



# **Central Texas Beauty College**

# Course Catalog

2010/2011

---

# Table of Contents

Mission Statement	3
Name of the Owner	3
Facts about the Institution	3
Licensing and other Accrediting Agencies	3
Description of Facilities/Equipment	3
Admission Requirements	4
Occupations for Graduate Students	4
Length of Programs and Units Taught	4
Costs of each Program: Tuition and Fees	5
Student Advising Services	5
Grading System Used by the Institution	5
Graduation Requirements for Each Program	6
Completion Documentation	6
Refund Policy	6
Statement of No Guaranteed Employment	6
School Calendar for Beginning Classes	7
Class Availability and School Holidays	7
Non-Discrimination Statement	7
Right to Student's File	7
Release of Information	7
Scholarships	7
Housing and Counseling	7
School Attendance Policies	7
Tardiness	8
Rules & Regulations	8
Division of Classes	8
Excused and Unexcused Absences	9
Termination Policy	9
Previous Credit Evaluation	9
Policy on Transfer Students & Re-Entries	9
Make-Up Work	9
Progress Reports	9
Unsatisfactory Progress	10
Pell Grants and other Financial Assistance	10
Obtaining Course Outline	10
Course Cancellation and School Closures	10
Campus Crime Statistics	10
Organization and Governance	11
Addendum 1 – Enrollment Agreement	
Addendum 2 – What to Bring When You Enroll	
Addendum 3 – Some Things to Know about Your Profession (regarding Compensation, Physical Requirements, Safety Requirements and Licensing Requirements)	
Addendum 4 – Graduation, Placement and Pass/Fail Rates	

# *Central Texas Beauty College*

## *Course Catalog*

*Revised March 11, 2011*

*Central Texas Beauty College has two locations. The address of our Round Rock, Texas campus is 1400 N. Mays St., Round Rock, Texas 78664. The address of our Temple, Texas campus is 2010 S. 57<sup>th</sup> Street, Temple, Texas 76504.*

### **1. Mission Statement**

The major objective of Central Texas Beauty College is to prepare our students to become successful members of the Cosmetology and Manicuring profession. The students are blank canvases that we transform into beautiful works of art. We also prepare students for the state licensing examination. In order to fulfill our objectives, we must not only teach the techniques and the artistry of Cosmetology, but also teach poise, charm, self-reliance, business practices and personal and public hygiene.

### **2. Name of the Owner**

Mr. Robert Painter has been associated with Cosmetology since 1951. He graduated from The University of Texas in 1971 with a Bachelor's degree in Business Administration. Mr. Painter is the sole owner, and oversees operations of, both the Round Rock and Temple locations of Central Texas Beauty College.

### **3. Facts about the Institution**

Central Texas Beauty College was established in 1964 as Waco Beauty College in Waco, Texas. The current owner, Mr. Robert Painter, has owned the school since 1983. It was moved to Round Rock, Texas in 1991. The school is currently located at 1400 N. Mays St., Round Rock, Texas 78664. A branch campus was established in 1984 in Temple, Texas at 2010 S. 57<sup>th</sup> Street, Temple Texas 76504.

### **4. Licensing and other Accrediting Agencies**

Central Texas Beauty College is accredited by the National Accrediting Commission of Cosmetology Art and Sciences located at 4401 Ford Avenue, Suite 1300, Alexandria, Virginia 22302, P: (703) 600-7600. We are licensed by the Texas Department of Licensing and Regulation (T.D.L.R.) located at 920 Colorado St., Austin, Texas 78701 P: (512) 475-2871.

### **5. Descriptions of the Facilities/ Equipment**

#### **Round Rock Campus**

The Round Rock campus is fully equipped with seventy-nine (79) working stations and matching hydraulic chairs, six (6) shampoo stations with reclining chairs, ten (10) dryer stations, ten (10) manicuring tables, and a facial room with fully operational equipment.

The school also maintains two large classrooms that are located towards the main parking lot of the facility. The rooms are equipped with whiteboards and a television, projector, VCR and DVD player. A break room with three microwaves and two refrigerators is located adjacent to the classrooms. The break room also contains lockers that are available to students to store their personal belongings.

Men's and women's rest rooms, a coke machine, and a food vending machine are available to clients as well as students.

## **Temple Campus**

The Temple campus is fully equipped with thirty-eight (38) working stations and matching hydraulic chairs, seven (7) shampoo stations with reclining chairs, six (6) manicuring tables, and a facial room with fully operational equipment.

The school also maintains one large classroom and one off-site classroom just a few yards away. The rooms are equipped with whiteboards and a television, projector, VCR and DVD player. A break room with two microwaves and one refrigerator is located adjacent to the classrooms. The Temple campus also maintains lockers that are available to students to store their personal belongings.

