The **Professional** Cosmetology Academy (T**P**CA)

*The Professional Cosmetology Academy Catalog*

**SCHOOL CATALOG**

**2019**

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**WELCOME!**

*It is to my absolute delight that you have selected The Professional Cosmetology Academy, hereinafter referred to as “TPCA”, as your institution of choice to fulfill your dreams in the beauty and grooming industry. TPCA is cognizant that when you invest in learning, you are investing in your future.*

*Through TPCA’s seasoned faculty, individualized training, brand partnerships, and professional grade equipment and learning tools your experience will model your chosen field of study. It is affirmed in TPCA’s mission to provide instruction in an assimilated, real-time salon, spa, and barbershop environment and imbue the professionalism, tacit knowledge, and marketable (technical/social) skill-sets needed to pass the state board examination and meet the demands of the exciting and ever-changing industry of hair, skin, nail, and grooming industry.*

*TPCA faculty and staff were students once and as such TPCA is aware of the challenges that often accompany busy students’ lives. However, remember, you are now part of the TPCA tribe and with that comes faculty and staff who are centered at your needs because it is essential to TPCA that you feel acclimated and equipped to commence your journey on the right foot.*

*As you continue to read throughout this catalog, you will find industry-standard rules and policies that were tailored with your safety and success in mind. We encourage you to read this catalog thoroughly, and if you are unsure or do not understand any part of this catalog, we encourage you to obtain clarification from an administrator or instructor.*

*Always remember your journey to a rewarding career starts* ***here****. TPCA has all the arsenal needed for your success, bring your passion and perseverance with you and let TPCA do the rest. We are in this together, and you are not alone:* ***#OneTPCA****.*

*Welcome,*

#### Larry A. Chavana II Cofounder

**ABOUT US**

**Our Founder**

Since February of 2008, Noé Rodriguez, TPCA’s co-founder/CEFO, has been at the helm of the beauty industry, channeling his inspiration from his world travels into his salon. Entrusted by many for his vision and approach to creating the most beautiful hair, Noé attributes his success to discipline, passion, perseverance, and continuing education. Noé received instruction at The Redken Exchange in New York City and completed certifications through L’Oréal Professionnel SOHO Academy in New York City and Laguna Beach, California. Noé continues to attend the academy annually to remain at the forefront of the beauty industry and contribute to his beloved hometown, Laredo, TX. Through TPCA, Noé is committed to each aspiring student’s education and career goals.

*“Only when knowledge, passion, and perseverance are in sync will skill translate onto canvas [hair] beautifully.”— Noé Rodriguez*

#### Our Purpose

TPCA’s curriculum facilitates students to learn the necessary materials and skill-sets, respective to their chosen discipline, required to pass the state board examination; likewise present them with the similar challenges professionals face in a salon, spa, and barbershop setting, teaching them how to approach these challenges to solidify a comprehensive program.

#### Our Mission

TPCA prepares aspiring salon, spa, and barbershop professionals, in an assimilated, real-time salon, spa, and barbershop environment, through contemporary, student-centered instruction and development needed to pass the state board examination, gain employment within their chosen field of study and meet the demands of industry- standard hair, skin, nail, and grooming services.

#### Our Values

*Adaptability:* Is to mitigate the chances of becoming obsolete in this constantly evolving industry.

*Customer Service:* Is the livelihood of this industry.

*Integrity:* As aspiring professionals, hold this profession with the highest esteem.

*Discipline:* Always strive to do better, replacing bad habits or techniques with good ones.

*Passion:* Is being consistent with a goal over a long period of time. It’s the reason you are here. *Perseverance:* Is what keeps a person motivated despite all failures. Never give up on your passion. *Respect:* The Golden Rule that is applicable anywhere and anytime.

#### Our Vision

Nurture aspiring professionals achieve their fullest potential to meet their career goals and actively contribute to the hair, skin, nail, and grooming industry.

#### Our Facility

TPCA’s facility features private classrooms, furnished with audiovisual equipment, to facilitate individualized training. The clinic area mirrors a real salon, spa, and barbershop environment; with the amenities needed to meet the demands of modern, industry-standard hair, skin, nail, and grooming services. The clinic features professional-grade dryers, color bar, esthetics beds, facial machines, manicure and pedicure stations, reception area for awaiting clients,

shampoo facilities, skin care, and styling stations. There is also a locker area and other designated areas used to secure and hold the students’ supplies.

#### Our Faculty

Licensed by the state of Texas, TPCA's instructors were meticulously selected by TPCA for their artistic and teaching attributes and vision to run the clinic according to industry standards, as they too are successful professionals who continue to work in their field, as time permits. These attributes and vision that the instructors possess afford TPCA the ability to meet its mission.

Under the direction of TPCA’s co-founder & CEFO (Chief Executive & Financial Officer), Noé Rodriguez, who is an advocate of continuing education and is at the helm of the beauty industry, students are well on their way in receiving a contemporary, student-centered education in the exciting and ever-changing industry of hair, skin, and nails.

#### Administration/Ownership

Ownership: Noe Rodriguez owns The Professional Cosmetology Academy, Inc. dba The Professional Cosmetology Academy.

TPCA has assigned the following personnel as department heads to ensure Rules and Regulations are enforced and followed.

#### Instructors

**Board of Directors**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Years of**  **Title**  **Experience** | | Chief Executive & Financial Officer  Noe Rodriguez  (CEFO) |
| Maria A. Andrews Educator | | 30 |
| Chief Operating & Compliance Officer  Larry A. Chavana II  (CO) |
| Claudia E. Gay | tan Educator | 25 |
| Noe Rodriguez | Educator | 2 |
| Director of Education Maria A. Andrews |
| Abigail Garcia  Brenda Zamora | Educator | 1  1 |
|  |

**FINANCIAL AID, ACCREDITATION, LICENSURE, MEMBERSHIPS & AFFILIATIONS**

**Financial Aid: Title IV Funding**

The Professional Cosmetology Academy is not approved by the Department of Education to facilitate Title IV funding.

#### Accreditation

(Candidate Status – The institution is a Candidate for Accreditation with NACCAS) National Accrediting Commission of Career and Sciences (NACCAS)

3015 Colvin St

Alexandria, VA 22314

(703) 600-7600

[www.NACCAS.org](http://www.NACCAS.org/)

*NACCAS is a national accrediting agency for postsecondary schools and programs of career arts and sciences and recognized by the United States Department of Education.*

#### Licensure

The Professional Cosmetology Academy is licensed and regulated by:

Texas Department of Licensing and Regulation (TDLR)

P.O. Box 12157 Austin, Texas 78711 Tel: 1.800.803.9202 [www.license.state.tx.us](http://www.license.state.tx.us/)

*TDLR is the state agency of Texas that is responsible for licensing and regulating a broad range of occupations, businesses, facilities, and equipment in Texas, including Cosmetology, Barbering, and their respective specialty licenses.*

#### Memberships & Affiliations

American Association of Cosmetology Schools (AACS)

*AACS was founded in 1924 as a non-profit educational association to bring together all facets of the cosmetology industry (students, individuals, teachers, and suppliers); to further the education of cosmetology arts & sciences; and to represent the interests of cosmetology institutions and students before Congress, the U.S. Department of Education, and state legislatures.*

## LICENSURE REQUIREMENTS

#### Licensing & Regulatory Entity

Texas Department of Licensing and Regulation (TDLR)

#### Requirements for TDLR Licensure

To be eligible for a Cosmetology Operator or specialty license, an applicant must do the following:

★ Pass a written and practical examination;

★ Submit a completed application on a TDLR-approved form;

★ Pay the TDLR fees required in section 83.80 of the Texas Cosmetology Laws and Rules Book;

★ Be at least 17 years of age;

★ Have obtained a high school diploma, or the equivalent of a high school diploma, or have passed a valid examination administered by a certified testing agency that measures the person’s ability to benefit from training;

**And** have completed the following hours of cosmetology or specialty curriculum in a licensed beauty culture school:

*Cosmetology Operator Instructor*

* 1,500 hours of instruction - 750 hours of instruction

*Esthetician*

* 750 hours of instruction

*Nail Technician*

* 600 hours of instruction

To be eligible for a Cosmetology Operator instructor or specialty instructor license an applicant must:

★ Pass a written examination and practical demonstration of teaching skills;

★ Submit a completed application on a TDLR-approved form;

★ Pay the TDLR fees required in section 83.80 of the Texas Cosmetology Laws and Rules Book;

★ Be at least 18 years of age;

★ Have obtained a high school diploma or a high school equivalency certificate;

★ Either hold an active Cosmetology Operator license for an instructor license or hold an active esthetician or nail technician license for an instructor specialty license; and

★ have completed 750 hours of instruction.

To be eligible for a Class A Barber or specialty license, an applicant must do the following:

★ Pass a written and practical examination;

★ Submit a completed application on a TDLR-approved form;

★ Pay the TDLR fees required in section 82.80 of the Texas Barbering Laws and Rules Book;

★ Be at least 16 years of age;

★ Have obtained at least a seventh-grade education;

**And** have completed the following hours of a barbering or specialty curriculum in a licensed barber school:

*Class A Barber*

* 1500 hours of instruction Barber Crossover
* 300 hours of instruction

To be eligible for a Barber Instructor license an applicant must:

★ Pass a written examination and practical demonstration of teaching skills;

★ Submit a completed application on a TDLR-approved form;

★ Pay the TDLR fees required in section 82.80 of the Texas Barbering Laws and Rules Book;

★ Be at least 18 years of age;

★ Have obtained a high school diploma or a high school equivalency certificate;

★ Either hold an active Class A Barber license for an instructor license or hold a current specialty license for an instructor specialty license; and

★ have completed 750 hours of instruction.

#### Requirements for TDLR Student Permit

*TDLR requires a student enrolled in a beauty culture or barber school to hold a permit stating the student’s name and the name of the school. Recent photograph(s) of the student must be affixed on their student permit.*

There is a $25 Student Permit Fee

*Cosmetology Operator, specialty and instructor:*

★ Submit a completed application on a TDLR-approved form; and

★ Pay the TDLR fees required in section 83.80 of the Texas Cosmetology Laws and Rules Book; and

★ Meet TDLR licensure requirements respective to the applicable program.

*Class A Barber, Crossover, and Instructor:*

★ Submit a completed application on a TDLR-approved form; and

★ Pay the TDLR fees required in section 82.80 of the Texas Barbering Laws and Rules Book; and

★ Meet TDLR licensure requirements respective to the applicable program.

#### Licensure Exam Requirements

TDLR has contracted with PSI Services LLC (PSI) to deliver its examination.

Once the student has been approved by TDLR for testing, the student is responsible for contacting PSI to register and schedule an appointment to take the examination.

Students become eligible to take the Cosmetology Operator or Class A Barber written examination after completing 1,000 hours.

*Students’ tuition does not include administrative and state licensure examination fees.*

#### TDLR & PSI Contact Information

The student’s license application and documentation must be sent to:

Texas Department of Licensing and Regulation

P.O. Box 12088

Austin, Texas 78711-2157

Tel: 512.463.6500 or 1.800.803.9202

[www.license.state.tx.us](http://www.license.state.tx.us/)

E-mail: [cosmetologists@license.state.tx.us](mailto:cosmetologists@license.state.tx.us)

All inquiries and requests for information about to the examination should be directed to PSI. PSI licensure certification

3210 E. Tropicana

Las Vegas, NV 89121 Tel: 1.800.733.9267

Fax: 702.932.2666

[www.psiexams.com](http://www.psiexams.com/)

#### Required Identification at Examination Site

The student must provide one (1) form of identification. The identification must be a *valid* form of government-issued identification—e.g., driver’s license, state ID, passport, which bears their printed name, photograph, and date of birth. Identification provided must match the name provided by TDLR, as listed on the Student Permit, to PSI upon eligibility. Failure to provide their required identification may result in forfeiting the examination fee.

#### State Licensing Disclaimer

The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licentiate of the business or profession in question, would be grounds for TDLR to deny licensure. TDLR denies licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license. It is a student’s responsibility to contact TDLR and determine whether their criminal background will hinder their ability to become licensed in the state. TPCA is not responsible for students denied licensure. TPCA’s programs only lead to licensure within the state of Texas.

#### Mailing Fee Disclaimer

The school will charge a $35 mailing fee applicable to those students who require the school to mail to TDLR their student permit applications.

## GRADUATION, LICENSURE, & EMPLOYMENT RATES

The following statistics represent program graduation, licensure exam pass rates and job placement rates as of 11/30/2018 for the NACCAS 2017 Annual Report.

|  |  |
| --- | --- |
| Graduation: | 100% |
| Placement: | 100% |
| Licensure: | 100% |

## TRAINING OVERVIEW

### Overview

TPCA benchmarks the course content of its programs' curriculum with the needs and demands of the business and beauty and grooming industry by monitoring feedback from regulatory agencies. *All programs are presented in the English language only.*

#### Training Breakdown

1. **Discovery:** Basic training through classroom theory, mannequin & live model practice with emphasis on procedure, skill development, client relations, and sales and marketing techniques.
2. **Skill Development:** Continuing education through clinic activities, classroom theory, mannequin & live model practice with the objective being skill development, client satisfaction, salon operations, time management, communication, and people skills.
3. **Career Readiness:** Refining skills for job readiness & career placement focusing on client relations, technical competency, time efficiency & sales and marketing techniques.

#### Physical Demands, Safety, & Industry Requirements

Students interested in pursuing a career in the beauty and grooming industry should:

★ Develop finger dexterity and a sense of a form and artistry;

★ Enjoy dealing with the public;

★ Be aware the work can be arduous and physically demanding, depending on operational policies, as a result of standing/sitting for long hours and repetitious movement of arms and hands given the typical activities involved. Such repetitious movements can lead to possible repetitive movement disorders—e.g., carpal tunnel.

★ Be cognizant work schedules can be demanding, as a result of working long hours, which may include nights and weekends and may or may not include breaks or lunches.

★ Professionals should take steps to ensure proper physical conditioning and rest periods;

★ Daily operations often include the use of caustic substances, which may require the use of protective gear—e.g., disposable gloves, aprons, goggles, facemasks, etc.;

★ Garner sufficient operating capital if opening a business;

★ Remain abreast of the latest trends and techniques; and

★ Maintain a strong commitment to education.

