

# Natural Images Beauty College



Physical Location: 236 Old Angleton Road, Suite B, Clute, Texas 77531

Phone: 979-265 6200

Mailing Address: PO Box 2036, Clute, Texas 77531

Email: [info@natural-images-bc.com](mailto:info@natural-images-bc.com)

Website: [www.natural-images-bc.com](http://www.natural-images-bc.com)

Revised September 7, 2021

## College Catalog & Handbook

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## Organizational Chart

DIRECTOR OF OPERATIONS / Title IV Coordinator

Tamera Davenport

INSTRUCTORS:

Lyda Corey

Shelby Lamb

Maria Robinson

SUBSTITUTE INSTRUCTORS:

Diane Henderson

Rachel Taylor

Tamera Davenport

Barber Instructors:

Shelby Lamb

Substitute Barber Instructors:

Dianne Elliott

OFFICE STAFF

Dayna Bickham - Admissions

Leslie Terry – Financial Aid Administrator

## School Licensing, Accrediting & Association Membership

Natural Images Beauty College is licensed by TDLR and is accredited by NACCAS and a member of AACS.

LICENSING INSTITUTION:

Texas Department of Licensing and Regulation

P. O. Box 12157

Austin, Texas 78711

Telephone: 1-800-803-9202 / [www.license.state.tx.us](http://www.license.state.tx.us)

Accredited By:

National Accrediting Commission of Career Arts and Sciences

NACCAS

3015 Colvin Street

Alexandria, Virginia 22314

Telephone: 703-600-7600

Fax: 703-379-2200 / [www.naccas.org](http://www.naccas.org)

Member of: American Association of Cosmetology Schools

15825 North 71<sup>st</sup> Street, Suite 100

Scottsdale, Arizona 85254

Telephone: 800-931-1086 / [www.beautyschools.org](http://www.beautyschools.org)

## All classes taught in English

All printed material including hand-outs, forms, along with the catalog are all written in English.

Curriculum used is Salon Fundamentals / Milady Standard.

## **School History and Ownership**

Natural Images Beauty College are owned and operated by Natural Images Beauty School, LLC, whose members are Arnold Boles and Tamara Davenport. The school was established in December of 2009 and has since maintained a good reputation. Our goal is to provide students with a positive learning environment and a pathway to career success and enforce the mission of the school.

The Staff has a combined 60 years in the cosmetology and barber professions and 16 (six) years teaching experience. Natural Images Beauty College is physically located on Old Angleton Road, Suite B, in Clute, TX near the Clute Post Office. It is located within a medium size building and there is ample parking for the school.

## **Mission Statement for Natural Images Beauty College**

To provide a quality education that prepares the graduate to have the practical skills necessary for licensure and success as an entry level professional in their field of choice, including business skills, customer service, retailing and communication skills.

## **Our Promise**

Natural Images Beauty College are is dedicated to student success by enriching lives and cultivating professionals through innovative, personalized education in a creative and inspiring environment that prepares graduates in the business skills and fiscal responsibility necessary for success in the workplace. It is the hope and purpose of Natural Images Beauty College to provide students with a positive learning environment and a pathway to career success in their field of choice.

## **Description of Available Space and Facilities**

The school is divided into reception area, office, theory & practical classroom, with sufficient desks, tables and chairs, dispensary, facial area, clinic area, junior area, lounge, supply room, and restroom for both ladies and men. The school is conveniently located for students, staff and clients to patronize eating facilities. Parking is adequate and convenient for the students, staff and clients. Modern equipment and professional tools are used in the school for daily operational procedures. The school is equipped with styling stations with mirrors and chairs, shampoo bowls with chairs, dryer chairs, manicure tables, sterilizer and other equipment for the benefit of the student. The equipment meets and exceeds that required by the state-licensing agent. The school is physically located at 236 Old Angleton Road, Suite B, Clute, TX 77531 contains 4,500 square feet. Our official mailing address is PO Box, 2036 Clute, TX 77531.

## **Beauty Industry Expectations**

### **Physical Demands**

Students attending the beauty college might be adversely affected by long periods of standing or sitting or by being exposed to chemicals used in the beauty industry. Student's whom are affected by these conditions should obtain a doctor's release before entering the school or continuing school. Examples of such conditions are asthma, pregnancy, or allergic reactions to odors from certain chemicals used in the profession. People with health conditions, nervous conditions, or emotional conditions may want to consult a physician before considering enrolling in the beauty school.

### Safety Requirements

On the first day of class or during orientation, basic safety requirements are discussed. Safety instructions include but are not limited to information on how to safely store and use chemicals and equipment associated with the specific course of study. Safety instructions are an ongoing procedure taught throughout the entire course.

### Compensation

Graduates may reasonably expect to be compensated by hourly wages, independent contractor, commissions, salary commissions, own salon and self-employment compensation. In the Beauty Industry, an employee may expect to be compensated through one of the following: independent contractor, hourly wage, commission, or own a salon. Today there are many employment opportunities that provide excellent benefits including paid holidays, insurances, and continuing education.

### Licensing Requirements

All graduates must pass a state board exam to become licenses. There are two exams, one in theory and the other is in practical skill, as applicable. These exams are conducted by PSI and there is a charge for each exam. Exams are held in Houston and other locations in Texas. The school will assist you with scheduling of the exams if needed. The cost of the exams is the responsibility of the student.

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 licensee 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. The school is not responsible for students denied licensure. The school's programs only lead to licensure within the state of Texas.

### Graduates/Licensure/Placement

This information is being provided to assist you in making a wise career choice. The information accurately reflects the NACCAS Annual Report Outcome Rates for the most recent report

	<b>Graduation Rate</b>	<b>Placement Rate</b>	<b>Licensure Rate</b>
Institutional (all programs)	66.00%	45.45%	100%
Cosmetology	58.97%	52.17%	100%
Instructor 750 (Cosmetology)	100%	25.00%	100%
Esthetics	85.71%	33.33%	100%
Class A Barber	---	---	---
Cosmetology Operator to Class A Barber	---	---	---
Instructor (Barber)	---	---	---

## Career Opportunities

There are many opportunities open to licensed individuals. The school prepares all graduates for the licensing exam and entry-level positions in salons, shops, or spas upon graduation. Additional industry experience could lead to employment as a manufacturer sales/educator, a distributor sales consultant, and in cosmetology and barber schools. Additional licenses are usually required to become an educator in a school.

