND LOSS OF TITLE IV AID:**

In order to be eligible to continue receiving Title IV aid, students must maintain a minimum of 67% cumulative attendance and at least a 70% grade point average academically. Students who meet the minimum requirements for successful course completion and academic progress are considered to be making satisfactory progress until the next scheduled evaluation.

Students failing to meet these requirements will be given a *warning*. At the next evaluation period, if the student has failed to bring up their grades to meet the satisfactory academic progress, they will be put on *probation*. The student may appeal the negative progress determination at the beginning of the probationary period. *Probation* status will be allowed for students who the institution deems are capable of bringing their academic standing to meet satisfactory academic progress by the subsequent evaluation period. The institution may develop 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. Students that do not achieve the minimum standards for no longer eligible for Title IV funds unless the student is on *warning* or has prevailed upon the appeal of the determination that has resulted in the status of *probation*. Students will be informed by the institution of any evaluation that impacts the student's eligibility for financial aid.

### **EVALUATION PERIODS:**

First evaluation will occur no later than the earlier of the midpoint of the academic year or course, whichever occurs sooner. Cosmetology student evaluation periods will occur at 450, 900, 1200 and 1500 clock hours. Students will be issued a Summary Academic Transcript at the end of each evaluation period. This transcript will have information on cumulative attendance as well as academic grades for each student. Transcripts are also kept in the student's file.

### **APPEALS:**

Students may appeal a negative academic progress determination by submitting the appeal in writing. The student must explain why they didn't make satisfactory academic progress and what has changed in the student's situation that will allow for the achievement of satisfactory academic progress at the next evaluation. At that time, the student will be schedule to meet with the appeals board which consists of at least 3 school representatives who may be, but not limited to, the school director, instructor and financial aid director. A decision will be made, the student will be informed and it will be documented in the student's file. Appeals will be considered if student has an excusable absence that caused their academic probation. Excusable absences include, but are not limited to, death of a relative, injury or illness, etc. In the event that the absence is excusable, students may be allowed to regain their eligibility for financial aid.

### **LEAVE OF ABSENCE/RE-ENTRY:**

All students, who have withdrawn or taken a leave of absence and choose to re-enter into a course will be placed under the same satisfactory or unsatisfactory progress status prevailing at the time of prior withdrawal or leave. Students re-entering the institution will need to re-enter with the same progress status as when they left. Leave of Absences extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence.

### **COURSE INCOMPLETES, WITHDRAWALS, REPETITIONS AND REMEDIAL COURSES:**

Course incompletes, repetitions and non-credit remedial courses do not apply to this institution's form of instruction. The school does not issue incompletes and does not offer non-credit remedial courses. Students do not repeat courses. All hours attended are considered attempted. It is not possible for students to withdraw from individual subjects. Students withdrawing from school will received credit for all work successfully completed up to the point of withdrawal. Transfer credit received will not be included in the calculation of the student's GPA. Course incompletes, repetitions, and non-credit remedial courses have no **effect** upon the institution's satisfactory academic progress standards.

### **REINSTATEMENT OF TITLE IV AID**

Reinstatement of aid is limited to the period under evaluation. Prior periods in which the student was determined ineligible for aid will not be included in the student's reinstatement of eligibility. Students making SAP by the

conclusion of the probation period will have probationary status lifted and will regain eligibility for Title IV aid. A student may be paid Pell and Campus-based funds for the payment period in which he/she resumes satisfactory academic progress.

**TRANSFERS:**

Transfer hours from another institution that are accepted towards the student’s educational program are counted as both attempted and completed 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.

**Federal student financial aid penalties for Drug Law Violations**

Any student receiving Federal Aid whom is convicted for any offense, during a period of enrollment for which the student was receiving Title IV, under any federal or state law involving the sale of illegal drugs will result in the loss of eligibility for any Title IV, loan or work-study assistance.

Conviction for possession or sale of illegal drugs that disqualifies them:

- A Federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible; ABC is not required to confirm this unless there is evidence of conflicting information.

A conviction that was reversed, set aside, or removed from the student’s record does not count, nor does one received when the student was a juvenile, unless she/he was tried as an adult.

The Chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs).

|                         | <u>Possession of illegal drugs</u> | <u>Sale of illegal drugs</u>    |
|-------------------------|------------------------------------|---------------------------------|
| 1 <sup>st</sup> offense | 1 year from date of conviction     | 2 years from date of conviction |
| 2 <sup>nd</sup> offense | 2 years from date of conviction    | Indefinite period               |
| 3+offenses              | Indefinite period                  |                                 |

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him/her ineligible again. When a student regains eligibility during the award year the college may award Pell for the period of enrollment.

***Standards for a qualified drug rehabilitation program:***

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company
- Be administered or recognized by federal, state or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

***Incarcerated students:***

A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in a half-way house or home detention or is sentenced to serve only weekends. All classes and practical studies are done at the school’s physical location; therefore, incarcerated students are not eligible for admissions.

**Other financial aid options**

Institutional waivers for the Cosmetology course are available year-round at the Advanced Beauty College.

