ACC

Academy of Cosmetology Student Catalog

6520 University Ave. STE 7 Lubbock TX, 79413
(806)702-0247
www.Acclubbocktx.com
Copyright Academy of Cosmetology 2026

Revised Date of Publication January 20, 2026

With the publication of this catalog all previous editions become obsolete. This catalog is a guideline of expectations for the school's student population. Academy of Cosmetology reserves the right to modify its policies based on accreditation requirements, state or federal laws, Texas Department of Licensing and Regulations, or at its discretion.

All courses are taught in English as approved by the Texas Department of Licensing and regulations. All documents and learning will be in English. Students must be able to understand English. A licensed school shall evaluate each English as a second language (ESL) student to determine whether such student is likely to succeed in the intended course of study. Upon such determination being made, the school may enroll the ESL student. At no time shall instruction conducted in a foreign language take place contemporaneously with instruction conducted in English within the same classroom.

To ensure a regulatory compliant productive learning facility for all students, English is required to be spoken in the classrooms and in the student clinic where students have access to the general public. Students are welcome to communicate in their language of preference during breaks in the student lounge or outdoors areas.

TABLE OF CONTENTS

Mission Statement	Page 3	Objective	Page 3
Admissions	Page 3-4	Transfer in and out of Hours	Page 4
Transfer out of hours	Page 4	Re-Entry of Prior Enrolled Students	Page 4
Student Orientation	Page 4	Contract Cost and Payment Terms	Page 5
Program Costs	Page 5	Course Outlines	Page 6-11
Graduation Requirements	Page 11	Employment Assistance	Page 11
School Calendar	Page 12-13	School Start Dates	Page 13
Non-Discrimination	Page 13	Physical Demands	Page 14
School Owners / Facility	Page 14	Texas Department of Licensing and Regulations	Page 14
Accreditation	Page 14	Student Service	Page 14
Student Advising and Guidance	Page 15	Personal Counseling Services / Agencies	Page 15
Personal Information Records Updates	Page 15	Rights Reserved	Page 16
Scheduled Changes	Page 16	Transcripts	Page 16
Student Policies	Page 16	Tardiness	Page 17
Attendance	Page 17	Conduct and Professional Standards	Page 17
Alcohol and Drug Prevention	Page 18	Academic Progress	Page 18
Financial Progress	Page 18	Classroom and Clinic Assignments	Page 18
Dress Code	Page 19	Makeup Work	Page 19
Childcare	Page 19	Time Clocks and Credit Hours	Page 19

Non-Smoking	Page 20	Social media	Page 20

Student Academic Progress Sheet	Page 20	Evaluation Periods	Page 21
Maximum Time Frame	Page 21-23	Academic Dishonesty / Cheating	Page 24
Release	Page 24	Equipment and Personal Belongings	Page 25
Student Concerns/Complaints and Grievance Policy	Page 25	Payment Agreement	Page 25
Scholarship and Fee Waivers	Page 26	Cancelations / Settlement & Refund Policy	Page 26-27
Federal Return/Students Right of Access / Right of Privacy	Page 28-29	Leave of Absence	Page 30
Procedure for Requesting Leave of Absence	Page 31	Failure to Return from Leave of Absence	Page 31
Admin and Faculty	Page 32	Student Outcomes	Page 32
School Delays and Cancelations	Page 32	Additional School Disclosures	Page 33
Licensure Requirements	Page 33	Physical Requirements of the Profession	Page 33

MISSION STATEMENT

Academy of Cosmetology provides Cosmetology Operator, Esthetics, Texas Manicurist License and Texas Lash License courses designed for success in licensing students who are passionate about the Beauty industry. We strive for students who want to build a foundation and have a successful career in the salon or spa.

Objective

To prepare and educate the individual to be qualified to enter the many fields of Cosmetology, to successfully allow the individual to obtain security in a rewarding profession while training the student to pass the state board examinations for his or her license. Academy of Cosmetology maintains programs that are constantly updated to ensure our students are prepared to enter the professional beauty industry.

ADMISSIONS

1. Have successfully completed high school or its equivalent as evidenced 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), proof of attainment of an Associate's degree or higher by providing a copy of a college transcript showing college completion or college degree, etc.; or have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential; or have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

All materials contatined in this catalog are true and correct content and policy.
Academy of Cosmetology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33. 38 U.S.C. 3679 (e)(1) (A&B)

Academy Of Cosmetology does not accept Ability-To-Benefit (ATB) students.

2. Complete the initial application and submit the $100 application fee.
3. Provide additional enrollment requirements:
    a. Prospective students must be at least 17 years of age.
    b. Identification: Copy of official government ID (Passport, Driver's License or Birth Certificate)
    c. Tour of the facility, this may be waived for students re-enrolling or a graduate returning for a different program.

TRANSFER IN OR OUT OF HOURS

Academy Of Cosmetology accepts transfer students and may accept up to a certain number of hours depending on the course required for licensure but reserves the right to deny transfer hours from another institution for any reason.

All schools and institutions reserve the right to determine which or how many hours they will accept from another school or institution. The transferability of hours you earn at Academy of Cosmetology is at the complete discretion of that school or institution to which you may seek to transfer. If the hours that students earn at Academy of Cosmetology are not accepted at the school or institution to which you seek to transfer, you may be required to repeat some or all your course work. The transfer hours accepted per course are as follows.

Cosmetology- up to 13.5 credits or 500 hours
Esthetics- up to 10 credits or 375 hours,
Manicurist- up to 8 credits or 300 hours,
Texas lash license- No hours or credits.

RE-ENTRY OF PRIOR ENROLLED ACADEMY OF COSMETOLOGY STUDENTS

To be eligible for readmission to the most recent Academy of Cosmetology, the student must meet the following readmission requirements.

1. Meet all admission requirements.
2. Be current on any outstanding debts with the school or make satisfactory payment arrangements. Previous balances owed may be applied to the new agreement balance.

Prior clocked or credit hours may be evaluated prior to readmission and may or may not be approved. Approval for readmission will be made by the school's Director or other designated administrator and is based on education, schedule, and space availability.

Academy of Cosmetology reserves the right to deny readmission following termination or withdrawal for any reason. If readmission approval is granted, the applicant will be required to sign a new enrollment agreement and may be required to pay additional tuition, books, supplies and equipment costs. If a student withdraws and has been charged 100% of the Agreement price, a student in good standing (financial, academic and behavioral) may be eligible to return to the course during the following 10-month period without any additional tuition costs. If a student withdraws and has been charged less than 100% of their agreement, the student may be eligible to return to the course but may incur additional tuition costs.

STUDENT ORIENTATION

All incoming students will receive an orientation either prior to the beginning of school or on the first day of school. This orientation is required for all incoming students and will discuss our mission, values, student policies, curriculum, program progress and expectations, personnel introductions, grading, Satisfactory Academic Progress, attendance requirements and all other pre-enrollment requirements.

CONTRACT COSTS AND PAYMENT TERMS

Students and sponsors(if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment plan stated below. The school may at its option and without notice, prevent students from attending class until any applicable unpaid balance or payments are satisfied. Academy of Cosmetology will charge additional tuition for credits remaining after the contract ending date, At an additional rate per credit (37.5 hours = 1 credit), or any part thereof, payable in advance until graduation. Academy of Cosmetology may charge a $10 transcript fee for transcript requests.