Training is the important first step to an enjoyable successful career in one of the above areas. If you like to work with people and have the aptitude for the industry, it is a pathway to a secure income and a solid future.

The U.S. Department of Labor provides current job information at <http://www.careerinfonet.org>. This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. As reported by the US Dept. of Labor ([www.bls.gov](http://www.bls.gov)), state & national median wages for related positions are as follows: **BUREAU OF LABOR STATISTICS:**  
<http://www.bls.gov/ooh/occupation-finder.htm?pay=&education=Postsecondary+non-degree+award&training=None&newjobs=&growth=&submit=GO>

### 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>

### IPED Statistics

The College Navigator website <http://nces.ed.gov/collegenavigator> provides current and prospective students information about student body diversity, including the percentage of enrolled, full-time students in the following categories: Male / Female; Self-identified members of a major racial or ethnic group; Federal Pell Grant recipients

The College Navigator website also gives information concerning student services, students with disabilities, career placement during and after enrollment and transfer of credit from other academies, retention, licensure, graduation and placement rates.

## Admissions Policy

### Admissions Requirements

All programs offered are instructed in the English language only. We do not recruit students already attending or admitted to other schools offering similar programs.

The following are required for admission to our programs:

1. Personal interview of each student
2. Must be at least 17 years of age
3. Copy of student's high school diploma or G.E.D. certificate, or high school transcript with the graduation date or a state-issued credential for secondary school completion if home-schooled. The school does not admit ability-to-benefit students.
4. Copy of the student's driver's license or government issued photo identification card.
5. A signed complete Enrollment Agreement.
6. Instructor programs – in addition to meeting the above requirements the applicant must have a valid Cosmetology Operator License or Class A Barber license.

Foreign Diplomas: Must have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a high school diploma.

The institution admits a limited number (10% of its current enrollment) of high school students who are not enrolled under a training agreement if the applicant meets the state requirements for admission, obtains permission in writing from the high school in which they are enrolled and successfully completes a pre-enrollment evaluation as established by the institution.

#### Transfer Students (in State)

Natural Images Beauty College accept transfer students from other schools or programs: provided, the student has fulfilled all obligations to their former school and is no longer attending or enrolled in another school in a similar program. Prior to enrollment, the transfer student will provide a transcript. Tuition is adjusted based on the hours remaining. The transfer student will purchase a student kit through Natural Images Beauty College, if applicable.

**NOTE:** Students transferring from another school must provide this school with the following information:

- A transcript of clock hours from the Texas Department of Licensing and Regulation.
- A financial aid transcript completed and signed by the school(s) from where the student is transferring, as well as information that the student has completely paid the previous school(s) and the balance, which they have incurred.
- Meet all other requirements for admission at Natural Images Beauty College.

Transferring students must pay the registration fee, (\$100.00) purchase student kit and books as needed. The tuition will be as follows:

Cosmetology	Needed hours up to 1000	\$15.00 per hour
Class A Barber	Needed hours up to 1000	\$15.00 per hour
Cosmetology Operator to Class A Barber	Needed hours up to 300	\$15.00 per hour
Esthetics	Needed hours up to 750	\$ 15.00 per hour
Instructor (Cosmetology and Barber)	Needed hours up to 750	\$ 15.00 per hour

#### Out of State Transfer Students

Students that are considering transferring to Natural Images Beauty College may enroll as a transfer student if Texas Department of Licensing and Regulations allows the students' previous hours to transfer to any Texas school from the state the student is transferring from. Then all admissions requirements stated in this policy must also be met.

#### Re-enrollment/Re-admission

Students who leave Natural Images Beauty College may reapply for re-enrollment after a 6 month waiting period with the exception of those terminated due to maximum time frame who may reapply immediately, at the discretion of the school director. The School will charge a \$100.00 registration fee; any unpaid previous tuition and fees must be paid before re-entering the program. The tuition rates current at the time of re-entry will apply to the balance of training hours needed unless mitigating circumstances apply. The student must meet the current admissions requirements, will sign a new enrollment contract and meet TDLR regulations. An authorized representative of Natural Images Beauty College must approve re-entry for any student not in good standing upon withdrawal. A student accepted for re-admission will re-enter in the same satisfactory academic progress status as at time of withdrawal.



## Ability to Benefit

Natural Images does not accept Ability to Benefit Testing. Students who attend the school must have a High School Diploma or its equivalent.

## School Hours

Natural Images Beauty College hours are Monday 8:30am-12:30pm, Tuesday-Friday 8:30am-9:30pm, Saturday 9:00 am-3:30pm.

## Vaccination Policy

This school does not require vaccinations for attendance.

## School Closure Policy

In the event of the school closing permanently and ceases to offer instruction after students have enrolled and instruction has begun the school has made arrangements with the Texas Department of Licensing and Regulations for tuition protection according to section 1602.463 and section 1602.464.

## Housing

The schools offer no housing.

**Scholarship/Fee Waive Policy** – We do not currently offer scholarships or fee waivers.

## Tuition, Fees and Course Costs

	Cosmetology	Esthetics	Instructor Cosmetology and Barber	Class A Barber	Cosmetology Operator to Class A Barber
Tuition	\$15,000.00	\$11,250.00	\$11,250.00	\$15,000.00	\$4,500.00
Student kit / Textbooks	\$1980.00	\$1950.00	\$0.00	\$1980.00	\$0.00
Tax	\$163.35	\$160.88	\$0.00	\$163.35	\$0.00
Registration Fee	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Permit Fee	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Total	\$17,268.35	\$13,485.88	\$11,375.00	\$17,268.35	\$4,625.00

## Method of Payment:

Student may pay with Title IV Federal Financial Aid (for those who qualify); or an approved payment plan. Payments may be made by cash, check, money order, credit card or through non-federal, state, institutional or other scholarship, grant or TFC. All payments are due on the student selected day of the month. If a scheduled payment is not made within 5 school days after due date, the unpaid balance shall immediately become due and payable, and attendance may be held in abeyance at the option of the administration until such balance is fully paid. It is the responsibility of the student receiving Federal Aid to pay any difference in amount of Financial Aid Received in total cost of course. Financial Aid amount determined the number of weeks or months remaining to complete the course would divide any balance due. Tuition may be made through Tuition Finance Company (TFC) upon approval. Administration is responsible to advise student of amount of balance due and payable either on a weekly or monthly basis and schedule beginning due late. Each course is intended to qualify student for the Texas Department of Licensing and Regulation Examination.

