



School Catalog

2024-2025

1001 S. 10th St., Suite O
McAllen, Texas 78501

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**Disclaimer: The Studio College of Beauty,LLC, will hereafter be known as “The College” in this catalog.

WELCOME

Welcome to The Studio College of Beauty (The College). You have made a wise decision about your future by choosing a career in the exciting field of beauty and wellness. The Studio College of Beauty is here to support you pursue your goal of excellence. Our curriculum is designed to introduce all the tools you will need to begin your journey. The integration of academic learning with the practical applications of required skills combined with interpersonal and business skills training sets us apart. The practice of important personal goals, orientations, dedication, and class attendance as scheduled, and the completion of all your assignments in a timely manner, combined with your commitment to success is critical. After all, the very first step to achieving your career goal is to complete your foundation training. The Studio College of Beauty and its qualified staff are here to assist you. We look forward to sharing in your journey!

MISSION STATEMENT

At The Studio College of Beauty we strive to offer higher education, developing our students' passion, commitment and loyalty in the career of Arts and Sciences. Students will receive training in the principles and practices of the beauty industry. The Studio College of Beauty will consistently provide each student with marketable skills and professional attitudes. This will emphasize responsibility and commitment to self, employers, colleagues, clients and commitment to self, employers, colleagues, clients and community.

ACHIEVING OUR MISSION

The mission of The Studio College of Beauty will be accomplished by:

- Assessing The Studio College of Beauty performance as related to its stated objectives, summarizing assessment results, and using the assessment to maintain and improve The College's performance.
- Employing an instructional staff that is fully qualified and of adequate size to fulfill the objectives of the educational programs in every mode of delivery.
- Maintaining effective administrative policies and services appropriate to the educational programs in accordance with all applicable agencies and rules.
- Administering Admission policies appropriate for the The College's mission and educational objectives (Providing appropriate student support services).
- Offering quality educational programs fitting with the The College's mission and educational objective that incorporate job market requirements.
- Maintaining a sound financial condition using qualified financial management.
- Providing academic and practical learning space, equipment learning space, and products that meet professional standards of safety and hygiene.
- Using systematic student evaluation methods and ensuring satisfactory achievement of program objectives.

MISSION ASSESSMENT POLICY

In The College's effort to ensure achievement of the mission, it will assess its mission, educational programs and objectives by soliciting feedback on at least an annual basis from its current students, graduate students, and from members of the Advisory Committee. Feedback will be discussed periodically during staff meetings and improvements, or changes made as a result of feedback will be documented. A summary of such feedback will be maintained in the The College's Outcomes Assessment Binder (located in the Director's Office).

OBJECTIVE

Our objective is to train each student in the technical, social and business skills necessary to be successful, competent cosmetologists, estheticians, and eyelash technicians. Instruction takes place through a combination of theory class, practical work, clinical experience, independent practice, group activities, and field trips. At the completion of the selected program, the student will be prepared to enter the beauty profession, continue to grow and develop, and make a contribution to the profession.

OWNERSHIP AND LICENSURE

The Studio College of Beauty, LLC is owned by Mrs. Adriana Rivas
1001 S 10st,Suite O, McAllen TX 78501
Telephone number is: 956 627-3822

Our campus is licensed by the Texas Department of Licensing and Regulations, PO Box 12157, Austin, Texas 78711-2157; 800-803-9202. The Studio College of Beauty,LLC, The School Director may be contacted during normal business hours to schedule an appointment to review certification documents and to obtain other consumer information regarding The College, enrollment or other program information.

FACILITY

Our campus offers a modern environment consistent with the beauty and wellness industry including:

- Approximately 2500 square feet of space
- Classrooms for academic and practical learning in all programs are well equipped
- A Student Salon with state-of-the art equipment for in-house training
- Director's Office
- Break room

We reserve the right to limit the enrollment of any programs offered and/or make any changes as needed in this catalog or to the rules and regulations of The Studio College of Beauty. The College will make these changes as needed when it is in the best interest of either the student or The College. These changes are not limited and may include the following: fees, programs, schedules, curriculum, requirements, etc.

CAREER OPPORTUNITIES

The College cannot guarantee employment for graduates, however, assistance in finding suitable employment is an integral part of The College's policies and operation. Assistance includes posting industry job openings, referring students for interviews, salon/SPA tours and career days. Students also receive training in how to seek employment including how to write a resume, complete an employment application and portfolio, and prepare for an effective interview. The College encourages students to obtain salon sponsors to mentor them throughout the program. This is an excellent opportunity for students to obtain professional salon exposure, secure future employment and make the transition from The College to work with ease. As you embark on your new journey, you may not know which path within the beauty and wellness industry you wish to pursue. Enter your program with an open mind and keep your options open. The following career avenues are options you may want to consider upon graduation. In the fields of Cosmetology, Aesthetician, Eyelash Technician and/or Barber you could choose to be a licensed practitioner, a specialist in a given practitioner field such as colorist or makeup specialist, a platform artist, an establishment manager or owner, a product representative, or a State Board member or examiner, for example: Areas of specialization such as journalism, marketing, research and development, and writing may result from additional training. If you like to work with people and have an aptitude for the field, a beauty and wellness education may secure your future.

The College encourages students interested in a beauty and wellness career to consider all aspects of such a decision. Persons who want to become professionals in the beauty and wellness industry should be aware that the various positions offered may require:

- Enjoyment of dealing with people and meeting a client's requests
- Finger dexterity and working long hours when first building a clientele
- Keeping abreast of the latest techniques and trends in the field
- Becoming a life-long learner
- A personal investment for advertising and promotions such as printing business cards
- Exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used incorrectly
- The practice of safety and sanitation is necessary for successful performance within the industry

Professionals should be aware that methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (retaining space and equipment from an existing salon). According to the 2018-2019 Occupational Outlook Handbook published by the United States Department of Labor, employment in the beauty and wellness field is projected to grow much faster than the average from all occupations. It is reported that the beauty and wellness industry is projected to grow 13 percent from 2016 to 2026, faster than the average for all occupations. Reported from: www.careeronestop.org and <https://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm#tab-6>. To access these charts in Spanish please visit the site www.careeronestop.org.

Cosmetology**Wages for Hairdressers, Hairstylists, and Cosmetologists in 78501**

Percentile wage estimates for this occupation:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$7.53	\$8.57	\$10.36	\$12.91	\$17.42
Annual Wage (2)	\$15,670	\$17,820	\$21,540	\$26,850	\$36,230

“High” indicates 90% of workers earn less and 10% earn more.

“Median” indicated 50% of workers earn less and 50% earn more.

“Low” indicated 10% of workers earn less and 90% earn more.

“N/A” indicated the data is not available.

Notes: Yearly wage data applies only to workers with full-time, year-round schedules. For salary information for part-time or part-year workers, use hourly wage data.

Occupation Description

Hairdressers, Hairstylists, and Cosmetologists provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dreads, wigs, perform hair removal, and provide nail and skin care services. Excludes “Makeup Artists, Theatrical and Performance, “Manicurists and Pedicurists”, and ‘Skincare Specialists’.

Esthetician**Wages for Skincare Specialists in 78501**

Percentile wage estimates for this occupation:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$9.79	\$10.47	\$14.47	\$20.67	\$27.39
Annual Wage (2)	\$20,360	\$21,780	\$29,310	\$43,000	\$56,960

“High” indicates 90% of workers earn less and 10% earn more.

“Median” indicated 50% of workers earn less and 50% earn more.

“Low” indicated 10% of workers earn less and 90% earn more.

“N/A” indicated the data is not available.

Notes: Yearly wage data applies only to workers with full-time, year-round schedules. For salary information for part-time or part-year workers, use hourly wage data.

Occupation Description

Skincare Specialists provide skincare treatments to face and body to enhance an individual’s appearance. Includes Advanced treatments.

CLASS START DATES

Start dates for all programs occur on the first and second Monday of each month unless a scheduled holiday or The College closure occurs on Monday, in which case, classes will begin on Tuesday. Orientation must be completed prior to the first day of class. Additional start dates may be available each month contingent upon instructor-led class sizes.

2024 start dates are listed below:

January 9 and 29, 2024	May 6 and 20, 2024	September 9 and 23, 2024
February 19 and 26, 2024	June 3 and 17, 2024	October 7 and 21, 2024
March 18 and 25, 2024	July 22, 2024	November 11 and 18, 2024
April 1 and 15, 2024	August 5 and 19, 2024	December 2, 2024

2025 start dates are listed below:

January 6 and 20, 2025	May 5 and 19, 2025	September 8 and 22, 2025
February 3 and 17, 2025	June 2 and 16, 2025	October 6 and 20, 2025
March 3 and 17, 2025	July 21, 2025	November 3 and 17, 2025
April 7 and 22, 2025	August 4 and 18, 2025	December 1, 2025

ADMISSIONS REQUIREMENTS

The Studio College of Beauty is an equal opportunity employer and follows the same policies in accepting applications from potential students. The College is open to all students without regard to race, color, religion, age, sex, creed, ethnic origin, sexual orientation, disability or marital status. The admissions policy is in compliance with the U.S Department of Education, Texas Department of Licensing and Regulations, National Accrediting Commission of Career Arts and Sciences guidelines and the Veterans Administration Education Department.

To enroll in any course 300 hours or greater offered by The College, a student must:

- Be at least 17 years of age (Age will be verified with Individual's ID)
- Provide a valid driver's license, government ID with photo, or valid passport
- Students must also be able to provide proof of appropriate educational requirements such as;
 - 1) Have successfully completed high school or its equivalent as evidence by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, copy of a transcript showing high school completion, or a certificate of attainment (only applicable to non-Title IV recipients), etc.; or
 - 2) Have evidence of completion of home schooling that state law treats as a home private school. If the state issues a credential for home schooling, maintaining this credential; or
 - 3) Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a US high school diploma.
 - 4) If attending under a training agreement with a government agency, school district, and/or other entity, meets the admissions requirements set out in the training agreement and/or applicable state licensing or certification regulations. A limited number of secondary students who are not enrolled under a training

agreement as explained previously (no more than 10% of the number of students currently enrolled) may be admitted if the applicant meets the state requirements for admissions, obtains permission in writing from the secondary school in which they are enrolled and successfully completes a pre-enrollment evaluation as established by The College.