#### Program Phase Breakdown

**Cosmetology Operator Phases (1500 hours)**

*Phase I* 0-250 hours

*Phase II* 251-450 hours

*Phase III* 451-1,200 hours

*Phase IV* 1,201-1,500 hours

**Class A Barber Phases (1500 hours)**

*Phase I* 0-250 hours

*Phase II* 251-450 hours

*Phase III* 451-1,200 hours

*Phase IV* 1,201-1,500 hours

**Esthetician Phases (750 hours)**

*Phase I* 0-100 hours

*Phase II* 101-500

*Phase III* 501-750

**Nail Technician (600 hours)**

*Phase I* 0-100 hours

*Phase II* 101-350 hours

*Phase III* 351-600 hours

**Instructor (750 hours) (Cosmetology & Barber)**

*Phase I* 0-200 hours

*Phase II* 251-500 hours

*Phase III* 501-750 hours

**Barber Crossover (300 hours)**

*Phase I* 0-30 hours

*Phase II* 31-300 hours

#### Areas of Study

Cosmetology Operator*: Explore the latest styles and techniques in haircutting, color, texture, styling, skin care, hair removal, nail care and makeup in addition to the state requirements and business aspects of the industry.*

Class A Barber and Barber Crossover: *Master the latest styles and techniques in haircutting, color, texture, styling, skin care, hair removal, nail care and shaving in addition to the state requirements and business aspects of the industry.*

Esthetician: *Learn hair removal, body treatments, facials, makeup application, and specialized techniques to purify, balance and renew the skin in addition to the state requirements and business aspects of the industry.*

Nail Technician: *Develop a complete understanding of advanced nail care services with hand and foot care. Learn industry-standard manicuring and pedicuring techniques as well as the latest technology in nail art, gels, and acrylics in addition to the state requirements and business aspects of the industry.*

Instructor (Cosmetology or Baber): *Designed to teach and mentor accomplished license holders to become capable of addressing the students' needs in a classroom and clinic floor setting, using a system of forward-focused thinking and front-end coaching. Great emphasis is placed on teaching methods, student evaluations of performance and examinations, preparing students to pass their state board examination, and much more.*

#### Career Opportunities

Day Spa Salon Education & Other Fields

*Spa Director Spa Owner Esthetician*

*Sales Representative*

*Hair Stylist Barber Esthetician Makeup Artist Nail Technician*

*Sales Representative Hair Coloring Specialist Salon Manager or Owner*

*Instructor*

*State Board Member or Inspector Educational Director for Product Manufacture Consultant/Trainer*

*School Owner Freelance Makeup Artist*

*Stylist or Makeup Artist for Film, Theater, Fashion or Print Guest Educator*

#### Career Outlook

TPCA does not guarantee employment; the beauty and grooming industry has an ongoing need for well-trained professionals. Never forget that enrolling in a barber or beauty school is the first stepping stone towards a successful career in the beauty or grooming industry. It takes a culmination of TPCA’s values, commitment to continuing education and remaining abreast in the latest trends to increase the likelihood of financial stability. However remember, students, enrolling at TPCA become part of the TPCA tribe and with that comes faculty and staff who are centered at the needs of every student because it is essential to TPCA that all student are acclimated and equipped to commence their journeys on the right foot and meet their career goals. The link below provides the average hourly and annual salaries of different branches of the beauty and grooming industry on a national and statewide level, based on the statistics of the most current reporting period of the Bureau of Labor Statistics (BLS).

*Bureau of Labor Statistics*

<http://www.bls.gov/ooh/occupation-> finder.htm?pay=&education=Postsecondary+nondegree+award&training=None&newjobs=&growth=&submit=G O

*The U.S. Department of Labor*

The U.S. Department of Labor provides current job information at [http://www.careerinfonet.org](http://www.careerinfonet.org/)

*O\*NET Resource Center*

The O\*NET program is the nation's primary source of occupational information. Central to the project is the O\*NET database, containing information on hundreds of standardized and occupation-specific descriptors. The database, which is available to the public at no cost, is continually updated by surveying a broad range of workers from each occupation.

O\*NET CODES - [http://www.onetonline.org](http://www.onetonline.org/)

## STUDENT RESOURCES & ADMISSIONS POLICY

#### Career Services & Employer Relations

TPCA offers career services to facilitate students meeting their career goals via solidifying and maintaining working relationships with employers to promote and enhance the visibility and effectiveness of TPCA to ultimately perpetuate employment opportunities for students, as it is part of TPCA’s mission to assist students to gain employment within their chosen field of study upon successfully obtaining licensure.

#### Graduate Employment Assistance

TPCA offers academic and graduate employment services to students. TPCA does *not* guarantee employment; the beauty and grooming industry has an ongoing need for well-trained professionals.

#### Student Parking

While some student parking is provided TPCA cannot guarantee any student, a parking space. Students must abide by local (city and landlord) parking rules, which are announced during orientation. TPCA will not be responsible for parking violations and towing fees.

#### Student Discounts

Actively enrolled students and TPCA graduates receive 40% and 15% discount on services, respectively. TPCA reserves the right to modify or remove discount percentage. There are no discounts for family and friends unless approved by management.

Students may also be eligible for discounts with TPCA’s brand partners, which is announced at orientation.

#### Personal Services

Services must be approved by an instructor (or designate) and are designated on a specified day. If a service guest comes in and Guest Services needs the student executing the personal service or the student receiving it to take care of the guest, the student receiving the service must reschedule their service, as all service guests take priority to ensure students have the opportunity to build skill accordingly. Please note that personal services are considered rewards and scheduled for students who are up to date with all projects, tests, and worksheets. School assignments and successful learning are a priority.

#### Student Services

Staff at TPCA make reasonable effort to maintain close communication with all students. Students have faculty and administrative staff who are centered at their needs, including career and academic advising.

Students are encouraged to seek help whenever it is needed. Formal academic advisement occurs when progress reports are issued. At any time, between progress reports, students may be formally advised; and all advisements are confidential. Whenever any staff member advises a student, the proceedings of that advisement are documented. All students will receive ongoing, informal daily advisement in the areas of behavior, attitude, attendance, respect, cooperation, image, pride, and professionalism. When a student’s problems are beyond Staff capability, the student will be referred to the appropriate professional.

The Student Advocacy Department offers support in areas related to transportation, day-care, and other related areas to help students complete their program. A Student Advocate is available to meet with students to provide referrals for students at risk or in need of assistance while enrolled at TPCA.

#### Voter Registration

We encourage students to register to vote. Students can go to votetexas.org and follow the instructions to register to vote. This webpage contains everything they need to know about the requirements to be allowed to vote and how to become a registered voter as well as deadlines for submission of those applications.

#### Child Care Resources

Students are prohibited from bringing their children to TPCA during their scheduled course time or while earning clock hours. Please make appropriate arrangements for child care. A TPCA Student Advocate is available to assist in locating child care resources.

#### Room & Board

There is no room and board available on campus. A TPCA Student Advocate is available to assist in researching for external resources.

#### Safety & Health Requirements

Safety (particularly in the areas of sanitation and sterilization) is paramount. Students are not only in touch-contact with clients, but do so in a manner, which involves the use of sharp/pointed tools and implements chemical solutions, heat, light, and electricity.

Students must be constantly aware of safety as it relates to the client. The use of proper sanitation is required by the student to avoid the transmission of disease. Services involving chemicals or the application of heat demands constant vigilance from the student. The student must report any accidents to management immediately.

#### Rights Reserved

To maintain an innovative approach to continuing education, TPCA reviews its policies and curriculum periodically and makes necessary revisions. TPCA reserves the right to add or withdraw any course and may change, create or modify supplies, dress code, curriculum format, tuition, educational methods, rules, policies, program schedules or any other published information as conditions warrant. TPCA has no responsibility for loss or damage to student work, supplies, or any other personal property. Students should keep personal items in lockers or designated areas. Students are required to immediately replace any supplies or equipment that is lost, stolen, or broken. TPCA highly invests in its facilities and professional-grade equipment to meet its mission to provide an assimilated, real-time salon, spa, and barbershop environment to its students. Disrespect or vandalism of any sort to school facilities and equipment will not be tolerated and will result in disciplinary action, up to and including termination.

#### Enrollment Periods

Enrollment periods begin every month for full-time and part-time program cohorts. TPCA reserves the right to modify and/or cancel a class due to insufficient enrollment. Please contact the admissions office for exact dates.

#### Admission Requirements and Process

TPCA knows how stressful the decision-making process can be when selecting a school. It is TPCA’s goal to make its admissions process as seamless as possible for students to apply. TPCA encourages all prospective students to contact the academy and a Student Advocate (or designate) can schedule an appointment that is agreeable to the student and/or parent or guardian to ensure the student is provided with the necessary information to make an informed decision in taking the next steps to a beautiful career. Remember, TPCA is centered at the needs of all prospective and matriculating students and TPCA faculty and staff are eager to help.

To be eligible for admittance in the Cosmetology Operator, Class A Barber or specialty license, an applicant must meet the following:

1. **Personal Interview:** Applicant must complete a personal interview with a Student Advocate (or designate) prior to applying;
2. **Complete an Application Form**, which may be submitted as hardcopy or completed on our website at [www.TPCALaredo.com.](http://www.TPCALaredo.com/) The hardcopy may be obtained at the Admission’s Department.
3. **Submit a $100 non-refundable Application Fee.** Action will not be taken on admission until the application fee of $100 is received;
4. **Submit Two (2) Photos:** The photos should be a recent head and shoulder shot of the applicant;

#### Provide Verification Documents:

* 1. Identification (provide only one): A birth certificate, driver’s license, government-issued identification, birth registration, passport, Mexican Consular Card, etc., may be used to convey proof of age.
  2. Education (Provide only one):
     1. Copy of a standard high school diploma, or its equivalent, a transcript showing high school completion, or a certificate of attainment (only applicable for non-Title IV recipients);
     2. Copy of General Education Development (GED) Certificate;
     3. Secondary school completion credential from an acceptable accredited home school program. Homeschool students must provide documentation stating learning outcomes and high school completion equivalency; or
     4. An academic transcript of a student who successfully completed at least a two-year program that is acceptable for full credit towards a bachelor’s degree.

*Please note, as per TDLR regulations, Class A Barber applicants are eligible for licensure with a seventh-grade education.*

*An applicant who does not possess a high school diploma or equivalency, must satisfactorily complete an ATB (Ability to Benefit) evaluation at 225 clock hours by meeting the TPCA’s grade and attendance policy. Students who do not pass this evaluation will not be permitted to remained enrolled in their program. ATB students are not eligible for Title IV funding, as applicable. TPCA reserves the right to admit a limited number of secondary students who are not enrolled under a training agreement, if the applicant meets state requirements for admissions, obtains written permission from the secondary school in which they are enrolled and complete a pre-enrollment evaluation.*

Foreign Diplomas or Transcripts must be translated and evaluated for U.S. equivalency by a recognized agency before submitting school application. It is the student’s responsibility to have a foreign diploma or transcript translated and evaluated as part of the admissions process.

1. *Instructor must also provide:*
2. A copy of current and valid Cosmetology Operator/Class A Barber/specialty license or proof from state database (for those interested in instructor course); and
3. Submit two (2) Letters of Recommendation
4. *Barber Crossover students must also provide*: a current valid Cosmetology Operator License
5. Transfer Hours: Applicants with transfer hours must submit transcripts from previously attended schools.

TPCA is a private beauty culture and barber school and may refuse admission to an applicant for any reason not protected by state or federal law. TPCA does not recruit students admitted or enrolled in another institution with similar course offerings. A person registering at TPCA cannot be enrolled in any other course.

TPCA does not require students to provide proof of vaccinations as part of the admission requirements. However, TPCA does recommend students to speak with their primary care physician (PCP) regarding recommended vaccination regimen(s) for persons working in close proximity to the general public.

#### Transfer of Prior Hours Requirements

TPCA accepts transfer students. TPCA does reserve the right to deny transfer hours from another institution for any reason. A student may only transfer up to 50% their course work from another institution and may be subject to practical entrance exam. If any tuition is owed to a former institution(s), where the student is requesting a transfer from, transfer hours from the institution(s) will not be considered. The cost of transfer students is based upon the current per hour tuition rate. The per hour cost does not include the cost of supplies if needed.

TPCA does not allow students to transfer between programs. If a student chooses to enroll in a different program within TPCA, the student must first withdraw from the currently attending program, then enroll in a different program as a new student. Prior credit will not be granted towards the new program.

Out of state hours must be evaluated and accepted by TDLR before the review of TPCA’s Director of Education (or designate). TPCA’s Director of Education (or designate) will review prior hours to determine their acceptance. Students will not receive credit for prior hours after course commencement.

TPCA highly recommends prospective students pay any balance for previously received program hours before requesting a transfer to TPCA, as TDLR prohibits schools from certifying transcripts from former schools where the student has an outstanding balance. TDLR will not allow a student to become licensed if tuition is owed for hours transferred from a prior school.

Prospective students who previously obtained hours of instruction at a former school, other than TPCA, and the school’s license has been expired for more than 30 days the prospective student will be ineligible to transfer hours.

#### Transferability of Hours

All higher institutions reserve the right to determine which hours will or will not be accepted from another institution. The transferability of hours a student earns at TPCA is at the complete discretion of the institution the student is seeking to transfer. If the hours a student earns at TPCA are not accepted at the institution to which the student seeks to transfer, the student may be required to repeat some or all of the course work.

#### Readmission for Former TPCA Students

To be eligible for readmission, the student must meet the following readmission requirements.

1. Meet all Admission requirements.
2. Previously terminated students must allow 95-days from the official termination date before reapplying. A written request for approval must also be submitted with thirty (30) days from reapplying and which time it will be reviewed, and a decision made within thirty (30) days of the request. Readmission will only be approved after evidence is shown conditions which caused the interruption or unsatisfactory progress was mitigated. If readmission is approved, the student will re-enter the institution with the same progress status as the date of withdrawal.
3. Be current on any outstanding debts or make satisfactory payment arrangements with TPCA. Previous balances owed may be applied to the new agreement balance in the new Enrollment Agreement.
4. Students may use former supplies if it is complete and meets the current needs of the course of study or must purchase new supplies from TPCA.
5. Students who withdraw from enrollment two times may not be considered for readmission.

Prior clocked hours may be evaluated before readmission and may or may not be approved. Under certain conditions, including military withdrawals supported by written certifiable documentation, the student may be eligible for readmission without incurring a Reentry Fee of $150.