### Extra Instructional Charges

If additional instruction is required, it will be provided at the cost of \$15.00 per hour payable on completion of hours required. Additional instruction is the number of hours left to complete after the calculated completion date of contract has passed.

### Other Fees:

- Written Test: \$52
- Practical Test: \$74
- Operator License: \$50
- Booth Rental License: No Fee
- Laws and Rules Books: \$14
- Attendance Schedule Change fee: \$100
- Transcript request fee: \$25
- Replacement of Name Badge fee: \$15
- Cancellation or Administrative fee: \$100

### **OPT OUT Policy on student kits / books:**

Students may opt to have the school credit their account with Federal Direct Loans and or PELL Grant along with cash or credit card up front to cover the entire cost of the books and kit or opt to purchase student supplies by requesting a list of approved items from the Director of Admissions and the required supplies must be with the student at the school starting on the first day of school. List may change according to needs of the student and classroom instruction.

### **Non-Discrimination Policy**

The school, through its admission, instruction, graduation, client and staff, practice non-discrimination on the basis of sex, race, age, color, ethnic origin, military status, marriage status, religion or disability.

### **Code of Professional Ethics**

Students are expected to be on time, bring complete kit, smock and textbooks to the school each day, maintain a professional appearance and good personal hygiene, behave in a professional manner, and treat other students, clients and staff with respect and courtesy always. Do not use profanity, inappropriate language or vulgar gestures, do not gossip.

### **Student Record Release of Information and Privacy Policy**

The management is custodian of all records for current enrolled students, and for students who have withdrawn or graduated within the past six (6) years. Records may be reviewed by eligible students and parents/guardians (if the student is a dependent minor) upon written request during regular school hours. A written request to view records will be scheduled within 3 working days from receipt of the request under the supervision of a school official. Management will respond to reasonable request for explanations and interpretations of the records. Personal identifiable information requested must be in writing (NO EXCEPTIONS). The eligible student and parent/guardian (if the student is a dependent minor) must approve the release of this information each time request is made. All student records will be maintained for at least five years. Copies of file documents may be obtained. Exceptions to the above release of information policy would include TDLR (state licensing agency), US Department of Education, Accrediting Agency (NACCAS) or other Federal Government body.

The school does provide and permit access to student and other school records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences or in response to a directive of the Commission.

## **Policy Regarding the Family Educational Rights and Privacy Act (FERPA)**

Eligible Student and parents/guardians (if the student is a dependent minor) have the right to review the student's records, to request amendment to student's educational records to provide consent prior to disclosure of personally identifiable information. The request to review a student's educational record must be in writing by the parent or the student. Records will be made available in the appropriate institutional office on an appointment basis. Student records will be kept for six (6) years.

No personally identifiable information will be released to a third party without the written consent of parent or student unless it is:

- A. To other school officials who have educational interest in the information.
- B. To officials of another school where the student seeks or intends to enroll.
- C. To representatives of the comptroller general of the United States, the secretary of education or state and local educational authorities.
- D. Relating to financial aid and it is necessary to determine eligibility of aid, determine amount of aid, determine conditions for the aid, and enforce the terms and conditions of the aid.
- E. To state officials if requested by state statute.
- F. To organizations conducting studies for educational agencies or instructions to develop, validate, administer tests, administer student aid programs or improve instructions. No personally identifiable information will be released except to representatives of the organization and the information provided to the organization will be destroyed when no longer needed for the study.
- G. To accrediting agency to carry out accrediting functions.
- H. To parents of a dependent (claimed on tax return) student.
- I. To comply with judicial order or subpoena.
- J. To meet a health or safety emergency.

Full disclosure of information will be recorded in the file and will include parties receiving information and the legitimate interests of the parties for inspection of the records. Personal identifiable information which is designated as directory information includes students name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities, degrees and awards received.

## **Student Personal Services**

Students of Natural Images Beauty College are provided opportunities to discuss their career progress with instructors or admissions personnel. A private office is available for student advising and other personal services for the benefit of the student. Students may request advising on any given day during normal business hours, the advising is scheduled in alphabetical order and a time is devoted daily at 9:30 A.M. immediate advising is available to address emergency situations.

**The school does not provide an on-campus program for drug or alcohol counseling, Treatments, or rehabilitation, however, information about off-campus resources for counseling, treatment, and rehabilitation are posted on the school bulletin board.**

## Internal School Grievance Policy

The school administrators seek to maintain open communications between all parties associated with the operation of the school, we feel this policy encourages harmonious relationships. In the unlikely event this fails to achieve the goals the following policy is to be followed.

1. A student, teacher, or interested party may file a written complaint against the school; the written complaint must clearly outline the allegation or nature of the complaint.
2. A school representative will meet with the complainant within 5 working days of the written complaint. If the issue is not resolved, complaint will be referred to the school board of directors. The school will document, in writing, all meetings between school personnel and complainant and provide complainant a written copy of said documents.
3. A decision rendered by the school board of directors will be final and may not be appealed.
4. If the matter is not resolved to the satisfaction of the student, he/she may forward the written grievance to the state-licensing agency.

**TEXAS DEPARTMENT OF LICENSING AND REGULATION**

**P.O. BOX 12088**

**AUSTIN, TX 78711-2157**

**(512) 463-6599**

5. If the matter is still not resolved to the satisfaction of the student, he/she may forward the written grievance on a form prescribed by the Accrediting agency to the Accrediting agency, however, the complainant is required to seek resolution through the school's policy prior to filing a complaint with the accrediting agency.
6. The institution is accredited by:

**NATIONAL ACCREDITING COMMISSION OF CAREER ARTS AND SCIENCES**

**3015 COLVIN STREET**

**ALEXANDRIA, VIRGINIA 22314**

**(703) 600-7600 or [www.naccas.org](http://www.naccas.org)**

7. The school will maintain written records of all complaints filed through two complete periods of accreditation.

## Student Hours and Schedules

Full-time students will attend 34 hours per week and part-time students will attend 20 hours per week per their contract schedule. Formal instruction is required for all students.

The full-time schedules are:

- AM: Tuesday-Friday 9:00am-4:30pm, Saturday 9:00am-3:30pm
- PM: Tuesday-Friday 1:00pm-8:30pm, Saturday 9:00am-3:30pm

Part Time schedules are:

- AM: Tuesday- Saturday 9:00am-1:00pm.
- PM: Tuesday-Friday 5:00pm-8:30pm, Saturday 9:00am-3:30pm.