- 6) Online (internet) high school, GED and home school diploma are not acceptable as proof of appropriate education.
- 7) Are not currently enrolled at a primary and secondary institution
- 8) Preprogram are based 30 clock hours per week
- 9) If the individual seeking enrollment is a dependant minor, a parent or legal guardian must accompany them on a visit and will be required to sign the enrollment contract/agreement.
- 10) Student must have a state permit fee of \$25.00 money order/cash/zelle
- 11) Pay the required Registration Fee of \$150.00 money order/ cash/zelle

TRANSFER POLICY

Enrollment is available for students wishing to transfer to The Studio College of Beauty after they have withdrawn from other schools both in and out of state. The College does not recruit students already attending or admitted to another school offering similar programs of study. The student must submit certification of hours prior to signing the enrollment agreement. Credit for previous training and education in licensed training programs may be granted. The acceptance of transfer hours is at the discretion of The Studio College of Beauty and there is a possibility that no such credit will be granted.

Note: All hours attempted will count towards the Title IV, HEA funding 150% quantitative requirements, not just the hours that were accepted as transfer hours.

The student must meet all regular entrance and registration requirements. Before a transferring or returning student can be enrolled, they will be evaluated according to the Satisfactory Academic Progress policy (see policy listed in The College catalog). Students accepted for admission may be required to purchase The College's current kit. Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

RE-ENTRY POLICY

Students who are granted re-entry within one hundred and eighty (180) calendar days of the original official withdrawal date will be charged for hours remaining and will be responsible for any balance owed under their prior enrollment. Students will return in the same SAP status as at the time of withdrawal.

For students who re-enter more than one hundred and eighty (180) calendar days after the original withdrawal date, tuition rates current at the time of re-entry will apply to the remaining hours needed and current kits will need to be purchased or they must purchase any items missing from the previous kit.

Arrangement for satisfactory payment of any applicable balance owed under the previous enrollment(s) must be made prior to re-entry. Students who withdraw from enrollment two times will not be considered for re-entry. Reentry students must provide their full and complete kit as required for the course of study or purchase a new one.

FINANCIAL ARRANGEMENTS

The student must make financial arrangements with the Finance Director regarding FAFSA application, Scholarships and/or Cash payment plan prior to enrolling. The student will be informed that attendance hours may be withheld for non-payment of tuition.

ADMISSIONS PROCESS

1. Attend an Informational Interview and tour the facility (parents or spouses are encouraged to be present). The interview will elaborate on course description, career opportunities, physical demands of the job, and the College and State Board requirements. Additionally, the prospective student is given a pre-enrollment checklist with required information which students are required to sign and return. Any questions from the prospective student will be answered truthfully, promptly and in sufficient detail to eliminate confusion.
2. Submit a valid driver's license, government ID with photo, or valid passport, and proof of appropriate educational requirements.
3. Complete the Enrollment Agreement.
4. Pay the \$150.00 Registration Fee.

Upon receipt of all required documents and in good order, the prospective student is eligible to attend the new student orientation. New student orientation is conducted prior to each start date in person at The College. Topics reviewed include: staff introductions, catalog review, explanation of The College policies and procedures including rules and expectations (when applicable), clocking in and out, standards of conduct, course outlines, enrollment agreement, drug awareness and procedures, grievance policy and procedures, safe workplace, Material Safety Data Sheets, Fire Safety, evacuation procedures, satisfactory progress, student kits and more.

Once orientation has been completed, students starting through the online platform program receive an email with a tutorial on how to set up their account with CIMA by Milady, the link to register their account, instructions for the process, and their personal access code.

The Cosmetology training kit, and ebooks; or Esthetician training kit and ebooks are issued during their first phase at The College. These items are issued by the instructor and are required for use throughout the program of study. All kits must remain at The College during the course of study as it is a requirement for meeting program completion and will be necessary for training in the Student Salon. Removing the kit or any items from The College is considered theft and will be grounds for out of school suspension or expulsion. Student-issued lockers with locks can be used to secure all necessary items. Students are responsible to keep the kit and its items locked at all times, on a day to day basis, whether clocked in or out, and during absences for any reason, including Leave of Absences or suspensions. The College is not responsible for missing, lost, or stolen kit or trolley items. Students are responsible for their kit and its items, and at any time if an item is missing a student has the following options:

1. Purchase a new or used item from The College, if The College has one in stock. The item must be paid for at the time of purchase, no charges or postponement of payment is acceptable.
2. Clock out. The student must obtain a replacement kit item (same brand or model) as the missing item and obtain instructor approval before clocking in (same day or following days).

This is a list of required documentation provided to the student during enrollment and orientation:

- Enrollment Requirements Form
- Course Description
- Enrollment Questionnaire
- Completion/Licensure Statistics Form
- Physical Demands Form
- Safety Requirements Form
- Student Handbook
- Consumer information

*The Studio College of Beauty reserves the right to deny admissions to any person for any nondiscriminatory reason. Applicants are notified of their admission status within a reasonable time frame.

ATTENDANCE POLICY

Records are maintained for each student that documents when the student is present, absent or tardy for any class. The records are readily available for inspection by any authorized person or agency. Absences are not classified as either excused or unexcused. Students absent more than 10 consecutive days and not on an approved Leave of Absence will be dropped from The College and the Refund Policy and Notice of Cancellation will apply. Students are expected to attend according to their assigned schedule.

Daily attendance throughout the entire program is critical for student success. Students must attend at least 67% of the scheduled hours in order to be considered making satisfactory progress. Students are required to be in the facility and ready to attend class prior to the beginning of each class. Failure to clock in by 9:00a.m. may prohibit the student from attending class. Students are encouraged to clock in at least five minutes prior to the scheduled class start time.

Excessive absences and tardiness may result in disciplinary action as follows: 1st Tardy- Written Warning, 2nd Tardy- Disciplinary Advising, and 3rd Tardy- Suspension for three days. The College reserves the right to change the time of scheduled academic classes. Students must make up failed or missed tests, and incomplete assignments. If a student has been unable to attend classes based on their schedule, other arrangements may be approved for them to attend during daily normal business hours.

HOLIDAYS (2024-2025)

The College will be closed on the following holidays:

Spring Holiday	March 11-15, 2024
Good Friday	March 29, 2024
Easter Monday	April 1, 2024
Memorial Day	May 27, 2024
Independence Day	July 4, 2024
Labor Day	September 2, 2024
Thanksgiving Break	November 25-29, 2024
Winter Break	December 20- January 3, 2025

HOLIDAYS (2025-2026)

The College will be closed on the following holidays:

Spring Holiday	March 10-14, 2025
Good Friday	April 18, 2025
Easter Monday	April 21, 2025
Memorial Day	May 26, 2025
Independence Day	July 4, 2025
Labor Day	September 1, 2025
Thanksgiving Break	November 24-28, 2025
Winter Break	December 22- January 2, 2026

Unscheduled: The College closures due to mitigating circumstances such as inclement weather will automatically extend a student's contract ending date without penalty.

TIME CLOCK PROCEDURES

Students use a computer clock to clock in and out. It is the responsibility of each student to monitor clock-in readings and to advise an Instructor immediately of any problems. If there is a problem, the Instructor shall document the time and issue a report to the The College Executive Director. A student who loses his/her name-badge must immediately advise an Instructor and a replacement will be issued for a charge of \$10.00. Each occurrence will be documented, and a charge imposed for every badge lost. If a name badge is lost more than 3 times, disciplinary action will be imposed. Students cannot clock in or out for any other student. Any student who clocks in/out for another student, will be subject to discipline, up to and including expulsion as such action is considered **falsification of records**. Any student leaving the facility **must** clock out and clock in upon return.

CURRICULUM AND COURSE OUTLINES

Each program offered at The College requires students to complete a specific number of hours in an academic and practical learning classroom prior to advancing to the student salon and providing services to clients. Upon successful completion of the first level of training (Phase I), the student will advance to the student salon and will continue academic learning classes. The remainder of the day will be spent improving practical skills by performing services on clients, models, or mannequins. All programs offered by The College follow similar procedures and policies in that the same instructional methods apply, and the same grading procedures are followed for each program. The following policies are considered to be an integral part of each program outline.

INSTRUCTIONAL METHODS

This policy applies to all programs in this catalog. The education offered at The College is measured in clock hours and provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is present through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities,
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and other related learning methods are used in the course. The College maintains an Instructor to Student ratio of no less than 1 to 25. All training is completed under the supervision of a licensed instructor.

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in The College. Federal regulations require all schools participating in state and federal financial aid program to monitor SAP. The Satisfactory Academic Progress Policy consistently applies to all full-time and part-time students enrolled in any program. It is printed in this catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Students may access their SAP evaluations by requesting a meeting with the Executive Director of The College. All SAP evaluations are reviewed by the student and signed.

Academic Year Definition

The Studio College of Beauty's academic year is defined as, 900 clock hours and 26 weeks.

Evaluation Periods

Formal evaluations for Satisfactory Academic Progress are conducted at the following actual clocked hours:

			Full-Time Weeks	Part-Time Weeks
Cosmetology	1000 Hours:	450 Hours	13 weeks	25 weeks
		900 Hours	26 weeks	50 weeks
Barber	1000 Hours	450 Hours	13 weeks	25 weeks
		900 Hours	26 weeks	50 weeks
Nail Technician	600 Hours:	300 Hours	9 weeks	16.5 weeks
Esthetician	750 Hours:	375 Hours	11 weeks	21 weeks
Eyelash Technician	320 Hours	160 hours	12 weeks	

*All evaluations will be completed within seven (7) school business days following each established evaluation period. Course incompleteness, transfer credits, repetition, and non-credit remedial courses have no effect on SAP. Evaluations will determine if the student has met the minimum requirements for Satisfactory Academic Progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. Students who meet the minimum requirements for attendance and academic performances are considered to be making Satisfactory Academic Progress until the next scheduled evaluations.

