



Querageous Barber School

17552 Stuebner Airline Road Suite 104

Spring, TX 77379

Catalog

Table of Contents

Administrative Staff	1
Welcome to a New Career	2
Mission Statement	3
Educational Goals	4
Facilities and Equipment	4
New Class Starting Dates	4
Holiday and School Closings	4
Admissions Requirements	4
Registering Hours with TDLR	4
Non-Discrimination Policy	5
Sexual Harassment Policy	5
Right To Privacy and Information Release	5
Policy for Reviewing Financial or Educational File	5
Grading	5
Graduation Requirements & Diploma	5
Employment Assistance	5
Instructional Materials	6
Tuition Payments	6
Advising Services	6
Counseling Services	6
Student Conduct	6
Grievance Procedure	6
Refund Policy	7
Satisfactory Academic Progress Policy	8
Evaluation Periods	8
Attendance Progress Evaluations	8
Maximum Time Frame	8
Academic Progress Evaluations	9
Determination of Progress Status	9
Warning	9
Probation	9
Re-establishment of Satisfactory Academic Progress	10
Interruptions, Course Incompletes, Withdrawals	10
Appeal Procedure	10
Noncredit, Remedial Courses, Repetitions	10
Transfer Hours	10
Re-Entry Policy	10
Leave of Absence Policy	11
Class A Barber	12
Cosmetology Operator	13
Rules and Regulations	15-16
Tuition Schedule	17
Completion, Licensure and Placement Rates	17

**Querageous Barber School
17552 Stuebner Airline Road Suite 104
Spring, TX 77379
346-262-5367**

Licensed By: **Texas Department of Licensing and Regulation**

920 Colorado St
Austin, TX 78701
512-463-6599

NACCAS:

The school is Candidate status
(National Accrediting Commission of Career Arts & Sciences)
3015 Colvin Street
Alexandria, VA 22314
703-600-7600

Administrative Staff

Kelly Lewis

Owner/ Instructor

Revised July 2026

WELCOME

We would like to welcome you to Querageous Barber School.

We are here to help you reach your goals in the industry. You are on your way to becoming a success in the beauty industry. We are pleased to offer you a quality education.

Querageous Barber School maintains a commitment to excellence in its program.

We will continuously provide you with the educational opportunities and service to help you succeed.

We challenge you to take advantage of all the valuable programs available to you and we wish you success as you work toward your career.

Mission Statement

Querageous Barber School is a post secondary school providing a positive learning environment where students are provided quality instruction, both in theory and practice which will prepare them for graduation and employment thereafter. It is our sincere desire that each student will enter the work environment with confidence and enthusiasm, ultimately obtaining gainful employment in the following fields of Barber and Cosmetology for success in the workplace.

Querageous Barber School maintains a commitment to excellence in its programs.

Educational Goals

Class A Barber, Cosmetology Operator:

All courses of study are designed to prepare students for the state licensing examination and for entry-level employment in the beauty industry. The knowledge and skills obtained will prepare you for work in a full service Salon, Barber Shop, Chain Salon, School, shop manager or shop owner.

Facilities and Equipment

Querageous Barber School is thoughtfully designed to support both classroom instruction and hands on training in a professional, welcoming environment. The school features two classrooms equipped with instructional tables and chairs, along with a clinic floor that includes a waiting area. We also have an administrative office, and dedicated stations for pedicures and manicure services. The space is efficiently arranged with student workstations and one restroom, creating a functional layout that supports learning, client services, and daily operations.

New Class Starting Dates

Class start dates start the first Tuesday of each month.

HOLIDAY AND SCHOOL CLOSINGS

The following holiday schedule will be observed and does not count as absent days for students. These holidays will be posted on the student bulletin board. School closings due to inclement weather or any other type of emergency will not count against the student.