Advanced Beauty College offers this waiver as an option for students ineligible to receive Pell, but are dedicated to their coursework. Students wishing to apply for the institutional waiver must meet the following requirements:

- Maintain a B average, or an 80, in all written and practical coursework
- Must be a full-time student with steady attendance of no less than 100 hours per month
- Must be enrolled in the Cosmetology course
- Must successfully graduate

- Must maintain tuition payments in a timely manner

The waiver is applied to the student's account on the day of graduation. The waiver is applied only to tuition charges, all supplies and other costs incurred by the student is the student's responsibility. Waiver agreement form must be filled out at the time of enrollment. The waiver amount will be applied according to current tuition costs. Waivers cannot be applied to previous enrollments.

### **Counseling**

ADVANCED BEAUTY COLLEGE gives the student personalized, friendly vocational guidance and staff help with achievement goals, aptitude evaluation, assistance in financial arrangements, assistance in scheduling training hours, and assistance in government approved programs. Other support services include references to professionals in the areas of drug counseling, domestic violence, etc.

## GENERAL INSTITUTIONAL INFORMATION

### Family Educational Rights and Privacy Act (FERPA)

The school releases personal information only on written instruction and/or permission of the student, and/or parent or guardian, if the student is a minor. However, the law allows schools to disclose records, without consent, to the following parties:

- School employees who have a need-to-know;
- Other schools to which a student is transferring;
- Parents when a student over 18 is still dependent;
- Certain government officials in order to carry out lawful functions;
- Appropriate parties in connection with financial aid to a student;
- Organizations doing certain studies for the school;
- Accrediting organizations, including but not limited to, NACCAS;
- Individuals who have obtained court orders or subpoenas;
- Persons who need to know in cases of health and safety emergencies;
- State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974.

Each student, parent or guardian if the student is still a minor, may review his/her file in the school office in the presence of a school official at least once a month.

### College Navigator Website

The College Navigator Website is a tool for student use. It includes information about:

- Student activities offered by the institution;
- Services offered by the institution for individuals with disabilities;
- Career and placement services offered to students during and after enrollment; and
- Policies of the institution related to transfer credit from other institutions.

To access the site: <http://nces.ed.gov/collegenavigator>

### Students with Disabilities

Advanced Beauty College is committed to serving the needs of its students with disabilities. Professional staff in the office of Student Support Services ensure that disabled students receive all of the benefits of a comprehensive selection of services, and a formal Student Disability Grievance Procedure provides prompt and equitable resolution of any complaints arising out the College's responsibilities under the ADA Amendments Act, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and other pertinent federal, state, and local disability anti-discrimination laws.

Advanced Beauty College recognizes physical and mental disabilities that include mobility, sensory, health, psychological, and learning disabilities, and provides reasonable accommodations once the disability is adequately documented. While the institution's legal obligations only extend to disabilities of a substantial and long term nature, it is also the College's practice to honor reasonable requests for accommodations for temporary disabilities such as a physical injury, illness or pregnancy.

It is the responsibility of the student to make his or her disability and needs known in a timely fashion and to provide appropriate documentation and evaluations to support the accommodations the student requests. A student with a disability who requires accommodations must notify Student Support Services, in writing, of his or her desire for accommodations as soon after admission as possible. Students should not assume that this information is known to either of these offices because the student's application indicated the presence of a disability. Once the College has been notified and specific accommodations are appropriately documented and requested by the student, the College works with the student to set up the approved accommodations.

### Student Body Diversity

Beginning in 2011, the institution will make available to current and prospective students the following information in the percentages of enrolled, full time students who:

- Are male;

- Are female;
- Are a self-identified member of a major racial or ethnic group; and
- Receive a Federal Pell Grant.

### Cost of Attendance Information

#### ENROLLMENT REQUIREMENTS

1. Two 1" X 1 ½" pictures
2. A \$25.00 money order payable to T.D.L.R.
3. Birth Certificate, Drivers License, or other form of picture identification
4. Social Security Card if available
5. High School Diploma, Transcript, G.E.D. or an ATB Test result.

#### Cosmetology Course

|                                |                    |
|--------------------------------|--------------------|
| Non-Refundable Application Fee | \$100.00           |
| Permit Fee to TDLR             | \$25.00            |
| Books, Kit, Uniform & Taxes    | \$500.00           |
| Tuition                        | \$9833.00          |
| <b>TOTAL</b>                   | <b>\$10,458.00</b> |

#### Manicurist Course\*

|                                |                   |
|--------------------------------|-------------------|
| Non-Refundable Application Fee | \$100.00          |
| Permit Fee to TDLR             | \$25.00           |
| Books, Kit, Uniform & Taxes    | \$225.00          |
| Tuition                        | \$3933.00         |
| <b>TOTAL</b>                   | <b>\$4,308.00</b> |

#### Esthetics Course\*

|                                |                   |
|--------------------------------|-------------------|
| Non-Refundable Application Fee | \$100.00          |
| Permit Fee to TDLR             | \$25.00           |
| Books, Kit, Uniform & Taxes    | \$275.00          |
| Tuition                        | \$4,917.00        |
| <b>TOTAL</b>                   | <b>\$5,317.00</b> |

**\*\*\*Note: Only the Cosmetology Course qualifies for Federal Student Aid.**

#### Other Costs

|  |                        |
|--|------------------------|
| Training beyond Contract End Date        | \$7.00 per hour        |
| Change to Payment Plan                   | \$25.00 per occurrence |
| Re-enrollment fees (Former ABC Students) | \$125.00               |
| PSI Written Exam                         | \$55.00                |
| PSI Practical Exam                       | \$78.00                |
| Cosmetology Law & Rules Book             | \$14.00                |

\*Financial Aid is not available for these courses.