Men's and women's rest rooms, a coke machine, and a food vending machine are available to clients as well as students.

## **6. Admission Requirements**

In order to be eligible to enroll in school, the prospective student must be 17 years or older. We require a high school diploma, a GED, or that the student is able to pass an admittance test to prove that the training will be beneficial. The test is called "Ability to Benefit Test" and is administered by a licensed educational superintendent. We provide referrals in this regard. Prospective students must score a minimum of 42 in language usage, a 43 in reading skills, and a 41 in numerical skills in order to qualify for admission. The ATB test is only administered in English, therefore the student must be able to read and write in English.

## **7. Occupations for Graduate Students**

### As a Cosmetologist:

Hair Stylist  
Facial Expert  
Make-up Artist  
Permanent Wave Technician  
Platform Artist  
Shampoo Technician  
Cosmetology Commissioner  
State Inspector  
Private Beauty School Owner  
Instructor of Cosmetology  
Hair Color Technician

### As a Manicurist:

Nail Technician  
Salon Owner  
Beauty Supply Owner  
Instructor  
Product Educator  
Manufacturer Representative  
State Inspector  
Private Beauty School Owner

## **8. Length of Programs and Units Taught**

### **A. Cosmetology Program: 1500 Hours**

(Upon passing state board examination, student becomes a licensed Cosmetologist)

<u>Subject</u>	<u>Hours</u>
Haircutting, Styling and related theory	500
Hair Coloring and related theory	200
Cold Waving and related theory	200
Orientation, rules and laws	100
Manicuring and related theory	100
Shampoo and related theory	100
Chemistry	75

Salon Management and practices	75
Hair and scalp treatment and related theory	50
Chemical hair relaxing and related theory	50
Facials and related theory	<u>50</u>
<b>Total Hours</b>	<b>1500</b>

**B. Manicuring Program: 600 Hours**

(Upon passing state board examination, student becomes a licensed Manicurist)

<u>Subject</u>	<u>Hours</u>
Procedures	320
Bacteriology, sanitation and safety	100
Professional practices	80
Arms and hands	70
Orientation, rules, laws and preparation	15
Equipment, implements and supplies	<u>15</u>
<b>Total Hours</b>	<b>600</b>

**9. Costs of each Program: Tuition & Fees**

Cosmetology Course (1500 Hours)

The tuition cost for the Cosmetology course at our Round Rock location is \$8,500.00, in addition to a \$475.00 non-refundable fee for registration, the Cosmetology kit, books, lab jacket, name tag and a permit application fee; at our Temple location, the entire cost is \$8,500.00. A down payment is required for enrollment; arrangements for the remaining amount may be made with the Administration. *See the school's Enrollment Agreement for suggested monthly payments.* Students may arrange monthly payments, but a member of the Administrative Council must approve the amount of each payment. Monthly payments are due by the tenth (10<sup>th</sup>) of each month. Extra instructional fees will be charged for training extended past the estimated completion date. The fee is \$5.67 per hour for Cosmetology. There is no interest or carrying charges on tuition payments, but a service charge may be assessed for late payments.

Manicuring Course (600 Hours)

The tuition cost for the Manicuring course is \$3,500.00, in addition to a \$475.00 non-refundable fee for registration, the Nail Tech kit, books, lab jacket, name tag and a permit application fee; at our Temple location, the entire cost, including the non-refundable fee, is \$3,500.00. A down payment is required and arrangements for monthly payments will be made prior to enrollment. In addition, extra instructional fees will be assessed for training beyond the estimated completion date. The fee will be \$5.83 per hour of extra instruction.

**10. Student Advising Services**

The Dean of Students is always available for student counseling, placement and other personal services for the benefit of the students. Students are encouraged to discuss any issues that might affect schooling or future employment. The Dean of Students has information for the students about housing, drug/ alcohol abuse, domestic violence, as well as financial assistance.

**11. Grading System Used by the Institution**

Grades are maintained on a numerical basis. Theory and Practical grades are recorded separately. Any theory grade below a **70%** is considered failing. Students are shown their theory grades at the end of every month for both theory and practical. Students missing assignments or tests are allowed to make

up their work within five days without a penalty. Project sheets turned in incomplete will remain incomplete. Practical grades include performance on the floor.