## Program Attendance Policy

1. Students must attend classes based on the contract scheduled hours for the program they are enrolled in.
2. Every effort must be made by the student to adhere to their class schedule
3. As per requirements, the school will allow only 33% of a student's elapsed time in absence at any point in the course. Any student exceeding this 33% elapsed time in absence will be subject to suspension or dismissal at the discretion of the school director after a meeting has been provided for advising with the student.

## **Lunch Break**

All students will be given the opportunity to go to lunch for 30 minutes. Only students on lunch will be allowed in the lunch room unless otherwise directed by an instructor.

## **The Time Clock Policies**

1. No students are to clock in 10 minutes before their scheduled hours.
2. Students are to be in proper uniform with properly applied cosmetics and hair styled, ready to work when they clock in.
3. If the student repeatedly forgets to punch in or out for lunch break or any other breaks will be written warning for first offense repeated will result in loss of hours for that day.
4. If a student attends the morning session and is not going to attend the afternoon session, the student must notify the office BEFORE she/he clocks out. If a student does not tell the office she/he will not be allowed to attend the hours of the next scheduled school day.
5. Everyone forgets to clock in or out. DON'T!! As per state policy, the student will lose the hours that they claim to have attended for the day.
6. Students are to take a minimum of 20 minutes for lunch, as assigned to you by an Instructor. The student must clock out for lunch and then back in when she/he returns from lunch. Failure to clock back in or out will result in the loss of all afternoon hours.

As per Texas Department of Licensing and regulations:

**STUDENT TIME CLOCK HOURS CANNOT BE ALTERED, MODIFIED, REDUCED, OR INCREASED. ALL HOURS MUST BE RECORDED BY TIME CLOCK ONLY. FAILURE TO CLOCK IN OR OUT, BY A STUDENT, WILL RESULT IN THE LOSS OF THOSE HOURS**

**All students enrolling in Natural Images Beauty College will be required to follow the dress code listed below**

## **Attendance, Tardy and Absentee Policy**

1. School hours for the full-time student is 34 hours per week. School hours for the part-time student is 20 hours per week.
2. Student must be clocked in and in class by their start time.
3. All students who are tardy, late, or departing early for the day must notify the director of the school, their instructor in charge of their class or clinic area as applies to them. Students may clock in if tardy but are not allowed to enter classes in progress after 8:30am. The tardy student will stay on the clinic floor working on rolling a perm unless instructed otherwise by an instructor.

**NOTE: NATURAL IMAGES BEAUTY COLLEGE RESERVES THE RIGHT TO EXPEL OR SUSPEND ANY STUDENT WHO HABITUALLY VIOLATES ANY OF THE SCHOOL GUIDELINES OR ATTENDANCE POLICIES.**

## **Tardiness/Personal Absences**

It is recommended to students to arrive early. The students who are not clocked in by their scheduled start time are considered tardy. If a circumstance causes a student to be tardy, the student must contact a staff member no later than 10 minutes prior to their scheduled start time. All students are expected to attend regularly; attending formal instruction is a requirement. If a student is ill or an emergency arises, the student must notify a staff prior to the start of class if

they are unable to attend for the day. Except in the case of an emergency: If a student needs to leave the school early; a Student Out Request form must be turned in by 9 am. If a student requires extra time for attendance or to meet academic or application requirements beyond the scheduled end of contract date to complete the program, additional fees will be assessed.

## **Attendance Policy for VA students**

Students using veterans' benefits to attend Natural Images Beauty College will have attendance monitored until the time the students drops, graduates, or completes the program. Unsatisfactory attendance will be reported to the DVA even if the VA student has completed the required number of hours to complete and no refund is due the student and/or refund sources. Therefore, the attendance policy (20% of the total program and/or being absent five (5) consecutive days) will apply throughout the student's stay in school. All violations of the attendance policy will be reported to DVA on VA Form 22-1999b within 30 days at such time the student exceeds the allowed number of absences.

## **Academic Calendar**

The school closes Good Friday, Memorial Day, Fourth of July, up to 5 days for Instructor training; Labor Day, week of Thanksgiving and two weeks including Christmas and New Year's. During severe weather, we will be closed when Brazosport Independent School District closes. A member of the staff will contact the students through social media via Facebook and/or texting in the event of severe weather. The school may elect to close for staff development, continuing education etc. and the process-used to notify students is that of posting the notice on the school bulletin board 10 days prior to the closing

## **Class Start Dates**

### **Cosmetology and Class A Barber:**

- 2020: Dec 1st
- 2021: Jan 12th, Feb 16th, Mar 30th, May 4th, June 8th, July 13<sup>th</sup>, Aug 31st, Oct 26<sup>th</sup>.
- 2022: Jan 25<sup>th</sup>, Mar 1<sup>st</sup>

### **Esthetics; Instructor; and Cosmetology to Class A Barber:**

- 2020: Dec 8th
- 2021: Jan 12th, Feb 2nd, Feb 23<sup>rd</sup>, Mar 23<sup>rd</sup>, Apr 13th, May 4<sup>th</sup>, May 24<sup>th</sup>, Jun 15th, Jul 6<sup>th</sup>, July 27<sup>th</sup>, Aug 17<sup>th</sup>, Oct 5<sup>th</sup>, and Dec 7<sup>th</sup>
- 2022: Jan 11<sup>th</sup>, Feb 1<sup>st</sup>, Feb 27<sup>th</sup>

Class start dates for our other programs are subject to demand. Contact Admissions.

## **Student Materials**

Student kit and supplies needed for the training program can be purchased by the student through Natural Images Beauty College. Other sources will be considered. Student kits are required to contain the same items with equal value and quality.

## **Graduation**

Natural Images Beauty College will grant a diploma of graduation and certify a final transcript of

hours for the applicable program of study when student has:

- a successful completion of all hours,
- all required tests being completed with at least 70% average, all practical work being completed with at least a 70% average and all exit exams being taken with at least a 70% average, and
- made satisfactory arrangements for payment of all debts to the school.
- As an official graduate, the student may request a State Board exam date.

## **Employment Assistance**

The school will keep an ongoing list of any job openings to graduates. The school's admissions personnel communicate with area salons, beauty supply companies, specialty shops etc. to maintain a current and accurate list of available career opportunities. All graduates without reference to the course of study are provided employment assistance.