**MARTIN LUTHER KING
DAY MEMORIAL DAY
INDEPENDENCE DAY
LABOR DAY
THANKSGIVING DAY**

**CHRISTMAS EVE
CHRISTMAS DAY
NEW YEARS EVE
NEW YEARS DAY
HAIRSHOWS**

Admissions Requirements

Non US residents must submit either an alien registration card or a recognized Visa(I94), applicants must be beyond the compulsory school age, minimum of 17 years of age. A student qualifies if he/she provides one of the following: - has a high school diploma (this can be from a foreign school if it is equivalent to a US High School diploma); must be verified by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. The high school transcript must show high school completion - has the recognized equivalent of a high school diploma, such as a GED certificate, or other state sanctioned test or diploma-equivalency certificate; - provides a sealed or official transcript; - has completed homeschooling at the secondary level as defined by state law; or - has completed secondary school education in a home school setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a home-schooled student to receive a credential for their education. A student only needs to provide one of the requirements such as verification of a high school diploma and be at least 17 years of age. Student must sign a contract / enrollment agreement with the school and obtain a class start date Dapper Barber Academy will accept hours at other institutions provided that such are accepted by the Texas Department of Licensing and Regulations (tdlr). Tuition for transfer students is charged by the hour. Students are allowed to re-enter the program after they have withdrawn. Texas law permits students with a previous felony record to enroll in school. The school does not admit Ability-To-Benefit Students.

TRANSFER HOURS

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution. Tuition for transfer students is charged by the hour.

RE-ENTRY PROCEDURE

Students who re-enter will re-enter under the same Satisfactory Academic Progress status as in place at the time the individual left, regardless of how much time has elapsed. The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$100.00.

Registering Hours with the Texas Department of Licensing & Regulation

In order for students to register hours with the State Licensing Board, they must submit the following documents: Proof of age-ID/birth certificate or driver's license and High School Diploma or GED.

Non-Discrimination Policy

As an equal opportunity beauty and barber school, the school will not deny any person admission, graduation, or any other rights and privileges of the school due to age, race, color, sex, religion, creed, handicap or ethnic origin.

The school does not recruit students already attending or admitted to another school offering a similar program of study.

Sexual Harassment Policy

Sexual harassment is conduct of sexual nature that makes someone uncomfortable or embarrassed. According to the federal Equal Employment Opportunity Commission (EEOC) sexual harassment is sexual attention that is: Unwelcome and Unwanted, Harmful, or Illegal.

Right To Privacy and Information Release

NACCAS and governing agencies have access to student files. Record information will not be released to unauthorized persons or agencies without written consent from the student or parent/guardians of dependent minor students for each request. The release information policy also applies to parents or guardians in the event the student is still a minor.

Policy for Reviewing Financial or Educational File

Upon written request, student or parent/guardians of dependent minor students are permitted to review their records, with positive proof of identification under supervision of the administrative staff. All student records will be maintained for at least six years.

Grading

A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed on a daily basis, and the theory is determined test scores. Students are evaluated on the following grade scale:

Letter Grade

- 90-100 Excellent
- 80-89 Very Good
- 70-79 Satisfactory
- 69 and Below Unsatisfactory

Graduation Requirements & Diploma

Will grant a diploma of Graduation for the applicable course When the student has successfully completed all phases of study, required tests, practical assignments, passed a final comprehensive written and practical examination; completed the program of study according to State requirements; and made satisfactory arrangements for payments of all debts owed to the school.

Employment Assistance

I understand that the School has not made and will not make any guarantees of employment or salary upon my graduation. The school will provide me with placement assistance which will consist of identifying employment opportunities and advising me on appropriate means of attempting to realize these opportunities.

Instructional Materials

Students who are enrolled in the programs are furnished clinic apparel, textbooks, workbooks, and kits

Tuition Payments

In the event the student is paying on a payment plan, the student must adhere to the agreed upon payments. The institution reserves the right to suspend any student from school whose account is delinquent.

Advising Services

The college provides a support system for each individual student. Our faculty and staff are concerned and caring. Each is here to assist in resolving student needs and concerns. Regularly scheduled advising sessions are held on the first Tuesday of each month; however, students requiring additional or emergency advising are encouraged to contact their assigned advisor for an appointment.

Counseling Services

All students may contact the off-campus organizations for counseling opportunities, alcohol and drug abuse education, crime prevention education, and sexual assault prevention that are provided in orientation.