- A- Numerical Grade of 90-100 (Superior)
- B- Numerical Grade of 80-89 (Above Average)
- C- Numerical Grade of 75-79 (Average)
- D- Numerical Grade of 70-74 (Below Average)
- F- Numerical Grade of 0-69 (Failing)
- I- Represents Incomplete

## **12. Graduation Requirements for Each Program**

Students will be eligible for the State Board examination upon completion of the required hours of training, 1500 hours for Cosmetology and 600 hours for Manicuring, upon making satisfactory progress in their theory, practical, and attendance grades and upon their completion of at least three state mini-board practical exams. However, the written examination for Cosmetology can be taken at 1000 hours. All tuition and fees must be paid before a student may receive a diploma or have their hours released to the Texas Department of Licensing and Regulation. See the Administrative staff for more details.

## **13. Completion Documentation**

Upon completion of the training and upon meeting all graduation requirements, a student will be given a diploma, which indicates that the program of training has been satisfactorily completed as described above. His or her hours will then be submitted by the Administration to the Texas Department of Licensing and Regulation.

## **14. Refund Policy (Texas Department of Licensing and Regulation Section 1602.458)**

- A. If a student begins a course of training at a private beauty culture school that is considered to run not more than 12 months and, during the last 50% of the course, withdraws from the course or is terminated by the school, the school:
  - 1. May retain 100 percent of the tuition and fees paid by the student; and
  - 2. Is not obligated to refund any additional outstanding tuition.
- B. If a student begins a course of training at a private beauty culture school that is considered to run not more than 12 months and, before the last 50% of the course, withdraws from the course or is terminated by the school, the school shall refund:
  - 1. 90% of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the course, whichever is shorter;
  - 2. 80% of any outstanding tuition for a withdrawal or termination that occurs after the first week but within the first three weeks of the course;
  - 3. 75% 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;
  - 4. 50% of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the course.
- C. A refund owed under this section must be paid not later than the 30<sup>th</sup> day after the date the student becomes eligible for the refund.

**15. Statement of No Guaranteed Employment**

The school offers no guarantee of placement after graduation. However, we will assist our students in contacting employers, preparing professional resumes and practicing employment interviews. Area employers frequently post job opportunities in the break room.

**16. School Calendar for Beginning Classes**

New classes begin approximately every eight weeks. Contact the school Administration to obtain the exact date of the next class. The registration process should be completed at least one week prior to starting. Students interested in financial aid should come in to apply three weeks ahead of time as to not delay processing. The financial aid officer will be happy to answer any questions you may have about the process.

**17. Class Availability and School Holidays**

The school offers classes for all courses during the entire year. Any eligible person may enroll anytime. Courses begin every eight weeks starting in January of each year that the school is in session. Classes begin at **8:30am and end at 5:00pm Monday through Friday**. The school is closed on weekends. Lunch breaks are mandatory for thirty (30) minutes each day.

School holidays are New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and two weeks at the end of the year for the winter holidays. No other holidays are observed at this time.

**18. Non-Discrimination Statement**

The school does not discriminate in regard to race, color, age, religion, ethnic origin, disability, gender or sexual preference.

**19. Right to Student's Files**

Central Texas Beauty College guarantees a student the right to view his or her file in private in the presence of one or more members of the Administration. The parents of a dependent student under the age of eighteen (18) shall also be able to view the file in the presence of that student and a member of the Administration.

**20. Release of Information**

Information will not be released to any party without having written consent from the student or guardian. Organizations that provide licensing, accreditation or funding will be given access to files by the Administration if required.

**21. Scholarships**

At the present time, there are no scholarships awarded by the school.

**22. Housing and Counseling**

Dormitories are not available; however, we can help arrange suitable living quarters in adequate housing or be able to recommend suitable accommodations. The school will provide a list of organizations that can assist a student with basic needs including shelter, food, and financial assistance. Counseling services from area clinics will also be made available to students.

**23. School Attendance Policies**

Central Texas Beauty College grants enrollment for full-time students only. The school maintains exact attendance of all students. Students are required to sign an attendance agreement stating the

hours they intend to be present. Full-time enrollment is considered **120 hours per month**. The school policy states in order to maintain satisfactory progress, a student must attend at or above **70%** of that amount. All students are evaluated on the hours that they have accrued divided by the hours they are scheduled to have. The attendance percentage grade is then recorded for the students to observe.

Unsatisfactory progress resulting from failure to meet attendance requirements will result in thirty (30) days probation for that student. If after the thirty (30) days of probation, the student still fails to meet satisfactory progress in attendance, the student may be dismissed from the program.

Absences may be approved by the school administration with a doctor's note or situation that the Administration feels is a legitimate excuse for missing college. Students on financial aid must be making satisfactory progress in order to continue receiving payments.

Class schedule by hour and day:

Monday-	Theory	<b>8:45am to 12:15pm</b>
	Lunch	<b>12:15pm to 12:45pm</b>
	Clinic	<b>12:45pm to 5:00pm</b>
Tuesday through Friday-	Clinic	<b>8:30am to 5:30pm (Round Rock)</b> <b>8:30am to 5:00pm (Temple)</b> <i>(Required 30-minute lunch)</i>

Lunches are not scheduled for individual students; however, it is asked that students take their 30-minute lunch during the hours of 11:00am and 2:00pm.