Approval for readmission is determined by the Appeals Board and is based on education, schedule, and space availability. TPCA reserves the right to deny readmission following termination or withdrawal for any reason. If readmission approval is granted, the applicant may be required to submit a new Application Fee (if applicable), sign a new Enrollment Agreement, Catalog Acknowledgement Form, and pay additional tuition and supply costs, if applicable. If a student withdraws and has been charged 100% of their Agreement price, a student in good standing (financial, academic and behavioral) may be eligible to return to the course during the following forty-eight (48) month or four (4) year period from the student’s withdrawal date at no additional tuition costs. If a student withdraws and has been charged less than 100% of their agreement, the student may be eligible to return to the course and may incur additional tuition costs, as reentering students will be contracted according to the current tuition costs, and other supply costs, if applicable. Students returning more than thirty (30) days after the original withdrawal date may be required to enter some or all of Phase I training.

TPCA can explain the financial implications of transferring, based on the student’s circumstances. TPCA reserves the right to deny a transfer request for any reason including, but not limited to attendance, behavior and/or academic performance.

#### Appeals Board & Procedures: Dismissals & Denied Requests for Readmission

A student may appeal his or her dismissal and/or request readmission by completing a Request for Readmission form. After consideration of the student’s academic and financial standing, the Appeals Board will review and render

a ruling on the Request for Readmission. If the student is dissatisfied with the Appeals Board’s ruling, the student has the right to escalate the Request for Readmission to TPCA’s CEFO for final review and ultimate resolution.

If a student is terminated for gross misconduct, which includes but is not limited to reporting to school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, falsifying information, threats, and/or bullying, such termination is final and may not be appealed.

#### Termination Policy

TPCA may terminate a student’s enrollment for immoral and/or improper conduct, failing to comply with educational requirements, and/or the terms as agreed upon within the Enrollment Agreement and/or TPCA Catalog. The student may receive up to four (4) coaching sessions. TPCA reserves the right to immediately dismiss a student for gross misconduct, which includes but is not limited to reporting to school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, falsifying information, threats, and/or bullying. The student will be charged an administrative termination/withdrawal fee of $150.00.

#### Suspension Policy

TPCA may suspend a student for failure to comply with educational requirements, and/or the terms as agreed upon within the Enrollment Agreement and/or TPCA Catalog, leaving the academy without permission, failing to notify the academy regarding absences and tardiness, incomplete practical worksheets, failing to attend theory or take theory tests or insubordination.

#### Our Statement of Non-Discrimination

TPCA, in its admission, instruction, graduation, policies and practices, does not discriminate on the basis of sex (gender), race, age, color, ethnic origin (ancestry), religion (creed), disability, marital status, sexual orientation, financial status or military status. TPCA upholds a ***ZERO*** (0) tolerance discrimination policy.

If any student or team experiences and/or witnesses anyone being bullied, harassed, and/or hazed in any way, (s)he is required to report the matter to an Instructor for the matter’s escalation to ensure the appropriate action(s) are taken.

To ensure our programs, activities, and services are accessible to all matriculating students and applicants, TPCA is committed to making a sensible effort to providing academic adjustments, auxiliary aids and reasonable accommodations for students with documented disabilities: defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disability Act of 1990. The academy will work with the applicant or student to determine whether academic adjustments, auxiliary aids, and reasonable accommodations can be useful and/or are available. A reasonable accommodation is one that is consistent with the academic standards of the academy and does not fundamentally alter the nature of a course or program and does not impose an undue financial or administrative burden on the academy. If academic adjustments, auxiliary aids, and/or reasonable accommodations are needed, the applicant should notify the Director of Education (or Designate) in writing at least thirty (30) days in advance of the date required. The request should outline: 1) the type of accommodation needed; 2) date needed; 3) documentation of the nature and extent of the disability; and 4) the need for the accommodation or auxiliary aid. The Director of Education (or Designate) has forty-five (45) days from receipt of written request to respond.

#### Reasonable Accommodations

Any qualified individual with a disability requesting reasonable accommodations should notify TPCA in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and the need for the accommodation. Reasonable accommodations will be made on an individual basis. However, it is the

responsibility of a person with disabilities to seek available assistance and make their needs known at the time of enrollment. Students Documentation to support the disability must be provided to TPCA at the time of the request. Information about an Applicant’s disability is voluntary and confidential. If this information is supplied, a reasonable effort at no additional cost to TPCA will be made to overcome the effects of conditions that limit the participation of qualified disabled Students. If Applicants or Students feel they were the subject of unlawful discrimination, they may notify TPCA Director in writing within ten (10) days of the date that the act occurred. School policy allows for a thirty

(30) day review period.

#### Appealing Accommodation Decisions

*A student may appeal any accommodation decision made by the Director of Education (or Designate) if the student disagrees with the decision.*

*Appeal Examples:*

★ A student may appeal to the Director of Education’s (or Designate) decision to deny a requested accommodation.

★ A student may appeal a decision by the Director of Education (or Designate) to provide an alternate accommodation rather than the specific accommodation requested by a student.

★ A student may appeal a decision by the Director of Education (or Designate) that the student has not presented sufficient documentation to support the requested accommodation.

★ A student may also file an appeal when a staff member fails to provide an approved accommodation, and the Director of Education (or Designate) has not adequately addressed the situation.

1. *When a student wishes to file an appeal, the student must notify the Chief Operating & Compliance Officer (CO) and explain his/her reasons for disagreeing with the Director of Education’s decision or explain how the student’s accommodation is not being implemented and submit any relevant documentation.*
2. *Within ten (10) days of receiving a student’s appeal, the CO will meet with the student and the Director of Education to discuss the issues presented by the student’s appeal. If appropriate, the CO will also discuss the issues with other staff members.*
3. *When a student appeals a decision made by the Director of Education, the CO will determine whether the Director of Education’s decision should be revised or sustained. If the decision is revised, the CO will ensure that the revised decision is implemented.*
4. *When a student files an appeal on the basis that an approved accommodation is not being implemented, the CO will determine whether the accommodation is being fully implemented and if it is not, ensure that the accommodation is implemented. The CO will inform the student of the decision in writing within thirty (30) days after receiving the student’s appeal.*
5. *If not resolved and/or in extreme circumstances the appeal will be escalated to an informal hearing. TPCA Leadership will appoint a Hearing Committee consisting of several TPCA members with at least one (1) member having no involvement in the appeal and another member who may not be employed at TPCA. The hearing will occur within (30) days of committee appointment. The hearing will be informal with the student presenting his/her case followed by TPCA’s response. The Hearing Committee will be allowed to ask questions of all involved parties. Within fifteen (15) days of the hearing, the committee will prepare a report summarizing the recommended resolution. TPCA Leadership shall consider the report and either accept, reject, or modify the recommendations of the committee.*
6. *The student must exhaust TPCA’s Appeal Procedure before submitting any requests to the State or School’s accrediting agency.*

#### Student Orientation

All incoming students will receive an orientation either before or on their first day of the program. This orientation is required for all incoming students, as TPCA will discuss TPCA’s mission, values, student policies, the curriculum, how

students will progress via the program and introduce students to essential TPCA personnel. Once the orientation has concluded students will be required to sign a form to confirm the student’s receipt of the TPCA orientation via permissible format and to affirm their understanding of federal, TDLR, and TPCA policies and procedures.

## GRADES, TRANSCRIPTS & MORE

#### Instructor Scheduling

In order to expose students to a variety of instruction, students may have multiple Instructors throughout their course.

#### Tutoring

Faculty and Staff are available for tutoring assistance. Arrangement for tutoring should be made with your Instructor.

#### Grading System

As an integral part of the learning process, Instructors are required to critique and/or grade the student’s work.

TPCA’s Grading System is intended to assist Instructors in motivating and evaluating students, determining progress and achievement in the mastery of knowledge and skills.

#### Progress Reports

Progress Reports will be facilitated during the student’s Satisfactory Academic Progress (SAP) evaluations. Students may request additional Progress Reports from their Instructor. Progress Reports can be requested orally or in written format and will be processed within forty-eight (48) business hours of the request.

If a student believes there is a discrepancy with a grade, the student should see the Instructor of the class in question within ten business (10) days of the issuance of the Progress Report. If determined that a grade change is necessary, the Instructor will forward a request for a grade change to the Director of Education (or Designate) for review. If the Director of Education (or Designate) determines the grade change is warranted, the Director of Education (or Designate) will issue a corrected student Progress Report.

Transcripts

A transcript is an official record of the student’s educational progress, listing the subjects, grades earned; enrollment date range; and status of the student. TPCA issues official transcripts to graduates to graduates at the time they receive their diplomas. Additional transcript requests may be made for the following reasons at a $10 administrative fee:

★ Submission to other institutions of higher education for transfer of clocked hours,

★ Certification to an employer summarizing a student’s enrollment and academic progress,

★ Replacing a lost official transcript of the graduate

Students/graduates must submit a request in writing to TPCA. The student/graduate may submit a Transcript Request Form that includes the following information.

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

Transcript requests will be processed within forty-eight (48) business hours from the date TPCA acknowledged receipt of the written request from the student.

#### Name Changes

All students requesting a name change to their academic record must submit their request in writing to TPCA and include copies showing the legal name change. Proof of legal name change can be a copy of the following:

★ Driver’s license,

★ Social security card,

★ Marriage certificate,

★ Divorce decree, or

★ Other legal documents supporting the name change.

If the documentation is complete, the student’s academic records will be updated accordingly with a copy of the legal documents in the student’s academic file.

#### Address/Telephone Number Changes

Students are asked to notify TPCA of any address and/or telephone number changes. Notification can be made via written request to initiate the change. A student’s registered address will be automatically updated if correspondence is returned to TPCA by the United States Postal Service (USPS) with an address correction.

#### Schedule Changes

Students wishing to change their schedule must make their request in writing to TPCA. The Director (or designate) will determine if and when the change can be accommodated based on education, schedule, and space availability. After consideration of the student’s academic and financial standing, the Director will review and render a ruling on the requesting schedule change. If a schedule change is approved, the student may be charged a $150 processing fee. If the student is dissatisfied with the ruling, the student has the right to escalate the requested schedule change to TPCA’s Appeals Board. If the student is still dissatisfied with the ruling, the student has the right to escalate the requested schedule change to TPCA’s CEFO who is the final authority on all requests for schedule changes.

#### Scheduled & Unscheduled Hours

While scheduled hours represent planned instruction, unscheduled hours are at Institution discretion for make-up hours, work and completion of guest services. Instructors & students are required to be present and engaged in supervised instruction during unscheduled hours to receive credit. Students may not be clocked without an instructor present & instruction occurring. The TPCA Director will determine the availability of makeup hours.

#### Over-scheduled Daily Hours

Students may be required to stay on campus past their scheduled hours to complete services on clients.

## STUDENT RIGHTS TO ACCESS & PRIVACY

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), TPCA has adopted the following policies and/or procedures. This policy was designed to protect the privacy of education records, to establish the right of students or guardian of a dependent minor student to inspect and review their education records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. This is a notice of students’ basic rights under the law and explains certain procedures for TPCA’s full compliance with the law.

TPCA has adopted policies and/or procedures to protect the privacy of education records, to establish the right of students or parent/guardian of a dependent minor student to inspect and review their education records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. This notice is a notice of students’ basic rights under the law and explains certain procedures for TPCA’s full compliance with the law.

Certain rights are allotted to the parents of matriculating students concerning the students’ education records. While these rights may transfer to the student when the student reaches the age of eighteen (18), FERPA does permit a school to disclose a student’s education records to the student’s parents if the student is a dependent student under Internal Revenue Service (IRS) rules.

Note that the IRS definition of a dependent is entirely different from that of a dependent student for Financial Student Aid (FSA) purposes. For IRS purposes, students are dependent if they are listed as dependents on their parent’s income tax returns. (If the student is a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.)

A school may let parents/guardians of dependent minor students under age twenty-one (21) know when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.

A school official may share with parents, information that is based on an official’s personal knowledge or observation and that is not based on information contained in an education record.

Students or parent/guardians of a dependent minor student may inspect and review their education records upon written request to TPCA. Students or guardian of a dependent minor student may do so by completing a Request to Review Academic Record Form or Release of Student Information Form, respectively, which may be obtained with a TPCA Student Advocate upon request. The Request to Review Academic Record Form must be completed each time the student needs to access personal student information, while an authorized Release of Student Information Form may remain in effect until a signed request is received from the student to revoke it. Requests can take up to 45 days.

The requesting student or guardian of the dependent minor student should identify, precisely as possible, the record(s) needing an inspection on the respective form. The TPCA Student Advocate (or designate) will arrange for access as promptly as possible and will notify the student or guardian of a dependent minor student of the time and place where the records may be inspected and/or copied—copies of all records can be requested at $0.20 per page. When a record contains information about more than one student, the student or guardian of a dependent minor student may inspect and review only the records that relate to him/her.

TPCA reserves the right to refuse to permit a student or parent/guardian of a dependent minor student to inspect the following records:

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

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

TPCA will disclose to third parties, information from a student’s education/financial records only with the written consent of the student, except in cases allowable under FERPA (including legal and accreditation purposes). The following examples include, but not limited to, how TPCA may disclose student education/financial information to third party entities as permissible under FERPA:

★ *School officials with legitimate educational interest;*

★ *Other schools to which a student is transferring;*

★ *Specified officials for audit or evaluation purposes;*

★ *Parties encompassing financial aid services to a student;*

★ *Parents of a student over the age of eighteen (18), still a dependent under IRS rules;*

★ *Organizations conducting specific studies for or on behalf of the school;*

★ *Accrediting organizations;*

★ *To comply with a judicial order or lawfully issued subpoena;*

★ *Appropriate officials in cases of health and safety emergencies; and*

★ *State and local authorities, within a juvenile justice system, under specific state law.*

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

If the TPCA official supports the complaint, the education record will be amended accordingly, and the student or guardian of a dependent minor student will be so informed. If the TPCA official decides not to amend the education record, a student or guardian of a dependent minor student has the right to place in the education records a statement commenting on the challenged information and/or stating the reasons for disagreeing with the decision. This statement will be maintained as part of the education record as long as the contested portion is maintained, and whenever a copy of the education record is sent to any party, the student’s statement will be included.

TPCA’s policy statement implementing FERPA is maintained by, and available for review with the Student Advocate (or designate). Students or parent/guardian of a dependent minor student should address questions, concerns, or problems to the Student Advocate (or designate). Students or guardian of a dependent minor student may file complaints regarding the alleged failure of to comply with FERPA with The Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920; (800) 872-5327.