Quantitative Requirement

Students are required to attend a minimum of 67% of his/her educational program and no longer than 150% of the published length of the program as measured in clock hours in order to be considered making Satisfactory Academic Progress. Evaluations are based on the cumulative attendance percentage as of the last day of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, The College will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicated that, given the same attendance rate, the student will graduate within the maximum time frame allowed. Full-time students are scheduled to attend 34 hours weekly and part-time students are scheduled to attend 18 hours weekly.

Maximum Time Frame

COURSE	MIN	MAX	MIN	MAX
	HOURS	ATTEMPTED HOURS	WEEKS	WEEKS
*Cosmetology	1000	1500	29	44
*Cosmetology P/T	1000	1500	56	83
Esthetician	750	1125	22	33
Esthetician P/T	750	1125	42	63
Nail Technician	600	900	18	26
Nail Technician P/T	600	900	33	50
Eyelash Technician	320			

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

Note: A leave of absence will extend the students contract end date and the maximum time frame by the same number of calendar days taken in the leave of absence.

Qualitative Requirements

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned theory study. Theory is evaluated after each unit of study. Students must maintain a cumulative theory grade average of at least 70% (C) at the end of each progress report period. Students must make up failed or missed tests and incomplete assignments. Practical skills performances are counted towards course completion only when considered satisfactory or better and are therefore, not a component of satisfactory progress. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated until a satisfactory level of performance is achieved. The College uses the following grading scale:

90-100	A	Excellent
80-89	B	Above Average
70-79	C	Average
0-69	F	Failing

Losing and Regaining Eligibility:**Warning Status**

Students who fail to meet minimum requirements, 67% cumulative attendance and a C or 70% GPA at the end of an evaluation period, will be placed on a Warning. Warning status may be assigned without an appeal and requires no action from the student. If a student is making SAP at the end of the Warning period, they shall be returned to normal SAP status.

Appeal Process

If a student is determined to not be making Satisfactory Academic Progress, the student may appeal the determination within ten (10) calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to The College on the designated form describing why they failed to meet Satisfactory Academic Progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file.

Probation Status

Students who fail to meet minimum requirements for attendance or academic progress after warning period will be placed on probation and considered to be making Satisfactory Academic Progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain Satisfactory Academic Progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for Satisfactory Academic Progress or by the academic plan, he/she will be determined as NOT making Satisfactory Academic Progress.

Leave of Absence

If enrollment is temporarily interrupted for a Leave of Absence (LOA), the student will return to The College in the same progress status as prior to the LOA. Hours elapsed during a LOA will extend the student's contract period by the same number of calendar days taken in the LOA and will not be included in the student's cumulative attendance percentage calculation. Students who fail to return from a LOA will have an Unofficial Withdrawal on the date they were scheduled to return from the LOA.

Re-Entry Enrollments

Students who re-enter the same program, must re-enter in the same SAP status as when they left.

Course Incompletes, Repetitions and Non-Remedial Courses

Course Incompletes, repetitions and non-credit remedial courses do not apply to The College and have no effect on SAP.

Transfers

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

Reinstatement of Aid

Students may re-establish SAP by meeting minimum attendance and academic requirements by the end of the Warning or Probationary period.

Please refer to the R2T4 for the official process:

Official Withdrawal From The College

In the event that circumstances beyond the student's control make it necessary for withdrawal, the student must consult with The College Executive Director and complete a Withdrawal Form using the last date of attendance as the drop date.

Unofficial Withdrawal From The College

In the event that The College Unofficially Withdraws a student from The College, the Executive Director of The College must complete the "Withdrawal Forms" using the last date of attendance as the drop date. Upon completion of the withdrawal requirements, The College will submit a Final Transcript of Hours to the state board. Upon payment of a \$10.00 transcript fee, a certified Final Transcript of Hours will be provided to the withdrawn student. If withdrawal requirements are not met, no transcript will be released. Withdrawal fees may be appealed according to The College's appeal policy, however, the final decision regarding the student's withdrawal status is at the discretion of The College's Administration. Students who withdraw prior to completion of the course and wish to re-enroll within 180 days of the original official withdrawal date, will return in the same SAP status as at the time of withdrawal.

Course incompletes, repetitions, and non-credit remedial courses do not apply to The College's form of instruction. The College 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 The College will receive credit for all work successfully completed up to the point of withdrawal. Transfer clock hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

STUDENT RESOURCES AND SUPPORT SERVICES

The College follows the curriculum published by Milady, the leading publisher in beauty and wellness educational materials. The Cosmetology course uses: *Milady Standard Cosmetology*; the Nail Technician course uses: *Milady Standard Nail Technology*; the Esthetician course uses: *Milady Fundamentals Esthetics*; and the Eyelash Technician course uses: *Milady Standard Eyelash Technician*

Students are advised regarding progress and achievement during the formal Academic Advising Periods and more often as needed. Student strengths and areas needing improvement are identified and plans for needed improvement are discussed. Regular progress evaluations include advisement regarding progress in attendance, in written grades, and practical performance. The College maintains a copy of each advising session report in the student's academic file and provides the student with copies. Advice regarding licensing regulations and employment is available to students as needed. The administration office maintains a list of professional agencies for referral if a student needs other assistance.

REQUIRED PRACTICAL EXPERIENCES

The College requires students to complete a minimum number of practical experiences for satisfactory skills development and graduation. Practices may be completed on clients, mannequins, models, or other students. Students may perform services on clients only after satisfactorily completing the first level of training in each program consisting of 10% of the required hours per program. The requirements listed by category are the minimum that each student must successfully complete prior to graduation.

Date of Publication: January 2024

UNITS OF INSTRUCTION, HOURS, AND PRACTICAL REQUIREMENTS

The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in this section of the program outline. Health, cleaning, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both academic and practical learning as applicable. Students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program.

COURSE OUTLINE UNITS OF INSTRUCTION

COSMETOLOGY PROGRAM- 1000 Hours- 29 Weeks (Full-Time) 56 Weeks (Part-Time)

Program Description

The program is designed to train students in the underlying theory, basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary for licensure and for competency in entry-level positions in the beauty and wellness industry including all phases of hair, skin, and nail care.

Program Objectives

Upon completion of the cosmetology program, the determined graduate will be able to:

- Perform the basic manipulative skills in hair styling, shaping, lightening, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, pedicures, and nail extensions.
- Perform the basic analytical skills to determine proper make-up, hairstyle, and color application for the client's features and request.
- Apply the theory, technical information, and related matter to assure sound judgements, decisions, and procedures.
- Practice effective business skills including retailing, developing a budget, and effectively managing down time in the professional settings.

Cosmetology Units

Unit	Hours
Hair Care: Cutting, styling, coloring, chemical textures, and related theory and application; business skills; professional development and salon management; health; safety; and laws.	800
Nail Care: Manicuring and related theory and applications, business skills; professional development and salon management; health; safety; and laws.	100
Skin Care: Facials, hair removal, and related theory and applications; business skills, professional development, and salon management; health; safety; and laws.	100
TOTAL	1,000

Cosmetology Practical Applications

Each cosmetology student must complete practical applications of the curriculum according to The College's published rules on minimum practical applications or by the following schedule, whichever is greater.

Client Protection.....	250 Applications
Hairdressing: Arranging, Cutting, Dressing, Shampooing, Curling, Pressing, and Finger waving.....	305 Applications
Sanitation.....	300 Applications
Hair Color: Temporary, Semi-Permanent, Permanent, Bleaching and Dimensional, Coloring, and Color Mixing.....	50 Applications
Chemical Hair Services.....	35 Applications
Skin Analysis and Care, Manipulation and Massage, Skin Care, Removal of Hair by Wax, Tweezers, or Depilatories, Make-up and Brow Arch.....	Minimum of 10 Services in Each Category
Scalp and Hair Manipulations	10 Applications
Manicuring, Pedicuring, and Acrylic Nails.....	40 Applications

THE ABOVE PRACTICAL APPLICATIONS MAY BE PERFORMED ON A MANNEQUIN, A STUDENT OR A PATRON AND MOCK APPLICATIONS MAY BE USED WHERE APPROPRIATE AND NECESSARY. IT SHALL BE THE RESPONSIBILITY OF THE STUDIO COLLEGE OF BEAUTY TO KEEP A RECORD OF THE NUMBER OF PRACTICAL APPLICATIONS PERFORMED BY EACH STUDENT.

NAIL TECHNICIAN PROGRAM- 600 Hours- 18 Weeks (Full-Time) 33 Weeks (Part-Time)

Program Description

The Nail Technician Program consists of 600 hours of theory and practical training in the arts and science of nail technician, including manicures, pedicures, sculptured nails, artificial nails, air brush techniques, paraffin treatments, retailing, equipment care, business management, etc.

Program Objectives

Upon completion of the Nail Technician Program, the determined graduate will be able to:

- Demonstrate habits of good workmanship and the orderly performance of various tasks in the work environment.
- Protect the health, safety, and welfare of the public and the workforce.
- Select wisely, care for, and use properly, commercial products that are related to the application of treatments.
- Promote mutual esteem, goodwill, harmony and cooperation with professional and related organizations.

Nail Technician Units

Unit	Hours
Procedures: Basic manicure and pedicure, oil manicure, removal of stains, repair work, hand and arm massage, buffing, polish application, nail extension	320
Bacteriology, Sanitation and Safety: Rules, laws, methods, safety measures, hazardous chemicals and ventilation of odors	100
Professional Practices: Manicuring as a profession, vocabulary, ethics, salon procedures, hygiene and grooming, professional attitudes, salesmanship and public relations	80
Arms and Hands: Major bones and functions, major muscles and functions, appendages, conditions and lesions, nail structure, composition, growth, regeneration, irregularities, and diseases	70
Orientation, Rules, Laws, and Preparation	15
Equipment, Implements and Supplies	15
TOTAL	600

Nail Technician Practical Applications

Each Nail Technician student must complete practical applications of the curriculum according to The College's published rules on minimum practical applications or by the following schedule, whichever is greater. Practical Applications Required:

Timeless Manicure, SPA Manicure, Timeless Pedicure, and SPA Pedicure.....	
Minimum of 40 Services in Each Category	
Basic Table Set Up.....	80 Applications
Disinfection of Spa and Sanitation.....	120 Applications
Polish Application.....	10 Applications
Gel Nails.....	25 Applications
Nail Design.....	30 Applications
Acrylic Nails.....	80 Applications
Sculpture Nails.....	30 Applications
Nail Repair.....	10 Applications
Nail Removal.....	10 Applications
Wraps.....	10 Applications

THE ABOVE PRACTICAL APPLICATIONS MAY BE PERFORMED ON A MANNEQUIN, A STUDENT OR A PATRON AND MOCK APPLICATIONS MAY BE USED WHERE APPROPRIATE AND NECESSARY. IT SHALL BE THE RESPONSIBILITY OF THE STUDIO COLLEGE OF BEAUTY TO KEEP A RECORD OF THE NUMBER OF PRACTICAL APPLICATIONS PERFORMED BY EACH STUDENT.