Upon notification to an instructor, the student can take a 10-minute break in the morning and afternoon.

#### **24. Tardiness**

In accordance with the attendance agreement signed by the student and the Administration, the student must adhere to his or her agreement at all times unless otherwise authorized by the Administration. Tardiness will not be permitted. If tardiness persists, the Administration has the right to place the student on probation or dismissal if the problem is not resolved.

#### **25. Rules and Regulations**

You will be issued a copy of the complete rules and regulations of the school during your first day of orientation. The Texas Department of Licensing and Regulation issues each enrolled student a copy of the complete TDLR rules and regulations by mail.

#### **26. Division of Classes**

Classes are divided into three phases:

<u>Hours</u>	<u>Category</u>
(0-240:00)	Phase I
(240:00-1000:00)	Senior Floor
(1000:00-1500:00)	Advanced Senior Floor/State Board Prep (at 1300:00)

Phase I students are introduced to the Cosmetology field in general terms. The students practice on mannequins and are expected to complete a certain number of tasks including roller sets, permanent

waves, and styles. Also included are the basics of manicuring, pedicures, acrylic enhancements, coloring, and skin care. Students are expected to successfully pass the required number of tests as instructed.

The senior floor students work on the clinic floor and serve clients on a daily basis. They also attend theory class one day per week. The students are also expected to complete a project sheet every month. Students learn and perform other duties, such as dispensary, reception and sanitation, which are components of the cosmetology profession. The floor instructors instruct the students daily.

Advanced senior floor students work on the clinic floor focused primarily on more advanced techniques. They also attend theory class one day per week. Advanced seniors are also expected to work on board preparation once they reach 1300 hours. They are allowed to leave the clinic floor and work in the designated area during this preparation, and an instructor works one-on-one with these students. Students are expected to complete at least three state mini-board practical exams before graduation. Students learn business basics, including resume building and interview skills during their tenure as advanced seniors.

## **27. Excused and Unexcused Absences**

A student may have an absence excused if they call in to the Dean of Students before 8:45am and submit an excuse in writing from a doctor or other professional. The excuse may be a doctor's appointment, sick child, or another viable reason. A student is unexcused when he or she does not call or calls after the appropriate time. The school's policy states that **5 unexcused absences** can be ground for probation or even dismissal from the program if the problem persists.

### **Leave of Absence (LOA)**

A student can be granted a leave of absence from the program due to mitigating circumstances such as illness, a family members' death, or important business elsewhere. An LOA can be for a maximum period of thirty (30) days per year (up to six months with doctor's recommendation). Students not returning from LOA will be withdrawn from the course effective the last day of attendance.

## **28. Termination Policy**

### **Attendance:**

A student's absence from school for ten (10) consecutive days will be dropped from the program if not in an LOA status.

### **Conduct:**

Any action by a student that interferes with normal classroom activity or clinic operation will be cause for dismissal. The student dismissed shall be furnished a written statement that outlines reasons for such action. A student dismissed for misconduct will not be permitted to re-enroll.

## **29. Previous Credit Evaluation**

The Texas Department of Licensing and Regulation evaluates previous education and training for possible hours to be transferred to this institution. Those hours are maintained in the student's folder to put towards their remaining training.

## **30. Policy on Transfer Students & Re-Entries**

Students reentering from a previous enrollment or another institution should bring in all pertinent information from their former training. Cost of tuition, books, and kits shall be decided prior to student's enrollment. Registration and other fees may apply.

### **31. Make-up Work**

Students missing assignments or tests are allowed to make up their work within five days without being penalized. Project (practical) work turned in incomplete will stand as incomplete.

### **32. Progress Reports**

Central Texas Beauty College maintains written progress reports on all active students. Students are evaluated on attendance, theory test grades, and practical demonstrations. Progress reports are to be conveyed every month. These evaluations are to be explained to the student upon his or her signing of the progress report. Any student who feels that an error was made to his or her evaluation can bring it to the Dean of Students for deliberation.

### **33. Unsatisfactory Progress**

Any student who has a failing average in theory, practical, or attendance will be placed on probation for 30 days. After 30 days, the student will be reevaluated. If after this reevaluation, the student still fails to meet satisfactory progress requirements, the student may be dismissed from the program.