#### Directory Information

TPCA does not publish “directory information” on any student.

## FINANCIAL PLANNING POLICIES

#### Financial Planning

TPCA offers financial planning to prospective and matriculating students during regular business hours. Prospective and matriculating students are encouraged to contact TPCA should they have any questions or require assistance with their financial planning.

#### Financial Assistance

TPCA is here to help. TPCA provides financing plans for students who require assistance in meeting their financial obligations with TPCA.

#### Payment Agreement

All payments are the responsibility of the student and are payable as stipulated on the Enrollment Contract. Methods of payment include full payment at the time of signing the Enrollment Agreement, application fee paid at time of signing agreement with balance paid prior to start date, or through an approved payment plan. Payment amounts are based upon the course in which the student is enrolled, and the student may opt to liquidate balance ahead of schedule. Any change in financial situations which may affect a student’s ability to make scheduled payments must be discussed with the Financial Advisor (or designate).

*Billing*

Tuition payments are due based on the schedule established through the financial planning process. Payment options accepted are cash, check, money order, cashier's check, 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. The student will be assessed a $39 fee for returned checks. Payments made five (5) calendar days beyond the agreed payment due date, the student’s account will accrue a $28 charge for each missed payment beyond the agreed upon timeframe. After 90 days for non-payment, the student’s account may be forwarded to TPCA’s collection agency. The student will be responsible for all costs associated with the collection.

Students who withdraw or are terminated from enrollment before course completion, the institutional charges for the program will be adjusted based on the hours elapsed beginning on the student's first day of attendance and ending on the student's last physical day of attendance. Please reference Refund Policy.

#### Scholarship and Fee Waivers

TPCA also reserves the right to offer tuition scholarships and waive fees to eligible students, employees and immediate relations of employees of TPCA and its various divisions. Should the scholarship recipient no longer meet a TPCA-sponsored scholarship(s) that was used in the calculations of their Enrollment Agreement, the funds and/or discounts will be retracted from the student’s account and, the current financed amount will reflect a new monthly payment.

#### Definition of Supplies

Books, equipment, uniform, school ID, and other miscellaneous items used for the purpose of completing a program. Such items are non-refundable and are not included in the tuition. Supplies may vary by program.

#### Definition of Tuition

Tuition is the sum of money charged for tuition (or contracted hours within a contracted or agreed upon timeframe) minus supplies, graduation fees, application fee, rentals, and other charges, which are not considered in the tuition adjustment computation, as charges are itemized separately in the Enrollment Agreement. All fees are identified in the catalog and in this enrollment agreement.

#### Notice of Cancellation (Cosmetology Operator; Esthetician; Nail Technician; Instructor)

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The supplies, graduation fees, application fee, rentals, and other charges, which are not considered in the tuition adjustment computation, are non-refundable. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 30 days of official cancellation or withdrawal after the date the student becomes eligible for the refund.

#### Cancellation & Settlement Policy

Student will be issued full refund of money paid by the student if the enrollment agreement or contract is canceled before the *Cancellation Period* outlined below:

1. Cancels this 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. Proves to have entered this enrollment agreement or contract because of misrepresentation made:
   1. *in the advertising or promotional materials of the school; or*
   2. *by an owner or representative of the school.*

#### Refund Policy

1. Student will be issued a refund of any unused part of tuition, less application fee, student permit, supply costs, and other applicable charges paid by the student who, at the expiration of the cancellation period:
   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.
2. The refund is based on:
   1. The period of the student’s enrollment, computed on the basis of course time expressed in scheduled hours, as specified by an enrollment agreement or contract.
   2. The effective date of the termination for refund purposes is the earliest of:
      1. the last date of attendance, if the student is terminated by the school;
      2. date the school receives the student’s written notice of withdrawal;
      3. ten (10) school days after the last date of attendance; or
      4. the earlier of the date of expiration of an approved leave of absence (LOA) or the date the student notifies the institution that the student will not be returning in writing.
   3. The school may retain not more than $100 if:
      1. tuition is collected before the course of training begins; and
      2. the student fails to withdrawal from the course of training before the cancellation period expires.

*Parent(s) or legal guardian(s) of dependent minor students must provide such notice of cancellation. A withdrawal does not absolve the student and parent(s) or guardian(s), if any, of the financial responsibilities under the phases of the Enrollment Agreement. For unofficial withdrawal, students are determined by no longer attending school through monitoring clock hour attendance at least every 10 school days. Expelled (dismissed) students will be determined by the institution by monitoring attendance at least every 10 school days. The student will be charged an administrative termination/withdrawal fee of $150.00.*

#### Withdrawal or Termination of Student

All refunds will be calculated based on the student's last date of attendance. Any monies due to a student who withdraws shall be refunded within 30 days of a determination that a student has withdrawn, whether officially or

unofficially, or in the case of an unofficial withdrawal, within forty (40) days of the date TPCA determines the student has unofficially withdrawn.

1. If a student begins a course of training that is scheduled to run not more than 12 months and, during the last 50 percent of the course, withdraws or is terminated from the course by the school, the school:
   1. may retain $100 in tuition and fees paid by the student; and
   2. is not obligated to refund any additional outstanding tuition
2. 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.
   5. If the student withdrawals or is terminated on or after 50-percent of the course, TPCA may retain 100- percent of the tuition fees paid by the student and is not obligated to refund any additional outstanding tuition.
3. 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.
4. Students who withdraw or terminate before course completion are charged a cancellation or administrative fee of $150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (e.g., extra supplies, materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and enrollment agreement.

**Interest on Refund**

1. If School fails to pay refund within the period required, the school shall pay interest on the amount of the refund for the period beginning the 31st day after the student becomes eligible for the refund and ending on the day preceding the date the refund is made. The State Department of Licensing and Regulation shall annually set the interest rate at a rate sufficient to deter a school from retaining money paid by a student.
2. If a refund of tuition is owed to a lending institution, the interest is paid to the institution and applied against the student’s loan.
3. The School will make a good faith effort to refund any owed tuition to the student. If unable to locate the student, the school will be exempt from any accruing interest.

#### Reentry of Student After Withdrawal or Termination

If the student voluntarily withdraws or is terminated after completing 50 percent of the course and received a grade of incomplete, the student may be allowed to re-enroll in the course of training without paying additional tuition, if the student submits and completes all school admission requirements during the 48-month period following the date of withdrawal or termination. Students who were formerly terminated must allow 95-days from the official termination date before reapplying. TPCA reserves the right to deny readmission. Students returning more than thirty (30) days after the original withdrawal date may incur a $150 Reentry Fee.

**Effect of Student Withdrawal**

1. A student who withdraws from a course of training but is not entitled to a refund shall receive a grade of incomplete, if:

(1)the student requests the grade at the time of withdrawal; and

(2)the withdrawal is for an appropriate reason unrelated to the student's academic status.

1. A student who receives a grade of incomplete may reenroll in the course of training before the fourth anniversary of the date the student withdraws and may complete the subjects without paying additional tuition.

**Effects of School Closure**

If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro-rata refund of tuition to the student OR provide course completion through a pre-arranged teach-out agreement with another institution. If the course is canceled after to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is canceled after students have enrolled and instruction has begun, the school shall provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

**Debt Collections**

After 90 days of non-payment, the student’s account may be forwarded to a collection agency. The student will be responsible for all costs associated with the collection.

**Qualifying Events for Settlement**

When situations of mitigating circumstances are in evidence, such as serious illness, a disabling accident, and/or death of immediate family member, TPCA may endeavor a settlement that is reasonable and fair to both parties.

#### Notice of Cancellation (Class A Barber; Barber Crossover; Instructor)

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The supplies, graduation fees, application fee, rentals, and other charges, which are not considered in the tuition adjustment computation, are non-refundable. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 30 days of official cancellation or withdrawal after the date the student becomes eligible for the refund.

#### Cancellation & Settlement Policy

Student will be issued full refund of money paid by the student if the enrollment agreement or contract is canceled before the Cancellation Period outlined below:

* 1. Cancels this 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. Proves to have entered this enrollment agreement or contract because of misrepresentation made:
     1. *in the advertising or promotional materials of the school; or*
     2. *by an owner or representative of the school.*

#### Refund Policy

1. Student will be issued a refund of any unused part of tuition, less application fee, student permit, supply costs, and other applicable charges paid by the student who, at the expiration of the cancellation period:
   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.
2. The refund is based on:
   1. The period of the student’s enrollment, computed on the basis of course time expressed in scheduled hours, as specified by an enrollment agreement or contract.
   2. The effective date of the termination for refund purposes is the earliest of:
      1. the last date of attendance, if the student is terminated by the school;
      2. date the school receives the student’s written notice of withdrawal; or
      3. ten (10) school days after the last date of attendance; and
      4. the earlier of the date of expiration of an approved leave of absence (LOA) or the date the student notifies the institution that the student will not be returning in writing.
   3. The school may retain not more than $100 if:
      1. tuition is collected before the course of training begins; and
      2. the student does not begin the course of training before the cancellation period expires.
      3. A Barber school shall publish in the catalogue and enrollment agreement of the school a description of the refund policy.

*Parent(s) or legal guardian(s) of dependent minor students must provide such notice of cancellation. A withdrawal does not absolve the student and parent(s) or guardian(s), if any, of the financial responsibilities under the phases of the Enrollment Agreement. For unofficial withdrawal, students are determined by no longer attending school through monitoring clock hour attendance at least every 10 school days. Expelled (dismissed) students will be determined by the institution by monitoring attendance at least every 10 school days. The student will be charged an administrative termination/withdrawal fee of $150.00.*

#### Withdrawal or Termination of Student

*All refunds will be calculated based on the student's last date of attendance. Any monies due to a student who withdraws shall be refunded within 30 days of a determination that a student has withdrawn, whether officially or unofficially, or in the case of an unofficial withdrawal, within forty (40) days of the date TPCA determines the student has unofficially withdrawn.*

1. If a student begins a course of training that is scheduled to run not more than 12 months and, during the last 50 percent of the course, withdraws or is terminated from the course by the school, the school:
   1. may retain $100 in tuition and fees paid by the student; and
   2. is not obligated to refund any additional outstanding tuition if the student withdraws or is terminated during the last 50 percent of the course.
2. If a student begins a course of training at a barber 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.
3. If the student withdrawals or is terminated on or after 50-percent of the course has been completed, the TPCA shall allow the student to re-enter the school at any time before the fourth anniversary of the date of withdrawal or termination.
4. 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.
5. Students who withdraw or terminate before course completion are charged a cancellation or administrative fee of $150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (e.g., extra supplies, materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and enrollment agreement.

#### Effect of Student Withdrawal

1. A student who withdraws from a course of training but is not entitled to a refund shall receive a grade of incomplete, if:
   1. the student requests the grade at the time of withdrawal; and
   2. the withdrawal is for an appropriate reason unrelated to the student's academic status.
2. A student who receives a grade of incomplete may reenroll in the course of training before the fourth anniversary of the date the student withdraws and may complete the subjects without paying additional tuition.

#### Reentry of Student After Withdrawal or Termination

If the student voluntarily withdraws or is terminated after completing 50 percent of the course and received a grade of incomplete, the student may be allowed to re-enroll in the course of training without paying additional tuition, if the student submits and completes all school admission requirements during the period following the date of withdrawal or termination. Students who were formerly terminated must allow 95-days from the official termination date before reapplying. TPCA reserves the right to deny readmission. Students returning more than thirty (30) days after the original withdrawal date may incur a $150 Reentry Fee.

#### Payment of Refund

1. If School fails to pay refund within the period required, the school shall pay interest on the amount of the refund for the period beginning the 31st day after the student becomes eligible for the refund and ending on the day preceding the date the refund is made. The State Department of Licensing and Regulation shall annually set the

interest rate at a rate sufficient to deter a school from retaining money paid by a student.

1. If a refund of tuition is owed to a lending institution, the interest is paid to the institution and applied against the student’s loan.
2. The School will make a good faith effort to refund any owed tuition to the student. If unable to locate the student, the school will be exempt from any accruing interest.

#### Debt Collections

After 90 days of non-payment, the student’s account may be forwarded to a collection agency. The student will be responsible for all costs associated with the collection.

#### Qualifying Events for Settlement

When situations of mitigating circumstances are in evidence, such as serious illness, a disabling accident, and/or death of immediate family member, TPCA may endeavor a settlement that is reasonable and fair to both parties.

#### Effects of School Closure

If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro-rata refund of tuition to the student OR provide course completion through a pre-arranged teach-out agreement with another institution. If the course is canceled after to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is canceled after students have enrolled and instruction has begun, the school shall provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach- Out Agreement OR provide a full refund of all monies paid.

#### Refund Calculation Policy

Refunds will be calculated in accordance with Texas Occupations Code, Chapters 1601 and 1602 for barbering and cosmetology, respectively.

## DRESS CODE

#### Student Dress Code

TPCA student dress code is based on industry standards in the careers for which students are preparing and is intended to promote consistency and uniformity within TPCA, while still affording some room for expression.

Students are expected to dress professional and fashionable, in all black attire, using good taste and judgment in matters concerning dress and appearance, with the following specific dress code requirements:

★ Clothing must be neat and clean.

★ Students are required to dress professionally according to industry standards.

★ Solid black, ankle length or longer pants secured at the waist.

★ Solid black skirts or dresses secured at the waist that is no shorter than the top of the knee.

★ Solid black, form-fitting/skin tight pants, such as leggings and tights are acceptable only when worn under a top, dress or skirt that is no shorter than the top of the knee.

★ Permitted accessories include jewelry, belts, neck scarves and decorative hair accessories of any color.

★ All hair styling, makeup, and facial hair must be professional and complete before arrival at TPCA.

★ Slip-resistant shoes, sneakers or boots with closed toe and closed heel. No high-heels, flip-flops, CROCS or sandals.

★ Clothing must not contain unprofessional language or images.

★ No pajamas, sweatpants, or sleep attire.

★ No skin or undergarments may be visible between the shirt and pant or skirt.

★ Abdomens, underarms, bottoms, shoulders, cleavage, lingerie and undergarments must be covered at all times.

★ Hands and fingernails must be clean and manicured. Students shall maintain fingernail lengths and follow guidelines appropriate for the career they have chosen.