Academy of Cosmetology will charge an Application fee from students enrolling or transferring to the school of $100.00. Academy of Cosmetology will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination of $150. Academy of Cosmetology will charge additional tuition for credits remaining after the contract ending date at the rate of $15 per hour for Cosmetology, $12 per hour for Esthetic's, $10 per hour for Texas Manicurist and $10 per hour for the Texas specialty Lash License. Payable in advance until student program completion. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. A Methods of payment include full payment at time of signing the Enrollment Agreement, Application fee paid at time of signing agreement with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card or through non- federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

PROGRAM COSTS

Cosmetology FULL-TIME 27 credit hours (1000 Hours)

Application Fee	Book/Misc.	Kit	Tuition	Total Cost of Program
$100	$400 $25	$1,835	$**12,920**	$**15,280**

Esthetics FULL-TIME 750 20 Credit hours (750 Hours)

Application Fee	Books/Misc.	Kit	Tuition	Total Cost of Program
$100	$400 $25	$1,250	**$8,625**	$10,400

Texas Manicurist License FULL-TIME 16 Credit hours (600 Hours)

Application Fee	Book/Misc	Kit	Tuition	Total Cost of Program
$100	$400 $25	$600	**7,250**	$**8,375**

Texas Lash License FULL-TIME 9 Credit Hours (320 Hours)

Application Fee	Books/ Misc	Kit	Tuition	Total Cost of Program
$100	$250 $25	$350	$**3,775**	$**4,500**

COURSE OUTLINES

Academy of Cosmetology Works on Credit Hours only

Course Name: Cosmetology Operator Level-Basic

Our Cosmetology Operator program will herein be referred to as cosmetology

Course Description: Student will receive training in the art and sciences of **Cosmetology**

Course Length: 27 credit hours (1,000 hours)
Program Length in weeks: 31 weeks
Day Class: credits per week .90 / Night Class: credits per week .871

Instructional Method: The course will use lectures, demonstrations, and student participation. Students will demonstrate their competencies in cosmetology theory and practice through mannequin repetitions and clinic activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

Grading Procedures: Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments, and any additional items as assigned. Students are graded in the areas of academic and practical learning experiences. All academic learning shall be measured and assessed through tests, assignments, and quizzes. Practical learning is assessed through hands-on completion of all assigned work. All areas are graded using the school's grading scale.

GRADE	DEFINITION	PERCENTAGE
A	Excellent	90% to 100%
B	Very Good	80% to 89%
C	Passing	70% to 79%
D	Unsatisfactory-Failing	60% to 69%
F	Failing	Less than 60%

Course Objective: Train/guide/facilitate the student for entry-level employment in their chosen field of training. Positions could vary such as stylist, barber, manicurist, skincare specialist, platform artist, colorists, sales representative, instructor, salon owner, barber owner, nail salon owner, and/or skincare owner.

Course Reference/Instructional Materials:
The newest version of Milady's Textbook PSI and TDLR rules and Laws

Cosmetology

COURSE NAMES	**# HOURS**
Orientation, Rules, and Regulations	**0**
Hair Care: Cutting, styling, coloring, chemical textures, and related theory and application; business skills; professional development and salon management; health; safety; and laws	**800 hours**
Nail Care: Manicuring and related theory and applications, business skills; professional development and salon management; health; safety; and laws.	**100 hours**
Skin Care: Facials, hair removal, and related theory and application; business skills; professional development and salon management; health; safety; and laws.	**100 Hours**
TOTAL PROGRAM HOURS	**1000**

Course Name: Esthetics Level-Basic

Course Description: Student will receive training in the art and sciences of **Esthetics**

Course Length: 20 credit hours (750 hours)
Program Length in weeks: 25 weeks
Day Class: credits per week .833 / Night Class: credits per week .80

Instructional Method: The course will use lectures, demonstrations and student participation. Students will demonstrate their competencies in Esthetics theory and practice through mannequin repetitions and clinic activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

Grading Procedures: Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments and any additional items as assigned. Students are graded in the areas of academic and practical learning experiences. All academic learning shall be measured and assessed through tests, assignments and quizzes. Practical learning is assessed through hands-on completion of all assigned work. All areas are graded using the school's grading scale.

GRADE	DEFINITION	PERCENTAGE
A	Excellent	90% to 100%
B	Very Good	80% to 89%
C	Passing	70% to 79%
D	Unsatisfactory-Failing	60% to 69%
F	Failing	Less than 60%

Course Objective: Train/guide/facilitate the student for entry-level employment in their chosen field of training. Positions could vary such as stylist, barber, nail technician, skincare specialist, platform artist, colorists, sales representative, instructor, salon owner, barber owner, nail salon owner and/or skincare owner.

Course Reference/Instructional Materials:

Newest Version of Milady Esthetics offered along with PSI and TDLR Rules and Regulations

Esthetics Program:

COURSE NAMES	# HOURS/CREDITS
Facial Treatment, Cleansing, Masking, Therapy	**225 HOURS**
Anatomy and Physiology	**90 HOURS**
Electricity, Machines, and related equipment,	**75 HOURS**
Makeup	**75 HOURS**
Orientation, rules and laws	**50 HOURS**
Chemistry	**50 HOURS**
Care of Client	**50 HOURS**
Sanitation, safety, and first aid	**40 HOURS**
Management	**35 HOURS**
Superfluous hair removal	**25 HOURS**
Aroma Therapy	**15 HOURS**
Nutrition	**10 HOURS**
Color psychology	**10 HOURS**
TOTAL PROGRAM HOURS	**750**

Course Name: Texas Manicurist License Level-Basic
Our Texas Manicurist License program will herein be referred to as manicurist

Course Description: Student will receive training in the art and sciences of Texas Manicurist

Course Length: 16 credit hours (600 hours)

Program Length in Weeks: 17
Day Class: credits per week .937 Night Class: credits per week .937

Instructional Method: The course will use lectures, demonstrations, and student participation. Students will demonstrate their competencies in the Texas Manicurist theory and practice through mannequin repetitions and clinic activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

Grading Procedures: Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments, and any additional items as assigned. Students are graded in the areas of academic and practical learning experiences. All academic Learning shall be measured and assessed through tests, assignments, and quizzes. Practical learning is assessed through hands-on completion of all assigned work. All areas are graded using the school's grading scale.

GRADE	DEFINITION	PERCENTAGE
A	Excellent	90% to 100%
B	Very Good	80% to 89%
C	Passing	70% to 79%
D	Unsatisfactory-Failing	60% to 69%
F	Failing	Less than 60%

Course Objective: Train/guide/facilitate the student for entry-level employment in their chosen field of training. Positions could vary such as nail technician, platform artist, sales representative, instructor, nail salon owner.