### **34. Pell Grants and other Financial Assistance**

Central Texas Beauty College is accredited for financial aid from the Department of Education and NACCAS and offers Pell Grants to qualifying students. Any student who wishes to apply may do so with the Financial Aid officer at the campus where he or she intends to enroll. Certain attendance and academic standards must be met in order to maintain eligibility for Federal funding. Please request a copy of the School's Consumer Information Booklet and Federal Student Aid Policies and Procedures Manual for more information regarding our financial aid services. Students already receiving aid may be counseled by the Financial Aid Office regarding funding and the disbursement schedule.

This school is also approved for Veteran's training and accepts students from the Texas Department of Assistive and Rehabilitative Services. More information may be obtained by contacting the Financial Aid officer at the campus where the student intends to enroll.

### **35. Obtaining Course Outline**

Students are provided with a course outline, along with the school's rules and regulations, at the beginning of the course. Copies of these documents may be obtained from a member of the Administration in advance, upon request.

### **36. Course Cancellation and School Closures**

In the event that a course is no longer offered, or the school is permanently closed, students enrolled shall be entitled to a prorated refund according to the refund policy stated above. Students shall be notified well in advance in order to make other arrangements.

### **37. Campus Crime Statistics**

During the year 2010, the Round Rock campus had no reports of (i) criminal offenses - on campus, (ii) criminal offenses - public property, (iii) hate crimes - on campus, (iv) hate crimes - public property, (v) no on campus arrests, and (vi) no public property arrests. There were two disciplinary actions - on campus, and no disciplinary actions - public property. During the year 2010, the Temple campus had no reports of (i) criminal offenses - on campus, (ii) criminal offenses - public property, (iii) hate crimes - on campus, (iv) hate crimes - public property, (v) no on campus arrests, and (vi) no public property arrests. There were two disciplinary actions - on campus, and no disciplinary actions - public property. A copy of the 2009 filings is posted on the student information bulletin board. Students may obtain more information about campus security at <https://ope.ed.gov/security>.

# CENTRAL TEXAS BEAUTY COLLEGE

## Organization and Governance

Board of Directors

President & Founder – Mr. Robert O. Painter

Executive Vice President,  
Academic Affairs & Enrollment –  
Mrs. Marie Painter

Vice President of  
Financial Aid and Facilities  
(Round Rock) –  
Mr. Bobby Painter

Vice President of  
Business Affairs/General  
Counsel –  
Ms. Jennifer Quint

Admissions Director  
Dean of Students  
Director of Financial Aid  
Faculty Director  
(Temple) –  
Ms. Edith Ingalsbe

(Round Rock)  
Dean of Students/  
Faculty Director –  
Ms. Barbara Schultz

### Instructors

#### Round Rock

Ms. Linda Alcocer  
Mrs. Lenora Hilton  
Mrs. Marie Painter  
Ms. Anna Pham  
Ms. Barbara Schultz  
Mr. Brian Schultz  
Ms. Kristin Walton  
Ms. Vanessa Tedeton (Student)  
Ms. Diep Che (Student)

#### Temple

Ms. Melissa Benitez  
Ms. Terri Byars  
Ms. Donna Hogg  
Mrs. Edith Ingalsbe  
Mrs. Marie Painter  
Mr. Robert Painter  
Ms. Adalicia Robinson (Student)

Reception Supervisor (Round  
Rock) – Ms. Vanessa Tedeton

Reception Supervisor (Temple) –  
Ms. Beverlee Axtell

Monday Receptionist (Round  
Rock) – Kitty Shearer

Financial Aid Consultant –  
Mr. Mark Gross

Independent Auditor –  
Mr. Michael LaBounty, CPA

A  
D  
M  
I  
N  
I  
S  
T  
R  
A  
T  
I  
V  
E  
C  
O  
U  
N  
C  
I  
L

# Central Texas Beauty College

## Enrollment Agreement

This Enrollment Agreement (this "Agreement") is entered into by and between Central Texas Beauty College (the "School"), and \_\_\_\_\_ ("Student") on \_\_\_\_\_, 2011. (date) (name)

NOW, THEREFORE, for and in consideration of the premises described below, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. Programs; Approximate Length of Programs. Student agrees to enroll in the following program offered by the School and the School agrees to instruct Student in such program (MARK APPLICABLE PROGRAM WITH AN "X"):

Cosmetology Program (license requires 1500 total hours) \_\_\_\_\_  
Length of full course: approximately 12 months

Manicuring (Nail) Program (license requires 600 total hours) \_\_\_\_\_  
Length of full course: approximately 5 months

2. Required Hours; Tuition. Student will train in his or her course of study for (**CIRCLE ONE OR FILL IN THE BLANK IF A TRANSFER STUDENT**) (1500) (600) (\_\_\_\_\_) hours and Student's total tuition will be \$ \_\_\_\_\_. **Student agrees that course hours required in excess of the Contract Term (Section 5) shall be paid at a cost of \$\_\_\_\_\_ per clocked hour.**

3. Fees. If enrolling at the Round Rock campus, Student agrees to pay to the School a non-refundable fee of Four Hundred and Fifty and No/100 Dollars (\$475.00) no later than the first day of class. Student understands this fee is in addition to the cost of tuition. The fee covers the School's registration fee of \$50.00, Student's kit, the actual cost of Student's books, Student's lab jacket, Student's name tag and Student's Texas Department of Licensing and Regulation ("TDLR") permit fee.