Students must comply with the dress code requirements at all times during course hours, while on the premises or at TPCA-sponsored events. Students who do not adhere to the Student Dress Code must clock out and leave TPCA premises or TPCA-sponsored event until the student complies with the Student Dress Code. TPCA reserves the right to designate a casual day.

#### Student Instructor Dress Code

TPCA will provide one (1) lab coat, which is included in the Supply Fees.

Students are expected to wear all black attire and use good taste and judgment in matters concerning dress and appearance. Neat, clean and appropriate attire creates the PROFESSIONAL IMAGE that TPCA wishes to portray, and at all times the student’s attire must reflect professionalism.

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

★ Clothing must be neat and clean.

★ Students are required to dress professionally according to industry standards.

★ TPCA-issued name tag attached and visible at all times.

★ Lab coats must be worn at all times during clinic.

★ Solid black, ankle length or longer pants secured at the waist.

★ Solid black skirts or dresses secured at the waist that is no shorter than the top of the knee.

★ Solid black, form-fitting/skin tight pants, such as leggings and tights are acceptable only when worn under a top, dress or skirt that is no shorter than the top of the knee.

★ Permitted accessories include jewelry, belts, neck scarves and decorative hair accessories of any color.

★ All hair styling, makeup, and facial hair must be professional and complete before arrival at TPCA.

★ Slip-resistant shoes, sneakers or boots with closed toe and closed heel. No high-heels, flip-flops, CROCS or sandals.

★ Clothing must not contain unprofessional language or images.

★ No pajamas, sweatpants, or sleep attire.

★ No skin or undergarments may be visible between the shirt and pant or skirt. Abdomens, armpits, bottoms, shoulders, cleavage, lingerie and undergarments must be covered at all times.

★ Hands and fingernails must be clean and manicured. Students shall maintain fingernail lengths and follow guidelines appropriate for the career they have chosen.

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#### Name Tags

Student Instructors are required to wear their name tags at all times while on school grounds to remain in compliance with TPCA Dress Code. Should a student instructor not have the name tag displayed on his/her person, the student must clock out and leave TPCA premises or TPCA-sponsored event until the student complies with the Student Dress Code. Should a student lose the name tag, the student will be charged a $25 administrative fee.

## STUDENT POLICIES

#### Conduct & Employability Standards

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

1. When a student’s appearance and/or attitude is in opposition to the career education goals to which TPCA’s academic and placement assistance are dedicated, the student may be advised, dismissed for the day and/or placed on probation. If no progress is shown during the probation period, the student may be dismissed.
2. When a student’s behavior interferes with the rights of others, disrupts and/or prohibits the learning process of other students, or is in opposition to policies and rules of the classroom and TPCA, the student may be advised, dismissed for the day and/or placed on probation. If no progress is shown during the probation period, the student may be dismissed.
3. When a student is guilty of negligent and/or careless acts and/or omissions in the learning process so as to endanger or to cause injury to another person or property, the student may be advised, dismissed for the day and/or placed on probation or may be automatically dismissed.
4. Under certain circumstances, a student’s conduct may warrant immediate dismissal. Examples of this include, but are not limited to:
   1. Engaging in verbal threats, intimidation, use of foul or profane language, physical threats, sexual assault, physical violence, racial or sexual harassment in or around TPCA.
   2. Possession of weapons, firearms and knives while on TPCA property or when involved in any TPCA sponsored activity.
   3. Possessing, distributing or using alcohol and/or illegal drugs in or around TPCA.
   4. Vandalizing, stealing or being in possession of stolen property.
   5. Falsifying personal information on TPCA documents and/or presentation of forged documents.

#### Non-Fraternization

Instructor course students are prohibited from fraternization with non-instructor students, either during regularly scheduled course hours or at any other time. Under no circumstances will matriculating Instructor students provide or accept transportation from non-instructor students or provide their personal contact information—i.e., including telephone/cellular phone number(s) and internet-based media—to non-instructor students. This policy includes the use of TPCA facilities designated for non-educational use, such as designated break and smoking areas. Instructor students must use facilities designated for Faculty and Staff. Fraternization with non-instructor students is considered unprofessional behavior and subject to corrective action up to and including dismissal from TPCA. Instructor course and non-instructor course students are not allowed to fraternize and/or eat with TPCA instructors.

#### Alcohol & Drug Prevention

TPCA in its policies supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol by anyone on TPCA property or as a part of any TPCA activity is prohibited. Students taking prescribed or over-the-counter (OTC) medication, which may affect functioning should inform TPCA, accordingly.

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

#### Sexual Misconduct Prevention & Response

TPCA is committed to complying with all laws that prohibit discrimination on the basis of sex in admission to, employment with, and otherwise in the operation of its educational programs and activities. TPCA strives to ensure that all TPCA students have equal opportunity to benefit from TPCA’s programs and activities and that all TPCA employees enjoy equal employment opportunity, free from sex discrimination and sexual harassment.

To ensure all complaints of sex discrimination and sexual harassment—whether brought by students, employees, and/or third parties—are promptly investigated and, where a violation is found, TPCA will take the appropriate measures to end the conduct, prevent its recurrence, and address its effects.

Sexual harassment is unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person’s employment or education, unreasonably interfered with a person’s work or educational performance, or creates an intimidating, hostile or offensive working or learning environment.

Individuals who believe they are victims of sexual harassment should make it clear that such behavior is offensive to them. If the behavior continues, the matter must be documented and relayed to any faculty and staff the individual feels most comfortable with or submit the incident via e-mail at [info@TPCALaredo.com](mailto:info@TPCALaredo.com) to ensure immediate escalation; the individual may opt to remain anonymous.

Responsible employees must promptly report sexual harassment that they observe or learn about. Students who are found to be participating in any form of sexual harassment will be subject to disciplinary action, including but not limited to suspension or dismissal from TPCA.

Any student, employee or other people who believe that (s)he has been subjected to any form of sex discrimination, sexual harassment, or sexual assault in violation should make a complaint, as TPCA takes all such complaints seriously.

If any individual believes (s)he was sexually assaulted, the sole priority is to reach a place of safety. TPCA strongly advocates that a victim of sexual assault reports the incident promptly.

#### Student Conduct

Time is a critical factor for evidence collection and preservation for the proof of a criminal offense. An assault should be reported directly to local police and/or TPCA. Upon request, TPCA will assist victims in reporting incidents of sexual assault to local police. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. TPCA seeks to handle each complaint and investigation with professionalism and discretion. A fair and effective investigation often requires that the details of the complaint and/or the identity of the complainant be shared with those individuals involved in and/or interviewed in the investigation. Such individuals are expected to maintain the confidentiality of the matter to the extent possible.

You can obtain information about rape awareness and prevention, victim support, counseling and mental health from the Rape, Abuse, and Incest National Network, at 1-800-656-HOPE (4673) or their website: [http://www.rainn.org.](http://www.rainn.org/) TPCA does not offer on-campus counseling services.

In the event a student has been apprehended for the violation of a law in the community, state or nation, TPCA will not request nor agree to special consideration for that individual because of his or her status as a student. TPCA will cooperate fully with law enforcement and other agencies in the enforcement of the law.

#### Constructive Instruction

Feedback is a gift and is not meant to be taken personally. Instructors use feedback for your personal and professional benefit. Any student disrespect or lack of cooperation toward Instructors as a result of constructive criticism will be regarded as exhibiting unprofessional behavior and may result in the student being withdrawn from TPCA.

#### The Clinic Culture

The clinic is a vital part of student instruction, as it aids in the development of skill needed to meet the demands of industry-standard hair, skin and nail services. During clinic, students must be engaged with the client.

#### Clinic Floor Rules

★ Discussions not related to the course—e.g., personal, vulgar, profane, sexual, political, religious, etc.—is not permissible.

★ Students must be respectful and treat every customer as an important class assignment.

★ No food is permitted while on the clock.

★ No cell phones are permitted unless permission is granted from an instructor or management.

★ Visitors should remain in the reception or waiting area.

★ It is the student’s responsibility to ask questions to build skill accordingly.

★ Students are responsible for their assigned workstation and its upkeep.

★ Students refusing to do work that is assigned to them will be clocked out and sent home.

Should a student not be servicing a client or is allowing a client to process it is expected the student continuously work on their school-related projects, assignments, reading, or test preparation assigned by their instructor. Students must mitigate non-related course discussions and remain at their assigned stations.

#### Required Practical Experiences

Policy and Regulatory agencies may require Students to complete an established number of practical experiences for satisfactory skill development and graduation. Practices may be completed on manikins, models, or clients. The requirements listed by category are the MINIMUM experiences that each Student must complete before graduation. More practices may be scheduled by the Instructor based on training NEEDS and clientele volume. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory or better. The Instructor will sign one block on the Practical Monthly Tally Sheet form for each project completed in the applicable category. A block will only be signed if the skill performed is considered satisfactory or better. Practical skills are evaluated according to published criteria.

#### Classroom & Clinic Assignment

Students are required to remain with their Instructor in their classrooms or assigned work areas unless at scheduled lunch or break.

There will be a charge for all services and products provided to clients unless otherwise approved in advance by TPCA Instructor (or designate). Students cannot bring into TPCA any beauty product not sold or carried at TPCA nor should students advise clients to do so.

Stations are assigned at the beginning of each client service, for the duration of that service and may be reassigned at the discretion of TPCA Staff. All supplies and personal belongings must be stored in the student’s assigned locker, roll-around, or designated area.

Daily sanitation is a part of students’ learning program and must be completed each day to the satisfaction of their Instructor before student departs for the day. Students must adhere to all Texas Department of Licensing and Regulation (TDLR) Health and Safety Standards as outlined in the published rules and regulations. Students may be required to perform additional cleaning and sanitation duties within the establishment to maintain a clean and safe environment for all students, staff, and clients. Those duties may include sweeping, mopping, wiping down surfaces and walls, laundry, and emptying trash containers. Students are responsible for keeping stations, mirrors, lockers, roll-arounds, chairs, clinic, classroom and public areas in a neat and sanitary condition at all times. Implements must be sanitized before and after every use. Items should not be left out or left overnight. Students must sanitize work stations and remove hair by sweeping before styling. Unexpected weekly inspections of students’ workstations will occur to abide by Texas Department of Licensing and Regulation’s (TDLR) sanitation guidelines.

All students must sign a release form before rendering a service or services to clients, students, and/or staff members, as TPCA assumes no responsibility or liability for accidents, bodily harm, or loss of personal belongings caused by the rendering student’s negligence, carelessness, and/or lack of skill.

#### Food & Snack Policy

No consumption of foods is permitted during classroom hours unless food items have been pre-approved by TPCA Director (or Designate). No food is allowed in clinic area. Non-alcoholic beverages are permissible but must be in a sealable container. Should student be required to eat due to a medical condition the student must provide medical documentation.

#### Supplies

Students are responsible for purchasing supplies from TPCA, which are not included in the cost of tuition. The term supplies encompass books and other items needed to complete the course. The supplies will be issued at the appropriate educational benchmarks, and students are not allowed to take the supplies out of school premises unless

1) Permission from Director (or Designate) is obtained or 2) Program requirements and financial obligations have been met. The students are responsible for the completeness of their supplies and may not be sold, until course completion. TPCA reserves the right to alter the supplies at any time. Please note that students are responsible for the purchase of stationery such as pens, highlighters, notebooks, etc., and consumable supplies.

#### Consumable Supplies

Students are required to purchase additional consumable supplies while in school. These needed supplies may include, but not limited to gloves, gel, hand sanitizer, etc., and may vary by program. These supplies are necessary to ensure the student’s success while in a program and remain the property of the student.

#### Student Privacy

Students understand the following limitations on their privacy apply while at school. Lockers furnished for student use belong to the school and are subject to search by school or police officials at any time for any reason. Students should not expect privacy in their use of school lockers.

By entering onto the premises of the school, students agree that they and any parcels, including handbags, briefcases, and purses or other items and personal effects they may bring with them (including any vehicle parked on school property) are subject to reasonable search by school personnel.

#### Supplies & Personal Belongings

Each student is responsible for his or her supplies and personal belongings and is provided a locker or roll-around, or designated area for storage of these items. Purses, coats, bags, backpacks and other personal belongings must

be kept in a locker or roll-around at all times during classroom and clinic hours. TPCA is not responsible for lost or stolen items, and it is the student’s responsibility to replace any missing supplies at his or her own expense.

Students are required to have the supplies they need to complete services and assignments. If a student chooses to take these items home, it is the student’s responsibility to return them to TPCA. Students who do not come prepared to the classroom or clinic with their supplies, they will not be allowed to clock in until they bring their supplies.

#### Lockers & Roll-Arounds

Each student is assigned a locker, roll-around, or designated area at course commencement. Students assigned a locker must use a combination lock to secure supplies and personal belongings within their locker and provide the Student Advocate (or designate) with the lock’s combination. Students assigned a roll-around will be provided with a key to secure supplies and personal belongings within their roll-around.

Lockers and roll-arounds are for use by current, active students only. Students must remove all belongings from their assigned locker or roll-around immediately upon graduation, termination or withdrawal from TPCA. Items found to be stored longer than thirty (30) days since the student’s last day of attendance or in unassigned lockers or roll- arounds will be discarded.

Lockers and roll-arounds are the property of TPCA and may be formally inspected at any time. Students are required to organize, clean and sanitize their lockers and roll-arounds daily. Care must be taken not to mix unsanitary personal belongings (food, money, and clothing) with sanitized implements and supplies. Students who damage lockers and roll-arounds will be required to pay the cost of repairing or replacing the locker or roll-around.