Student Conduct

All students must conform to federal, state and local laws. They must respect the rights of others and conduct themselves in a manner conducive to the educational objectives of the school. Any display of disrespect for faculty, or students, use of profanity, theft, or use or possession of alcohol and / or drugs on school property are considered grounds for immediate dismissal. The school deserves the right to suspend or dismiss any student whose actions are deemed inappropriate or detrimental to the school. Once a student is terminated the student cannot attempt to re-enroll into the program for at least ninety (90) days.

Grievance Procedures

Most grievances arise between a student and a teacher or other first line members of the staff. Such problems are infrequent. If the complaint cannot be handled in an informal manner, the student can confer with the CEO. In the event a dispute cannot be successfully resolved at the institution level, a student, staff member or any interested party may file a complaint with the CEO. The complaint must be in writing and should outline the nature of the complaint. Upon receipt of any written complaint the CEO, will meet with the complainant to resolve the problem. The CEO will respond to the complaint within ten working days from the time of the meeting. If the problem cannot be resolved, the student can contact NACCAS in writing.

INSTITUTIONAL REFUND POLICY:

Section 1602.457. Cancellation and Settlement Policy Texas Department of Licensing and Regulation (TDLR)

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:

- (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.

Section 1602.458. Refund Policy.

- (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 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 fails to withdraw from the course of training before the cancellation period expires.

Section 1602.459. Withdrawal or Termination of Student.

- (a) If a student begins a course of training at a private beauty culture school 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:
- (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 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:
- (1) 90 percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the course, whichever period is shorter;
 - (2) 80 percent of any outstanding tuition for a withdrawal or termination that occurs after the first week or first one-tenth of the course, whichever period is shorter, but within the first three weeks of the course;
 - (3) 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
 - (4) 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. (c) 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.

- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: kit, extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
- All refunds comply with mandated policies according to Texas Department of Licensing and Regulations. Under mitigating circumstances tuition refund could exceed the minimum tuition adjustment.

Class A Barber, Cosmetology Operator

SATISFACTORY ACADEMIC PROGRESS POLICY

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

For all programs an Academic Year and Week is considered 900 hours and 30 weeks.

Class A Barber

450 hours 15 weeks
900 hours 30 weeks
1000 hours 34 weeks

Cosmetology Operator

450 hours 15 weeks
900 hours 30 weeks
1000 hours 34 weeks

Evaluation periods are based on actual contracted hours completed at the institution.

The Satisfactory Academic Progress Policy applies to every student enrolled (part-time/full-time) in any program.

The Satisfactory Academic Progress Policy is provided to every student before enrollment.

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. The SAP will be evaluated at the conclusion of each evaluation period and completed within 7 school business days of the scheduled evaluation. The school will notify students of all evaluations.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements.

The attendance percentage is determined by dividing the total hours accrued by the total number hours. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

If any student enrolled fails to complete the program within the maximum time frame they will be terminated and then can re-enroll on a cash pay basis. The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

Course	Maximum Time Allowed Weeks	Scheduled Hours
Class A Barber Cosmetology		
Full Time 34 hours/week – 1000 Hours	44 weeks	1,500
Part Time 20 hours/week – 1000 Hours	75 weeks	1,500
Cosmetology Operator		
Full Time 34 hours/week – 1000 Hours	44 weeks	1,500
Part Time 20 hours/week – 1000 Hours	75 weeks	1,500

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written cumulative grade average of 70% prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

- 90-100 Excellent
- 80-89 Very Good
- 70-79 Satisfactory
- 69 and Below Unsatisfactory

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. (We are not approved for Title IV Funding).

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation if the student has prevailed upon an appeal and if applicable, students may be deemed ineligible to receive Title IV funds. (We are not approved for Title IV Funding).

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 while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing on any potential impact on their financial aid eligibility and 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. (We are not approved for Title IV Funding).

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

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.

APPEAL PROCEDURE

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 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 student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

NONCREDIT, 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.

TRANSFER HOURS

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution. Tuition for transfer students is charged by the hour.