4. Payment Terms & Methods; Truth in Lending Statement.

**FINANCIAL ASSISTANCE STUDENTS:** Students receiving aid or grants will have their tuition arranged between the agency, Student and the School.

**SELF-PAY STUDENTS:** Unless otherwise agreed in writing by the School, Student agrees to make payments to the School no later than the tenth (10<sup>th</sup>) day of each month hereafter in accordance with the following payment schedule (**PLEASE INITIAL WHERE APPLICABLE**):

\_\_\_\_\_ **Cosmetology Program: \$500.00 down payment, with ten equal payments of \$800.00 each.**

\_\_\_\_\_ **Manicuring Program: \$500.00 down payment, with four equal payments of \$750.00 each.**

**There are no interest or finance charges assessed on the sum being financed. The cost of credit is included in the price of the goods and services offered herein. Student understands that the School accepts payments in the form of check, money order or credit card. The School does NOT accept cash payments.**

5. Contract Term; Start Date and Completion Date. (PLEASE COMPLETE)

- a. Student's **starting date** is \_\_\_\_\_, 201\_\_.
- b. Student's **calculated completion date** is \_\_\_\_\_, 201\_\_.

6. Class Schedule. The hours of operation are Monday through Friday, 8:30am to 5:00pm. Student understands and agrees that Student must attend a minimum of 30 hours per week unless alternate arrangements have been made pursuant to such Student's Attendance Agreement.

7. Equipment. The School agrees to provide and furnish all necessary specialized equipment and instruments that are necessary for the Student's course of training. Books and the supplies contained in the kit must be paid for by Student no later than the first day of training. Any lost equipment, books or uniforms must be replaced at the expense of the Student.

8. Graduation Requirements. Student will be eligible for the State Board examination upon (a) completion of the required hours of training – 1500 hours for Cosmetology and 600 hours for Manicuring, (b) the attainment of satisfactory progress in his or her theory, practical and attendance grades, (c) the completion of a minimum of three state mini-board practicals and (d) the payment in full of all tuition and fees owed to the School. The written examination for Cosmetology may be taken once Student completes 1000 hours.

9. Employment Assistance. The School offers no guarantee of placement after graduation but will assist Student in contacting employers, preparing resumes and practicing for employment interviews when requested by Student.

10. Rules and Regulations. Student agrees to maintain regular attendance during the period of training in accordance with Student's Attendance Agreement and abide by all rules and regulations contained in the Student Handbook received on the first day of class, as amended from time to time. Student will be given reasonable extensions of time to report to the School in the case of illness or any act of God that would necessitate delay.

11. Termination Policy. The School may expel Student if Student is absent from the School campus for ten (10) consecutive days and not on a leave of absence approved by the Dean of Students. Any action by Student that interferes with normal classroom activity or clinic operation will also be cause for expulsion. Any student expelled shall be furnished a written statement that outlines the reasons for such action. Any student expelled for misconduct will not be permitted to re-enroll.

Student agrees that if for any reason he or she cannot continue his or her course of training, Student will discuss the matter with the Dean of Students. At that time, the School agrees to issue Student a written release, provided Student has complied with the School's refund policy as stated in the Terms and Conditions attached to this Agreement. In no event shall Student be held liable for any amounts in excess of the tuition payments due representing Student's period of enrollment.

12. Terms and Conditions. The Terms and Conditions attached hereto as Addendum 1 are made a part of this Agreement.

13. Law Governing. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas.

14. Successors and Assigns. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, legal representatives, successors and assigns.

15. Severability. This Agreement is intended to be performed in accordance with, and only to the extent permitted by, all applicable laws, ordinances, rules and regulations. If any provision of this Agreement or the application thereof to any person or circumstance shall, for any reason and to any extent, be invalid or unenforceable, but the extent of such invalidity or unenforceability does not destroy the basis of the bargain among the parties hereto as expressed herein, the remainder of this Agreement and the application of such provision to other persons or circumstances shall not be affected thereby, but rather shall be enforced to the greatest extent permitted by law.