#### Hours of Operation: Course Schedules

|  |  |  |
| --- | --- | --- |
| *Full-Time*  *30 Hours Per Week*  Tuesday-Saturday:  ★ 9:30 a.m.-4:30 p.m.  ★ Theory: 9:30 a.m.-10:45 a.m. | *Part-Time (Fast Track)* 25 Hours Per Week Tuesday-Saturday:  ★ 9:30 a.m.-2:30 p.m.  ★ Theory: 9:30 a.m.-10:45 a.m. | *Part-Time*  20 Hours Per Week Tuesday-Saturday:  ★ 9:30 a.m.-1:30 p.m.  ★ Theory: 9:30 a.m.-10:45 a.m.  \**Excluded from Cosmetology Operator program*  *\*Student-Instructors, Estheticians, and Barber Crossovers attend on a flex schedule* |

*TPCA reserves the right to modify course schedules, and enrollment periods contingent to enrollment (applicant) outcomes.*

#### Holidays

TPCA operates year-round. Schedules may vary by course. TPCA is closed in observance of the following holidays and School closings and is accounted for in course length:

★ MLK Day

★ President’s Day

★ Spring Break: 5 days (March 12-16, 2019)

★ Summer Break: 10 days (1st week of June and July)

★ Independence Day

★ Veterans Day

★ Thanksgiving: Thursday, Friday, and Saturday

★ Winter Break: 8 days (December 24, 2019-January 2, 2020

★ Staff Professional Development:

(Jan 22; Feb 19; May 28; Sept 3; Oct 15, 2019)

*TPCA reserves the right to modify its holidays and School closings.*

#### School Delays & Cancellations

In the event of inclement weather, TPCA will make every effort to communicate information regarding cancellations or delays digitally via TPCA’s social media properties, website and e-mails to students. Decisions for cancellations or delays will be determined a day before school closure or early morning.

#### Attendance & Documentation of Time

All courses require continuous attendance and students must abide by the prescribed weekly attendance schedule.

*Absences*

A student is considered to be absent during any unattended portion of their regular schedule. Excused and unexcused absences do not apply. The student must earn and meet academic and clock hour requirements respective to their program, as required by TDLR Any absence will interfere with the student’s learning process. Students must inform TPCA of any planned absence by completing a Student Absence & Attendance Form before the date of the planned absence. In cases of illness, emergency and/or other unforeseen absence, the student is required to call TPCA no later than thirty (30) minutes before their course’s scheduled start time to notify their instructor, TPCA Director (or designate), and/or clients of their absence immediately.

★ Excessive absences during a month may result in student suspension.

★ Excessive Saturday absences, failing to contact TPCA in the event of absence and/or over-attending may result in corrective action up to and including immediate dismissal from TPCA.

★ Students absent ten (10) consecutive regularly scheduled course days with no contact will be immediately dismissed from TPCA on the 11th scheduled day of nonattendance.

TPCA’s internal Attendance Policy is defined as 67% or higher of scheduled hours as per Enrollment Agreement. If a student is in jeopardy of going below 67% attendance, the student will receive a written notice. Students with an attendance percentage below 67% will be placed on an advisory (final notice) for the current phase.

The student withdrawal date for any student that withdraws or is dismissed from TPCA will be the last date of attendance. Attendance Percentage is calculated by taking the total hours attended divided by the scheduled hours.

#### Example 1:

Hours Attended= 97.88

Absent Hours= 17.90

Scheduled Hours= 110.00

Attendance Percentage= 88.98%

#### Example 2:

Hours Attended= 505.57

Absent Hours= 37.68

Scheduled Hours= 520.00

Attendance Percentage= 97.23%

*Tardiness*

97.88/110.00= 88.98%

505.57/520.00= 97.23%

Students must be on time, as tardiness inhibits the learning process. A student is considered tardy if attempting to clock-in five (5) minutes passed their scheduled reporting time. Students arriving past the five (5) minute grace period will not be allowed to clock in until TPCA is opened during regular public hours and will not receive credit for classroom theory hour(s). TPCA reserves the right to allow additional time to students who live outside TPCA’s residing county. The student must immediately notify the instructor and/or Director of tardiness. Students who are late to a workshop, guest speaker, or TPCA function may be allowed to attend; however, the student must be accompanied by an instructor. Students are never excused from mandatory classroom theory to work in the clinic.

#### Early Leave Request

Early leave requests must be approved by TPCA Director (or designate). Students must submit a Student Absence & Attendance Form within 24-hours of student’s return to school.

#### Leave of Absence Policy

From time to time circumstances might compel students to interrupt their enrollment. Students who find it necessary to be out of school for an extended period a Leave of Absence (LOA) may be available which may be obtained from the Director (or Designate). An LOA refers to the specific time period during a program when a student is not in attendance. An LOA is not required for an institutionally scheduled break. However, a scheduled break may occur during an LOA.

The student must follow this policy in requesting a LOA. A student who must take an approved Leave of Absence (LOA) or must withdraw from training will return to school in the same satisfactory academic progress status as prior to the leave of absence. A student may be granted a LOA for the following reasons and where there is a reasonable expectation that the student will return from the LOA:

1. Medical
2. Personal

The LOA must be requested and approved in writing prior to LOA occurring. In addition, the student is required to complete and LOA form, list the reason for the LOA, and their signature is required. An Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it to the institution via mail or in person within reasonable resolution of the emergency. In an emergency instance, the beginning date of the LOA will be determined to be the first date that the student was absent due to the emergency. The institution will document the reason for the grant of an emergency LOA.

A student who is granted a LOA that meets the above-mentioned criteria is not considered to have withdrawn from the program and a refund calculation is not required.

The maximum time frame for a LOA is 120 calendar days and the minimum is 2 weeks or 14 calendar days. The institution permits only one (1) LOA per enrollment period.

If the student does not return from the LOA by the expiration of the approved leave of absence, the student will be dropped from the institution. The institution is required to take attendance and therefore the withdrawal date for the purpose of calculating a refund will be the student’s last date of attendance. Additionally, the student’s loans, as applicable, will go into repayment after 180 days from the last date of attendance.

The student’s contract end date and maximum time frame will be extended for the same number of days the student was on LOA without any additional institutional charges or penalty to the student. 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.

TPCA reserves the right to approve or deny an LOA. All students must abide by this policy.

#### Time Clocks & Clock Hours

TPCA records attendance in clock hours and gives appropriate attendance credit for all hours attended. TPCA does not add or deduct attendance hours as a penalty. Attendance is calculated using a biometric time clock system. It is the responsibility of students to use the time clock correctly. Failure to do so may result in loss of clock hours. To

receive full clock hour credit, a student must clock IN when beginning the day, when returning from breaks and returning from lunch AND clock OUT when leaving for a break, leaving for lunch and/or ending the day. Students must obtain permission from their instructor to clock OUT at all times. Students, regardless of enrolled course or schedule, may not clock more than their scheduled hours on any given scheduled course day, except for approved field trips, unless prior approval is given by the TPCA Director (or designate).

Students must be engaged in a learning activity at all times while earning clock hours. Students not engaged in a learning activity or students that are on break or at lunch must be clocked out. Any student found not engaging in a learning activity, in the break room or outside the facility while clocked-in are in violation of any part of TDLR Texas Administrative Code, as posted at each time clock, and may be subject to corrective action up to and including immediate dismissal from TPCA.

Instructors and/or TPCA Director (or designate) will communicate daily with students in areas of attendance and dependability. At a minimum, students will be notified of their earned clock hours each month. If students have questions about total time, they should speak with the Instructor and or Student Advocate. Students shall not engage in any activity that constants dishonesty or misrepresentation of or relating to a student’s hours.

*According to the Texas Department of Licensing and Regulation (TDLR), TPCA cannot make adjustments to a Student’s time clock activity. Students will only receive credit for written-in adjustments if there is a time clock failure or other situation approved by the TDLR.*

#### Breaks

On days a student is regularly scheduled to attend five (5), or more, hours, regardless of enrolled course or schedule, the student is required to take at least a ten-minute break not to exceed more than one (1) hour according to their booking. Students must be on time, as tardiness inhibits the learning process and impedes with the timeliness of appointments. A student is considered tardy if attempting to clock-in five (5) minutes past their scheduled reporting time. Students arriving passed the five (5) minute grace period will not be allowed to clock in. No breaks are allocated to part-time students who are regularly scheduled to attend less than five (5) hours, regardless of enrolled course.

Students must be “clocked-out” when taking a lunch or outside of the building for other breaks. Lunches and breaks may not be used together and subject to instructor’s approval. Should a student have a client, the student may not clock out until completing all the client’s services unless arrangements were made with another available student.

#### Student Break Areas

TPCA has a designated student break area. No eating or drinking is permitted anywhere in TPCA other than the dissented break area.

#### Non-Smoking

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

#### Business Telephones

Students are prohibited from using business telephones for personal telephone calls except for extreme emergencies as determined by the TPCA Director (or designate).

#### Electronic Devices

TPCA encourages students to use electronic communication devices for educational purposes. These devices include but not limited to the following: cell phones and other electronic devices. Students may utilize electronic

communication devices at TPCA and TPCA-related activities when the Instructor deems appropriate for educational purposes. Personal, non-educational use of electronic devices is permitted during breaks or lunch only in designated break areas. All other uses of electronic devices while the student is “clocked-in” are prohibited, with the possessing student subject to the disciplinary measures outlined in the Conduct and Employability Standards. Audio and/or visual recordings are prohibited without the written consent of student or patron.

Use of electronic devices during the administration of any test or exam is prohibited unless specifically required by the Instructor or TPCA for an educational purpose. It is recommended that students do not bring electronic devices to testing areas. If a student is found to possess an electronic device during testing, student test results may be invalidated, and the student will be subject to disciplinary measures outlined in the Academic Dishonesty policy. Audio and/or visual recording is not permitted while on campus unless permission was obtained.

#### Unauthorized Distribution of Copyrighted Material

TPCA neither condones nor tolerates the unauthorized copying, downloading, publishing, distribution or use of copyrighted material. Students who engage in illegal downloading or unauthorized distribution of copyright materials using TPCA’s information systems will receive advisement up to and including dismissal from TPCA. TPCA imposed sanctions are additional to any legal actions taken by local, state or federal authorities. 18 U.S.C. § 2319 provides for the following legal sanctions.

**Legal Sanctions for Unauthorized Distribution of Copyrighted Material**

|  |  |
| --- | --- |
| **Offense** | **Penalty** |
| Misdemeanor Infringement: Unauthorized duplication of a copyrighted work(s) with a retail value less than $2,500 | Up to 1 year in prison, up to $100,000 fine or both |
| Felony Infringement: At least 10 copies of a copyrighted work or copying multiple works with a retail value of at least $2,500 (first offense) | Up to 5 years in prison, up to $250,000 fine or both |
| Felony Infringement: At least 10 copies of a copyrighted work or copying multiple works with a retail value of at least $2,500 (subsequent offense(s)) | Up to 10 years in prison, up to $250,000 fine or both |

#### Social Media

TPCA respects the rights of students and staff to use social media during their personal time. Social media includes all forms of publicly accessible communications, including but not limited to written and verbal communications (including podcast and video uploads) and all forms of electronic communication including discussion groups, forums, newsgroups, e-mail distribution, blog postings, and/or social networking platforms—e.g. Facebook, Twitter, YouTube, file-sharing and user-generated video and audio.

TPCA students are personally responsible for their content published on social networking sites. Students are expected to treat each other with fairness and respect, consistent with the TPCA culture.

TPCA does not permit ethnic slurs, personal insults, obscenity, intimidation, cyberbullying or engaging in conduct that would be unbecoming of a TPCA future professional and misrepresent TPCA culture. TPCA reserves the right to request the removal of any posts at its discretion and take necessary disciplinary action as appropriate. TPCA must protect itself from undue harm related to information that is shared on social networking sites.

#### Extra Instructional Charges

TPCA believes the best interests of students are served when the students attend their course regularly, receive a consistent education, graduate as scheduled and begin timely employment. Therefore, TPCA will take any effective steps within its rightful authority to promote regular student attendance.

Each course/program has been scheduled for completion within an allotted time frame. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the contract period, additional training will be billed at the rate of $10 per hour, payable in advance, until graduation.

TPCA reserves the right to dismiss and/or withdraw a student from participating in their course until all extra instructional charges are paid.

1. Students will be advised of probable extra instructional charges.
2. The hourly rate for extra instructional charges is $10.00 per hour. Students requiring instruction beyond the agreed contract expiration date will be charged $10.00 per hour.
3. All accrued extra instructional charges are due and payable the day following the End Date of the Student’s Expected Date of Completion found the Enrollment Agreement.

#### Make-up Work

TPCA places a heavy emphasis on regular attendance. However, in the event that students, due to absenteeism or other factors, are not able to complete assigned coursework when due, it is the student’s responsibility to schedule make-up activities with their Instructor. The TPCA Director will determine the availability of makeup hours.

Students who miss an exam due to an absence are encouraged to make up the exam within the same month it was missed, albeit the academy acknowledges students have until the course completion to ensure all requirements are met.

Students who do not earn a satisfactory score are required to re-take the exam or another version of the exam to obtain a satisfactory score.

Cumulative theory averages are based on all required coursework that should have been taken from the beginning of the course through the month being evaluated. The Director will determine the availability of makeup hours.

#### Satisfactory Academic Progress Policy (SAP)

The satisfactory academic progress policy is consistently applied to all students enrolled in the school, whether receiving Federal Title IV funds, partial funding assistance, or self-paying. Satisfactory Academic Progress in attendance and academic work is a requirement. Students must maintain Satisfactory Academic Progress to continue eligibility for Title IV funding. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. This policy is printed in the school catalog to ensure that it is provided to all applicants prior to enrollment.

*Evaluation Periods*

Students will be evaluated for satisfactory academic progress status based on *actual hours* completed at the following points:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PROGRAM | 1ST EVALUATION | 2ND EVALUATION | 3rd EVALUATION | Academic Year Length |
| Cosmetology Operator - 1500 clock hours | 450 | 900 | 1200 | 900 clock hours |
| Class A Barber -1500 clock hours | 450 | 900 | 1200 | 900 clock hours |
| Esthetician - 750 clock hours | 375 | ----- | ----- | 750 clock hours |
| Nail Technician 600 clock hours | 300 | ----- | ----- | 600 clock hours |
| Instructor 750 clock hours (Cosmetology and Barber) | 375 | ----- | ----- | 750 clock hours |
| Barber Crossover– 300 clock hours | 150 | ----- | ----- | 300 clock hours |

\*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 ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint of the academic year or program, whichever occurs sooner. All periods of enrollment are included in the SAP calculation for Title IV eligibility and otherwise.

*Attendance Progress*

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 of hours scheduled. 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*

The maximum time that a student must complete the program is 150% of the programs published length.

|  |  |  |
| --- | --- | --- |
| PROGRAM | PROGRAM LENGTH | MAXIMUM TIME FRAME |
| Cosmetology Operator | 1500 Clock Hours | 2250 Clock Hours |
| Class A Barber | 1500 Clock Hours | 2250 Clock Hours |
| Esthetician | 750 Clock Hours | 1125 Clock Hours |
| Nail Technician | 600 Clock Hours | 900 Clock Hours |
| Instructor (Cosmetology and Barber) | 750 Clock Hours | 1125 Clock Hours |
| Barber Crossover | 300 Clock Hours | 450 Clock Hours |

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled hours. Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

All courses offered by the institution are clock hour programs and all students attend on a continuous basis. Therefore, we do not offer term or credit hour-based programs. Enrollment is based on one period of continuous enrollment which counts towards satisfactory academic progress and maximum time-frame, including any time in that period where a student would not receive Title IV, HEA program funds. The period of enrollment includes, fall, winter, spring, and summer, as applicable to the student’s enrollment agreement.