A monthly payment plan is available with no interest charges. However, a late fee of \$25.00 may be imposed by the school if payments are not made on or before 1<sup>st</sup> or 15<sup>th</sup> of the month when due (Exact date will vary by student contract). Methods of payment are cash, check, money order or other guaranteed funds.

#### **EXPENDABLE SUPPLIES**

The school furnishes all expendable supplies used for training. Students wishing to perform personal services must provide their own supplies.

#### **ROOM & BOARD:**

The school does not provide institutional housing for attending students.

### Textbook Information Disclosures

The following books listed are the current books used in conjunction with the Texas State Board Examinations. The school provides the following books for those wishing to purchase from the school. These books will be used with the school's course curriculum. Only the textbook is provided with the course, the other books are recommended, but not mandatory.

| <b>Cosmetology Course</b>                                     |  |
|---|--|
| Milady's Standard Cosmetology 2012 Textbook                   | ISBN-13: 987-1-4390-5929-6<br>ISBN-10:1-4390-5929-2  |
| Milady's Cosmetology Theory Workbook                          | ISBN-13: 978-1-4390-5923-4<br>ISBN-10:1-4390-5923-3  |
| Milady's Cosmetology Exam Review                              | ISBN-13: 978-1-4390-5921-0<br>ISBN-10: 1-4390-5921-7 |
| <b>Facialist Course</b>                                       |  |
| Milady's Standard Fundamentals for Estheticians 2012 Textbook | ISBN-13: 978-111130689-2                             |
| Milady's Esthetician Exam Review                              | ISBN-13: 978-111130692-2                             |
| <b>Manicure Course</b>  |  |
| Milady's Standard Nail Technology                             | ISBN-13: 978-143549768-9                             |
| Milady's Standard Nail Student Workbook                       | ISBN-13: 978-143549764-1                             |
| Milady's Standard Nail Exam Review                            | ISBN-13: 978-143549763-4                             |

### Net Price Calculator

The net price calculator disclosure requirement is part of the Higher Education and Opportunity Act (HEOA), which reauthorizes the Higher Education Act. "The calculator shall be developed in a manner that enables current and prospective students, families, and consumers to determine an estimate of a current or prospective student's individual net price at a particular institution," the law states. The net price calculator is used to assist current and prospective students in estimating the individual net price for an institution. The net price calculator will be available on the school website fall of 2012. It can be found here: <http://advancedbeautycollege.net/financial%20aid.htm>

### Refund Policy

ADVANCED BEAUTY COLLEGE maintains a cancellation and settlement policy which complies with State of Texas, Accrediting Commission, and Department of Education (if applicable) requirements and refund calculations are prepared for each student. In the event the student drops or is otherwise terminated, the school's Refund Policy will apply to the Total Cost of the Program. Once calculated, the school will use whichever refund amount is most favorable to the student. Any termination/withdrawal fee may not exceed \$100.00.

This refund policy will apply to tuition and lab fees charged in the enrollment agreement. Other charges to the student for books, kit items, products, etc., or debts to the school incurred by the student will be itemized separately at time of withdrawal. Students who withdraw may not return used books or kit items to the school for credit as they cannot be re-sold in used condition.

The effective date of termination for refund purposes is the earliest of:

1. The last date of attendance if the student is terminated by the school;
2. The date the school receives student's written notice of withdrawal
3. 10 school days after the last date of attendance
4. Failure to return from leave of absence within 10 days of date scheduled.

- A. FULL REFUND LESS a \$100.00 NON-REFUNDABLE APPLICATION FEE of all monies paid by a student (or in the case of student under legal age, his/her parent or guardian) must be made if:
  - 1. An applicant is not accepted by the school
  - 2. The enrollment of the student was procured as a result of a misrepresentation made in the advertising or promotional materials of the school or a representation by an owner or representative of the school.
  - 3. He/she cancels in writing by midnight of the third business day after signing contract regardless of whether or not the student has started training.
- B. A student cancels his/her contract after three business days after signing, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school less a non-refundable permit fee of \$25.00 for the Texas Department of Licensing and Regulation and \$100.00 non-refundable application fee with the school for any course of study.
- C. The following schedule of Total Tuition is owed to the school by the student if he/she begins a course of training and withdraws or is terminated by the school after the expiration of the cancellation period:

|  |   |
|--|---|
| During the last 50 percent of the course, withdraws from the course or is terminated by the school   | The school may retain 100 percent of the tuition and fees paid by the student; and is not obligated to refund any additional outstanding tuition. |
| Before the last 50 percent of the course, withdrawal or termination that occurs during the first week or first one-tenth of the course, whichever period is shorter      | School shall refund:<br>90 percent of any outstanding tuition   |
| Withdrawal or termination that occurs after the first week or first one-tenth of the course, whichever period is shorter, but within the first three weeks of the course | School shall refund:<br>80 percent of any outstanding tuition   |
| 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             | School shall refund:<br>75 percent of any outstanding tuition   |
| Withdrawal or termination that occurs not later than the completion of the first 50 percent of the course  | School shall refund:<br>50 percent of any outstanding tuition   |
| A refund owed under this section will be paid no later than the 30th day after the date the student becomes eligible for the refund.                                     |   |