ESTHETICIAN PROGRAM- 750 Hours- 22Weeks (Full-Time) 42 Weeks (Part-Time)**Program Description**

A study of systemic and scientifically applied principals of skin care in theory, concept and application, including anatomy and physiology of the skin, skin disorders and diseases, skin types and conditions, basic and corrective facial treatments, facial massage techniques, business basics, effective retailing and communication skills.

Program Objectives

Directing the student toward developing desirable work habits and attitudes with respect to health, sanitation and safety, to encourage self-reliance, readiness to assist others and an ethical approach to this profession.

Esthetician Units

Unit	Hours
Facial Treatment, Cleansing, Masking, Therapy	225
Anatomy and Physiology	90
Electricity, Machines and Related Equipment	75
Make-up	75
Orientation, Rules, and Laws	50
Chemistry	50
Care of Client	50
Sanitation, Safety and First Aid	40
Management	35
Superfluous Hair Removal	25
Aroma Therapy	15
Nutrition	10
Color Psychology	10
TOTAL	750

Esthetician Practical Applications

Each esthetician student must complete practical applications of the curriculum according to The College's published rules on minimum practical applications or by the following schedule, whichever is greater. Practical Applications Required:

Acne Facial.....	23 Applications
Basic Facial.....	45 Applications
Back Facial.....	15 Applications
Client Protection.....	60 Applications
Electric Machines & Related Equipment.....	40 Applications
Eyelash/Eyebrow Tint.....	10 Applications
Eyelash Application.....	10 Applications
Eyelash Perm.....	10 Applications
Make-Up Application.....	30 Applications
Men's Facial.....	15 Applications
Sanitation.....	30 Applications
SPA Facial.....	23 Applications
Tweezing.....	10 Applications
Waxing.....	45 Applications

THE ABOVE PRACTICAL APPLICATIONS MAY BE PERFORMED ON A MANNEQUIN, A STUDENT OR A PATRON AND MOCK APPLICATIONS MAY BE USED WHERE APPROPRIATE AND NECESSARY. IT SHALL BE THE RESPONSIBILITY OF THE STUDIO COLLEGE OF BEAUTY TO KEEP A RECORD OF THE NUMBER OF PRACTICAL APPLICATIONS PERFORMED BY EACH STUDENT.

EYELASH EXTENSION PROGRAM (320 CLOCK HOURS)

Program Description

This program is designed to train students in the underlying theory, basic manipulative skills, safety judgements, proper work habits, and desirable attitudes necessary for licensure and for competency in entry-level positions in the beauty and wellness industry including all phases of eyelash extensions

Program Objective

To direct the student toward developing desirable work habits and attitudes with respect to health, sanitation and safety, to encourage self-reliance, readiness to assist others and an ethical approach to this profession.

Eyelash Technician Units	HOURS
Orientation, rules and law.....	10
First aid and adverse reactions	15
Sanitation and contagious diseases.....	20
Safety and client protection	10
Eyelash growth cycles and selection.....	20
Chemistry of products	5
Supplies, materials and related equipment	10
Eyelash extension application	190
Eyelash extension isolation and separation	15
Eye shapes.....	15
Professional Image/Salon management	10

Eyelash Technician Practicals

Cluster Lashes.....	25
Classic Lash Set.....	25
Hybrid Lash Set.....	25
Volume Lash Set.....	25
Lash Removal.....	15
Appointments.....	50
Protection.....	200
Sanitation.....	200

BARBER OPERATOR (1000 CLOCK HOURS OR EQUIVALENT CREDIT HOURS)**Program Description**

This program is designed to train students in the underlying theory, basic manipulative skills, safety judgements, proper work habits, and desirable attitudes necessary for licensure and for competency in entry-level positions in the beauty and barber industry including all phases of hair.

Program Objectives

Upon completion of the Barber Program, the determined graduate will be able to:

- Apply the theory, technical information, and related matter to assure sound judgements, decisions, and procedures.
- Practice effective business skills including retailing, developing a budget, and effectively managing down time in the professional settings.
- Perform the basic manipulative skills in haircutting, styling, permanent waving, manicuring, shampoo, chemistry, hair and scalp treatment, facials, salon management and practices

CLASS A BARBER OPERATOR CURRICULUM

Unit	Hours
Hair Care, Hair, Haircutting, Hairstyling, Hair weaving, extensions, Chemistry (hair coloring, chemical waving, and relaxing), Hair and scalp treatments, scalp massage, Chemical textures and applications, Laws and Rules Tools and equipment, Diseases and Disorders of The Skin, Scalp, Hair and Nails, Bacteriology, Sterilization, and Sanitation, Health, Safety, First Aid	600
Anatomy and Physiology Hair Removal, Waxing and removing body hair, Face and neck massage and treatments Facial hair removal, Manicuring, Nail Care and related theory, Skin Care and Related Theory	100
Specialty Practice and related theory Shaving with any razor type and razor techniques Mustache and beard care Advanced haircare and men's haircutting Related practices, Electricity, Business Skills and Establishment Management, Customer service and professional ethics	300

GRADUATION REQUIREMENTS

The College will grant a diploma of graduation and Official Transcript of Hours for the applicable program when the student successfully completed all phases of study, required tests, practical assignments, passes a final comprehensive written and practical examination, completed the program of study according to state requirements, completed all exit paperwork, attended an exit interview and made satisfactory arrangements for payment of all debts owed to The College.

LICENSURE REQUIREMENTS

A person is eligible to receive a license as a Cosmetologist, Barber, a Nail Technician, Lash Technician or an Esthetician who submits proof that he/she is at least 17 years of age; has completed the required clock hours in an approved school for the applicable program; has paid the required fees; and has passed the examination conducted by the Texas Department of License and Regulations/PSI to determine his/her fitness to receive a license. You may register to take the exam with PSI, however, you must be approved to take the examination by the TDLR.

Your license application and documentation must be sent to:

Texas Department of Licensing & Regulation
PO Box 12088
Austin, TX 78701-2088
(512) 463-6599

www.license.state.tx.us

Email: examinations@license.state.tx.us

All questions and requests for information pertaining to the examination should be directed to PSI.

PSI Licensure: Certification
3210 E Tropicana
Las Vegas, NV 89121
(800) 733-9267 Fax (702) 932-2666 www.psiexams.com

Examination Registration Payment and Scheduling Procedures

Examination Fee Written Portion only \$55.00

Practical Portion only \$72.00

Date of Publication: January 2024

CAMPUS PERFORMANCE STATISTICS

Graduation:	85.00%
Licensure:	90.00%
Placement:	70.0%

Placement by	
Program: Cosmetology	65.50.%
Nail Technician	60.00%
Esthetician	60.67%
Eyelash Technician	68.1%
Barber	N/A

The Studio College of Beauty has gathered the data to show performance statistics for the 2024-2025 calendar year as follows: McAllen-Mission.

LEAVE OF ABSENCE POLICY

An authorized Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. An LOA is not required for scheduled College breaks. However, a scheduled break may occur during an LOA. An LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring The College to perform a refund calculation. The master record of attendance shall clearly indicate the number of scheduled daily hours, the hours of absence, and the dates for which an LOA was granted. A student may be granted a leave of absence for circumstances beyond the control of the student; however, the reason(s) must be indicated for LOA to be granted (such as medical, family/personal, and/or financial). The College will document the maximum time frame for a leave of absence is one-hundred eighty calendar days. The student will not be granted an LOA if the LOA, together with any additional LOAs previously granted, exceed a total of 180 calendar days in any 12-month period. Student requesting an LOA must follow The Studio College of Beauty's LOA policy when requesting an LOA. In order for an LOA to qualify as an approved LOA the following conditions must be met:

- The student must request the leave in writing, including the reason for the student's request (such as medical, family/personal, and/or financial), and include the student signature. If unforeseen circumstances (such as unexpected hospitalization) prevent the student from requesting the leave in advance, The College may grant the leave, document the reason for its decision and collect the request at a later time. The leave will begin on the first date the student was unable to attend.
- The College will not assess the student any additional College charges as a result of the LOA.
- The LOA may not be less than 14 calendar days or exceed 180 calendar days (together with any additional LOAs previously granted).
- A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
- The College will extend the student's maximum timeframe and the contract period by the same number of calendar days taken in the LOA. Changes to the student's contract period will be extended by the same number of calendar days taken in the LOA and such changes to the contract must be either: to the enrollment contract and initialed by all parties or an addendum to the enrollment agreement must be signed and dated by all parties.
- If a student does not return to The College at the expiration of an approved LOA or takes an unapproved LOA, the student's withdrawal date is the date the student failed to return from the LOA which is the date used for the purpose of calculating a refund, which is always the student's last day of attendance.