RE-ENTRY PROCEDURE

Students who re-enter will re-enter under the same Satisfactory Academic Progress status as in place at the time the individual left, regardless of how much time has elapsed. The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$100.00.

LEAVE OF ABSENCE POLICY

A leave of absence (LOA) is a temporary interruption in a student's program of study. It does not include non-attendance for an institutionally scheduled break in a student's program. A leave of absence must meet certain conditions to be counted as an LOA instead of being counted as a withdrawal. If a leave of absence does not meet the conditions, the student is considered withdrawn from the school, and the school will perform a return calculation((see Refund Policy). Conditions to qualify for a LOA are as follows: The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if: The institution establishes the start date of the approved LOA as the first date the student was unable to attend.

1. There must be a reasonable expectation that the student will return from the LOA;
2. A student returning from an LOA must resume training at the same point in the academic program and in the payment period or period of enrollment that she/he would have been in if she/he had not been on leave;
3. We will not assess the student any additional institutional charges as a result of the LOA;
4. The student must follow the school's policy in requesting the LOA. Student must apply in advance, in writing, including the reason for LOA and sign the request for an LOA unless unforeseen circumstances prevent the student from doing so, e.g.: if a student was injured in a car accident and needed a few weeks to recover before returning to institution. We may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances. We will document the reasons for decision to grant the LOA, will collect the documentation, and get proper signatures from the student at a later date;
5. We will approve a student's request for a LOA in accordance with the school's policy;
6. An LOA and any additional leaves may not exceed a total of 180 days in any 12 month period;
7. The school has the right to approve or disapprove the LOA request. We will extend the student's contract period will be extended by the same number of calendar days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. A student granted a leave of absence that meets the criteria in this section is not considered to have withdrawn, and no return calculation is required. However, if a student does not return by his/her scheduled return date of the LOA, the student will be dropped and a withdraw calculation will be performed using their last day of attendance. The student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA, and the student's withdrawal date for the purposes of calculating a refund will be the student's last date of attendance. Upon the student's return from the leave, she/he continues to earn In-House financing previously awarded for the period.

Class A Barber Course Outline

Full time 34 hours per week / total of 30 weeks, Part time 20 hours per week / total of 50 weeks

Barbering is the profession of cutting, styling, grooming, and shaving hair, particularly for men. Barbers provide a range of services such as haircuts, beard trims, mustache grooming, and sometimes even facial treatments like facials and hot towel shaves.

Class A Barber Course	1000 Hours Total
<u>Unit</u>	<u>Hours</u>
Theory and related practice: anatomy and physiology; diseases and disorders of the skin, scalp, hair and nails; chemistry (haircoloring, chemical waving, and relaxing); bacteriology, sterilization and sanitation, health, safety, first aid, laws and rules; tools and equipment; hair care and related theory; business skills and establishment management; skin care and related theory; hair removal; nail care and related theory; electricity; haircutting; hairstyling; hair and scalp treatments, scalp massage; hairweaving, extensions; chemical textures and applications; face and neck massage and treatments; facial hair removal; manicuring; waxing and removing body hair; customer service and professional ethics; makeup; pedicuring; artificial nails.	700 hours
Specialty Practice and related theory: shaving with any razor type and razor techniques; mustache and beard care; advanced hair care and men's haircutting; and related practices.	300 hours

Course Objectives – 888 Barber and Beauty Institute's objective is to train competent and progressive Barbers and to give these individuals the background needed to form a solid foundation upon which to build economically and socially. We strive to aid students in acquiring the knowledge and skills needed to obtain, maintain, and progress in the Barbering profession.

FORMAT: The clock hour education is provided through a regimented set of learning steps which address specific tasks necessary for graduation, state licensure and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans which reflect current education methods. Subjects are presented by means of lecture, demonstration and student participation. Audio-visual aids, guest speakers, field trips, and other related learning methods are used in the course.

Program Description – Class A Barber Course is a clock-hour, preparatory theory and laboratory course developed to provide instruction for the development of practical skills, technical knowledge, and safety and sanitary practices related to the Barber profession.