Course Reference/Instructional Materials:
Newest Version of Milady Text Book, PSI and Rules and Regulations

Course Names	HOURS
Orientation, Procedures	**0**
Procedures: Basic manicure and pedicure, oil manicure, removal of stains, repair work, hand and arm massage, buffing, application of polish, application of artificial nails, application of cosmetic fingernails, preparation to build new nail, and application of nail extensions, sculpted nails, tips, wraps, fiberglass/gels and odorless products	**320 HOURS**
Bacteriology, sanitation and safety: Definitions, importance, rules, laws, methods, safety measures, hazardous chemicals and ventilation odor in salons	**100 HOURS**
Professional practices: Manicuring as a profession, vocabulary, ethics, salon procedures, hygiene and grooming, professional attitudes, salesmanship and public relations.	**80 HOURS**
Arms and hands: Major bones and functions, major muscles and functions, major nerves and functions, skin structure, functions, appendages, conditions and lesions, nails structure, composition, growth, regeneration, irregularities and diseases	**70 HOURS**
Orientation, rules, laws and preparation	**15 HOURS**
Equipment, implements and supplies	**15 HOURS**
TOTAL PROGRAM HOURS	**600**

Course Name: Texas Lash License Level-Basic

Course Description: Student will receive training in the art and sciences of **Texas Lash License**

Course Length: 9 credit hours (320 hours)
Program Length in Weeks: 10 weeks
Day Class: credits per week .90 / **Night Class:** credits per week .90

Instructional Method: The course will use lectures, demonstrations and student participation. Students will demonstrate their competencies in the Texas lash license theory and practice through mannequin repetitions and clinic activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

Grading Procedures: Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments and any additional items as assigned. Students are graded in the areas of academic and practical learning experiences. All academic learning shall be measured and assessed through tests, assignments, and quizzes. Practical learning is assessed through hands-on completion of all assigned work. All areas are graded using the school's grading scale.

GRADE	DEFINITION	PERCENTAGE
A	Excellent	90% to 100%
B	Very Good	80% to 89%
C	Passing	70% to 79%
D	Unsatisfactory-Failing	60% to 69%
F	Failing	Less than 60%

Course Objective: Train/guide/facilitate the student for entry-level employment in their chosen field of training. Positions include Lashing only in a Salon, Spa or booth rental facility, Platform artistry, Product representative.

Course Reference/Instructional Materials:

Newest version of Milady Textbook, PSI and TDLR Rules and Regulations Book

Texas Lash License

COURSE NAMES BELOW:	# 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
Total	320

GRADUATION REQUIREMENTS

To graduate from the students enrolled program, the student must:

1. Complete all required course work and exams.
2. Complete scheduled credits.
3. Meet assigned tuition requirements:
    - TFC funded Students with accepted payment agreements & terms.
    - Cash Pay Students: Payment in full prior to program completion or acceptable payment arrangements.

   (Note: Any payment defaults will be sent to collections)
4. Complete exit/graduate counseling if receiving financial aid student loans (If applicable)
5. Students will be awarded a Course Certificate with Academy of Cosmetology upon completion of all graduation requirements.

6. The Student is Responsible for State Board Written and Practical exam costs and License Cost that IS NOT included in the cost of each program.

EMPLOYMENT ASSISTANCE

Academy of Cosmetology offers academic and graduate employment services to students. The school does not guarantee employment but does assist through internal job board, internal external career days and by continuing local relationships with salons and other possible beauty related employers.

SCHOOL CALENDAR

Academic year: The school operates year-round with scheduled holiday observances and or school closings. Schedules may vary by program and or change based on changes in enrollment, staffing or as needed to maintain educational quality.

Academy of Cosmetology observes the following holidays and school closings: 2026

School Closure Dates:	**Holiday/Event**
February 16th	Presidents Day
April 6th	Easter Monday
May 25th	Memorial Day
September 7th	Labor Day
October 12th	Columbus Day

November 25th-26th	Thanksgiving Break
December 22nd-26Th	Christmas Break
December 30th - 31st	New Year

SCHOOL START DATES

School Start Dates are subject to change depending on Availability

START DATES	START DATES
January 5th	
Feb 2nd	
March 9th	
April 13th	

NON-DISCRIMINATION

The school does not discriminate on the basis of race, color, national origin, ethnic origin, religion, sex, disability, or age in its programs and activities and provides equal access to its educational programs The following person has been designated to handle inquiries regarding the non-discrimination policies:

Kelsey Holeman
6520 University Ave. Ste 7 Lubbock TX 79413
806-702-0247

Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to the school's educational resources, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("section 504") and the Americans with Disabilities Act (42 U.S.C. § 12182) ("ADA"), their related statutes and regulations, and corresponding state and local laws.

Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discrimination on the basis of disability.

Individuals with disabilities wishing to request an accommodation must contact the ADA Compliance Coordinator. A disclosure of disability or a request for accommodation made to any staff, faculty, or personnel other than the ADA Compliance Coordinator will not be treated as a request for accommodation. However, if a student discloses a disability to such an individual, he or she is request to direct the student to the ADA Compliance Coordinator. Upon request, the ADA Compliance Coordinator/Designated School Officer will provide the student or applicant with a Request for Accommodation Form.

PHYSICAL DEMANDS

Cosmetology Operators, Esthetics, Texas Manicurist, and Texas Lash Licenses can expect to stand or sit for long periods. Since so many of their activities involve the use of arms and hands, professionals should take steps to ensure proper physical conditioning and rest periods. Cosmetology Operators, Esthetics, Texas Manicurist and Texas Lash License may find it necessary to work long hours, sometimes missing breaks and meals. It is not unusual for these individuals to work more than 8 hours a day and/or more than 5 days a week.

SCHOOL OWNER'S

Kelsey Holeman and Krista Barboza
Owners/Educators
6520 University Ave STE 7
Lubbock TX 79413
1(806-702-0247
Acclubbocktx@gmail.com

School Facility

Academy of Cosmetology has welcoming modern spacious classrooms and clinic floor space featuring salon stations, spa facial area, nail tables, dispensary, and shampoo area to train in advanced techniques. Open reception area with retail and client seating. Equipped with audio-visual equipment and a student library.

Texas Department Of Licensing and Regulations (TDLR)

P.O. Box 12157
Austin TX 78711 1(512)463-6599
www.tdlr.texas.gov

ACCREDITATION

Initial Accreditation Status
National Accrediting Commission of Career Arts & Sciences (NACCAS)
3015 Colvin Street
Alexandria, VA 22314 703-600-
7600 www.naccas.org

STUDENT SERVICE

Student services provided by the school are designed to provide support in areas related to transportation, child-care, housing, etc. and other related areas to help student's ability to complete their course/program. Student Services or designated school staff member or administration is available to meet with students to provide referrals for students at risk or in need of assistance while enrolled at the school upon the student's request.

STUDENT ADVISING & GUIDANCE

Academy of Cosmetology makes reasonable effort to maintain close communication with all students. Students have access to faculty and administrative staff for both career and academic advising. Students experiencing personal problems that require professional help will be referred to the appropriate agency(s) or organization(s).

Individual academic advising occurs periodically throughout the program. These advising sessions help instructors determine student progress and identify those students who may require additional assistance. Problems not resolved in instructor/student sessions may be referred to the School Director (or designate).