REFUND POLICY- NOTICE OF CANCELLATION

Pursuant to Chapter 1603 of the Texas Occupations Code, a fair and equitable settlement will apply for applicants who cancel enrollment or students who withdraw from enrollment. Applicants not accepted by The College shall be refunded all monies paid to The College. If student (or in the case of student under legal age, his/her parent or guardian) 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, all monies collected by The College will be refunded. The "formal cancellation date" is determined by the postmark on written notification, the date notification is delivered to The College in person, the date The College terminates the student, 14 class days after the last day of attendance, or the expiration date of an approved Leave of Absence. If a student cancels the enrollment more than three (3) business days after signing the contract but prior to starting classes, a refund of all monies paid to The College less the registration fee in the amount of \$100.00 will be made. For students who enroll and begin classes but withdraw prior to program completion (after three (3) business days of signing the contract), the following schedule of tuition earned by The College applies:

Percent of Scheduled Time Total Tuition Earned

Enrolled to Total Program by The College

First week or 0.01% to 10% (whichever is less)	10%
10.01% to 20%	20%
20.01% to 25%	25%
25.01% to 49.9%	50%
50% and over	100%

- Any monies due, the applicant or student, shall be refunded within 30 days after the date the student becomes eligible for the refund.
- In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
- If permanently closed or no longer offering instruction after a student has enrolled, The College will provide a pro rate refund of tuition to the student.
- If the program is canceled subsequent to a student's enrollment, The College will either provide a full refund of all monies paid or completion of the program at a later time.
- The College does not participate in any teach-out plan with other institutions.
- This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at The College (EG: nonreturnable kit materials, books, products, unreturned College property, etc.) will be calculated separately at the time of withdrawal.
- Entered into the enrollment agreement or contract because of a misrepresentation made: (a) In the advertising or promotional materials of The College; or (b) by an owner or representative of The College.

Unofficial Withdrawal from The College

In the event that The College unofficially withdraws a student from The College, the Executive Director and/or Admissions Director must complete the Withdrawal Forms using the last date of attendance as the drop date. Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, fails to maintain Satisfactory Academic Progress, fails to comply with The College's attendance and/or conduct policy, does not meet financial obligations to The College, or violates conditions mentioned in the The Studio College of Beauty's enrollment agreement will be subject to termination and considered to have unofficially withdrawn.

Within one (1) week of the student's last date of academic attendance, the following procedures will take place:

1. The College Office will make three attempts to notify the student regarding his/her enrollment status;
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record;
3. The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence;
4. Notify the student in writing of their failure to contact The College and attendance status resulting in the current termination of enrollment;
5. Calculate The College's refund requirements (see The College Refund Calculation);

Withdraw Before 49.9%

The College will use the TDLR FORM prorate schedule to determine the amount of the funds the student has earned at the time of withdrawal.

Withdraw After 50%

The Studio College of Beauty is not obligated to return or reimburse any/all tuitions after 50% of program has been completed.

PROMOTIONAL DISCOUNT POLICY

The College may run an enrollment promotion of discounted tuition at any given time. The period will be defined and will be applied to all students enrolled in the same time period specified in the promotion. Any student that does not enroll under the same promotion at that time (when applicable) will not qualify for that promotion.

FERPA POLICY

FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and access to student educational records. FERPA rights apply to students and guardians of a dependent minor student; a student is a person who is, or has been, in attendance at The College, regardless of the person's age. Under FERPA, a student has a right to:

- Inspect and review his or her educational records
- Request to amend his or her educational records
- Have some control over the disclosure of information from his or her educational records

The directory information made available by The College is:

- Name (maiden, other, preferred, primary)
- Address (all known)
- Telephone (all known)
- Course
- Dates of Attendance
- Certificates and Awards

FERPA also authorizes disclosure of this information without the student's consent under certain circumstances. Directory information will be provided to the public upon request unless the student files a request with The College asking to be excluded from the directory or from any other requests for open directory information from outside entities. A student may update access to their information by contacting The College Executive Director and filing a request to be excluded from the directory or from any other requests for open directory information.

According to FERPA, some non-directory student records may not be released without prior written consent from the student. A record is any information recorded in any way, including but not limited to handwriting, print, and digital image. Educational records are all records that contain information that is directly related to a student and that are maintained by an educational agency or institution or by a party acting on its behalf. Educational records do not include the following:

- Sole possession records (those records kept in the sole possession of the maker) which are used only as a personal memory aid and are not accessible or reviewed by any other person except a temporary substitute for the maker of the record.
- Medical or psychological treatment records that include but are not limited to records maintained by physicians, psychiatrists, and psychologists.
- Employment records, provided that employment is not contingent upon being a student.
- Law enforcement records.

The College will disclose information from a student's education record without the written consent of the student to a staff member who requires access to educational records in order to perform their legitimate educational duties; officials of the schools in which the student seeks or intends to enroll; and in connection with a student's application for, or receipt of, financial aid; and state, federal, and accrediting agencies as required. Under FERPA, students have a right to see, inspect and request changes to their educational records. Upon request, The College shall provide a student access to his or her educational records except for financial records of the student's parents or guardian; and confidential letters of recommendation where the student has signed a waiver of right of access. Educational records covered by FERPA normally will be made available within then (10) days of the request. All records are to be reviewed by students in the presence of a staff member. The contents of a student's educational records may be challenged by the student on the grounds that they are inaccurate, misleading, or otherwise in violation of the privacy rights of the student by submitting a written statement to The College. It is the policy of The College that it will maintain the FERPA disclosure code in effect at the time of a student's last term of enrollment for former students. Furthermore, The College will honor a request from a former student, not enrolled, to add or delete a non-disclosure request. FERPA rights cease upon death. However, it is the policy of The College that no records of deceased students be released for a period of five (5) years after the date of the student's death, unless specifically authorized by the executor of the deceased's estate or by next of kin. If students believe that their FERPA rights have been violated, they may contact the Family Policy Compliance Office at the Department of Education, 400 Maryland Ave. SW, Washington DC, 2002-4605. Additional information is available at www.ed.gov/policy/gen/guid/fpc/.

Parent Rights under FERPA

At the post-secondary level, parents have no inherent right to access or inspect their sons' or daughters' educational records, including final grades, grades on exams, and other information about academic progress. This information is protected under FERPA and parents do not have access to it unless the student has provided express, written authorization, or unless the student is a dependent as defined in Section 152 of the Internal Revenue code of 1954. Students can give express written permission of access to their educational record by completing the Privacy Release Authorization Form and remitting it to The College. In emergency or crisis situations, The College may release non-directory information if The College determines that the information is necessary to protect the health or safety of the student or other individuals.

DRUG ABUSE PREVENTION

In accordance with the Drug Free Workplace Act of 1988, 41 U.S.C. § 701 and the Drug Free Schools and Communities Act of 1989, 20 U.S.C § 1145g. The College promotes a drug-free learning environment. The manufacture, distribution, dispensation, possession, sale, purchase, offer to buy or sell, or use of alcohol, illegal drugs, or related paraphernalia and the illegal use of any drugs (including the misuse of prescription drug) at The College or while engaged in the course curriculum is strictly prohibited. The College also prohibits such conduct during non-curriculum time to the extent that, in the judgement of The College, it impairs a student's ability to progress through the curriculum, threatens the reputation for integrity of The College or violated the law. Students who use prescription drugs should follow the prescribing physician's directions for use and all prescriptions are to be kept in the prescription bottle with the appropriate name of the user. If use of a prescription drug may impair your performance or affect safety while performing course-related services, you should notify The College Executive Director immediately so that The College can take whatever action it finds appropriate to protect your safety and that of other students and clients. Any student who violates this policy is subject to suspension or expulsion from The College.

HOUSING

The College does not provide housing for its active students. However, if the candidate needs assistance in finding local housing, The College will refer the candidate to the appropriate agency.

OSHA

The United States Department of Labor's Occupational Safety and Health Administration requires The College to advise its students on chemical substances used in cosmetology and related careers. During the orientation the student will learn about the importance of safety in the workplace and how to use and follow instructions from the Material Safety Information Sheets (MSDS) about chemicals used in cosmetology and/or related careers. During each study unit, students are informed of the various chemicals used and safety practices that apply. In addition, a complete list containing information sheets of safety material for chemists used by The College is available in the Office of the Executive Director of The College.

STUDENTS WITH DISABILITIES

The College is committed to providing accommodations for enrolled and admitted students who have documented disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). It is the responsibility of the student to seek available assistance at The College and to request reasonable accommodations. Students must provide documentation of a disability from an appropriate medical or educational specialist that describes the disability and functional limitations. Documentation should not be older than two (2) years. Students must also be provided documentation on how the disability affects how they function in a learning environment.

After students submit the required documentation, the Executive Director of The College will meet with the student to discuss reasonable accommodations that are available to the student. Requested accommodations which compromise the essential elements of the program of study may not be reasonable. Students will then be encouraged to seek assistance prior to the start of their program of study.

STUDENT GRIEVANCE PROCEDURE

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

1. The student should register the complaint in writing on the designated form provided by The College within 60 days of the date that the act, which is the subject of the grievance, occurred.
2. The complaint form will be given to the Executive Director of The College.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by management, it will be referred to an appropriate agency, if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by The College who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in The College, and another member

who may not be employed by The College or related to The College owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by The College's 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 a recommended resolution for the dispute. College management shall consider the report and either accept, reject, or modify the recommendations of the committee.

7. Students must exhaust The College's internal complaint process before submitting the complaint to The College's accrediting agency, if applicable. The contract information to file a grievance with the agencies that oversee our programs are as follows: Texas Department of Licensing and Regulation, PO Box 12157, Austin, Texas 78711-2157; 800-803-9202 and the National Accrediting Commission of Career Arts and Sciences, 3015 Colvin Street, Alexandria, VA 22314, 703-600-7600.

POLICY ON STUDENTS ASSISTING STUDENTS

It is the policy of The College that students shall be courteous and helpful regarding other students, especially newly arriving students. However, this courtesy and helpfulness shall be limited to assistance in daily routines and granting information only, such as location of pertinent materials, etc. This courtesy **does not** include teaching or instruction. Any student providing instruction of any type of teaching methods relative to any program to another student shall do so **ONLY** under the direct supervision of an Instructor. There shall be no exceptions to this policy. In the event that a student is observed providing instruction or any type of teaching methods relative to any program to another student without permission and guidance of an Instructor, such student shall be in violation of this policy and subject to disciplinary action according to The College's policy.

STANDARDS OF PROFESSIONALISM

All Rules and Regulations of The College are to be followed. Students are expected and required to be courteous respectful and friendly to all staff members and customers. Our policy requires that students treat others fairly, with respect, and professionalism at all times. Violations of the conduct policy will be reviewed by The College owners and could result in the student being placed on suspension or termination. If the decision is to suspend the student and the policy is violated a second time, termination will result. Once placed on suspension, the student is not allowed on The College campus until the term of the suspension has expired.