Teaching Methods: the clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful and productive career orientated activities. The program is presented through comprehensive lesson which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning labs and student participation. Audio-visual aids, guest speakers, activities, and other related learning methods are used in the program. A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed daily, and the theory is determined test scores. Students are evaluated on the following grade scale:

- 90-100 Excellent
- 80-89 Very Good
- 70-79 Satisfactory
- 69 and Below Unsatisfactory

GRADUATION REQUIREMENTS

Will grant a diploma of Graduation and Official Transcript of hours for the applicable course When the student has successfully completed all phases of study, required tests, practical assignments, passed a final comprehensive written and practical examination; completed the program of study according to State requirements; and made satisfactory arrangements for payments of all debts owed to the school.

Cosmetology Operator Program – 1000 Hours

Full time 34 hours per week / total of 30 weeks, Part time 20 hours per week / total of 50 weeks

Our Cosmetology Operator Program is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Cosmetology or a related career field.

Objectives: Our Objective is to train each student in the technical and social skills necessary to become a successful and competent Cosmetologist, Specialist, or Instructor. All phases practice becoming a professional Cosmetologist by utilizing a combination of theory and hands-on learning. All chapters throughout the curriculum are delivered in the order of theory lecture, instructor demonstration, student applications on mannequins followed by clinical applications.

References: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

Teaching & Learning Methods: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. These courses are presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the courses.

Grading Procedures: Each student is graded on their knowledge of the textbook, classroom theory and practical/clinic work throughout the program. Written exams are given at the end of each chapter of study along with a final course exam administered at the end of each phase. Practical and clinical tasks are evaluated using rubrics/grading grids that allow the student to see their progress on each task assignment. Prior to completion of any phase, students must pass all final exams having a minimum grade of 69%. All students must pass two Mock board Practical and written Examinations with a minimum grade of 69% prior to graduating. All students who successfully complete graduation requirements are issued a Diploma.

The following is a guideline for Instructors to follow when calculating/determining the grade.

Numerical grades are considered according to the following:

- 90-100 Excellent
- 80-89 Very Good
- 70-79 Satisfactory
- 69 and Below Unsatisfactory

Written Exams- The number of correct answers is divided by the total number of questions to determine the grade

Practical/Clinical- Practical and clinical tasks are evaluated using rubrics/grading grids that allow the student to see their progress on each task assignment.

Cosmetology Operator Program 1000 Hours

	Hours
Overview and, laws and rules - Introduction to cosmetology - Sanitation and safety laws and rules that apply to cosmetology, Principle and sciences applied to the cosmetology industry	75
Haircutting, Styling and correlated theory - Haircutting Innovative principles and skills of Haircutting and the basics of design choices which will include sanitation and safety rules. - Hairstyling Philosophy and basics of hairstyling which will include sanitation and safety rules. - Classic Styling Philosophy and basics of classic styling which will include sanitation and safety rules. - Wigs Philosophy and basics of wig making which will include sanitation and safety rules.	400
Hair color and associated theory Hair Color Innovative principles and applied skills and techniques of hair color design which will include sanitation and safety rules.	150
Cold waving and associated theory Perming Innovative principles and applied skills permanent waving which will include sanitation and safety rules.	100
Shampoo and associated theory Properties of Hair Philosophy and applied basics of hair structure, appropriate draping, shampooing which will include sanitation and safety rules.	75
Hair and scalp treatment and associated theory Properties of Hair Philosophy and the basics of scalp disease and disorders, and treatments, which will include sanitation and safety and the blood spill procedure.	25
Chemistry hair relaxing and associated applications - Chemical Relaxing Innovative philosophy and associated skills of chemical relaxing which will include safety and sanitation rules. - The philosophy of chemistry basics that correlate to hair coloring, and perming, and all chemical applications which include sanitation, safety rules, and blood spill procedures.	75
Facials and associated philosophies - Skin philosophy and electricity The philosophy and the associated basics of massage, waxing, diseases and disorders and electricity which will include sanitation and safety rules - Sanitation and infection control / Makeup The philosophy and practical skills of salon ecology, bacteriology, makeup application which will include safety and sanitation rules.	50
Manicuring and associated philosophies - Nail philosophy Manicuring, artificial nails, pedicuring, diseases and disorders which will include safety and sanitation rules. - Nails Philosophy and practical skills of nail care, nail enhancements, diseases and disorders which will include sanitation and safety rules.	50
Total Hours	1000