*Academic Progress*

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards

established by the state licensing agency. Numerical grades are considered according to the following grading scale in both Practical and Theory:

|  |  |  |
| --- | --- | --- |
| Grade | Definition | Percentage (%) |
| A | Excellent: Work is correct with only minor errors (not having to do with the main idea of the problem). The concepts presented in class were understood and were appropriately applied. All assignments were completed timely and accurately. | 90% to 100% |
| B | Very Good: Work was done with a few errors. The concepts presented in class were applied with help. Almost all tasks and assignments were demonstrated with sufficient skills and completed on-time. | 80% to 89% |
| C | Passing: Some difficulty understanding class concepts or applying the concepts. Some assignments were late. | 70% to 79% |
| F | Failing: Only some of the work was completed for class. Work completed was frequently late or was of low quality with errors and omissions. | 0 to 69% |

*Determination of Progress*

Students meeting requirements at the end of each payment period will be considered making Satisfactory Progress. In order for a student to be considered making Satisfactory Progress, the student must meet both attendance (67%) and academic (70%) minimum requirements.

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 Report at the time of each of the evaluations. This report notifies the student of any evaluation that may impact the student’s eligibility for Title IV aid, as applicable. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning.

*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 will be determined as NOT making satisfactory academic progress, will be deemed ineligible to receive Title IV funds, as applicable, and will be terminated from the program unless financial arrangements are made with the school in order to cover the loss of eligibility of Title IV Funding.

*Reestablishment of Status*

A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress by: 1) Making up missed tests and assignments and increasing cumulative grade average to 70% or better, and 2) Increasing cumulative attendance to a minimum of 67%. Students can make up hours during course times the student is not normally scheduled for attendance. Students may begin attending makeup hours as they are needed.

*Reinstatement of Financial Aid*

Title IV Funding, as applicable will be reinstated to students who have reestablished Satisfactory Progress at the next scheduled evaluation.

*Course Incompletes, Repetitions and Non-Credit Remedial Courses*

Course incompletes, repetitions and non-credit remedial courses do not apply to this institution. Course incomplete, repetitions and non-credit remedial courses have no effect on the institution's Satisfactory Academic Progress Policy.

*Reentry Students/Interruptions*

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same satisfactory academic 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 calendar 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. If a student is considering pursuit of a second program, they must graduate or withdraw from the current program. If a student decides to switch a program, the current SAP will start over with the new program. The old program SAP will no longer apply.

*Transfers*

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 Academy.

*The institution is not yet approved to offer Title IV HEA program funds.* –End SAP Policy–

#### Financial Progress

Students must meet or be current with all financial obligations to TPCA as specified in their payment plan before to graduation. It is expected that the student will comply by providing all necessary requested information and/or forms. Also, if monthly payments are budgeted, they are to be submitted on or before the statement due date to maintain satisfactory financial progress.

If a student fails to meet his or her financial obligation, the student will receive a warning. If the financial situation is not satisfied, the student will be dismissed. The student may appeal his or her dismissal and/or request readmission per TPCA’s Appeals Board Policy.

#### Graduation Requirements

To graduate from the course, the student must:

1. Complete all required course work;
2. Complete clinical experiences, as required;
3. Complete scheduled agreement course hours for the course of study as per TDLR;
4. Settlement of financial obligations to the school via a payment arrangement or payment in full; and
5. Complete the required graduation paperwork and documents.

The student will be issued a diploma, certifications (if applicable), and an Official Transcript of Hours from TPCA only after all graduation requirements are met.

#### Academic Dishonesty

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

#### Release

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

#### Student Grievance Process

Students are encouraged at all times to communicate their concerns to members of the faculty and administration. Suggestions, concerns, or complaints should be registered privately, never with fellow students and/or clients. If a situation arises in which a student is requesting to submit a formal complaint, TPCA will make every effort to resolve the complaint that is not frivolous or without merit. Evidence of final resolution of all complaints will be retained and safeguarded to determine the frequency, nature, and patterns of complaints about the institution.

The following procedure outlines the specific steps of the grievance process.

1. Before submitting the grievance form, the student should make every effort to discuss the matter informally with the instructor. If not resolved;
2. The student should make an appointment to discuss the matter informally with the TPCA Director (or designate). If not resolved;
3. Request and complete a Student Grievance Disposition Form within ten (10) calendar days of the date that the act which is the subject of the grievance occurred and submit it to TPCA Director (or designate).
4. The grievance will be reviewed by TPCA Director (or designate) and Leadership, and a response will be sent in writing to the student within thirty (30) calendar days of receiving the complaint. The initial response may not provide for a final resolution of the problem but will notify the Student of continued investigation and/or the actions taken regarding the grievance.
5. If the complaint is of such nature that TPCA cannot resolve it, the grievance will be referred to an appropriate agency if applicable.
6. Depending on the extent and nature of the complaint, interviews with appropriate Staff and other Students may be necessary to reach a final resolution of the grievance.
7. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, TPCA will appoint a Hearing Committee consisting of several TPCA members with at least one member having no involvement in the dispute and another member who may not be employed at TPCA. The hearing will occur within (thirty) 30 calendar days of committee appointment. The hearing will be informal with the Student presenting his/her case followed by TPCA’s response. The Hearing Committee will be allowed to ask questions of all involved parties. Within fifteen (15) business days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. TPCA Leadership shall consider the report and either accept, reject, or modify the recommendations of the committee.
8. Students must exhaust TPCA’s Grievance Procedure before submitting the grievance to the State or School’s accrediting agency. State and accrediting agency contact information may be found elsewhere in this catalog.

#### Notes:

**Insert 1A - Program Costs**

**Program Cost of Tuition & Fees**

TPCA reserves the right for the following tuition and fee information be subject to change due to inflationary cycles and occasional equipment upgrades. Application and Supply Fees are non-refundable. Sales tax will be added to Supply Fees, which is also non-refundable.

**Cosmetology Operator Course**

Tuition $11,000

Application Fee (non-refundable) $100 Supply Fees $1,550

Sales Tax $127.88

**TOTAL** $12,750.81

**Class A Barber Course**

Tuition $9,500

Application Fee (non-refundable) $100 Supply Fees $1,900

Sales Tax $156.75

**TOTAL** $11,656.75

**Esthetician Course**

|  |  |
| --- | --- |
| Tuition | $8,000 |
| Application Fee (non-refundable) | $100 |
| Supply Fees | $1,550 |
| Sales Tax | $127.88 |
| **TOTAL** | $9,777.88 |

**Instructor Course (Cosmetology & Barber)**

Tuition $5,330

Application Fee (non-refundable) $100 Supply Fees $650

Sales Tax $53.63

**TOTAL** $5,911.76

**Nail Technician Course**

Tuition $4,000

Application Fee (non-refundable) $100 Supply Fees $1,600

Sales Tax $132

**TOTAL** $5,832

**Barber Crossover**

Tuition $3,500

Application Fee (non-refundable) $100 Supply Fees $1,900

Sales Tax $156.75

**TOTAL** $5,548.50

# Insert 1B - Tuition Affordability

TPCA’s faculty and staff were students once and as such TPCA is aware of the challenges that often accompany busy students’ lives. Hence, TPCA would like to reward its students for their dedication.

#### Attendance Scholarship

Recipients of TPCA’s Attendance Scholarship will be awarded a ten-(10)-percent discount towards their tuition. This scholarship may be applied to the recipient’s account automatically, and it is the recipient’s responsibility not to accumulate 4% of the contracted hours in absences, regardless if excused or unexcused. This scholarship is not eligible for reinstatement should the recipient fall below the requirements. It is crucial that unexcused absences do not exceed ten (10) consecutive regularly scheduled course days to mitigate immediate dismissal to abide by Texas Cosmetology Law. Should a student be withdrawn or terminated, the student will automatically forfeit the scholarship. TPCA reserves the right to limit the use of this scholarship to specific programs at its discretion and also reserves the right to implement this scholarship should the student not qualify for Title IV funding.

|  |  |
| --- | --- |
| **Program** | **Max. Absences in Hours** |
| Cosmetology Operator (1500 Hours) | 60 |
| Class A Barber (1500 Hours) | 60 |
| Esthetician (750 Hours) | 30 |
| Instructor (750 Hours) (Cosmetology and Baber) | 30 |
| Nail Technician (600 Hours) | 24 |

#### Future Artist Scholarship

Recipients of our Future Artist Scholarship can receive up to $2,000 in tuition assistance by maintaining a B or better. If the student falls below a B, the scholarship will be retracted, and the student will be placed on a probationary period that will be determined at the time of notice and may be reinstated if improvement is shown at the expiration of the probationary period. Should the student be withdrawn or terminated, the student will automatically forfeit the scholarship. TPCA reserves the right to limit the use of this scholarship to specific programs at its discretion and also reserves the right to implement this scholarship should the student not qualify for Title IV funding.

#### Income-Adjusted Tuition Scholarship

TPCA would like to see this beautiful and exciting industry be attainable for all those who desire to do so and because TPCA is cognizant that investing in learning is investing in one’s future, TPCA has facilitated the Income-Adjusted Tuition Discount Schedule. The Income-Adjusted Tuition Discount Schedule does not apply to the Instructor Course. The student, parent, or guardian will be required to submit proof of latest income-tax return. Should a student be withdrawn or terminated, the student will automatically forfeit the scholarship. TPCA reserves the right to limit the use of this scholarship to specific programs at its discretion and also reserves the right to implement this scholarship should the student not qualify for Title IV funding.

**Cosmetology Operator Course 1000 Hours**

|  |  |  |
| --- | --- | --- |
| **COURSE TITLE** | Cosmetology Operator Course 1000 Hours | |
| **INSTRUCTOR** | Maria Amparo Andrews | [Amparo.Andrews@TPCALaredo.com](mailto:Amparo.Andrews@TPCALaredo.com) |
| **THEORY SCHEDULE** | Tuesday-Friday | 9:30 a.m. – 10:45 a.m. |

**COURSE REFERENCES:** MILADY Standard Cosmetology, 13th Edition-2016

**COURSE DESCRIPTION:** Students will receive training in the art and science of cosmetology to imbue the necessary skill-sets to practice and perform industry-standard hair, skin, and nail services, and meet TDLR requirements to become eligible for licensure. **INSTRUCTIONAL METHOD:** The course will use lectures, demonstrations and student participation. Students will demonstrate their competency in cosmetology theory and practice through mannequin repetitions and clinic activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques for course delivery.

**COURSE GOAL:** Upon the completion of the course and all course requirements, the determined graduate will be able to use implements relative to all cosmetology services properly, acquire knowledge of analyzing the hair, skin, and nails prior to all services to determine any disorders, perform industry-standard hair, skin and nail services, gain product knowledge, become an effective communicator, pass the state board examination, and be eligible for employment within their chosen field of study.

**GRADING POLICY:** Students are required to maintain satisfactory attendance and grades. Evaluations will determine if students have met the minimum requirements for satisfactory academic progress (SAP). Daily participation and attendance are necessary for the successful completion of the course. Student grades for assignments and performance are calculated using the following scale:

|  |  |  |
| --- | --- | --- |
| Grade | Definition | Percentage (%) |
| A | Excellent: Work is correct with only minor errors (not having to do with the main idea of the problem). The concepts presented in class were understood and were appropriately applied. All assignments were completed timely and accurately. | 90% to 100% |
| B | Very Good: Work was done with a few errors. The concepts presented in class were applied with help. Almost all tasks and assignments were demonstrated with sufficient skills and completed on-time. | 80% to 89% |
| C | Passing: Some difficulty understanding class concepts or applying the concepts. Some assignments were late. | 70% to 79% |
| F | Failing: Only some of the work was completed for class. Work completed was frequently late or was of low quality with errors and omissions. | 0 to 69% |

**CURRICULUM:**

|  |  |  |
| --- | --- | --- |
| **Cosmetology Operator Course Content:** | | **Theory & Practical Hours** |
| Hair care | |  | | --- | | Cutting, styling, coloring, chemical textures, and related theory and application; business skills; professional development and salon management; health; safety; and laws | | 800 |
| Nail care | Manicuring and related theory and applications, business skills; professional development and salon management; health; safety; and laws | 100 |
| Skin care | Manicuring and related theory and applications, business skills; professional development and salon management; health; safety; and laws | 100 |
| ***Total Clock Hours*** | | ***1000*** |

**Class A Barber Course 1000 Hours**

|  |  |  |
| --- | --- | --- |
| **COURSE TITLE** | Class A Barber Course 1000 Hours | |
| **INSTRUCTOR** | Noe Rodriguez | Noe.Rodriguez@TPCALaredo.com |
| **THEORY SCHEDULE** | Tuesday-Saturday | 9:30 a.m. – 10:45 a.m. |

**COURSE REFERENCES:** MILADY Standard Barbering, 6th Edition-2017

**COURSE DESCRIPTION:** Students will receive training in the art and science of barbering to imbue the necessary skill-sets to practice and perform industry-standard hair, skin, and nail services, and meet TDLR requirements to become eligible for licensure.

**INSTRUCTIONAL METHOD:** The course will use lectures, demonstrations and student participation. Students will demonstrate their competency in barber theory and practice through mannequin repetitions and clinic activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques for course delivery.

**COURSE GOAL:** Upon the completion of the course and all course requirements, the determined graduate will be able to use implements relative to barber services properly, acquire knowledge of analyzing the hair, skin and nails prior to all services to determine any disorders, perform industry-standard grooming services, gain product knowledge, become an effective communicator, pass the state board examination, and be eligible for employment within their chosen field of study.