**BY MY SIGNATURE BELOW, I HEREBY ACKNOWLEDGE THAT I HAVE RECEIVED, READ AND UNDERSTOOD THIS AGREEMENT AND FURTHER ACKNOWLEDGE THAT I HAVE INITIALED (APPROVED) ANY CHANGES TO THIS AGREEMENT AGREED TO BY THE SCHOOL.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**(If student is under 18)**

Not binding until accepted by an authorized representative of Central Texas Beauty College as follows:

\_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Representative

Central Texas Beauty College  
[www.centraltexasbeautycollege.com](http://www.centraltexasbeautycollege.com)

1400 N. Mays St. Round Rock, TX 78664 P: (512) 244-2235 F: (512) 244-9343 Email: <a href="mailto:ctberr@gmail.com">ctberr@gmail.com</a>	2010 S. 57th St. Temple, Texas 76504 P: (254) 773-9911 F: (254) 773-9912 Email: <a href="mailto:temple57@sbcglobal.net">temple57@sbcglobal.net</a>
---	--

## TERMS AND CONDITIONS

1. These Terms and Conditions are attached to and made a part of the Enrollment Agreement (the "Agreement").
2. Student and the School have herein set out a complete description of services the School is to furnish and for which Student is to pay. Such descriptions as to classes and hours, conduct and schedule may be augmented by bulletins and other notices to Student by the School.
3. Student agrees to attend classes regularly on schedules as may appear on such bulletins and notices, to prepare all lessons and perform all duties incident there to and to abide by all rules of the School as may now exist or as may be changed or come into existence from time to time.
4. Student may be expelled or suspended for violation of any of these or the rules listed separately. No termination fee will be charged.
5. Any student who is under the legal age of majority will require a guarantor who will be liable to the School for the fees agreed to in this Agreement if Student should default in any payments thereof. This provision may be waived by written agreement between Student, such guarantor and the School.

### **CANCELLATION AND SETTLEMENT POLICY (TDLR section 1602.457)**

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

- A. 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
- B. entered into the enrollment agreement or contract because of a misrepresentation made:
  - 1) in the advertising or promotional materials of the school; or
  - 2) by an owner or representative of the school.

### **REFUND POLICY (TDLR Section 1602.458)**

A. The holder of a private beauty culture school license shall maintain a refund policy to provide for the refund of any unused part of tuition, fees, and other charges paid by a student who, at the expiration of the cancellation period established under section 1602.457:

1. Fails to enter the course of training;
  2. Withdraws from the course of training; or
  3. Is terminated from the course of training before completion of the course.
- B. The refund policy must provide that:
1. The refund is based on the period of the student's enrollment, computed on the basis of course time expressed in clock hours;
  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 fails to withdraw from the course of training before the cancellation period expires.

### **WITHDRAWAL OR TERMINATION OF STUDENT (TDLR section 1602.459)**

A. If a student begins a course of training at a private beauty culture school that is considered to run not more than 12 months

B. and, during the last 50% of the course, withdraws from the course or is terminated by the school, the school:

1. may retain 100 percent of the tuition and fees paid by the student; and
  2. is not obligated to refund any additional outstanding tuition.
- C. If a student begins a course of training at a private beauty culture school that is considered to run not more than 12 months and, before the last 50% of the course, withdraws from the course or is terminated by the school, the school shall refund:
1. 90% of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the course, whichever is shorter;
  2. 80% of any outstanding tuition for a withdrawal or termination that occurs after the first week but within the first three weeks of the course;
  3. 75% 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;
  4. 50% 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 30<sup>th</sup> day after the date the student becomes eligible for the refund.

D. For students withdrawing after 50 percent of the course has been complete, the school must allow that student to re-enter at any time during the 48-month period following the date of withdrawal or termination. Students expelled from the program may not re-enter.

E. A refund owed under this section must be paid no later than the 30<sup>th</sup> day after the date on which the student becomes eligible to the refund.

If a refund is not made within the period required by this section, the School shall pay interest on the refund for the interval beginning with the first day following the expiration or the refund period and ending with the day immediately preceding the date the refund is made. If the refund is made to a lending institution, the interest shall also be paid to that institution and applied against the student's loan. The commissioners of education annually shall establish the level of interest at a level sufficient to provide a deterrent to the retention of student funds. The commission may exempt a school from such payment of the interest if the school makes a good faith effort to refund the tuition but is unable to locate the student. The School shall provide the commission, on request, documentation of the effort to locate the student.

A private beauty culture school shall record a grade "incomplete" for a student who withdraws but is not entitled to a refund under Subsection B of this section if the student request a grade at the time the student withdraws and if the student withdraws for an appropriate reason unrelated to the student's academic status. A student who receives a grade of incomplete may re-enroll in the program during the 18-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition.