SCHOOL STANDARDS/RULES & REGULATIONS

1. FULL TIME STUDENTS ARE EXPECTED TO ATTEND CLASS 34 HOURS PER WEEK. PART TIME STUDENTS ATTEND CLASS 20 HOURS PER WEEK.

2. LEGAL VERIFICATION OF HOURS MUST BE MADE FOR EACH STUDENT. EACH STUDENT MUST SIGN IN UPON ARRIVAL AND SIGN OUT UPON DEPARTURE FROM SCHOOL. IF THE STUDENT LEAVES THE SCHOOL PREMISES FOR ANY REASON THE STUDENT MUST SIGN OUT. HOURS COULD BE MISSED IF STUDENT DOES NOT FOLLOW REQUIRED CLOCKING PROCEDURES.

3. STUDENTS WILL NOT BE GIVEN TIME IF THEY DO NOT SIGN IN.

4. STUDENTS WILL BE EXCUSED FROM AN ABSENCE WITH PROPER DOCUMENTATION.

STUDENTS WILL NOT BE EXCUSED WITHOUT PROPER DOCUMENTATION. TERMINATED AFTER 14 CONSECUTIVE MISSED DAYS.

5. THE TEXAS STATE BOARD OF BARBER AND THE SCHOOL REQUIRED THAT ALL STUDENTS BE IN SCHOOL EVERY DAY IN THE PRESCRIBED UNIFORM (School Smock). ANY STUDENT NOT IN THE PRESCRIBED UNIFORM WILL NOT BE ALLOWED TO STAY IN SCHOOL OUT OF UNIFORM AND WILL BE SENT HOME. NO OPEN TOE SHOES FLIP FLOPS, SANDALS OR ECT.

6. FULL TIME DAY STUDENTS WILL HAVE 30 MINUTES FOR LUNCH EACH DAY AND ONE 15 MINUTE BREAK.

7. STUDENTS, PATRONS AND STAFF MEMBERS WILL BE PROVIDED A SANITARY ENVIRONMENT. TEXAS STATE BOARD OF BARBERS REQUIRES THAT SANITARY CONDITIONS BE MAINTAINED AT ALL TIMES. AS PART OF THE STUDENT'S CREDIT AND TRAINING, THIRTY MINUTES EACH DAY IS SCHEDULED FOR SANITATION. THE STUDENT DAILY SANITATION REQUIREMENT MUST BE COMPLETED AND GRADED BY AN INSTRUCTOR AT THE END OF EACH DAY.

8. INSTRUCTORS AND ADMINISTRATORS ARE AUTHORIZED TO SIGN OUT ANY STUDENT WHO EXHIBITS UNBECOMING BEHAVIOR. IF A STUDENT CONTINUES TO EXHIBIT UNBECOMING BEHAVIOR THE STUDENT WILL BE TERMINATED. NO PROFANITY IS ALLOWED ANYWHERE IN THE SCHOOL. PROFANITY IS NOT PROFESSIONAL OR EXCEPTABLE.

9. STUDENTS MUST PARK THEIR CARS IN THE DESIGNATED AREA.

10. ONLY EMERGENCY TELEPHONE CALLS WILL BE ACCEPTED ON THE BUSINESS TELEPHONES. STUDENTS WILL NOT BE ALLOWED TO LEAVE CLASS OR CLINIC AREA TO RECEIVE OR MAKE PERSONAL TELEPHONE CALLS EXCEPT IN CASE OF EMERGENCY. ALL CELL PHONES MUST REMAIN ON SILENT.

11. MAY TERMINATE A STUDENT'S ENROLLMENT FOR NON COMPLIANCE WITH GENERAL POLICIES, THE STUDENT ENROLLMENT AGREEMENT, OR STATE LAWS AND REGULATIONS: IMPROPER CONDUCT OR ANY ACTION WHICH CAUSES OR COULD CAUSE BODILY HARM TO A CLIENT, STUDENT, OR EMPLOYEE OF THE SCHOOL: WILLFUL DESTRUCTION OF SCHOOL PROPERTY; AND THEFT OR ANY ILLEGAL ACT.