- D. In case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the school will consider a settlement due to “mitigating” circumstances.
- E. Any refund owed must be paid within 30 days of formal cancellation or termination.
- F. In the event of school closure, the Department of Licensing and Regulation shall attempt to arrange for students to attend another private beauty culture school (Section 1602.463). If the student cannot be placed in another school, the student’s tuition and fees shall be refunded under the Department of Licensing and Regulation refund policy Section 1602.458. If a student does not accept a place that is available and reasonable in another school, the student’s tuition and fees shall be refunded on a pro-rata basis.
- G. If a course is canceled subsequent to a student’s enrollment, and before instruction in the course has begun, the school shall at its option:
  - 1. Provide a full refund or all monies paid; or
  - 2. Provide completion of the course.

**Return to Title IV Policies**

The return to Title IV funds is administered by the financial aid department. This policy applies to students who withdraw (officially, unofficially or fail to return from a leave of absence) or are dismissed from enrollment at Advanced Beauty College. It is separate and distinct from the Advanced Beauty College Refund Policy in the school catalog and on the contract. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also attempt to collect from the student any Title IV program funds that the school was required to return. The calculated amount of the "Return to Title IV Funds" that is required for students affected by this policy are determined according to the following definitions and procedures, as prescribed by regulation.

The Institution has 45 days from the date the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The Return to Title IV Funds (R2T4) regulation does not dictate the institutional refund policy, however. The calculation of Title IV funds earned by the student has no relationship to the student’s incurred institutional charges.



A school is required to determine the earned and unearned Title IV aid a student has earned as of the date the student ceased attendance based on the amount of time the student was scheduled to be in attendance.

**Withdrawal before 60%:**

Advanced Beauty College must perform a R2T4 to determine the amount of earned aid up through the 60% point in each *payment period*. Advanced Beauty College will use the Department of Education's prorated schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

**Withdrawal after 60%:**

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, Advanced Beauty College will still determine whether the student is eligible for a post-withdrawal disbursement.

Note: Advanced Beauty College has provided an example of the calculation used to determine the amount of unearned aid a student would be expected to repay based on the reported last day of attendance of the term from which a student withdraws.

Example of Calculation:

1. Determine the percentage of Title IV aid earned by the student by taking the clock hours the student was scheduled to complete in the payment period, divided by the total clock hours in the payment period (excluding breaks of 5 days or more AND days the student was on an approved LOA)  
$$\frac{69 \text{ (completed hours)}}{450 \text{ (total hours)}} = 15.3\% \text{ (% of completed clock hours)}$$
2. Determine the amount of Title IV aid earned by the student by multiplying the percentage of Title IV aid earned times the total of the Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period.  
$$15.3\% \times \$2,366.00 = \$362.00 \text{ (Amount of aid earned by student)}$$
3. If this amount is greater than the total Title IV aid disbursed for the payment period, a Post-withdrawal disbursement will be calculated; if the amount is less than the amount of Title IV aid disbursed, the difference will be returned to the Department of Education.

Withdrawals – Official vs. Unofficial:

The Financial Aid Officer at Advanced Beauty College can provide you with the requirements and procedures for officially withdrawing from school.

A student who withdraws is one who either officially goes through a "withdrawal" from Advanced Beauty College, unofficially withdraws (is administratively withdrawn), suspended, or officially withdraws and submits it in writing to school director.

A student's withdrawal date is determined by using one of the following:

- the date the student began the institution's official withdrawal process or officially notified the institution of intent to withdraw
- 30 days after student's last day of attendance--date used on Return to Title IV as date of determination will be last day of attendance.
- the student's last date of attendance at a documented academically related activity

A student may rescind his or her official notification to withdraw by filing a written statement with the School Director that he/she is continuing to participate in academically-related activities, and intends to complete the term (payment period) for which payment of Title IV funds were or would be received. The rescission of withdrawal is negated if the student subsequently ceases to attend prior to the end of the payment period. The withdrawal date then is the student's original date of withdrawal.

**Failure to return from an LOA:**

If a student does not return on their scheduled date from a documented Leave of Absence, Advanced Beauty College will withdraw the student 10 days after they were scheduled to return. Their last day of attendance will then be the last day they clocked in prior to the LOA.

**Earned AID:**

Title IV aid is earned in a prorated manner on a per diem basis (clock hours) up to the 60% point in the payment period. Title IV aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

In accordance with federal regulations, when Title IV financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order:

- unsubsidized FFELP loans
- subsidized FFELP loans
- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Federal PLUS loans
- Direct PLUS loans
- Federal Pell Grants

**Advanced Beauty College's responsibilities in regard to the return to Title IV funds follow:**

- providing students with the information given in this policy;
- identifying students who are affected by this policy and completing the Return to Title IV Funds calculation for those students;
- Returning any Title IV funds that are due the Title IV programs.