**GRADING POLICY:** Students are required to maintain satisfactory attendance and grades. Evaluations will determine if students have met the minimum requirements for satisfactory academic progress (SAP). Daily participation and attendance are necessary for the successful completion of the course. Student grades for assignments and performance are calculated using the following scale:

|  |  |  |
| --- | --- | --- |
| Grade | Definition | Percentage (%) |
| A | Excellent: Work is correct with only minor errors (not having to do with the main idea of the problem). The concepts presented in class were understood and were appropriately applied. All assignments were completed timely and accurately. | 90% to 100% |
| B | Very Good: Work was done with a few errors. The concepts presented in class were applied with help. Almost all tasks and assignments were demonstrated with sufficient skills and completed on-time. | 80% to 89% |
| C | Passing: Some difficulty understanding class concepts or applying the concepts. Some assignments were late. | 70% to 79% |
| F | Failing: Only some of the work was completed for class. Work completed was frequently late or was of low quality with errors and omissions. | 0 to 69% |

**CURRICULUM:**

|  |  |  |
| --- | --- | --- |
| **Class A Barber Course Content:** | | **Hours** |
| Basics | |  | | --- | | anatomy and physiology; disorders of the skin, scalp, hair and nails; chemistry (haircoloring, chemical waving, and relaxing); bacteriology, sterilization and sanitation; safety, first aid, and sanitation; barber implements, tools, equipment and related theory; and history of barbering | | 150 |
| Practice | shaving; mustaches and beards; haircutting; hairstyling; hair and scalp treatments, scalp massage; safety, first aid, and sanitation; hairweaving, extensions, and wigs; face and neck massage and treatments; facial hair removal; manicuring; chemistry (haircoloring, chemical waving, and relaxing); and razor techniques, safety, first aid, and sanitation. | 750 |
| Business | Texas barber laws and rules; customer service; barbershop management; professional ethics and image; safety, sanitation, related practices and theory; and hygiene and good grooming. | 100 |
| ***Total Clock Hours*** | | ***1000*** |

**Esthetician Course 750 Hours**

|  |  |  |
| --- | --- | --- |
| **COURSE TITLE** | Esthetician Course 750 Hours | |
| **INSTRUCTOR** | Claudia Gaytan | [Claudia.Gaytan@TPCALaredo.com](mailto:Claudia.Gaytan@TPCALaredo.com) |
| **THEORY SCHEDULE** | Tuesday-Friday | 9:30 a.m. – 10:45 a.m. |

**COURSE REFERENCES:** MILADY Standard Esthetics, 11th Edition-2013

**COURSE DESCRIPTION:** Students will receive training in the art and science of esthetics to imbue the necessary skill-sets to practice and perform industry-standard skin care and makeup services and meet TDLR requirements to become eligible for licensure.

**INSTRUCTIONAL METHOD:** The course will use lectures, demonstrations and student participation. Students will demonstrate their competency in skin care theory and practice through mannequin repetitions and clinic activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

**COURSE GOAL:** Upon the completion of the course and all course requirements, the determined graduate will be able to use implements relative to all esthetician services properly, acquire knowledge of analyzing skin prior to all services to determine any disorders, perform industry- standard skin care and makeup services, gain product knowledge, become an effective communicator, pass the state board examination, and be eligible for employment within their chosen field of study.

**GRADING POLICY:** Students are required to maintain satisfactory attendance and grades. Evaluations will determine if students have met the minimum requirements for satisfactory academic progress (SAP). Daily participation and attendance are necessary for the successful completion of the course. Student grades for assignments and performance are calculated using the following scale:

|  |  |  |
| --- | --- | --- |
| Grade | Definition | Percentage (%) |
| A | Excellent: Work is correct with only minor errors (not having to do with the main idea of the problem). The concepts presented in class were understood and were appropriately applied. All assignments were completed timely and accurately. | 90% to 100% |
| B | Very Good: Work was done with a few errors. The concepts presented in class were applied with help. Almost all tasks and assignments were demonstrated with sufficient skills and completed on-time. | 80% to 89% |
| C | Passing: Some difficulty understanding class concepts or applying the concepts. Some assignments were late. | 70% to 79% |
| F | Failing: Only some of the work was completed for class. Work completed was frequently late or was of low quality with errors and omissions. | 0 to 69% |

**CURRICULUM:**

**Esthetician Course Content Theory & Practical Hours**

1. Facial Treatment, Cleansing,

Masking, Therapy

225

1. Anatomy and Physiology 90
2. Electricity, Machines, and Related

75

Equipment

1. Makeup 75
2. Orientation, Rules, and Laws 50
3. Chemistry 50
4. Care of Client 50
5. Sanitation, Safety, and First Aid 40
6. Management 35
7. Superfluous Hair Removal 25
8. Aroma Therapy 15
9. Nutrition 10
10. Color Psychology 10

***Total Clock Hours 750***

**Nail Technician Course 600 Hours**

|  |  |  |
| --- | --- | --- |
| **COURSE TITLE** | Nail Technician Course 600 Hours | |
| **INSTRUCTOR** | Leticia Flores | [Lety.Flores@TPCALaredo.com](mailto:Lety.Flores@TPCALaredo.com) |
| **THEORY SCHEDULE** | Tuesday-Friday | 9:30 a.m. – 10:45 a.m. |

**COURSE REFERENCES:** MILADY Standard Esthetics, 11th Edition-2013

**COURSE DESCRIPTION:** The course of study includes theory and practical applications related to all aspects of nail structure, disorders, safety precautions, pedicure and introduction to artificial nail application.

**INSTRUCTIONAL METHOD:** The course will use lectures, demonstrations and student participation. Students will demonstrate their competency in nail theory and practice using hands on teaching methods and educational activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

**COURSE GOAL:** Upon the completion of the course and all course requirements, the determined graduate will be able to: 1) Apply theoretical concepts of anatomy; 2) Use proper instruments when conducting manicures, pedicures, and artificial nails; 3) Practice rules of sterilization and sanitation; 4) Apply TDLR laws and rules affecting the practice of manicuring, pedicuring, and artificial nail services; 5) Gain product knowledge;

6) Perform industry-standard manicuring, pedicuring, and artificial nail services; 7) Gain product knowledge; 8) Become an effective communicator; 9) Pass the state board examination; and 10) Be eligible for employment within their chosen field of study.

**GRADING POLICY:** Students are required to maintain satisfactory attendance and grades. Evaluations will determine if students have met the minimum requirements for satisfactory academic progress (SAP). Daily participation and attendance are necessary for the successful completion of the course. Student grades for assignments and performance are calculated using the following scale:

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**CURRICULUM:**

**Nail Technician Course Content Theory & Practical Hours**

1. Procedures: basic manicure and pedicure, oil manicure, removal of stains, repair work, hand and arm massage, buffering application of polish, application of artificial nails, application of cosmetic

fingernails, preparation to build new nail, and application of nail extensions, sculptured nails, tips, wraps, fiberglass/gels and odorless products.

1. Bacteriology, Sanitation, and Safety: definitions, importance, rules, laws, methods, safety measures, hazardous chemicals and ventilation odor in salons.
2. Professional Practices: manicuring as a profession, vocabulary, ethics, salon procedures, hygiene and

320

100

grooming, professional attitudes, salesmanship and public relations. 80

1. Arms and Hands: major bones and functions, major muscles and functions, major nerves and functions,

skin structure, functions, appendages, conditions and lessons, nails structure, composition, growth, 70

regeneration, irregularities and diseases.

1. Orientation, Rules, Laws, and Preparation 15
2. Equipment, Implements, and Supplies 15

***Total Clock Hours 600 Hours***

**Instructor Course 750 Hours (Cosmetology)**

|  |  |  |
| --- | --- | --- |
| **COURSE TITLE** | Instructor Course 750 Hours | |
| **INSTRUCTOR** | Maria Amparo Andrews | [Amparo.Andrews@TPCALaredo.com](mailto:Amparo.Andrews@TPCALaredo.com) |
| **THEORY SCHEDULE** | Tuesday-Friday | 9:30 a.m. – 10:45 a.m. |

**COURSE REFERENCES:** MILADY Master Educator, 3rd Edition-2009

**COURSE DESCRIPTION:** Student will receive accelerated training, which focuses on licensed Barbers or Cosmetologists (hair, skin, and nails), Estheticians (skin care, makeup) or Manicurists (nail care) meet TDLR requirements to become eligible for licensure as an instructor.

**INSTRUCTIONAL METHOD:** The course will use lectures, demonstrations and student participation. Students will demonstrate their competency in instructor theory and practice via hands-on teaching methods. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques for course delivery.

**COURSE GOAL:** The educational objective is to train the graduate for an entry level position as an Instructor in the field of chosen specialty: cosmetology, barber, esthetician, or manicurist.

**GRADING POLICY:** Students are required to maintain satisfactory attendance and grades. Evaluations will determine if students have met the minimum requirements for satisfactory academic progress (SAP). Daily participation and attendance are necessary for the successful completion of the course. Student grades for assignments and performance are calculated using the following scale:

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**CURRICULUM:**

**Instructor Course Content: Theory & Practical Hours**

* 1. Lesson Plans 140
  2. Methods of Teaching 180
  3. Classroom Management 90
  4. Evaluation Techniques 90
  5. State Laws and Forms 60
  6. Visual Aids Preparation and Use 60
  7. Learning Theory 100
  8. Orientation, Rules, and Laws 30

***Total Clock Hours 750***

**Instructor Course 750 Hours (Barber)**

|  |  |  |
| --- | --- | --- |
| **COURSE TITLE** | Instructor Course 750 Hours | |
| **INSTRUCTOR** | Leticia Flores | [Lety.Flores@TPCALaredo.com](mailto:Lety.Flores@TPCALaredo.com) |
| **THEORY SCHEDULE** | Tuesday-Friday | 9:30 a.m. – 10:45 a.m. |

**COURSE REFERENCES:** MILADY Master Educator, 3rd Edition-2009

**COURSE DESCRIPTION:** Student will receive accelerated training, which focuses on licensed Barbers or Cosmetologists (hair, skin, and nails), Estheticians (skin care, makeup) or Manicurists (nail care) meet TDLR requirements to become eligible for licensure as an instructor.

**INSTRUCTIONAL METHOD:** The course will use lectures, demonstrations and student participation. Students will demonstrate their competency in instructor theory and practice via hands-on teaching methods. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques for course delivery.

**COURSE GOAL:** The educational objective is to train the graduate for an entry level position as an Instructor in the field of chosen specialty: cosmetology, barber, esthetician, or manicurist.

**GRADING POLICY:** Students are required to maintain satisfactory attendance and grades. Evaluations will determine if students have met the minimum requirements for satisfactory academic progress (SAP). Daily participation and attendance are necessary for the successful completion of the course. Student grades for assignments and performance are calculated using the following scale:

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**CURRICULUM:**

**Instructor Theory Content Theory Hours Instructor Practical Content Practical Hours**

1. Lesson Planning 15 (A) Assisting With Students 350
2. Theory Class (Assisting Teacher,
3. Personality and Professional Conduct 15

Observing, Teaching) 150

1. Development of a Barber Course 15 (C) Learning Office Procedures and State 50

Laws

1. Grading Test Papers (Assisting Teacher,

|  |  |
| --- | --- |
| (D) Student Learning Principles | 10 |
| (E) Principles of Teaching | 35 |
| (F) Basic Teaching Methods | 35 |
| (G) Teaching Aids | 10 |
| (H) Testing | 10 |
| (I) Self Evaluation | 10 |
| (J) Teaching Adults | 10 |
| (K) Classroom Problems | 5 |
| (L) Classroom Management | 5 |

Observing, Grading) 25

**Total Theory Hours *175* Total Practical Hours *575***

**Barber Crossover Course 300 Hours**

|  |  |  |
| --- | --- | --- |
| **COURSE TITLE** | Barber Crossover Course 300 Hours | |
| **INSTRUCTOR** | Leticia Flores | [Lety.Flores@TPCALaredo.com](mailto:Lety.Flores@TPCALaredo.com) |
| **THEORY SCHEDULE** | Tuesday-Saturday | 9:30 a.m. – 10:45 a.m. |

**COURSE REFERENCES:** MILADY Standard Barbering, 6th Edition-2017

**COURSE DESCRIPTION:** Students will receive training in the art and science of barbering to imbue the necessary skill-sets to practice and perform industry-standard hair, skin, and nail services, and meet TDLR requirements to become eligible for licensure.

**INSTRUCTIONAL METHOD:** The course will use lectures, demonstrations and student participation. Students will demonstrate their competency in barber theory and practice through mannequin repetitions and clinic activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques for course delivery.

**COURSE GOAL:** Upon the completion of the course and all course requirements, the determined graduate will be able to use implements relative to barber services properly, acquire knowledge of analyzing the hair, skin and nails prior to all services to determine any disorders, perform industry-standard grooming services, gain product knowledge, become an effective communicator, pass the state board examination, and be eligible for employment within their chosen field of study.

**GRADING POLICY:** Students are required to maintain satisfactory attendance and grades. Evaluations will determine if students have met the minimum requirements for satisfactory academic progress (SAP). Daily participation and attendance are necessary for the successful completion of the course. Student grades for assignments and performance are calculated using the following scale:

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| F | Failing: Only some of the work was completed for class. Work completed was frequently late or was of low quality with errors and omissions. | 0 to 69% |

**CURRICULUM:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| (A) | **Class A Barber Theory Content**  History of Barbering | **Theory Hours**  1 | (A) | **Class A Barber Practical Content**  Men’s Haircutting and Tapering | **Practical Hours**  165 |
| (B) | Barber Laws and Rules Review | 1 | (B) | Shaving, Mustache and Beard Trimming | 85 |
| (C) | Implements, Honing, and Stropping | 5 | (C) | Hair Coloring | 5 |
| (D) | Shaving | 5 | (D) | Permanent Waving and Relaxing | 5 |
| (E) | Men’s Haircutting and Tapering | 5 | (E) | Facial Treatments | 5 |

(F) Beard and Mustache Trimming and Design

1 (F) Shampooing and Conditioning and Blow- 5

dry Styling

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| (G) | Hair Color Review | 1 | (G) | Manicuring | 5 |
| (H) | Permanent Waving and Relaxing Review | 1 |  |  |  |
| (I) | Manicuring and Nail Care Review | 1 |  |  |  |
| (J) | Facial Treatments and Skin Care Review | 1 |  |  |  |
| (K) | Anatomy and Physiology Review | 1 |  |  |  |
| (L) | Blow-dry Styling Review | 1 |  |  |  |
| (M) | Shampooing and Conditioning Review | 1 |  |  |  |
|  | **Total Theory Hours** | ***25*** |  | **Total Practical Hours** | ***275*** |