12. STUDENTS ARE SOLELY RESPONSIBLE FOR THEIR PERSONAL PROPERTY. THIS INCLUDES KITS, BOOKS, PURSES AND ECT. THE SCHOOL WILL NOT BE RESPONSIBLE FOR SUCH PROPERTY. LOST OR STOLEN KIT ITEMS MUST BE REPLACED BY THE STUDENT.

13. STUDENTS CANNOT CONDUCT FREE FAMILY MEMBERS HAIR SERVICES. THEY WILL BE CHARGED THE FULL PRICE AS ANY OTHER CLIENT.

14. THE FLOOR INSTRUCTOR WILL ASSIGN STUDENTS FOR CLINICAL SERVICES. PATRON MUST PAY FOR THE SERVICE FIRST.
15. NO STUDENT OR STAFF MEMBER IS ALLOWED TO EAT OR DRINK IN THE CLINIC LABORATORY.
16. NO STUDENT OR STAFF MEMBER IS ALLOWED TO SIT IN CLINIC CHAIRS UNLESS A SERVICE IS BEING PERFORMED.
17. SMOKING IS NOT ALLOWED IN THE SCHOOL. STUDENTS AND STAFF MUST SMOKE OUTSIDE.
18. STUDENTS MUST SATISFACTORILY COMPLETE ALL THEIR ACADEMIC REQUIREMENTS WITH IN THE MAXIMUM TIME FRAME OF 150% OF THE PROGRAM'S SCHEDULE TIME. STUDENTS MUST MAKE-UP ANY TEST MISSED OR A ZERO WILL BE GIVEN.
19. ANY STUDENT THAT ARRIVES AFTER 10:15AM WILL BE TARDY AND WILL ABLE TO SIGN IN AFTER THE BREAK.
20. STUDENTS WILL RECEIVE A COMPREHENSIVE PROGRESS REPORT AT THE END OF EACH EDUCATIONAL MODULE. THIS REPORT WILL REFLECT THE STUDENTS WRITTEN, PRACTICAL AND CLINICAL WORK. THE INSTRUCTOR WILL COUNSEL WITH THE STUDENT IN AREAS OF IMPROVEMENT NEEDED.
21. SUSPENSION FROM SCHOOL CAN LAST FROM ONE TO THIRTY DAYS.

ATTENDANCE POLICY

All full-time students must attend 136 Hours per month.
All part-time students must attend 80 hours per month.

Missed test can be made up on Tuesday.
Missed hours can be made up during the following times:
Tuesday– Friday 9am to 3pm.

Students are required to maintain attendance of at least 67%. Attendance is posted weekly. Any student who falls below 67% within their first 4 weeks will be dropped from the program. From that point on, students falling below 67% will be provided with an attendance performance plan for improvement. The student will be subject to termination for failure to meet the requirements of that plan. Additionally, a student will be terminated from the program if he/she misses 14 consecutive days unless mitigating circumstances can be documented.

Tuition Schedule

Program	Clock Hours	Full-Time	Part-Time	Application Fee	Tuition	Books/Kit	Total Tuition
Class A Barber	1000	30 wks	50 wks	\$100.00	\$4,800.00	\$1,600.00	\$6,500.00
Cosmetology Operator	1000	30 wks	50 wks	\$100.00	\$4,800.00	\$1,600.00	\$6,500.00

Student and sponsor (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 student from attending class until any applicable unpaid balance or payments are satisfied. School will charge \$10.00 per hour for hours remaining after the contract ending date. The school does not charge a fee for transcript requests. The school will charge an application fee for students enrolling or transferring to the school of \$100.00. The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$100.00. 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. Methods of payment include full payment at time of signing the Enrollment Agreement, an application fee of \$100.00 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.

Completion, Licensure and Placement Rates

The 2024 completion licensure and placement rates for the school are as follows: Completion NA% | Licensure NA% | Placement NA%