**The student's responsibilities in regard to the return to Title IV funds include:**

- Returning to the Title IV programs any funds that were disbursed to the student and which the student was determined to be ineligible for via the Return to Title IV Funds calculation.
- Any notification of a withdrawal should be in writing and addressed to the School Director.
- A student may rescind his or her official notification of intent to withdraw. Submission of intent to rescind a withdrawal notice must be filed in writing.
- Either of these notifications, to withdraw or a rescission of intent to withdraw must be submitted to the School Director in writing.

If you would like examples of the worksheets for this Return to Title IV Funds policy, contact the Financial Aid Director at 214-492-2076.

**Post Withdrawal:**

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the institution must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. The Institution may automatically use all or a portion of your Post-withdrawal disbursement (including loan funds, if you accept them) for tuition and fees. For all other school charges, the institution needs your permission to use the post-withdrawal disbursement. If you do not give your permission, you will be offered the funds. *However, it may be in your best interest to allow the school to keep the funds to offset any institutional fees incurred while enrolled at the school.*

The school must advise the student or parent that they have 14 calendar days from the date the school sent the notification to accept a post-withdrawal disbursement. If a response is not received from the student or parent within the permitted time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV programs.

If Advanced Beauty College is not required to return all of the excess funds, you must return the remaining amount.

Any amount of unearned grant funds that you must return is called an overpayment. The amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know what your school's refund policy is, you may ask your Financial Aid Director for a copy of the refund policy, or refer to your student contract.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at:

1-800-4-FEDAID (1-800-433-3243)

TTY users may call:

1-800-730-8913

You may also contact your Financial Aid Advisor at:

214-492-2076

Information is also available on Student Aid on the Web at: [www.studentaid.ed.gov](http://www.studentaid.ed.gov)

*\*This policy is subject to change at any time, and without prior notice*

## **Academic Program Information**

### ***GRADING SYSTEM:***

Students must maintain a minimum of 70% or higher average in Theory. If a student retakes an exam, the failing grade & the retake grade will be averaged. Students must also maintain a minimum of 70% or higher average on all practical procedures.

### ***COURSE PROGRAMS***

The school offers courses in cosmetology, facial & manicure. However, federal student aid is only available for the cosmetology course at this time.

### ***ALL COURSE DESCRIPTIONS:***

The course are designed to train the students in the theory and practical procedures in preparation for the job market, as well as educate them on the proper work habits in respect to sanitation, health and safety procedures. They also encourage self-reliance, initiative, professional ethics, leadership & teamwork.

## **Course Objectives and Outlines**

Each course is designed with the following objectives. Upon graduation, students should be able to:

- Develop good habits of performing properly in the interest of safety and hygiene for one's self and others.
- Conduct each technical job assigned in an orderly and professional manner.
- Learn to select wisely, care for and use correctly commercial products related to the application of beauty treatments.
- Be encouraged to keep abreast of all new and unique developments in the practice of Esthetics.
- Perform the basic manipulative skills including hair styling, color processing, chemical reformation, scalp/hair conditioning, facials, manicures and pedicures and other phases of Cosmetology.

***COURSE FORMAT:***

The Cosmetology course will consist of measuring student’s skill, competency and progress through lecture, demonstration, audio-visual materials, and illustrations, written and practical examinations. There will also be many occasions where there will be guest speakers, field trips and educational competitions students can partake in to enrich their learning experience.

***INSTRUCTIONAL METHOD:***

Courses will use lectures, demos and student participation. Students will demonstrate their competency in cosmetology theory and practice through mannequin repetitions and floor activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

***GRADING PROCEDURES:***

Class attendance and participation are mandatory and will be graded. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments and any additional items as assigned. A student must successfully complete a required number of each type of service. Services will be graded.

New classes start every Tuesday.

***COSMETOLOGY COURSE OUTLINE – 1500 hours***

Description: The art and science of cosmetology. Focuses primarily on hairstyling, but also trains students in basics of manicure and facials.

References:

Milady’s Standard Cosmetology Textbook 2012

Milady’s Standard Cosmetology Theory Workbook 2012

Milady’s Standard Cosmetology Exam Review 2012

|       |  |
|-------|--|
| HOURS | Subject:   |
| 100   | Orientation: School Rules & Regulation, Professional and Personal Development, Professional Ethics, Hygiene and Good Grooming, Personality Development, Employee/Customer-Employee/Employer Relationship, Public Relations Salesmanship, Business & Salon Operations, Bacteriology, Decontamination & Infection Control, TDLR Rules & Regulations. |
| 100   | Shampoo & Related Theory: Shampoo, Product Knowledge, Use & Safety, Practical Application of Shampooing  |
| 50    | Permanent Waving & Related Theory: Product Knowledge, Use & Safety, Practical Application of Shampooing  |
| 50    | Hair & Scalp: Scalp Treatment & Manipulations, Hair Treatments, Instant Treatments, Skin and Scalp, Disorders of the Hair and Scalp, Electricity   |
| 250   | Permanent Waving And Related Theory: Product Knowledge, Use and Safety, Selecting Correct Perm, Analysis of Hair and Scalp, Section and Wrapping, Alkaline vs. Acid, Relaxers – Thio and Sodium Hydroxide, Practical Applications of Relaxers.   |
| 200   | Hair Coloring and Related Theory: Product Knowledge, use & Safety, Analysis of Hair and Sc alp, Law of Color, Types of Color, Practical Application of Color   |
| 100   | Manicuring and Related Theory: Product Knowledge, Use, and Safety, Manicuring and Pedicures, The nail and Disorders, Hand and Arm Massage, Foot and Leg Massage, Artificial Nails, Nail Art  |
| 50    | Facials and Related Theory: product Knowledge, Use and Safety, Facials and Related Theory, Skin and Disorders, Superfluous Hair Removal, Lash and Brow tinting, Practical Application of Facial Makeup   |
| 250   | Hair Cutting and Related Theory: Implements, Their Use and Safety, Bone Structure, Basic Shaping with Razor and Scissors, Thinning and Tapering  |
| 200   | Hair Styling and Related Theory: Product Knowledge, use & Safety, Line and Design,   |

