

ADDITIONAL CATALOG INFORMATION

OWNER AND DIRECTOR Mr. Robert Painter has been associated with cosmetology as a profession directly or indirectly since 1951. He is a graduate of The University of Texas at Austin, Texas with a degree in Business Administration. Mr. Painter is in charge of all administrative functions of the schools. Mr. Painter and all staff members are licensed cosmetology instructors.

EQUIPMENT Students' stations, shampoo bowls, sterilizers, manicuring tables and stools, dryers, and other equipment are furnished for the benefit of the students.

STUDENTS PERSONAL SERVICES - A private office is available for student counseling, placement and other personal services for the benefit of the students. Students are encouraged to discuss personal problems that might affect their schooling or their future employment.

ATTENDANCE REGULATIONS - Records are maintained which clearly shows the attendance of a student. These records indicate the student's presence, absence or tardiness for each scheduled class period. These records are maintained in such a manner as to made the student's attendance readily determinable by anyone authorized to inspect such records.

FINANCIAL AID The institution is approved Pell Grants, for Veterans training and for assistance from by the Texas Rehabilitation Commission.

NEW CLASSES - New classes begin monthly. Contact your school director to obtain the exact date of the next class. Be sure you have pre-registered, filled out financial aid application before you plan on starting to college. The financial aid officer will be happy to assist you and answer any questions that you may have about out college.

OBTAINING COURSE OUTLINE and Rules and Regulations Student s will be given a copy of the course outline and rules and regulations before enrolling in College by the School Director. Copies of these documents may be obtained from the Director by visiting the Director s Office or get a copy on-line.

COURSE CANCELLATION OR SCHOOL CLOSURE In the event that a course is cancelled or school is closed due to unforeseeable circumstances, student's tuition and fees will be refunded in accordance with the above refund policy.

LEAVE OF ABSENCE Students may have up to 30 days leave of absence without penalty provided it is approved by the Director of the School. Other absences due to mitigating circumstances such as a death, sickness or important business will be considered for a leave of absence of excused absence. Students not returning from leave of absence will be dropped effective last date of attendance.

DATE OF TERMINATION Student s absence from school for 10 consecutive days will be dropped from the program. Exception is a leave of absence of an approved absence from the Director.

ADMISSION POLICY This school in its admission and instruction, and graduation policy practice no discrimination on the basis of race, color, creed, religion, sex, sexual

preferences, financial status, or country or area of origin or residence.

REFUND POLICY OF SCHOOL FOR TERMINATION PURPOSES If a student (or in case of a student under legal age, his/her parents or guardian) cancels his/her enrollment and demands his/her money back in writing or in person, within three business days of the signing of the enrollment agreement or contract, and prior to entering classes all monies collected by the school shall be refunded. Notice is deemed official when school receives written notification. An applicant rejected by the school shall be entitled to a refund of all monies paid

If a student cancels his/her enrollment after the three days after the signing but prior to entering classes he/she shall be entitled to a refund of all monies paid to the school. Student actually enrolled in school and withdraw, the Schools refund policy below will apply. In the event an enrollment fee is charged it will not be more than 15% of the contract price for the course.

HOW REFUNDS ARE FIGURES:

<u>Cosmetology</u>	<u>School is</u>	<u>Manicure</u>	<u>School is</u>
1500 Hours	<u>entitled to:</u>	600 Hours	<u>entitled to:</u>
0-40.9 Hours	10%	0-40.9 Hours	10%
41-120.9	20%	41-120.9	20%
121-375.9	25%	121-187.9	25%
376-750.9	50%	188-375.8	50%
751-1500	All	376-750	All

APPROVED CURRICULUM FOR PRIVATE BEAUTY SCHOOLS IN TEXAS

COMPLETE OPERATORS COURSE (Upon passing state examination student becomes a licensed cosmetologist)

Subject	Hours of training
I. Orientation (Theory)	20
II. Shampoo and Related Theory	20
III. Hair and Scalp Treatments and related Theory	60
IV. Cold Waving and Related Theory	
Chemical Hair Relaxing and Related Theory	200
V. Hair Coloring to Include Wigs and Hair Pieces and Related Theory	200
VI. Wigs and Hairpieces and Related Theory	160
VII. Manicuring and Related Theory	30
VIII. Facial and Related Theory	10
IX. Hairstyling and Related Theory	
Hair Cutting and Related Theory	800
TOTAL HOURS	1500

CURRICULUM FOR MANICURIST (Upon passing the state examination students becomes a licensed manicurist)

Chemistry in Manicuring	20
Sanitation and Safety	50
Equipment and Implements	10
Study of Bones, Muscles and Nerves of Hand	10
Structure of Nails	10
Practice and Procedures	500
TOTAL HOURS	600