Student advisement is available. Students are encouraged to seek help whenever it is needed. Formal academic advisement occurs when grade or progress reports are issued. At any time, between grade or progress reports, students may be formally advised; and all advisements are confidential. Whenever any staff member advises a student, the proceedings of that advisement are documented on the appropriate forms. All students will receive on-going, informal daily advisement in the areas of attitude, attendance, behavior, image, professionalism, etc. When a student's problems or concerns are beyond staff capability, the student will be referred to the appropriate professional or agency.

PERSONAL COUNSELING SERVICES/AGENCIES

The National Women's Health Information Center, U.S. Department of Health and Human Services Office on Women's Health, 1-800-994-9662 https://womenshealth.gov

The National Domestic Violence Hotline
1-800-799-SAFE (7223) or 1-800-787-3224

National Sexual Assault Hotline 1-800-656-HOPE
(4673)

National Suicide Prevention Lifeline
1-800-273-8255
Suicidepreventionlifeline.org

PERSONAL INFORMATION RECORDS UPDATE/CHANGES

1. Address/Telephone Number Changes: Students are asked to notify the school when any information regarding their address and/or telephone number changes. Notification can be made by submitting a written request to initiate the change. A Students recorded address will be automatically updated if correspondence is returned the school by the United States Postal Service or other delivery carrier service, with an address correction.
2. Name Changes: All students who wish to make a name change in their academic records must submit the request in writing and include documentation verifying the legal name change. Proof of legal name change can be a copy of a student driver's license, social security card, marriage certificate, divorce decree, or other legal documents showing the name change. Request for name changes should be submitted to the designated school official/administrator. If the documentation is complete, the student's academic records will be updated with a copy of the legal documents in the student's academic file.

RIGHTS RESERVED

Academy of Cosmetology reserves the right to add or withdraw any course and to make changes in schedule, curriculum, tuition, regulation, or any other published information as conditions warrant.

Academy of Cosmetology has no responsibility for loss or damage to student work, supplies or any other personal property. Students should keep personal items in lockers. Students are required to replace immediately any supplies or equipment that is lost, stolen or broken.

SCHEDULE CHANGES

The school reserves the right to change the established schedules in the event it becomes necessary. Students will be notified in advance should such circumstances arise.

TRANSCRIPTS

A transcript is an official document on the educational work of a student which lists the student's subjects, grades received, enrollment date range and status of the student. Official transcripts are issued the school's designated official. Transcript requests maybe made for the following reasons:

1. Submission to other institutions of higher education for the purpose of transfer of clocked hours
2. Certification to an employer summarizing a student's enrollment and academic progress
3. Replacing a lost official transcript of the graduate

Students/graduates must submit a request in writing to the designated school official. The student/graduate may submit a letter of request that includes the following information:

1. Student's name
2. A copy of their VALID form of government-issued identification (driver's license, state ID, passport), which bears their printed name, photograph \ and date of birth
3. Purpose of the transcript request
4. Name and address of the recipient
5. The student's signature and the date

STUDENT POLICIES

GROUNDS FOR TERMINATION

Academy of Cosmetology reserves the right to terminate or to suspend a student for any reason and with or without previous warning; including, but not limited to:

1. Excessive tardiness or absences
2. Failure to comply with conduct and employability standards
3. Damage to property belonging to the school or its employees or other students
4. Breach of school policies, rules or regulations
5. Bullying, conduct, harassment, violence, or any conditions that pose or may pose a threat to other students, guests, or employees
6. Providing fraudulent or misleading information/documentation required for admissions, financial aid or attendance
7. Failure to make satisfactory arrangements for payments of tuition/expenses
8. Failure to make satisfactory academic progress

TARDINESS

Students must report to class on time. Late arrival for any reason must be communicated and explained to the designated school official or current instructor. Excused and Unexcused is discussed below in the "Attendance" section.

ATTENDANCE

A student is considered to be absent during any unattended portion of their regular schedule. Any absence will interfere with your learning process and on time program completion. Students must inform the school of any planned absence by completing a **Student Absence Notification Form** prior to the date of the planned absence **(EXCUSED)**. In cases of illness, emergency or other unforeseen absence, the student is required to call the school's administrator or their respective instructor no later than (45) minutes prior to their courses scheduled start time to notify their classroom instructor and/or the Clinic Instructor. If the student does not adhere to this contact time, the students absence or tardy will be deemed **UNEXCUSED**.

- Students absent eight (8) consecutive regularly scheduled course days without contact will be immediately dismissed from the school on the 9th scheduled day of non-attendance.
- Students absent ten (10) consecutive regularly scheduled course days with contact will be immediately dismissed on the 11th scheduled day of non-attendance.

Unscheduled school credits and days that may be offered are at the school's discretion for make-up work and completion of guest services. Any student falling below 70% attendance will be subject to disciplinary action and could be in jeopardy of being withdrawn.

The student withdrawal date for any student that withdraws or is dismissed from the school will be the last date of attendance. Attendance percentage is calculated by taking the total credits attended divided by the scheduled credits.
Example:
Attended credits = 6.667
Absent credits = 0.746
Scheduled credits = 7.413
Percentage = 6.667/ 7.413 = 89.93%

CONDUCT AND PROFESSIONAL STANDARDS

Appearance, attitude and professional behavior are important elements of the student's career preparation and job success.

1. When a student's appearance and/or attitude is in opposition to the career education goals to which the school's academic and placement assistance are dedicated, the student may be advised, suspended, or dismissed
2. When a student's behavior interferes with the rights of others, disrupts and/or prohibits the learning process of other students, or is in opposition to policies and rules of the classroom and the school, the student may be advised, suspended, or dismissed
3. When a student is guilty of negligence and/or careless acts and/or omissions in the learning process so as to endanger or to cause injury to another person or property, the student may be advised, suspended, or may be automatically dismissed
4. Under certain circumstances, a student's conduct may warrant immediate dismissal. Examples of this include, but are not limited to:
    1. Engaging in verbal threats, intimidation, use of foul or profane language, physical threats, sexual assault, physical violence, racial or sexual harassment in or around the school
    2. Possession of weapons, firearms and knives and/or illegal drugs in or around the school
    3. Vandalizing, stealing or being in possession of stolen property

4. Falsifying personal information on school documents and/or presentation of forged documents

ALCOHOL AND DRUG PREVENTION

Academy of Cosmetology supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol by anyone on the school's property or as a part of a school activity is prohibited. Students taking prescribed or over-the counter medication which may affect functioning should inform a school representative or official.

If a final determination is made that any student enrolled in the school is found to be abusing alcohol or using, possessing, manufacturing, or distributing controlled substances in violation of the law on school property or at any school events, they shall be subject to, at a minimum, the referral to counseling and automatic and immediate suspension or dismissal from school. The school's-imposed actions are additional to any legal actions taken by local, state or federal authorities.

ACADEMIC PROGRESS

Satisfactory Academic Progress (SAP) is a requirement for all students enrolled in the school. All students must maintain an academic grade percentage of 70% and average cumulative attendance of 70% to be considered making SAP and to complete the scheduled course within the maximum time frame. ***See full Satisfactory Academic Progress Policy for additional information***.