- Pincurls, Fingerwaves, Roller Placement, Style Patterns, Thermal Iron Curling, Blow Drying and Styling
- 50 Combouts: Hair Styling Techniques, Back Combing/Brushing Techniques, Creative Combouts
- 75 Chemistry and Anatomy: Science of Chemistry, Study of Matter, Chemistry of Water, Chemistry of Permanent Waving, Chemistry of Relaxers, Chemistry of Haircolor, Cosmetic Chemistry, Study of Anatomy-Human Body
- 75 Salon Management and Practices: Intro to Business and Salon Operations, Facts For Opening A Salon, Financial Considerations for Operating A Salon, Business Operation and Personnel Management, Principles and Practices of Good Selling, Importance of Advertising, Personal and Business Taxes

**ESTHETICS COURSE OUTLINE – 750 hours**

Description: Specializes in beautifying the skin.

References:

Milady Standard Esthetics: Fundamentals, 11 th Ed.

| HOURS | Subject:  |
|-------|---|
| 50    | Orientation: School Rules and Regulations, History of Skin Care & Cosmetics, Career Opportunities, Visual Impressions, Personality Ethics, TDLR Rules & Regulations   |
| 40    | Sanitation Safety and First Aid: Sanitation and Prevention of Microorganisms, Bacteria and Viruses, Disinfectant and Sterilization, Handling Hazardous Waste Materials, How to prevent cross-contamination using proper equipment and tools |
| 90    | Anatomy and Physiology: Skull and neck bones, Functions of Facial and Neck Bones, Nerves throughout the face and neck, Tissues and Their Functions, Lymphatic System  |
| 50    | Chemistry: Elements of Basic Chemistry, Cosmetic Ingredients  |
| 75    | Electricity, Machines, and Related Equipment: Flow of Electricity, Direct and Alternation Current, Machines used in Skin Analysis, Machines used in Skin Care Treatment, Maintenance of Each Machine  |
| 50    | Care of Client Consultation/Analysis: Skin Types and treatment, Skin Conditions, Genetics Role in Skin Treatments, Health Analysis, Fitzpatrick Scale   |
| 225   | Facial Treatment: Products used in Facial and Room Setup, Product Knowledge, Use & Safety, Deep Cleansing, exfoliation and extractions, Mask Therapy, Massage movements, Benefits of Facials, Facial with machine, Men's Facials            |
| 35    | Management  |
| 25    | Superfluous Hair Removal: Morphology, General Categories of Hair Removal  |
| 15    | Aromatherapy: Product Knowledge, use & Safety, Functions of Essential Oils  |
| 10    | Nutrition: Proteins, Fats and Carbohydrates, Nutrition and Health of the Skin   |
| 10    | Color Psychology: Primary Colors, Complementary Colors, Color Temperature   |
| 75    | Makeup: Product Knowledge, use and Safety, Make-up Techniques, Face Shapes, Eye shapes and connection techniques, Choosing a makeup product collection  |

**MANICURE COURSE OUTLINE – 600 hours**

Description: Specializes in the art form and care of nails.

References:

Milady's Standard Nail Technology, 6 th Ed.

| HOURS | Subject:   |
|-------|--|
| 15    | Orientation: School Rules and Regulations, Professional and Personal Development, Professional Ethics, TDLR Rules and Regulations  |
| 15    | Equipment, Implements, and Supplies  |
| 320   | Procedures: Product chemistry, knowledge, use and safety, Basic manicure and pedicure, Oil manicure, Removal of stains, Repair work, Hand and arm massage, Buffing, Application of polish, Application of artificial nails, Application of cosmetics fingernails preparation to build new nail, Application of nail extensions (Sculptured nails, Tips, Wraps, Fiberglass/gels, Odorless products) |

- 70 Anatomy and Physiology of Arms and Hands: Bones (Major bones, Functions), Muscles (Major muscles, Functions), Nerves (Major nerves, Functions), Skin (Structure, Functions, Appendages, Conditions, Lesions), Nails (Structure and Composition, Growth and regeneration, Nail irregularities, Nail diseases)
- 100 Bacteriology, Sanitation and Safety Measures: Sanitation (Definition, Importance, Rules & Regulation, Methods), Safety Measures, Hazardous Chemicals, Ventilation odor in Salons
- 80 Professional Practices: Manicuring as a Profession (Vocabulary & Ethics), Salon Procedures (Hygiene and good grooming, Professional attitudes and salesmanship, Public relations, Salon business management)

### **Transfer of Credits/Clock Hours & Articulation Agreements**

#### **TRANSFER STUDENTS**

Transfer students are accepted upon certification in writing from Texas Department of Licensing and Regulation (“T.D.L.R.”) according to State Law. Minimum clock hours required for acceptance are: COSMETOLOGY - 300; FACIAL – 150; and MANICURE - 200. Students must receive at least 25% of the course hours for which they are enrolled in order to receive a diploma from ADVANCED BEAUTY COLLEGE. Students transferring from other schools must have no more than 1125 hours for the cosmetology course, no more than 450 hours for the manicure course, and no more than 562.50 hours for the facial course. Costs will be adjusted accordingly. It is our policy not to solicit or enroll students currently enrolled in another cosmetology school.