A list of services we also provide is resume preparation, preparation of student portfolio, scheduling interviews, and will assist students in any way possible in whatever they ask for assistance in preparing. The school seeks to successfully place the student in gainful job level employment; however, the student is advised that law prohibits the school from Guarantying Employment.

## **Prerequisites for employment**

The Texas Department of Licensing and Regulation currently requires that you complete the mandated number of hours for your course of study. In addition, the State will perform a background check prior to the issuance of a license. After the hours are completed at a licensed facility, written and practical testing must be passed, and all fees paid to receive your license.

## **Leave of Absence Policy**

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 any of the following reasons and where there is a reasonable expectation that the student will return:

1. Personal Related Matters
2. Medical

Students must follow this policy in requesting a LOA. The LOA must be requested and approved in writing prior to LOA occurring. In addition, the student is required to list the reason for the LOA and their signature is required on the LOA form. Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it to school via mail or in person within reasonable resolution of the emergency. In an instance of an emergency LOA, the beginning date of the approved LOA would be determined to be the first date the student was unable to attend due to the emergency. The institution will document the reason for 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 School and a refund calculation is not required.

The maximum time frame for a LOA is 180 calendar days within a 12-month period. Only 2 LOAs will be granted however together with any previous LOAs may not exceed 180 days within a 12-month period.

On the day the student returns from the LOA the student is required to inform the Financial Aid Director of their return. The student's contract end date and maximum time frame will be extended for the same number of calendar days the student was on the LOA via an addendum (signed and

dated by all parties) or on the enrollment agreement (initialed by all parties.) There will be no additional charges to the student as a result of the LOA.

If the student takes an unapproved LOA or does not return from the LOA by the expiration of the approved leave of absence, the student's enrollment will be terminated. The School is required to take attendance and therefore the withdrawal date, for calculating a refund, will be the student's last date of attendance. Additionally, the student's loans will go into repayment after 180 days from the last date of attendance. Students who take an unapproved LOA after 14 consecutive calendar days will be terminated.

**INSTITUTIONAL REFUND POLICY:** Applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

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

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

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

entered into the enrollment agreement or contract because of a misrepresentation made:

(A) in the advertising or promotional materials of the school; or

(B) by an owner or representative of the school.

**Section 1602.458. Refund Policy.**

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

(1) fails to enter the course of training;

(2) withdraws from the course of training; or

(3) is terminated from the course of training before completion of the course.

(b) The refund policy must provide that:

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

(2) the effective date of the termination for refund purposes is the earliest of:

(A) the last date of attendance, if the student is terminated by the school;

(B) the date the license holder receives the student's written notice of withdrawal; or

(C) 10 school days after the last date of attendance; and

(3) the school may retain not more than \$100 if:

(A) tuition is collected before the course of training begins; and

(B) the student fails to withdraw from the course of training before the cancellation period expires.

**Section 1602.459. Withdrawal or Termination of Student.**

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

(1) may retain 100 percent of the tuition and fees paid by the student; and

(2) is not obligated to refund any additional outstanding tuition.

(b) If a student begins a course of training at a private beauty culture school that is scheduled to run not more than 12 months and, before the last 50 percent of the course, withdraws from the course or is terminated by the school, the school shall



refund:

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;

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;

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

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

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

#### **Section 1602.460. Interest on Refund.**

(a) If tuition is not refunded within the period required by Section 1602.459, the school shall pay interest on the amount of the refund for the period beginning the first day after the date the refund period expires and ending the day preceding the date the refund is made.

(b) If tuition is refunded to a lending institution, the interest shall be paid to that institution and applied against the student's loan.

(c) The commissioner of education shall annually set the interest rate at a rate sufficient to deter a school from retaining money paid by a student.

(d) The department may exempt a school from the payment of interest if the school makes a good faith effort to refund the tuition but is unable to locate the student. The school shall provide to the department on request documentation of the effort to locate the student.

#### **Section 1602.461. Reentry of Student After Withdrawal or Termination.**

If a student voluntarily withdraws or is terminated after completing 50 percent of the course at a private beauty culture school, the school shall allow the student to reenter at any time during the 48-month period following the date of withdrawal or termination.

- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: kit, extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.
- All refunds comply with mandated policies according to Texas Department of Licensing and Regulations. Under mitigating circumstances tuition refund could exceed the minimum tuition adjustment.
- If a Title IV HEA financial aid recipient withdraws prior to course completion, a calculation for return of Title IV HEA funds will be completed and any applicable returns by the school shall be paid, as applicable, The order of returns is: Unsubsidized Federal Stafford Student Loan; Subsidized Federal Stafford Student Loan; Parent Loan for Undergraduate Students (PLUS); Federal Pell Grant; and, Other Federal, State, Private, and Institutional student assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

**INSTITUTIONAL REFUND POLICY:** Applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

**Section 1601.562. Cancellation and Settlement Policy** Texas Department of Licensing and

## Regulation (TDLR) **Regulation of Barbering**

A barber school permit holder shall maintain a cancellation and settlement policy that provides a full refund of all money paid by a student if the student:

- (1) cancels the enrollment agreement not later than midnight of the third day after the date the agreement is signed by the student, excluding Saturdays, Sundays, and legal holidays; or
- (2) entered into the enrollment agreement because of a misrepresentation made:
  - (A) in the school's advertising or promotional materials; or
  - (B) by an owner or representative of the school.

### **Sec. 1601.563. Refund Policy.**

(a) A barber school permit holder shall maintain a refund policy to provide for the refund of the unused part of tuition, fees, and other charges paid by a student who, after the expiration of the cancellation period established under Section 1601.562:

- (1) fails to begin the course of training;
- (2) withdraws from the course of training; or
- (3) is terminated from the course of training before completion of the course.

(b) A barber school's refund policy must provide that:

- (1) the refund is based on the period of the student's enrollment, computed on the basis of course time expressed in scheduled hours, as specified by an enrollment agreement, contract, or other document acceptable to the department;
- (2) the effective date of the termination for refund purposes is the earliest of:
  - (A) the last date of attendance, if the student is terminated by the school;
  - (B) the date the permit holder receives the student's written notice of withdrawal; or
  - (C) 10 school days after the last date of attendance; and
- (3) the school may retain not more than \$100 if:
  - (A) tuition is collected before the course of training begins; and
  - (B) the student does not begin the course of training before the date the cancellation period under Section 1601.562 expires.