FINANCIAL PROGRESS

Students must meet or be current with all financial obligations as specified in their payment plan prior to graduation. It is expected that the student will comply by providing all necessary requested information and/or forms be submitted on or before the statement due date to maintain satisfactory financial progress. Payment amounts are based upon the course in which the student enrolled.
All payments are the responsibility of the student and are payable as stated on the student's enrollment agreement. Failure to comply with an established payment arrangement may result in termination. **Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs if applicable.** Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

CLASSROOM AND CLINIC ASSIGNMENTS

Students are required to remain with their instructor in their classrooms or assigned work areas unless at scheduled lunch or break(s).

There will be a charge for ALL services and products provided to clients unless otherwise approved in advance by an authorized designated school official or student's immediate instructor. Students cannot bring into the school any product not sold or carried by the school nor should students advise clients to do so. Stations are assigned for each client service for the duration of that service and may be reassigned at the discretion of school staff. All equipment and personal belongings must be stored in the students assigned locker/school location.

Sanitation is a critical part of the student's learning process. Adhering to the school and State Board health and safety standards as outlined in the rules and regulations is essential in maintaining a sanitary establishment. Students are required to maintain a clean and safe station before, during and after performing client services or practical work. In order for cosmetology students to maintain a sanitary station they will be required to wipe down the surface of their chair and station, clean the mirror, sanitize their implements before and after every use, place soiled towels in the appropriate receptable and sweep/mop the area surrounding them (hair must be removed by sweeping prior to styling). Additional tasks may be required depending on the service being provided and may vary.

DRESS CODE

The school's dress code is designed to provide students with guidance on establishing and maintaining a professional image. The dress code is always enforced during the student's school hours, while on school premises, as well as when attending school sponsored events.

Students are expected to use good taste and judgement in matters concerning dress and appearance. Neat, clean and appropriate attire creates the professional image that the school wishes to portray and at all times your attire must reflect professionalism.

In an effort to have all students present a consistent and professional appearance the following policy is to be followed:

1. Students are required to dress in scrubs or all black, teal or grey, with close toed shoes
2. Student dress code must be always followed during school hours, while on school premises or at school sponsored events
3. Students who do not adhere to the school's dress code will be asked to leave the school premises or school sponsored event until they are in compliance with the student dress code
4. All hairstyling, makeup and facial hair must be professional and complete prior to arrival at school
5. Clothing must be neat and clean. Excessive wear (holes, frayed hems, stains, etc.), unprofessional language or images, logo-wear other than school designated wear or other unprofessional clothing is prohibited
6. No skin or undergarments may be visible between the shirt and pant or skirt. Abdomens, armpits, bottoms, shoulders, cleavage, lingerie, and undergarments must be covered at all times
7. Hands and fingernails must be clean and manicured students shall maintain fingernail lengths and follow guidelines appropriate for the career they have chosen
8. Tattoos may be visible so long as they do not depict images of nudity, profanity, violence or are gang related

MAKE-UP WORK

Students must make-up failed or missed tests and incomplete assignments on their own time and must notify the instructor of missed work that is needed. Students must make up missed or failed work by the following Tuesday of the prior due date or will receive no credit for missed assignment.

CHILD CARE

Students are prohibited from bringing their children to school during their scheduled course time and/or while earning credit hours. Students must make appropriate arrangements for childcare. The school is available to assist with finding childcare resources.

TIME CLOCKS AND CREDIT HOURS

Student hours are recorded with credit hours on a monthly basis. It's the students responsibility to use the clock system correctly to receive attendance credits for the day. **To receive full credit, a student must clock IN when beginning their day and clock OUT when ending their day.** Students must clock OUT when beginning their scheduled lunch break (full-time day students only) and must clock back IN when their scheduled lunch break ends. All students must be off the clock when leaving the building for any non-school related activity. Students will receive credits for supervised (licensed instructor) official school activities. Students, regardless of enrolled course or schedule, may not clock more than their scheduled hours on any given scheduled course day, with the exception of approved field trips, unless prior approval is given by the designated school official.

Students must be engaged in a learning activity at all times while earning credit hours. Students not engaged in a learning activity or students that are on break or at lunch must be clocked out. Any student found to be not engaging in a learning activity, in the break room or outside the building, while clocked in may be subject to corrective action up to and including immediate dismissal for the day from school.

Instructors and/or the school director or designee will communicate daily with students in areas of attendance and dependability. At a minimum, students will be notified of their earned credit hours each month. If students have questions about total time, they should speak with their instructor or other school official as directed.

NON-SMOKING

While on school property students may smoke in designated student outdoor smoking areas only. Smoking is prohibited in the school.

SOCIAL MEDIA

The use of social media can be extremely beneficial to the success of a salon, spa or independent contractor. For this reason, the rights of students to utilize social media platforms in ways that directly promote professional career development are encouraged. “Social Media” refers to all forms of online publishing and discussion, including but not limited to Facebook, Twitter, YouTube, Snapchat, Reddit, Instagram, Pinterest, TikTok, etc., personal and public blogs, wikis, as well as any instance of a shared personal audio/video file. All students can be held accountable for the content posted on the internet. The school does not permit obscenity, negative comments, personal attacks, cyber bullying, or any conduct that is not in compliance with the school’s standards of conduct. All posts must respect the privacy of others and photographs of students, staff, or clients should not be posted or shared without their permission. For any content that is posted on the school’s social media outlet, the school reserves the right to remove content at its discretion and without notification. Please be aware that some actions on the internet are not reversible and may reflect negatively on an individual for an extended period of time. Practicing courtesy and professionalism in online environments is strongly encouraged and disciplinary action may be enforced for non-compliance.

SATISFACTORY ACADEMIC PROGRESS POLICY

The schools Satisfactory Academic Progress policy applies to every student enrolled in a Naccas-approved program. The policy complies with the guidelines established by NACCAS. This policy also meets the requirements as established by the U.S. Department of Education. All students are provided with this policy prior to enrollment and is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time).

The training will include attendance, dependability, professional image, professional communication, organizational and practical skills as well as conduct and technical service-related skill evaluations. Student training is measured and communicated by:

1. Attendance
2. Academic Grades

A. Satisfactory Academic Progress (SAP) is a requirement for all students enrolled. All students must maintain an academic grade percentage (qualitative) of 70% and average cumulative (quantitative) attendance of 70% to be considered making SAP and to complete the scheduled course within the maximum time frame. ***The school’s academic year is defined as Cosmetology Operator 27 credits, Esthetics 20 credits, Texas Manicurist License 16 credits, Texas Lash License 9 credits.***

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress on ACTUAL credits as follows:

PROGRAM	EVALUATION PERIOD	LENGTH OF PROGRAM
Cosmetology	**13.5 credits**	**27 credits**
Esthetics	**10 credits**	**20 credits**
Manicurist	**8 credits**	**16 credits**
Texas lash license	**4.5 credits**	**9 credits**

B. The maximum time a student has to complete is 143% of the course length. All minimum course lengths are determined by TDLR or NACCAS. Students who exceed maximum time frame can continue enrollment on a cash pay basis. Students not able to complete on a cash pay basis after exceeding maximum time frame will be terminated from their respective program.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 143% of the course length) allowed for students to complete each course at Satisfactory Academic Progress is stated below: 37.5 hours =1 Credit

PROGRAM	STATUS	CREDITS PER WEEK	PROGRAM Credits/MTM	WEEKS /MTM	SCHEDULED Credits
Cosmetology	Day Class	0.90	27/38.6	31/44	27
Cosmetology	Night Class	0.871	27/38.6	31/44	27
Esthetics	Day Class	0.833	20/28.6	25/35.75	20
Esthetics	Night Class	0.80	20/28.6	25/35.75	20
Manicurist	Day Class	0.937	16/22.9	17/24.3	16
Manicurist	Night Class	0.937	16/22.9	17/24.3	16
Texas lash license	Day Class	0.90	9/13	10/14.3	9
Texas lash license	Night Class	0.90	9/13	10/14.3	9

TRANSFER STUDENTS:

The maximum credit hours allowed for transfer to our school from other schools is as follows:

Cosmetology- up to 13.5 credits or 500 hours
Esthetics- up to 10 credits or 375 hours,
Manicurist- up to 8 credits or 300 hours,
Texas lash license- No hours or credits.