#### **RE-ENROLLMENT STUDENTS**

A former drop student may re-enroll in the same course and receive credit for previous hours if financial obligations have been made to the school’s satisfaction. Tuition will be charged at current hourly rate for hours needed to complete course of study. Other costs will be adjusted accordingly.

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at the point of re-entry.

A student failing to meet minimum satisfactory requirements at the point of withdrawal will be placed on one month Probation when accepted for re-enrollment. Financial Aid will only be re-instated at the point when a student reaches the point where they are meeting Satisfactory Progress Standards.

Non-credit remedial courses have no effect upon a student’s satisfactory progress status at ADVANCED BEAUTY COLLEGE.

### **Accreditation Approval**

**ACCREDITATION** – Advanced Beauty College is nationally accredited by the:

**National Accrediting Commission of Career Arts & Sciences (NACCAS)**

4401 FORD AVE. SUITE 1300  
ALEXANDRIA, VA 22303-1432

[www.naccas.org](http://www.naccas.org)

(703) 600-7600

**LICENSING** – Advanced Beauty College is licensed and regulated by the:

**Texas Department of Licensing and Regulation (TDLR)**

P.O. Box 12088  
Austin, Texas 78711

[www.license.state.tx.us](http://www.license.state.tx.us)

(512) 463-6599

(800) 803-9202

### **Peer to Peer File-Sharing Disclosures**

Students of the school are prohibited by law to distribute copies of any copyrighted material. The unauthorized distribution of copyrighted material may subject the student to civil and criminal liabilities.

Chapter 12 of the Copyright Management and Systems Law:

§ 1204. Criminal offenses and penalties<sup>5</sup>

1. In General. — Any person who violates section 1201 or 1202 willfully and for purposes of commercial advantage or private financial gain —
  - a. shall be fined not more than \$500,000 or imprisoned for not more than 5 years, or both, for the first offense; and
  - b. shall be fined not more than \$1,000,000 or imprisoned for not more than 10 years, or both, for any subsequent offense.
2. Limitation for Nonprofit Library, Archives, Educational Institution, or Public Broadcasting Entity. — Subsection (a) shall not apply to a nonprofit library, archives, educational institution, or public broadcasting entity (as defined under section 118(g)).
3. Statute of Limitations. — No criminal proceeding shall be brought under this section unless such proceeding is commenced within five years after the cause of action arose.

## HEALTH AND SAFETY

### Campus Security Act Disclosure Statement

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. These numbers do not reflect crimes specifically committed at Advanced Beauty College, but in the building and surrounding areas as a whole. In compliance with that law, the following reflects this institution's crime statistics for the period between 1/1/2009 – 12/31/2009, 1/1/2010 – 12/31/2010 and 1/1/2011 – 12/31/2011. Rates reported below are in conjunction with the old location.

#### Report Distribution Date:

#### Occurrences within the 2009, 2010 and 2011 Calendar Years

| Crimes Reported                              | 2010 | 2011 | 2012 | Location:<br>C=Campus<br>N=Non-campus<br>P=Public | Hate<br>Crime |
|--|------|------|------|---|---------------|
| Murder (Includes non-negligent manslaughter) | 0    | 0    | 0    |   |               |
| Negligent manslaughter                       | 0    | 0    | 0    |   |               |
| Sex offenses (forcible & non-forcible)       | 0    | 0    | 0    |   |               |
| Robberies                                    | 0    | 0    | 0    |   |               |
| Aggravated assaults                          | 0    | 0    | 0    |   |               |
| Burglaries                                   | 0    | 0    | 0    |   |               |
| Motor Vehicle Thefts (on Campus)             | 0    | 0    | 0    |   |               |
| Arson  | 0    | 0    | 0    |   |               |

| Number of arrest made for the following crimes | 2010 | 2011 | 2012 | Referred for campus disciplinary action?<br>(Yes)(No) |
|--|------|------|------|---|
| Liquor Laws                                    | 0    | 0    | 0    |   |
| Drug Laws                                      | 0    | 0    | 0    |   |
| Weapons Possession                             | 0    | 0    | 0    |   |

\*Crimes of murder, manslaughter, arson, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crime Statistical Act.

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available campus security officer, institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing (911).
2. All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes no to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).

Preparation for the Annual Disclosure of Crime Statistics report is obtain by the institution's secretary who contacts the correct police department District for statistics and the institution's "Daily Incident Log", and then records those statistics.

3. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and



display at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 5:00pm. When the school closes for the night, the school's official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at anytime without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

4. Current policies concerning campus law enforcement are as follows:
  - a) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
  - b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
  - c) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
  - a) Do not leave personal property in classrooms
  - b) Report to your institutional official, any suspicious persons.
  - c) Always try to walk in groups outside the school premises.
  - d) If you are waiting for a ride, wait within sight of other people
  - e) Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
  - f) The "Crime Awareness And Campus Security Act" is available upon request to students, employees (staff and faculty) and prospective students.
  - g) The School has no formal program, other than orientation, that disseminates this information. All information is available on request.
  - h) Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation the safety of an individual, cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
6. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.
7. All incidents shall be recorded in the Advanced Beauty College daily Incident Log located on campus in at the institutional Admissions official's station. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log with two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law, would endanger the confidentiality of the victim.
8. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
9. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination and/or arrest.
10. Information concerning drug and alcohol abuse education program are posted at campus and is distributed annually to students and staff. Sexual assaults (criminal offences) on campus will be reported immediately to

the institution's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and/or arrest. Students can obtain information about registered sex offenders by going to the following website: [www.records.txdps.state.tx.us](http://www.records.txdps.state.tx.us)

### **Drug & Alcohol Abuse Prevention Program**

Advanced Beauty College is a drug free workplace.

Students in need of any professional counseling to deal with drug and alcohol abuse or any other forms of abuse will be referred to appropriate professionals.

#### **Addiction Hotline Dallas**

4144 N. Central Express way, Suite 600  
Dallas, TX 75204, 214-414-9198

#### **The National Domestic Violence**

Hotline 1-800-799-SAFE (7233) or  
1-800-787-3224

#### **Drug Prevention Resources, Inc.**

1200 Walnut Hill Lane #1500  
Irving, TX, 75038, 972-518-1821

#### **National Sexual Assault Hotline**

1-800-656-HOPE (4673)

#### **Child & Family Guidance Centers**

8915 Harry Hines Blvd.  
Dallas, TX 75235, 214-351-3490

#### **A Alcohaaaal 24 Hour Abuse**

210 South Main Street  
Irving, TX(972) 253-8222

#### **Murray Hill Recovery**

909 Lake Carolyn Pkwy # 310  
Irving, TX(214) 496-0800

### **Campus Safety – Emergency notification & Crime reporting**

#### **EMERGENCY NOTIFICATION:**

Students and employees should refer to the Admission officer or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not be waited upon on to report to the school's officer but rather contact the appropriate agency by calling (911).

#### **CRIME REPORTING:**

In the event there is a crime that the school cannot mediate, an employee will call the local authorities to file a crime report. Incidents that the institution must report as hate crimes are: simple assault, larceny-theft (except motor vehicle theft), intimidation and vandalism of property. Hate crimes are crimes that manifest evidence that the victim was intentionally selected because of the perpetrator's bias.

For crimes occurring on campus that require discretion, please inform Student Services immediately. The institution does its best to protect the safety of our students and is willing to work with students in the event of conflicts amongst other students.

### **Information for Crime Victims**

The institution will, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceedings. For any crime that involves students as both parties, perpetrator and victim, the school will review the crime on a case-by-case basis and may choose to permanently expel one or both parties according to the school's discretion.

## STUDENT OUTCOMES

### Retention Rates

Retention rates measure the percentage of first-time students who return to the institution to continue their studies the following fall or completed their studies within the reporting period.

Reporting Period 08/01/2011 – 10/31/2012.

|                              |     |
|------------------------------|-----|
| Full-Time, First-Time Cohort | N/A |
| Part-Time, First-Time Cohort | 56% |

### Graduation Rates

To calculate the graduation rate, the school identifies all students schedule to graduate during a specific time period and looks at how many of those students actually completed their course.

| Course      | Students Schedule to Graduate in 2012 | Graduated as of Dec 2012 | Graduation Rate |
|-------------|---------------------------------------|--------------------------|-----------------|
| Cosmetology | 22                                    | 16                       | 73.00%          |
| Manicure    | 4                                     | 4                        | 100%            |
| Facial      | -                                     | -                        | N/A             |

### Placement Rates

Advanced Beauty College tracks employment obtained by graduates within the beauty industry. The rate of placement is based on how many graduates got jobs after graduation.

#### Job Placement Rates

|           | Completion | Licensure | Placement |
|-----------|------------|-----------|-----------|
| 2012-2013 | 70.83%     | 100%      | 64.71%    |
| 2010-2011 | 83.91%     | 100%      | 72.55%    |
| 2009/2010 | 71.93%     | 100%      | 68.75%    |
| 2008/2009 | 80.00%     | 100%      | 75.00%    |
| 2007/2008 | 78.19 %    | 100%      | 63.60 %   |

## FACULTY AND STAFF

|                               |              |                              |                |
|-------------------------------|--------------|------------------------------|----------------|
| <b>School Owners</b>          | Tho P. Le    |                              |                |
|                               | Hee Y. Ko    |                              |                |
| <b>School Director</b>        | Tho P. Le    | <b>Instructors</b>           | Estela Anaya   |
| <b>Student Services</b>       | Karen Delcid |                              | Graciela Salas |
| <b>Financial Aid Director</b> | Khoa Nguyen  |                              | Vykim Le       |
| <b>Educational Director</b>   | Estela Anaya | <b>Substitute Instructor</b> | Marcia Diaz    |