(c) A barber school permit holder shall publish in the catalogue and enrollment agreement of the school a description of the refund policy.

### **Sec. 1601.564. Withdrawal or Termination of Student.**

(a) If a student who begins a course of training scheduled to last not more than 12 months withdraws from the course or is terminated from the course by the barber 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.

(b) If the student withdraws or is terminated before the last 50 percent of the course begins, 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;
- (3) 75 percent of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the course but not later than the completion of the first 25 percent of the course; and
- (4) 50 percent of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the course.

(c) If a student withdraws or is terminated after 50 percent of the course has been completed, the school shall allow the student to reenter the school at any time before the fourth anniversary of the date of withdrawal or termination.

### **Sec. 1601.565. Effect of Student Withdrawal.**

(a) A barber school shall record a grade of incomplete for a student who withdraws from a course of training but who is not entitled to a refund under Section 1601.564 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.
- (b) 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.

**Sec. 1601.566. Payment of Refund.**

- (a) A barber school shall pay a refund owed under this subchapter not later than the 30th day after the date the student becomes eligible for the refund.
- (b) A school that fails to pay the refund within the period required by this section shall pay interest on the amount of the refund for the period beginning on the 31st day after the date the student becomes eligible for the refund and ending on the day preceding the date the refund is made. The commissioner of education shall annually set the interest rate at a rate sufficient to deter a school from retaining money paid by a student.
- (c) If a school refunds tuition to a lending institution, the interest is paid to the institution and applied against the student's loan.
- (d) The department may exempt a school from the payment of interest if the school makes a good faith effort to refund the tuition but is unable to locate the student. The school shall provide to the department on request documentation of the school's effort to locate the student.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: kit, extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.
- All refunds comply with mandated policies according to Texas Department of Licensing and Regulations. Under mitigating circumstances tuition refund could exceed the minimum tuition adjustment.
- If a Title IV HEA financial aid recipient withdraws prior to course completion, a calculation for return of Title IV HEA funds will be completed and any applicable returns by the school shall be paid, as applicable, The order of returns is: Unsubsidized Federal Stafford Student Loan; Subsidized Federal Stafford Student Loan; Parent Loan for Undergraduate Students (PLUS); Federal Pell Grant; and, Other Federal, State, Private, and Institutional student assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

**Return of Title IV Funds**

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Academic Competitiveness Grants, National SMART Grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

When you withdraw during your payment period the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The institution determines the earned and unearned portions of Title IV aid as of the last date of

attendance based on the amount of time the student was scheduled to be in attendance. The percentage of the period completed is determined by dividing the number of hours the student was scheduled to complete in the payment period, as of the last date of attendance, by the total number of clock hours in the payment period.

Up through the 60% point in each payment period, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. The amount of Title IV aid earned by the student is determined by multiplying the percentage of Title IV aid earned by the total of Title IV aid disbursed or the Title IV aid that could have been disbursed to the student or on the student's behalf.

For example: 450 hours in the payment period

- The student was scheduled to complete 225 hours as of the student's last date of attendance
- Percentage of Aid earned equals 50%. This is calculated by dividing the scheduled hours as of the last date of attendance divided by total hours in the payment period. ( $225/450$ )
- Amount Title IV Financial Aid Earned equals \$1250. This is calculated by multiplying the total aid disbursed or could be disbursed by the percentage of aid earned \$1250 ( $2500 \times 50\%$ )

### **Post Withdrawal Disbursement**

If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the Post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

### **30 Day Delay Requirements**

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day. If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of: your institutional charges multiplied by the unearned percentage of your funds, or the entire amount of excess funds. The school must return this amount even if it didn't keep this amount of your Title IV program funds. If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any Institutional Refund Policy that your school may have. Therefore, you may still owe funds to the

school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return.

### **Determination Date/Withdrawal Date (Official/Unofficial Withdrawal):**

The last date of attendance would be the last day the student was physically in attendance at the school. A withdrawal date on a student who had been previously attending could be up to, but not to exceeding, 14 calendar days from that student's actual last date of attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office.

### **Return of Title IV Funds by the School**

The school will make the refund determination within thirty (30) days from the date of withdraw/termination and return the unearned funds for which the School is responsible as soon as possible, but no later than 45 days after the date of student withdraw/termination.

The school must return the unearned aid for which the school is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

### **Title IV HEA Programs**

1. Unsubsidized Federal Stafford loans.
2. Subsidized Federal Stafford loans.
3. Unsubsidized Federal Direct Stafford loans.
4. Subsidized Federal Direct Stafford loans.
5. Federal Perkins loans.
6. Federal PLUS loans received on behalf of the student.
7. Federal Direct PLUS received on behalf of the student.
8. Pell Grant

If you have questions about your Title IV HEA program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

## **Collection Policy**

When collections are necessary, they will be done so in good taste and sound, ethical business practices.

## **Supplemental Material Furnished by School**

Reference books and texts: Instructional materials: Commercial materials, such as tapes, records, videos, transparencies, etc. All supplies for patrons.

## **Materials required to be furnished by Students**

Tuition or Proof of Financial Aid

Uniform (reference Dress code in Catalog)

1 3" 3 Ring Notebook with dividers

Notebook Paper

Pen and Pencil

Kit/book

Student kit and supplies needed for the training program can be purchased by the student through Natural Images Beauty College. Other sources will be considered: student kits are required to contain the same items with equal value and quality. The student may need to provide some equipment and supplies required by TDLR specifically for the licensing exam. The student is responsible for TDLR exam and licensing fees. Students have 30 days from the last day of attendance to remove all personal property from the school: any items left will be considered abandoned and become the property of Natural Images Beauty College.

## **Practical Evaluations**

Practical Evaluations are monitored and evaluated by an instructor. The student will receive a written evaluation that reflects areas of strengths and areas that need improvement. Students who meet the minimum requirements will be considered making improvements in basic skills until the next scheduled evaluation.

## **Grading**

Students are graded on formal instruction and practical work. Written tests are generally given on Friday after each textbook chapter. Comprehensive written finals are given at completion of all chapter tests; the minimum passing score on a written final is 70%. Students must pass a practical evaluation to advance through each phase of the program. Throughout the student's course of study he/she is kept informed of his/her progress, including appearance and attitude.

Theory and academic grades and Practical evaluations are given as needed.