Evaluations will determine if the student has met the minimum requirements for SAP. 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 program.

C. Students will be sent a Satisfactory Academic Progress Report upon reaching each evaluation period. SAP will be evaluated at the conclusion of each evaluation period and must completed within seven (7) school business days of the established evaluation points. Students who are not meeting SAP requirements must sign their report in a timely manner. A copy of each SAP report will be kept in the student's file and additional copies of a student's SAP report is available to each student upon request.

D. A student's academic grade percentage is determined by:

a) Theory exams
b) Practical exams
c) Practice/technical activities

GRADE	DEFINITION	PERCENTAGE
A	Excellent	90%-100%
B	Very Good	80%-89%
C	Passing	70%-79%
D	Unsatisfactory – Failing	60%-69%
F	Failing	Less than 60%

If applicable, for a school participating in Title IV, HEA programs, a student's successful course completion percentage is based on the number of successfully completed credit hours (those with a grade of 70% or higher or as otherwise defined by the institution divided by the cumulative number of credit hours attempted by the student at that time.

Students meeting the minimum requirements for academics 70% and attendance 70% are considered to be making satisfactory academic progress until the next scheduled evaluation.

Students deemed not maintaining SAP may have their Title IV funding interrupted (if applicable) unless the student is on warning. The school may allow for an initial status of satisfactory academic progress warning for the students who are not considered meeting minimum standards for academic progress.

E. Attendance is evaluated on a cumulative basis. At each evaluation point, the attendance for the period will be added to the attendance from the preceding periods to determine whether the student will complete the course within the maximum time frame established in this policy. Total credits earned beginning the first day of course commencement and ending the last day of the completed period (phase) divided into the student's scheduled hours beginning the first day of their respective program and ending the last day of the completed period (phase).
Student's actual credits attended + scheduled credits = cumulative % of attendance.

A student will be placed on ***warning but*** considered to be making SAP during the warning period if the student's attendance falls below 70% or their academics fall below 70%. The student will be advised in writing on the actions required to meet SAP requirements by the next evaluation. If at the end of the warning period, the student has still not met the attendance and academic requirements, he/she will be dismissed from the program.

F. In the event the student ***withdraws or other official interruptio***n, the student, upon returning to school, maintains the status as of the time of departure. If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. **Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation**. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

G. ***Withdrawals and incompletes*** have no effect upon the school's qualitative SAP standard. All hours attempted within a progress report period are used in assessing if the student meets quantitative SAP standard, Academy of Cosmetology does not allow students to repeat courses and does not offer remedial or English as a Second Language (ESL) courses.

H. Regarding SAP, a student's ***transfer hours*** accepted by the school will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted credit hours at the school

I. ***Probation:*** Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress during the probationary period if the student appeals the decision and prevails upon appeal. Additionally, only students who have the ability to meet the SAP 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 SAP. 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 and, if applicable, students will not be deemed eligible to receive Title IV funds.

J. ***Appeal Process:*** If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include the 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 school 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 students' 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 be reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

K. ***Non-Credit, Remedial Courses, Repetitions:*** Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

L. ***Re-establishing Eligibility:*** Students who withdraw prior to completion of the course and wish to re-enroll will return to the same SAP status as at the time of withdrawal. The student whose financial aid has been terminated for unsatisfactory progress will not be paid any additional financial aid until she/he has completed the hours previously paid for with a 100% academic grade percentage and will be able to complete the program within the maximum time frame.

ACADEMIC DISHONESTY / CHEATING

Academic dishonesty is any incident whereby a student or group of students knowingly and willingly offers or seeks to gain an academic advantage by giving or receiving inappropriate assistance in the preparation and completion of assignments and evaluations. Students engaging in any form of academic dishonesty will be disciplined appropriately.

RELEASE

The student and/or legal guardian grant Academy of Cosmetology the irrevocable permission to use his or her voice, image, or likeness as part of any live or recorded video display, broadcast, production, or other depiction in any media, now or hereafter existing of all or any part of the student's participation in school including for the commercial purposes of the school.

EQUIPMENT & PERSONAL BELONGINGS

Each student is responsible for their own equipment, books and personal belongings and is provided a locker or other designated space for storage of these items, purses, coats, bags, backpacks, and other personal belongings must be kept in the locker or designated secured location. The school is not responsible for lost or stolen items, and it is the student's responsibility to replace any missing equipment or supplies at his or her own expense.

Students are required to have the equipment they need to complete services and assignments. If a student chooses to take these items home, if permitted, it is the student's responsibility to bring them back to school. Students who do not come to school with their equipment will not be allowed to attend until they bring their equipment.

STUDENT CONCERNS / COMPLAINTS & GRIEVANCE POLICY

Students are always encouraged to communicate their concerns to members of the faculty and administration. Suggestions, concerns, or complaints should be registered privately, never with fellow students or clients. If a situation arises in which a student has a complaint or grievance regarding grades, instruction or other topics related to their course of study, the following procedure is in effect.

1. Schedule an appointment to discuss the matter informally with your instructor. If at this contact the matter is not resolved, the student should:

i. Make an appointment to discuss the matter informally with the school Director or designee. If not resolved at this level, the student may:

ii. Request and complete a Student Complaint Form and submit it to the designated school official. The designated school official will verify that the student has tried to resolve the concern informally and will schedule a meeting with all individuals whose participation is warranted by the circumstances of the particular concern to seek to resolve the student's concern. The minutes of the meeting and any agreed upon resolution will be documented on the Student Compliant Form and communicated to the student.

iii. If not resolved, the official school designee shall forward the Student Complaint Form to the School Owner or other official designee at this level for review. The ruling at this level will be documented on the Student Complaint Form and communicated to the student. The decision at this level is the final decision.

iv. If the matter is not resolved to the student's satisfaction, the student may submit to the program State Board and/or NACCAS only after the student has exhausted the institutions' internal complaint process.

PAYMENT AGREEMENT

All student payments are the responsibility of the student and are payable as stated on the student's enrollment agreement. Students may be required to make monthly payments while attending school. Payment amounts are based upon the course in which the student is enrolled. Any change in financial situations which may affect a student's ability to make scheduled payments must be discussed with the designated school official that manages financial aid/payments.
BILLING: Tuition payments are due based on the schedule established through the financial planning process. **Payments may be made by cash, check, money order, credit card or through non- federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.**

SCHOLARSHIP & FEE WAIVERS

Academy of Cosmetology does not offer scholarships at this time.