STUDENT CONDUCT/RULES AND REGULATIONS

1. Attend classes as scheduled: Monday through Friday. Students are expected to arrive at least 10 minutes prior to the start of any scheduled class.
2. No gum chewing, drinking beverages in the classrooms or Student Salon areas and no smoking in the facility.
3. The College uniform with closed, appropriate shoes and College name-badges are required on campus at all times. This includes and is not limited to no caps, beanies, body jewelry, hoodies, torn jeans, daisy duke type shorts, miniskirts, revealing ling dresses and/or blouses, no hoodies, and open shoes.
4. Students may have the services that are in their outlines for that week only, on days approved by their Instructor.
5. Students will take a lunch break at scheduled times (as per their enrollment agreement), adjusted for client appointments. A daily break may be given at assigned times to be taken in the facility. If a break is taken outside the facility, the student must clock out prior to leaving the building.
6. Tardy or absent students must call in to The College at 956-627-3822 or 956-600-2802 by 8:30 a.m.
7. Students may eat, snack or drink in the designated area only (break room).
8. Students may not disrupt other students while working with clients.
9. Abide by all state laws and regulations at all times while in The College and/or on premises.
10. All work must be supervised and checked by an Instructor- NO EXCEPTIONS
11. All students must complete their assigned duties before leaving The College. Students will assist in the daily sanitation of the classrooms and the Student Salon. Only staff and students are allowed in the classrooms. NO EXCEPTIONS.
12. Administrative offices may not be entered without knocking and obtaining permission.
13. Students may not enter any supply room. NO EXCEPTIONS.
14. Students must park in the designated areas; front parking is ALWAYS reserved for clients.
15. Students must clock in and out at the reception area or front desk (via timeclock) and sign-in and sign-out in the appropriate designated area.
16. Student hair and make-up must project professionalism.
17. No student will use, possess, or distribute any alcohol, narcotics, or illegal drugs while on The College premises. No student will be under the influence of alcohol or drugs. Drug screening may be required before automatic dismissal.
18. Students must conduct themselves with respect to other students, staff members, and clients.
19. Students must respect the reception area and strive to maintain a professional attitude with the public.
20. Students must refrain from disruptive behavior, obscene language, stealing or discussing confidential information. Depending on the severity of the situation it may result in suspension/expulsion.
21. Student must come to The College or any College-sponsored event prepared and in applicable dress code.
22. Students are not permitted to disrespect any staff member or speak ill of The Studio College of Beauty, employees or its owners. Depending on the severity of the situation it may result in suspension/expulsion.
23. Possession of weapons, i.e., guns, knives, etc., on The College property will not be tolerated. Expulsion will follow.
24. Students shall supply their own writing instruments, writing pads, etc.
25. There will be **no** cell-phone activity in The College facilities during scheduled class time. For emergencies, outsiders can call in to 956-627-3822 and leave a message (with the exception of lunch or breaks).
26. Students **must** accept the assignment of any service in the student salon. If a student refuses a service, it may result in suspension (at the discretion of the Instructor).
27. Students must keep their school kit items on campus at all times prior to graduation. NO EXCEPTIONS.
28. Students will have a bi-weekly kit inspection; any item missing from the kit will be replaced at a cost to be paid immediately by the student.
29. Any item lost, damaged or stolen remain the responsibility of the student. The College assumes no liability.

Rules are outlined in an effort to provide a quality learning environment. We ask that each student abide by these rules in an effort to accomplish our goal of exceptional customer service. Students choosing to break the rules will be subject to progressive disciplinary action which will include: being sent home, suspension, probation or dismissal from The College. The Administration reserves the right to make the final decision regarding any article of clothing they deem questionable.

STUDENT SANITATION RESPONSIBILITIES

The College strives for professionalism while maintaining a clean facility where clients can enjoy services and students can train for a rewarding career. As part of your training a sanitation grade will be earned. A cleaning duty will be assigned in an effort to emphasize the importance of sanitation. It will consist of maintaining the following areas: laundering towels, sweeping floors, emptying waste cans, leaving classrooms in order, cleaning pedicure sinks, cleaning workstations, cleaning mirrors, cleaning shampoo bowls and hair dryers, and maintaining a clean and orderly dispensary.

DISCIPLINARY POLICIES

Any infraction of The College policies, the enrollment agreement, the rules and regulations, or general required procedures could result in any of the following disciplinary actions:

- 1) **Suspension:** Enrollment may be immediately suspended for any infraction of the rules or policies at the discretion of The College Administration.
- 2) **Disciplinary Advisement:** A student may have a written disciplinary advisement for any repetitive infraction.
- 3) **Expulsion:** Enrollment may be terminated for any reason deemed necessary by The College Administration if doing so is necessary to maintain a positive learning environment and to ensure compliance with all rules and policies.

**Any of the above measures may be taken at the discretion of the Administration depending on the severity of the infraction.*

EDUCATIONAL COSTS

BARBER

Uniform: \$80.00
 Registration Fee: \$150.00
 Books/E-Book: \$ 550.00
 Basic Kit: \$ 650.00
Tuition: \$ 5,500
TOTAL: 6,930.00

COSMETOLOGY

Uniform: \$80.00
 Registration Fee: \$150.00
 Books/E-Book: \$550.00
 Basic Kit \$650.00
 Tuition: \$5,500.00
TOTAL: \$6,930.00

NAIL TECHNICIAN

Uniform: \$80.00
 Registration Fee: \$150.00
 Books/ E-Book: \$550.00
 Basic Kit \$350.00
 Tuition: \$3,500
TOTAL: \$4,630.00

ESTHETICIAN

Uniform: \$80.00
 Registration Fee: \$150.00
 Books/ E-Book: \$550.00
 Basic Kit/ \$450.00
 Tuition: \$5,000.00
TOTAL: \$6,230.00

EYELASH TECHNICIAN

Uniform: \$80.00
 Registration Fee: \$150.00
 Books/E-Book: \$250.00
 Basic Kit \$150.00
 Tuition: \$2700.00
TOTAL: \$3,300.00

*All programs require State of Texas registration fee, \$25.00 that is not included in the above costs.

TUITION, FEES, AND PAYMENT PLANS

The student pays The College the tuition and fees for the program selected in advance upon commencement of the course of study, unless, other payment arrangements are made and agreed upon by all applicable parties.

The student, or his/her guardian, agrees to pay The College bi-monthly, weekly, or monthly payments as agreed upon. The methods of payment acceptable are as follows: cash, credit card, money order, and check . All tuition costs are found in the Fee Schedule. If any payment is more than 10 days late, you will be charged a late fee equal to 10% of the payment.

A \$25.00 fee will be charged for each check returned by the bank for any reason. An applicant denied admission to The College would be refunded all monies paid to The College. Textbooks, uniforms and selected supplies are not included in the tuition and shall be considered separately in refund computations. Changes in schedules are possible due to family situations, changes in work conditions or changes in financial conditions. There will be a charge for each occurrence, payable up front and accommodations will be made depending on space availability. The College may, at its option and without notice, prevent the student from attending class until the applicable unpaid balance is satisfied. Each course has been scheduled for completion within an allotted time frame. If a student does not graduate within the contract period a re-enrollment contract (addendum) will be required and all remaining hours will be billed as per the enrollment agreement, payable in advance, until graduation. The College will charge additional tuition for hours remaining after the contract ending date at the rate of \$375.00 per week, or any part thereof, for full-time students or \$250.00 per week, or any part thereof, for part-time students. Extra-instructional charges are payable in advance. Outside expenses to be incurred by the student include, but may not be limited to:

1. State of Texas registration fee, \$25.00
2. Uniforms as required by The College
3. State Board Examinations and transportation costs for examinations. Currently, the written exam fee is \$50.00 and the practical exam fee is \$72.00; fees are subject to change.
4. Replacement costs of lost, broken or stolen equipment

STAFF

All instructors have had salon experience, instructor training and are required to attend seminars and hairstyling clinics to keep abreast of the modern techniques and methods of instruction of the art of cosmetology. In addition, all instructors, with the exception of substitutes, complete twelve (12) hours of continuing education annually.

Adriana Rivas, *Chief Executive Officer/CEO*

Samuel Rivas, *Executive Director*

Chief Compliance Officer

Marketing Director

Administrative Assistant

Lead Instructor

Nicol Moreno, *Instructor*

Instructor

Instructor

Facilities/Services for Student with Disabilities

The College complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. The Studio College of Beauty will provide reasonable modifications and/or accommodations for students with disabilities depending on the student's need.

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If you are interested in attending The Studio College of Beauty but are in need of accommodations, you should schedule an appointment with the Executive Director. At this meeting, we will discuss the nature of the reported disability and its impact on learning. We will also discuss the process of receiving reasonable accommodations at The Studio College of Beauty and the types of accommodations available. Please bring copies of current documentation of a disability to this meeting. Documentation must be provided by a medical expert within the last three years and include:

- A diagnosis of the disability;
- How the diagnosis was determined (what tests were given and the results); and
- A clinical summary, which includes an assessment of how the disability will impact the individual in a college environment and what accommodations are recommended.

Upon completion of the initial meeting, a formal request for the accommodation must be submitted in writing to The College. The College will respond to the request within 15 days of receipt. During this 15-day time frame, The College will consult with Texas Department of Licensing and Regulation in order to ensure the accommodation will be granted during the state board-licensing exam. The initial meeting, formal request, and response from The College must take place prior to the pre-enrollment process.

Contact information

This information is posted on The Studio College of Beauty's website, www.thestudiocollege.com and can be found in the student catalog. Paper copies are available upon request.

The Studio College of Beauty

Office hours: 9:00 a.m.-4:00 p.m. or by appointment

Phone number: 956-627-3822 or 956-600-2802

Email: adrianarivas@thestudiocollege.com

Private Educational/Institutional Loans are not offered by The College nor does The College have preferred lender arrangements.

Exit Counseling must be completed by all students who are graduating or withdrawing from The College.

Voter Registration

Students are encouraged to register and vote in state and federal elections. Voter Registration and Election Date information for the State of Texas can be found at: www.sos.state.tx.us.