The grading scale is:

A	90%-100%
B	80%-89%
C	70%-79%
F	0%-69% - Failing

## **Grading System**

The following system is used to establish fair and equitable academic evaluations as a method of keeping students informed academic progress pertinent to the course of study.

Theory and practical applications are sequentially introduced to students beginning with basics and progressing to the more advanced phases of study.

Typically, a unit of theory is introduced weekly (some units require more than a week to adequately cover); the introduction may be through lecture, demonstration, audio-visual, hands on techniques etc. The process would include introduction, followed by oral review and finished by the completion of a written test. Students failing to achieve a minimum score of 70% must re-test. Test to be scheduled by the immediate supervisor and achieve a minimum test score average of 70%.

Practical applications are integrated into the course from the beginning of the course studies. Practical applications are introduced through lecture, audio-visual, hands on demonstration, or printed material. The student performing the skill on a manikin, another student or client (once the student has achieved the required number of hours and performed the required number of services to demonstrate competency for clinic work) follows the introduction of practical application(s). A student must score a minimum 70% average on all practical applications.

Practical applications are evaluated per the written criteria based on state licensing and school requirements. Students must perform the number of required practical applications during the course.

## **Makeup Work**

If a student misses a written test due to a personal absence when the student returns, the test may be made up on the following test day. A point deduction will be applied to work turned in late.

## **Theory Testing and Make-up Work Policy**

Every student is required to attend theory, and Texas Department of Licensing and Regulations requires a recorded theory test grade for each chapter in the theory book.

Theory classes are Monday through Friday, 8:30 till 10:00 each day.

The school must give a written and practical pre-state exam to each student.

Natural Images Beauty College requires a 70% to pass all exams. Students receiving a grade of less than 70% or missing regularly scheduled exams for any reason will have the opportunity to take or re-take exams. If a student does not take the exam at the scheduled time for their class, the test with a 0 score will be recorded and will remain until the make-up test has been taken.

Student failure to make-up tests and stay current will be treated as a disciplinary action and the student will be subject to suspension or dismissal after a period of advising has been provided.

All theory tests must be current and passed with 70% before the school will administer the written pre-state exam.

If the pre-state written exam is failed because of failure to stay current, the student will then be required to re-take the exam.

All school written and practical tests must be completed and passed before students are issued papers for State Board Exam.

A pre-state written, and practical exam will be given to each graduating student. The written pre-state exam will be a multiple-choice test. These tests cover all taught material from the text, as well as, additional material handed out by the school in the student catalog. Any student not qualified for their respective pre-state, will be given special advising by the staff.

Pre-states may be taken prior to completion. If the student has completed all their practical work and passed all the chapter tests; prior to completion of hours for all programs.

Pre-state exams will be given to each student. If student does not attend the pre-state exam, a grade of 0 will be entered onto their progress report. If student does not attend or fails the written or practical part of the pre-state for a second time, pre-state exams will be given as described.

## **Texas Department of Licensing and Regulation Academic and Practical Requirements**

Each student in a school must complete practical applications of the curriculum; the practical applications may be performed on a mannequin, a student, or a patron. Mock applications may be used where appropriate and necessary. It shall be the responsibility of the student to keep a record of the number of practical applications performed, but an instructor signature shall verify all. The Texas Department of Licensing and Regulations Inspector will check practical application record, which shall be maintained as part of the students file after they graduate or withdraw.

When a student graduates, the school must verify that the student has completed the practical application requirements.

## **Dress Code**

Students are to follow the dress code. Black scrubs solid no print, ok to wear solid black under shirts, black smock zipped up at all times. Any item of clothing worn under scrub must be black only. Turtle neck shirts, sweaters, coats etc. they may have long or short sleeves. NO ruffles, frills, or lace. Shoes can be any color with closed toe, closed heel, and closed sides. Heels may be no

more than 1 inch high. All uniforms will be of washable material, kept clean-and neat, and shall not have any identifying marks or labels.

Students must arrive prepared to begin their instructional day.

There will be no styling of hair or applying make-up after arrival: unless part of an instructor scheduled assignment.

Violation of the regulation dress code may result in being sent home and possible suspension or termination from the school if this violation is consistently repeated.

**NAMETAGS & SMOCKS (BLACK ONLY) WILL BE WORN**

**AT ALL TIMES WHILE IN THE SCHOOL**

\*\*\*\*\***NO EXCEPTIONS**\*\*\*\*\*

The dress code when taking the State Board Exam will remain as required by the Texas Department of Licensing and Regulation.

**Student will be required to punch out and change or go home if not in required dress code.**

## **Regulations Governing Licensure to Practice**

The Texas Department of Licensing and Regulation governs the licensee to practice cosmetology as so specified in the Commission Rules and Regulations.

An applicant for an operator license must be at least 17 years of age have completed the seventh grade or its equivalent and have completed the number of instructional hours noted above in a licensed school. The applicant is entitled to a license if she/he possesses the previously stated qualifications, and satisfactorily completes the examination, pays a license fee, and has not committed an act that constitutes a ground for denial. (note TDLR now requires that you have a High School Diploma or GED for these courses)

An applicant for an instructor license must be at least 18 years of age, have completed the 12th grade or its equivalent, have a valid operator license, and have completed a course of instruction and methods of teaching in a licensed school. The applicant is entitled to a license if she/ he possesses the previously stated qualifications, and satisfactorily completes the examination, pays a license fee, and has not committed an act that constitutes a ground for denial.

## **Conduct Disciplinary Code**

A student terminated for misconduct cannot be readmitted under any condition. Misconduct is defined as fighting, theft, terroristic threats, or possessing a weapon on the premises.

A student who willfully destroys school property will be suspended immediately. The student will pay to repair the damage and is responsible for any liability caused by his/her actions.

A student may be suspended or terminated for the use, sale, or possession of a controlled substance or alcohol on the premises or clocking hours while under the influence of a controlled substance or alcohol.

A student caught cheating on an exam will be suspended and receive a 0% for that exam.

A student found intentionally clocking in and out for another student will be terminated. This violates TDLR regulations.

A student may be suspended or terminated if she/he does not comply with the school policies, education requirements and TDLR regulations.

Each student must clock in/out for herself/himself and must clock out for lunch even if lunch is taken on the school's premise. Student leaving the facility for any reason, including smoke breaks, must clock out.

All implements, equipment and stations must be sanitized daily and before each client. Each student will complete her/his assigned daily sanitation duty before leaving for the day.

Students will have instructor permission before performing any service on another student.