CANCELLATION & SETTLEMENT POLICY/REFUND POLICY

The holder of a private postsecondary school license shall maintain a cancellation and settlement policy that provides a full refund of money paid by a student if the student:

1. Cancels the enrollment agreement or contract not later than midnight of the third day after the date the agreement or contract is signed by the student, excluding Saturdays, Sundays, and legal holidays; or

2. Entered into the enrollment agreement or contract because of a misrepresentation made:

   (A) In the advertising or promotional materials of the school; or
   (B) By an owner or representative of the school

Refund Policy sec. 1603.3602.

The holder of a private postsecondary school license shall maintain a refund policy to provide for the refund of any unused parts of tuition, fees, and other charges paid by a student who, at the expiration of the cancellation period established under Section 1603.3601:

1. Fails to enter the course of training.
2. Withdraws from the course of training; or
3. Is terminated from the course of training before completion of the course.

The refund policy must provide that:

1. The refund is based on the period of the student's enrollment, computed on the basis of course time expressed in scheduled hours, as specified by an enrollment agreement, contract, or other document acceptable to the department;

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

(a) the last date of attendance, if the student is terminated by the school.
(b) the date the license holder receives the student's written notice of withdrawal; or
(c) 10 school days after the last date of attendance; and

3. The school may retain not more than $100 if:

(a) Tuition is collected before the course of training begins; and
(b) the student does not begin the course of training before the cancellation period established under Section 1603.3601 expires.

Refund of Tuition and Fees

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

a) May retain 100 percent of the tuition and fees paid by the student; and
b) Is not obligated to refund any additional outstanding tuition.

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

a. 90 percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first 10 percent of the course, whichever period is shorter;

b. 80 percent of any outstanding tuition for a withdrawal or termination that occurs after the first week or first 10 percent of the course, whichever period is shorter, but within the first three weeks of the course;

c. 75 percent of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the course but not later than the completion of the first 25 percent of the course; and

d. 50 percent of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the course.

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

Books, equipment, and supplies (kit) are distributed for Cosmetology, Esthetic, Texas Manicurist and Texas Lash License students, the kit and book once received, is non-refundable.

***The school is NOT currently eligible to participate in federal Title IV Financial Aid Programs**

The program will be taught in ENGLISH. The Enrollment agreement and contract are in ENGLISH.

If receiving a scholarship, please sign and date below to agree to this these terms and as an acknowledgement.

_____ _____

FEDERAL RETURN OF TITLE IV FUNDS POLICY

The school Is Not eligible to participate in the Title IV federal financial aid programs (Title IV). The Return of Title IV (R2T4) policy and formula are used by the school to determine the amount of Title IV funds that must be returned if the student withdraws from the school. The R2T4 formula is applicable when the student withdraws at any point during a payment period. The requirements for returning Title IV funds under the R2T4 formula is different from a school's institutional refund policy. The R2T4 formula determines the amount of unearned Title IV funds that must be returned when a student withdraws. In contrast, the refund policy determines how much tuition a student owes after a student withdraws. It is possible that the R2T4 policy might result in a return of Title IV funds that previously paid for tuition and other charges at the school. In turn, the institutional refund policy might result in a student owing funds to the school to cover unpaid institutional charges even though the student withdrew from the school without completing the program.

STUDENT'S RIGHT OF ACCESS/STUDENT RIGHT OF PRIVACY

Academy of Cosmetology has adopted the following policies and/or procedures. The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. Once a student turns 18 or enrolls in an institution of postsecondary or higher education, the rights belong to the student. The student's primary rights are: the right to inspect and review their education record; the right to seek to amend their education record; and the right to have some control over the disclosure of information from education records. This restriction applies but is not limited to your parents and/or step-parents, your siblings, your spouse, or a sponsor. The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99. For more information, visit the Department of Education website.

Students or guardians of a dependent minor student may inspect and review their education records upon written request to the designated school official. Students or guardian of a dependent minor student should complete the **Request to Review** Records/Release of Student Information when the student or guardian needs to access personal student information, which is available in the designated school official's office, identifying as precisely as possible the records they wish to inspect. The designated school official will arrange for access as promptly as possible and will notify the student or guardian of a dependent minor student of the time and place where the records may be inspected and/or copied. Access will be allowed no more than 45 days after receipt of the written request. When a record contains information about more than one student, the student or guardian of a dependent minor student may inspect and review only the records that relate to him/her.

The school reserves the right to refuse to permit a student or guardian of a dependent minor student to inspect the following records:

1. The financial statement(s) of the student's parents
2. Education records containing information about more than one student, in which case the school will permit access only to that part of the record that pertains to the inquiring student. (May seek release from other student(s) to reveal record)
3. Those records are excluded from the FERPA definition of education records.

The school also reserves the right to refuse to provide copies of educational records (not required to be made available under FERPA) if the student has an overdue financial obligation to the school, or if there is an unresolved disciplinary or academic dishonesty action against the student.

The school will disclose to third parties' information from a student's education/financial records only with the written consent of the student, except in cases allowable under FERPA (including legal and accreditation purposes). The only exception for access would be NACCAS - an accrediting agency, has rights to student information. and or otherwise required by law.
A student or guardian of a dependent minor student who believes that information contained in the education records is inaccurate, misleading, or in violation of their privacy right may request in writing that the records be amended.

A student or guardian of a dependent minor student should identify the part of the record she/he wants changed and specify why it is believed to be inaccurate, misleading, or in violation of privacy rights. A decision will be reached, and the student or guardian of a dependent minor student will be informed within a reasonable amount of time after receiving the request. If the decision is not to amend the record(s), the student or guardian of a dependent minor student has the right to a hearing. The hearing will be conducted by a school official who does not have a direct interest in the outcome of the hearing. The hearing will be held within a reasonable amount of time after it is requested notifying the student in advance, of the date, place, and the designated school official will decide in writing based on the evidence presented at the hearing including a summary of the evidence and the reasons for the decision.

If the designated school official supports the complaint, the education record will be amended accordingly, and the student or guardian of a dependent minor student will be informed. If the school official decides not to amend the education record, a student or guardian of a dependent minor student has the right to place in the education and/or state the reasons for disagreeing with the decision. This statement will be maintained and whenever a copy of the education record is sent to any party the student's statement will be included.

The school's policy statement implanting FERPA is maintained by and available for review in the designated school official's office. Students or guardian of a dependent minor student should address questions, concerns, or problems to the designated official. Students or guardian of a dependent minor student may file complaints regarding alleged failure of to comply with FERPA with The Family Policy Compliance Office, Us Department of Education, 400 Maryland Avenue SW, Washington DC 202025920. (800) 872-5327.

LEAVE OF ABSENCE POLICY

Academy of Cosmetology encourages students to make steady progress toward completing their program. Thus, a leave of absence may be granted only under the following circumstances.