**STATE REHABILITATION STUDENT:** The School accepts clients of the State rehabilitation agencies for training.

**FINANCIAL AID PROGRAM:** The School is recognized by the Department of Education as an Institute of Higher Learning for the purpose of student participation in Pell Grants.

**CENTRAL TEXAS BEAUTY COLLEGE**

HOURS OF OPERATION: 8:30am – 5:30pm Monday – Friday  
1400 N. Mays St., Round Rock, Texas 78664 (512) 244-2235  
2010 S. 57<sup>th</sup> St., Temple, Texas 76504 (254) 773-9911

**WHAT TO BRING WHEN YOU ENROLL:**

**APPLICATION FOR ADMISSION**

**FINANCIAL AID APPLICATION**

- 20\_\_\_\_ / \_\_\_\_ TAX RETURN
- AFFIDAVIT OF INCOME RECEIVED (non-tax filer statement)

**PROOF OF EDUCATION**

- HIGH SCHOOL DIPLOMA
- G.E.D.
- A.T.B. ENTRANCE EXAM

**PROOF OF CITIZENSHIP**

- SOCIAL SECURITY CARD
- DRIVER'S LICENSE
- BIRTH CERTIFICATE
- ALIEN REGISTRATION
- TEXAS IDENTIFICATION

**FEES: \$475.00 (ROUND ROCK)**  
(covering registration fee, kit, books, lab jacket, name tag and TDLR permit fee)

**DOWN PAYMENT FOR SELF-PAID STUDENTS** (those not covered in full by our financial aid programs)

- COSMETOLOGY PROGRAM — \$500.00 down (with 10 monthly payments of \$800.00)
- MANICURING PROGRAM — \$500.00 down (with 4 monthly payments of \$750.00)

**START DATE:** \_\_\_\_\_

## Some Things to Know About Your Profession

**Compensation:** When you become a licensed professional you will find that there are many ways a cosmetologist can be compensated. Many large chain salons will give the stylist a guaranteed minimum salary with a monthly commission after they cover their salary or draw. The percentage of commission can be from 40% to 60% of the gross production of the cosmetologist. For example, if you have a salary of \$200.00 a week and are paid 50% of your gross production the following example may help you understand the salary schedule. Suppose the cosmetologist has a gross amount of services rendered of \$2000.00 the commission would be:  $50\% \text{ of } \$2000 = \$1000.00$  If you receive 4 weekly payments of \$200.00 each you would have commission at the end of the month of \$200.00 ( $\$1000.00 - \$800.00$ ).

Another way a cosmetologist may be paid is a straight percent of their production. An example would be if they have a production of \$600.00 in a week and they are on a 50% commission rate then their salary for the week would be \$300.00. The salon takes out the tax withholding and the Social Security of .0765%.

Another alternative for the cosmetologist is booth rental. The cosmetologist makes arrangements to rent a station and pays a negotiated amount of rent per week. This can be a burden for a stylist without a clientele because the rent is due regardless of the amount you make. You are also responsible for your own withholding, social security tax and self-employment tax.

**Physical Requirement of the Profession:** The cosmetology profession requires long hours and may be physically demanding. There are some physical ailments associated with this profession. They include Carpal-Tunnel Syndrome, which is the pinching of the nerves in your wrist, tendonitis, back strain, and muscle strain to name a few. More information on this subject can be obtained through your Cosmetology textbook.

**Safety Requirements of the Profession:** Comfortable shoes and clothing is a must. Wear a protective mask when filing your acrylic nail customer. Wear rubber gloves during some chemical services and some trimming of nails and feet with sharp instruments. Keep your scissors and razor in good operation and use them with care. Any nicks or cuts should be medicated and protected immediately.

**Licensing Requirements:** Central Texas Beauty College requires that its students be at least 17 years of age, have a high school diploma, a GED or pass the ATB college admittance test. The Texas Department of Licensing and Regulation (TDLR) requires that licensees complete the prescribed training and attendance at a licensed cosmetology school. Tuition and fees must be paid before graduation. Licensee must pass a written and practical test conducted by TDLR. Check with the Dean of Students to find out the fees for this test and the fee for your state license for two years.

## **GRADUATION, PLACEMENT AND PASS/FAIL RATES**

### **Central Texas Beauty College (Round Rock)**

During 2010, 77% of students entering Central Texas Beauty College graduated from our programs.

In 2010, 96.9% of our graduates taking the State exam passed the exam.

Of the students graduating from our program, 67% of our graduates went to work in our profession.

### **Central Texas Beauty College (Temple)**

During 2010, 55.4% of students entering Central Texas Beauty College graduated from our programs.

In 2010, 96% of our graduates taking the State exam passed the exam.

Of the students graduating from our program, 77.8% of our graduates went to work in our profession.