The Elections Division of the Secretary of State's Office is open from 8:00 a.m. until 5:00 p.m. weekdays. The Elections Division is also open during the hours that the polls are open on all uniform election dates (2nd Saturday in May and 1st Tuesday after the 1st Monday in November), on the primary and primary run-off election dates (1st Tuesday in March of even-numbered years and 2nd Tuesday in April following the primary), and the dates on which special statewide and Federal elections may be ordered.

by telephoning the Elections Division toll-free at 1-800-252-VOTE (8683) or direct at 512-463-5650. To be eligible to register to vote in Texas, a person must be:

- A United States citizen;
- A resident of the Texas county in which application for registration is made;
- At least 18 years old on Election Day;
- Not finally convicted of a felony, or, if so convicted must have (1) fully discharged the sentence, including any term of incarceration, parole, or supervision, or completed a period of probation ordered by any court; or (2) been pardoned or otherwise released from the resulting disability to vote; and
- Not determined by a final judgment of a court exercising probate jurisdiction to be (1) totally mentally incapacitated; or (2) partially mentally incapacitated without the right to vote.

Registering to vote is easy in Texas. It doesn't even require a stamp! Official applications to register to vote are postage-paid by the State of Texas. In most Texas counties, the County Tax Assessor-Collector is also the County Voter Registrar. In some counties, the County Clerk or County Elections Administrator registers voters. You may obtain an application from The College, the Secretary of State's Office, libraries, many post offices, or High Schools. Or, you may download an informal application, but you will be required to affix a stamp before mailing. You may also register to vote when you apply for or renew your driver's license.

The application must be received in the County Voter Registrar's Office or postmarked 30 days before an election in order for you to be eligible to vote in that election. You will receive a voter registration certificate in the mail after the County Voter Registrar has processed your voter registration application. Upon receipt of the voter registration certificate, sign it, fold it and keep it in your wallet and take it to the polls with you when you vote.

All voters who registered to vote in Texas must provide a Texas driver's license number or personal identification number issued by the Texas Department of Public Safety or the last four digits of your social security number. If you have not been issued any of these numbers, then you must state that fact on the application by checking the designated box.

A voter who has not been issued a driver's license or social security number may register to vote, but such voter must submit proof of identification when presenting himself/herself for voting or with his/her mail-in ballots, if voting by mail. These voters' names are flagged on the official voter registration list with the annotation of "ID". The "ID" notation instructs the poll worker to request a proper form of identification from these voters when they present themselves for voting. Acceptable identification includes:

- A driver's license or personal identification card issued to the person by the Department of Public Safety or a similar document issued to the person by an agency of another state, regardless of whether the license or card has expired;
- A form of identification containing the person's photograph that establishes the person's identity;
- A birth certificate or other document confirming birth that is admissible in a court of law and establishes the person's identity;
- United States citizenship papers issued to the person;
- A United States passport issued to the person;
- Official mail address to the person by name from a governmental entity;
- A copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the voter; or any other form of identification prescribed by the Secretary of State.

Voter Registration Certificate

Once you apply, a voter registration certificate (proof of registration) will be mailed to you within 30 days. Check your certificate to be sure all information is correct (if there is a mistake, make corrections and return it to the voter).

registrar immediately). When you go to the polls to vote, present your certificate as proof of registration. You may vote without your certificate by signing an affidavit at the polling place and showing some other form of identification (for example: driver's license, birth certificate, copy of electric bill). If you lose your certificate, notify your County Voter Registrar in writing to receive a new one. You will automatically receive a new certificate every two years, if you haven't moved from the address at which you are registered. If you move within the same county, simply go to the Secretary of State's web site and change your address online or promptly notify the County Voter Registrar, in writing of your new address by:

- Correcting your current voter registration certificate on the back and returning it to the County Voter Registrar;
- Filling out a new voter registration application form and checking the "change" box; or
- Making simultaneous changes to your driver's license and voter registration when you apply for or update your driver's license.

You will receive a new certificate with your new address. You will be able to vote in your new precinct 30 days after your change of address is submitted. If you miss the deadline (30 days before an election), you may vote in your former precinct as long as you still reside in the political subdivision conducting the election.

Your residence is located in a specific "precinct", which is an area within the county. There are many precincts within a county. The place where you will vote on Election Day is located in your precinct. There may be combined precincts in order to accommodate joint local elections; therefore, in some elections you may vote outside your designated precinct. The County Clerk or County Elections Administrator can give you the specific location of your polling place, or you can check on-line to see if the County Clerk or Elections Administrator has that information posted. The Secretary of State's Office may also provide polling place information at the "Where do I vote" link on its webpage prior to the primary, primary runoff and November uniform election date elections.

If you move to another county you must re-register! Fill out a new application and mail it, or take it in person, to the Voter Registrar of your new county. You may not register online if you move from one county to another. You will be registered 30 days after your application is submitted. You will receive a new certificate.

After changing residence to another county, a person may be eligible to vote a "limited" ballot in his/her new county of residence on candidates or issues common to the old and new counties. A "limited" ballot may be voted only during early voting by personal appearance or by mail (not on Election Day) if:

- The person would have been eligible to vote in the county of former residence on Election Day if still residing in that county;
- The person is registered to vote in the county of former residence at the time the person offers to vote in the county of new residence; and
- A voter registration for the person in the county of new residence is not effective on or before Election Day.

Promptly notify the County Voter Registrar, in writing, of the name change using the same steps as for IF YOU MOVE WITHIN THE COUNTY. You will receive a new certificate 30 days after your name change notice is submitted. You may continue to vote during this period. If you do not have your certificate in hand, you may sign an affidavit at the polls and present a form of identification.

For more information, contact:

- Your local County Clerk (will be listed in the blue page of your telephone book)
- Your local County Elections Administrator
- Your County Voter Registrar (Tax Assessor-Collector)

Secretary of State

Elections Division P.O. Box 12060
Austin, Texas 78711-2060
512-463-5650 or
1-800-252-VOTE (8683)
Fax 512-475-2811
TTY 7.1.1

Federal Election Commission

999 E Street, N.W. Washington, D.C. 20463
1-800-424-9530

Texas Ethics Commission

P.O. Box 12070
Austin, Texas 78711-2070
512-463-5800
1-800-325-8506

Copyright and Computer Use Policy

The College supports enforcement of copyright law for the protection of its employees as both creators and users of copyright protected works. The College requires that staff and students comply with Federal Law regarding the use of copyright protected materials. In addition, in the spirit of promoting “the progress of science and the useful arts”, The College supports the fair use for such purposes as criticism, comment, news reporting, teaching, scholarship or research and reproduction of copyrighted materials (including multiple copies for classroom or library use), for educational purposes as outlined in the Federal Copyright Law (PL94-553).

Administrative Rule

1. The administrative rule is based upon the original Copyright Act of 1976 and the amendments added by the Digital Millennium Copyright Act signed into law in 1998.
2. This administrative rule applies to all staff and students who make use of materials created by entities other than themselves. This includes but is not limited to materials used for classroom teaching, out of class presentations, online distribution, professional conferences, homework assignments, electronic transmission and for College publication.
3. Copyright issues dealing with intellectual property created by staff and students are covered in the administrative rule on intellectual property.
4. The College considers the educational environment to consist of traditional on-campus instruction.
5. Staff and students are expected to comply with copyright law and to apply the fair use criteria to each use of material of which they are not the originator.
6. Unauthorized peer-to-peer file sharing, illegal downloading or unauthorized distribution of copyrighted materials using the instruction’s information technology system.
7. The only software programs, other than student’s projects, to be used on systems in The College are those products for which The College owns a valid license or The College may legally use. Copying The College’s software from the computer system is considered theft and is a serious offense. Copying or modifying *Milady* software and/or copying/pasting from *The Milady* Programs is not permitted. If you have a question, please see The College Executive Director.

In compliance with the Section 512(2) (‘c) (‘2) of Chapter 5, Title 17 of United States Code, The College shall have a DESIGNATED AGENT “to receive notifications of claimed infringement” and “other contact information which

the Register of Copyrights may deem appropriate”. The designated agent for The College will be the Executive Director.

Fair Use

Fair Use is the use of copyrighted work for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research.

In determining whether the use made of a work in any particular case is a fair use, the factors to be considered shall include:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work; The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
3. The effect of the use upon the potential market for a value of the copyrighted work.
4. The College encourages staff and students to be diligent in the application of the fair use criteria. Through diligent application The College constituents and The College avail themselves of protection from infringement by establishing “reasonable grounds for believing that his or her use of the copyrighted work was a fair use” according to Sections 107 and 504c of United States Code Title 17.

Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at no less than \$750.00 and not more than \$30,000.00 per work infringed. For “willful” infringement, a court may award up to \$150,000.00 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17 United States Code, Section 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five (5) years and fines of up to \$250,000.00 per offense.

For more information, please see the Website of the U.S. Copyright Office at www.copyright.gov, and their FAQ’s at www.copyright.gov/help/faq.

The Studio College of Beauty Disciplinary Actions

Disciplinary action may be taken in the event that the provisions of this guideline are violated. The administration has sole discretion in determining what action, if any, will be taken against persons violating the provisions of this guideline. Handling of violations to this guideline may vary according to the particular situation. Where the use of the computer is an integral part of the instructional program, violators need to be disciplined immediately and regain access to the computer so that instruction may continue. Disciplinary action may range from a verbal reprimand to legal action.

Internet Guidelines

Internet access is now available to students and staff. The goal in providing this service to instructors and students is to promote educational excellence by facilitating resource sharing, innovation, collaboration, and communication. The College's network is an electronic network, which enables access to the Internet. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students, instructors and staff may have access to:

- Electronic mail
- Information and news
- Opportunity to research
- Public domain and shareware software of all types

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of The College setting. On a global network, it is impossible to control all materials and an industrious user may discover controversial information. The College firmly believed that the educational value of information and the interaction available on this worldwide network outweighs the risks that users may procure materials that are not consistent with the educational goals of The College.

Privileges

The use of the network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator may close an account at any time as required. The College may request the system administrator to deny, revoke, or suspend specific user accounts.