1. Care for the student's spouse, partner, child, parent, or grandparent who has a serious health condition.
2. Due to the student's own illness, injury, or serious health condition that prevents him/her from being able to continue with his/her education.
3. Death of an immediate family member
4. Enrolled students who are members of the military and receive official military orders.
5. Personal reasons

A Leave of Absence (LOA) will require a student's contracted graduation to be revised based on the terms of the LOA. A LOA will extend the student's contract period and maximum time frame by the same number of calendar days as the LOA. All students, when placed on a LOA, will return with the same academic and attendance status as when they began their LOA. All students who are granted an approved LOA are considered to remain in an in-school status and are not considered to have withdrawn. No refund calculation is required at that time and no additional institutional charges will be assessed to students granted a LOA.

Students with less than thirty (30) calendar days of attendance are not eligible for a LOA. After thirty (30) calendar days, a LOA may be granted for no less than seven (7) consecutive calendar days and may not exceed sixty (60) consecutive calendar days or what is deemed necessary by the student's, student's spouse, partner's, child's, or parent's healthcare provider as applicable with the exception of personal reasons. Students will only be eligible for one (1) LOA for personal reasons within each program of study. The personal LOA may be granted for no less than seven (7) consecutive calendar days and may not exceed fourteen (14) consecutive calendar days. LOA's cannot exceed one hundred eighty (180) consecutive **calendar** days in a twelve (12) month period.

Students contract period will be extended by the same number of calendar days taken in the LOA and that such changes to the contract period must be either changes to the enrollment agreement: initialed by all parties or an addendum to the enrollment agreement if used by the school will be signed by all parties.

Based on the student's academic progress, the school may require the student to return when the curriculum is at or near the same point of education as when the LOA began. With student's written approval, this may extend the LOA beyond the time frame requested by the student to ensure quality education. Students are encouraged to request the least amount of time needed due to the likelihood of the LOA being extended to ensure quality education and maximum allowable time frame for LOA's.

A LOA may only be granted where there is a reasonable expectation that the student will return from the LOA. Additionally, the school makes no guarantee a LOA request will be approved. A LOA should be requested only when truly necessary and is at the student's risk. When a LOA request is unable to be accommodated and a student is obligated to withdraw from his/her respective program, the student is encouraged to apply readmission by following the current Re-entry/Readmission Policy.

PROCEDURES FOR REQUESTING A LOA

Students requesting a LOA must complete the LOA Request Form, sign, and submit to campus management in advance, detailing the reason for the LOA, the exact period of the LOA, and provide supporting documentation (i.e., note from qualified healthcare provider or adoption certificate/decree, obituary or official military orders documents). When requesting a LOA for medical reasons, the school will not extend a LOA beyond what is requested by a healthcare provider unless it is necessary to ensure quality education. When requesting a LOA for death of an immediate family member, an obituary or another official document must be provided. Please note the start of a LOA must be on a day school is open and the student is normally scheduled.

The LOA Request Form and supporting documentation (if applicable) should be submitted within twenty- four (24) hours of the requested LOA start date. In the event of unforeseen circumstances preventing the student from submitting the requested LOA within twenty-four (24) hours, the complete paperwork should be submitted as soon as possible. However, students must be mindful of the attendance policy as any student absent for fourteen (14) consecutive calendar days may be withdrawn from his/her program. The approved LOA start date will be determined by the school to be the first scheduled date the student was unable to attend school because of the qualifying incident. Any student that is unable to request a LOA due to unforeseeable circumstances prior to being terminated for being absent fourteen (14) consecutive calendar days is encouraged to follow the current Withdrawal Appeal and or Re-entry/Readmission Policy.

The designated department or school official will review and determine approval or denial for all requests on an individual basis. The LOA Request Form will be returned to the student with a denial or approval. Approved LOA's will contain the students scheduled return meeting date and time. If the student has been on LOA due to medical reasons, including pregnancy/childbirth, he or she must submit a signed release from a qualified healthcare provider indicating the student is able to return to the school as of or prior to the scheduled return date. Students who fail to provide this release upon return from LOA will not be permitted to attend class and may be counted absent. If the medical release is not provided within 48 hours of the return date the student can be withdrawn from his or her program.

FAILURE TO RETURN FROM A LOA

The school will officially withdraw students who do not return on their scheduled return date. For calculating a potential refund, the withdrawal date will be the student's last date of attendance. For students receiving Title IV loans, the school will report the change in enrollment status to the holder of the loan, which could reduce and/or exhaust the student's grace period.

ADMINISTRATION & FACULTY

Name	Position	Department
Kelsey Holeman	Owner	Academy of Cosmetology
Krista Barboza	Owner	Academy of Cosmetology
Diana Fiveash	Director of Education/Instructor	Academy of Cosmetology
Heather Youngblood	Instructor	Academy of Cosmetology
Victoria Ramos	Instructor	Academy of Cosmetology

STUDENT OUTCOMES

Student outcomes in GRADUATION, LICENSURE, AND PLACEMENT RATES.
The following statistics represent institutional outcomes for GRADUATION, LICENSURE (exam pass rates) and PLACEMENT Rates as of 12/15/2025 as reported to NACCAS for the 2024 annual report rates.

	Graduation Rates: Of the students scheduled to graduate from the program in the reporting year, the percentage that graduated before the annual report deadline.								
Location Lubbock TX	Cosmetology		Esthetics		Texas Manicurist		Texas Lash License	All Students	All Programs
Academy of Cosmetology	14 of 13	93%	23 of 19	82.6%	8 of 8	100%	13 of 13 100%	58 of 53	91.38%
	Placement Rates: Of those graduating from the graduation cohort who are eligible for placement, the percentage of those who were placed prior to the annual report deadline.								
Location Lubbock TX	Cosmetology		Esthetics		Texas Manicurist		Texas Lash License	All Students	All Programs
Academy Of Cosmetology	7 of 7	100%	13 of 8	61.5%	3 of 2	67%	3 of 2 67%	26 of 19	73.08%
	Licensure Rates: Of the graduates from the graduating cohort who sat for all parts of their required state licensure exam prior to the annual report deadline, the percentage that passed all required parts of the state exam before the annual report deadline.								
Location Lubbock TX	Cosmetology		Esthetics		Texas Manicurist		Texas Lash License	All Students	All Programs
Academy of Cosmetology	7 of 7	100%	13 of 13	100%	3 of 3	100%	3 of 3 100%	26 of 26	100%

SCHOOL DELAYS AND CANCELLATIONS

Academy of Cosmetology will notify group chat for delays and cancellations due to weather, along with holidays, but is limited due to the need for scheduled credits. For those students traveling from out of town, if it is sleeting or snowing, please do not attempt to drive to school. We do not follow LISD summer schedules.

ADDITIONAL SCHOOL DISCLOSURES & STATE LICENSURE REQUIREMENTS

Academy of Cosmetology does Not pay for state licensing exams. The cost of testing for written $55 and practical $76 will be the responsibility of the student to pay directly to the state.

PHYSICAL REQUIREMENTS OF THE PROFESSION

In this industry you will be performing services or working in the chosen licensed profession and will have physical requirements.
This would be such things as:

- Ability to stand for long hours at a time.
- Twisting and Turning
- Hand Dexterity and Flexibility