Users' Obligations

- Users must be clearly aware of which computing practices are considered acceptable and which are considered unacceptable.
- The College related files are the only files to be saved on one's account. Storing commercial software, utility programs, games or hidden files to the account is not permitted.
- Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited, to copyrighted material, threatening or obscene material, or material protected by trade secrets.
- Using The College's computer program(s) in association with inappropriate textual material or graphic images is prohibited.
- Saving to the hard disk drive is granted only by permission of the system and administrator.
- One may use computing facilities and services only for authorized purposes.
- One may not attempt to copy, disclose, transfer, examine, restore, change, add or delete information or programs belonging to another user.
- One may not attempt to subvert the restrictions associated with your own or any other computing accounts.

Netiquette

Everyone is expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not use abusive, vulgar, or inappropriate language in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Messages relating to or in support of illegal activities may be reported to the authorities.
- Be careful what you say about others.
- Leave equipment and room in good condition for the next user/class.

- Do not use the network in a way that you disrupt the use of the network by others.

Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify the system administrator. Do not demonstrate the problem to other users. Do not use another user's account. Do not give your password to any other individual. Attempts to log in to the network as a system administrator will result in cancellation of user privileges.

Vandalism

Vandalism will result in immediate cancellation of privileges and may result in disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user and abuse or misuse of hardware. This includes, but is not limited to, the uploading or creation of computer viruses. Users should report any suspected violations to an instructor, administrator, or system administrator.

Accounts and Account Passwords

- You may be required from time to time to update your user account. This may require changing your password or deleting some of your files.
- Do not use another individual's account. **DO NOT REVEAL YOUR PASSWORD TO ANYONE.** Attempts to login to the network as system administrator will result in immediate cancellation of user privileges.
- Any users identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
- You must maintain secure passwords to your account.
- You must follow all directions of the System Administrator with respect to security of password and take reasonable precautions against unauthorized access.
- You may not set up an account for another user or make any attempts to find out the password of a service for which you have not been authorized, including accounts set up for other users.

True and Correct Statement

The information contained in this Catalog and its supplements is true and correct as of publication date.

Campus Security

1. The College does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to local law enforcement or other emergency response agencies by dialing (911). The College Executive Director may be reached at 956-627-3822.
2. All students and employees are required to report any crime or emergency to a staff member promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, The College 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 a staff member with or without a signature, who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency or by calling (911) if appropriate. An "Incident Report" should be completed by a staff member for any instance of crime or emergency within the physical walls of The College and outside parking areas. Preparation for the Annual Disclosure of Crime Statistics report is obtained by The College's Executive Director who contacts the correct police department District for statistics and The College's "Daily Incident Log", and then records those statistics.
3. Only students, employees and other parties having business with The College 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 College issued 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 5:00 pm. When The College closes for the night, The College's official or supervisor will inspect each room to see that it is empty, set the alarms and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate College 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 College 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) The College's officials have no power 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).
 - c) The College 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 The College 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 College official, any suspicious persons
 - c) Always try to walk in groups outside The College 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 campus/room.
 - f) The "Crime Awareness and Campus Security Act" is available upon request to students, employees (staff and faculty) and prospective students
 - g) The College 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, an ongoing criminal investigation, or 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. All incidents shall be recorded in The College daily Incident Log located on campus at the Reception Desk. 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 College's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.
 7. The College 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. In compliance with Federal government regulations for a drug-free workplace for students and employees, any student caught in possession, use, or distribution of illegal substances or paraphernalia will be dismissed and/or referred to the appropriate agency. Students convicted for any offense, during a period enrolled for which the student was receiving Title IV funds, under any Federal or State law involving possession or sale of illegal drugs will result in the loss of eligibility for any Title IV assistance. This policy strictly prohibits the illegal use, possession, manufacture, dispensing, or distribution of alcohol, drugs or controlled substances in the workplace, on its premises, or as a part of all College sponsored activities. A violation of this policy is considered a major offense, which may result in requirement for satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action up to and including termination from employment and suspension or expulsion from The College. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy. Violations of applicable local, State and Federal laws may subject a student or employee to a variety of legal sanctions including but not limited to fines, incarceration, imprisonment, and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities.
 8. Information concerning drug and alcohol abuse education program are posted at campus and is distributed annually to students and staff.
 9. Sexual assault (criminal and VAWA offences) on campus will be reported immediately to The College'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. The College 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.
 10. The College encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal and VAWA offenses occurring on campus to The College administration.
 11. In the event a sex offense should occur on campus, the victim should take the following steps:
 - Report the offense to The College administration
 - Preserve any evidence as may be necessary to the proof of the criminal offense
 - Request assistance, if desired, from College administration in reporting the crime to local law enforcement agencies.
 - Request a change in the academic situation if necessary

12. On campus disciplinary action in cases of alleged sexual assault will be based on the findings of the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances.
13. Information for crime victims about disciplinary proceedings. The College must, upon written request, disclose to the alleged victim of any crime of violence, or non-forcible sex offense, the results of any disciplinary proceedings conducted by The College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by The College on or after August 14, 2009.
14. As part of the Crime Control and Law Enforcement Act of 1994, The College is required to make the following link/information available to the campus community where information can be accessed regarding registered sex offenders:
The State of Texas Sex Offender Website is available at
<https://records.txdps.state.tx.us/SexOffenderRegistry>

Students and employees should refer to the following person when reporting or seeking help on a criminal incident:

Mrs. Adriana Rivas
1001 S. 10th St. Suite O
McAllen, Texas
956-627-3822

Please note that any emergency that requires immediate attention should not be waited upon on the report to The College's officer but rather contact the appropriate agency by calling (911).

Contact Information:

Who to contact to report an incident at The College	The College Executive Director 1001 S. 10th ., Suite O McAllen, Texas 78501 Phone: 956-627-3822
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Office Responsible to provide a copy of the Campus Security Information	The McAllen Police Department 1601 N Bicentennial Blvd McAllen, Texas 78501 Phone: (956) 681-2000
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EMERGENCY RESPONSE AND EVACUATION PLAN (EREP)

Emergency Response and Evacuation Plan (EREP) which includes plans and instruction to be followed by campus administration, faculty, staff, students, and guests in the event of emergencies and evacuations. The campus has a group of designated campus staff members designed as Campus Security Designees, who are responsible for reporting and ensuring the evacuation of the campus in the case of an emergency. The EREP includes:

1. The process by which the campus will confirm that there is a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or staff occurring on the campus.
 - a. Emergency information will be broadcast via local television networks through the Public Service Announcement. The security designee will ensure that all students and employees are kept abreast of the status of any emergency via this method.
2. A provision for immediate notification of the campus community upon confirmation of a significant emergency or dangerous situation.
 - b. Emergency response and evacuation procedures will be publicized using emergency and physical notification by authorized personnel via text message, email, and phone calls. This is designed to reach all Studio College of Beauty students and staff.
3. Emergency information will be disseminated to The College community via television as per the Public Service Announcements.
4. The Studio College of Beauty tests and publishes this plan on an annual basis.
5. The Chief Executive Officer, the Human Resource Director, and Executive Director will be responsible for carrying out this process.

NON-HARASSMENT POLICY

The purpose of this policy is:

1. To establish a policy against harassment and/or sexual harassment;
2. To encourage employees who are victims of harassment and/or sexual harassment to report such incidents immediately to you Human Resources Director and/or Chief Operating Officer;
3. To establish a grievance procedure for the reporting is instances of sexual harassment.

It is the goal of **The College** to promote a workplace that is free of harassment on the basis of any protected class. The College will not tolerate harassment of its employees by anyone, including a supervisor, director, administrator, owner, employee, student, or visitor. The term “harassment” includes but is not limited to slurs, jokes, and other verbal, graphic or physical conduct relating to an individual’s race, color, sex, religion, national origin, age, disability, or protected condition.

In addition, harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment will not be tolerated by The College. Further, any retaliation against an individual who has complained about harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. To achieve our goals of providing a workplace free from any type of harassment we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees.

Definition of Sexual Harassment

“Sexual harassment” means unwelcome sexual advances, request for sexual favors and verbal or physical conduct of a sexual nature when:

- A. Submission to or rejection of such advances, request or conduct is made with explicitly or implicitly a term or condition of employment or as a basis for employment decisions;
- OR, B. Such advances request or conduct have the purpose of effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment. Sexual harassment can also include displaying of sexually graphic magazines, calendars, posters, sending sexually explicit e-mail or voice mail. In addition, it can also include conversations about an employee’s own or someone else’s sex like, teasing or other conduct which creates an unprofessional and hostile working environment.

Sexual Harassment is defined by the Equal Employment Opportunity Commission as following: “Unwelcome sexual advances, requests for sexual favor, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; (2) submission to a rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.” 29 C.F.R. § 1604.11(a). Sexual harassment can be committed by a member of either sex and can involve members of the same sex, as well as, members of the opposite sex.

Complaints about Harassment and/or Sexual Harassment (First Step)

If any of our employees believes that he or she has been subjected to any type of harassment or sexual harassment of any nature, the employee has the right to file a complaint with The College. The complaints should be submitted to your Executive Director.

What Should You Do

If you feel that you are being subjected to any type of harassment, sexual harassment, or offensive behavior, you have the right to immediately demand that the person stop at once. You should promptly report the conduct to your Executive Director in writing, which will see that the conduct is stopped and not repeated.

If you feel that reporting the harassment, sexual harassment, or offensive behavior to your Executive Director is not effective; or if your Executive Director, or the Owner(s) are participating in the harassment or behavior, then you should report it as follows:

- Your Human Resources Director

Retaliation of any kind is prohibited. In addition, no retaliation of any kind will occur because you have reported the incident of suspected harassment, sexual harassment, or offensive behavior. We encourage you to help us keep The College free from harassment, sexual harassment, or offensive behavior.

In addition, failure to report an incident of harassment, sexual harassment, or offensive behavior may result in disciplinary action, up to and including termination.

Harassment and/or Sexual Harassment Investigation

When The College receives the complaint we will promptly investigate the allegation in a fair and expeditious manner. The investigation will generally include a private interview with the person filing the complaint and with the witnesses. The person alleged to have committed the harassment will also be interviewed. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate, The College will also impose disciplinary action.