No smoking or use of tobacco products is permitted in the building.  
No eating or drinking is permitted on the clinic floor.  
Personal calls will not be taken at the reception desk or in offices.  
Students must notify the school of a name or address change.  
Students may not park next to the building.  
Students are required to perform practical applications on clients. Refusing to service a client or trading tickets with another student will result in corrective action. Students will consult with an instructor before performing any chemical services on a client.  
Students will have an instructor check client and sign ticket before passing client to another student or at completion of service before client leaves students' station or area.  
Client tickets should be on a clipboard and with the client during the service.  
Only the student scheduled to staff the reception desk is permitted behind the desk. Congregating at the front desk should be avoided.  
Students will walk in the facility, keep stations clean and aisles clear and avoid lifting heavy objects without help.  
Students will report anything that would cause an injury, any incident resulting in an injury and any situation which may be suspicious or out of the ordinary.  
Students may not have visitors on the classroom or on the clinic floor.

## Levels of Corrective Action

A student may be advised regarding attendance, academic grades or conduct by any of the following actions:

**Verbal Warning:** A student will be verbally informed of the violation she/he has committed. Changing the behavior will be discussed. The student will be briefed about further consequences if the behavior continues.

**Suspension:** An immediate removal of the student from Natural Images Beauty College premises or an on-site suspension may be assigned. On-site suspension may include task issued by an instructor that would not be part of the daily schedule. N off-site suspension may be for 12 hours to 60 hours. Termination: A student may be terminated from enrollment.

## Grounds for Termination

School may terminate student's enrollment for immoral or improper conduct; noncompliance with educational requirements, Standards of Conduct, General Policies, Enrollment Contract, state laws and regulations; any action which causes or could cause bodily harm to a client, student or staff member; willful destruction of school property; use, sale, possession or being under the influence of a controlled substance or alcohol on school premises; theft; failing to honor the payment agreement.

## Cosmetology Course Outline - 1000 Clock Hours

The cosmetology program prepares you to become a licensed professional. Learn the fundamentals of haircutting, hair coloring, styling, esthetics and manicuring to pass the Texas licensing exam and gain the advanced understanding and techniques to successfully compete in the dynamic cosmetology industry.

In Phase 1, you begin the first day doing a haircut. You continue learning cuts, color, styling and nail and skin services form demonstrations and hands-on practice. Pass a practical exam to begin Phase 2

In phase2, you work on clients under close supervision of an instructor, building your confidence

and advancing into the latest trends. Pass a practical exam to enter Phase 3. After 1000 hours, you may take the Texas written licensing exam.

In Phase 3, you fine tune technical abilities and focus on the “soft” skills of client interaction and prescriptive retailing in a less supervised setting. Assist clients with booking and paying for services at the receptionist center and administer professional products and supplies in the dispensary. Pass a practical exam to be eligible for graduation.

After completing the program and passing the Texas written and practical evaluation, you obtain a license and are fully qualified to begin working as an entry level Hair stylist or Cosmetologist.

<b>Cosmetology Curriculum</b>		<b>Hours</b>
<b>Hair Care</b>	Haircutting - solid form, square form, layered, graduated, over-comb and fade haircuts Styling- thermal and wet styling, long hair styles and braiding; Shampooing - Explains basic draping, shampooing, conditioning, Scalp Care - massage, infection control; Covers hair structure and growth, hair care and conditions and disorders, Sanitation procedures and how to use the tools and supplies; Hair Coloring & Related Theory- Presents hair color chemistry: techniques using temporary, semi-permanent and oxidative color; highlighting techniques and hair color removal Chemical Textures & Related Theory- Presenting perm theory and how to wrap Rectangle, brick layer, spiral and oblong perms; Explains chemical relaxing with virgin sodium hydroxide relaxer, virgin thio relaxer, relaxer retouch and curl reforming. Chemistry; Business Skills, Professional Development; Salon Management; health; safety; and laws	800
<b>Nail Care</b>	Manicuring and related theory and applications, Covers nail structure, growth, disorders, infection control, manicure, pedicure, nail tips, sculptured nails and artificial nail services, Chemistry; Business Skills, Professional Development; Salon Management; health; safety; and laws	100
<b>Skin Care</b>	Facials, hair removal, and related theory and application, Discusses skin composition, disorders, infection control, skin care, massage, basic facials, hair removal, facial shapes and makeup techniques, Chemistry; Business Skills, Professional Development; Salon Management; health; safety; and laws	100
<b>Total Hours</b>		<b>1000</b>

**OBJECTIVES:** Upon successful completion of the course, students will be able to:

Follow all sanitary rules and regulations as required by the school and the Texas Department of Licensing and Regulation.

Identify skin, scalp, and hair and nail disorders and diseases commonly seen when working with the general public.

Follow all safety precautions connected with equipment use and chemical mixing and applications.

Perform all basic skills employing the use of standard tools and equipment in the shop.

Develop retail skills and knowledge of hair and skin care products.

Apply necessary scientific and mathematical knowledge dealing with assigned tasks.

Perform different cuts and styles. This will include being able to do the actual procedure of cutting

and styling the hair.

Maintain all tools and equipment in a safe and satisfactory working condition.

Book appointments; consult with patrons and give quick and expertise advice.

Identify different types of tints, lighteners, permanents, and straighteners. Know the effects of each when used alone or in combination with other chemicals. Know corrective procedures to take if hair is damaged and know the correct procedures for applying these various chemicals. Distinguish between shop management and labor and their respective functions.

Pass a final written and practical examination given by the school with a grade of seventy- (70) or above.

Pass the Texas Department of Licensing and Regulation Examination with a grade of seventy- (70) or above.

Intelligently seek and maintain employment in the cosmetology field or including business skills, customer service, retailing and communication skills.

**COURSE FORMAT:** All procedures are demonstrated during theory class. The students apply procedure to practical assignments; students are graded on time and accuracy. Students are given handouts on given theory discussion that is followed by an oral quiz Audiovisual, videos, posters, handouts, and blackboard are used for demonstrations as well as hands-on procedure.

**COURSE MISSION:** To train competent and progressive cosmetologists and to give the student the background needed to form a solid foundation upon which to build economically and socially. To give the students the knowledge and skills needed to obtain, maintain and progress in the cosmetology profession.

**PROGRAM INSCRIPTION:** The Cosmetology Operators Program is preparatory theory and laboratory course developed to provide instruction for the development of manipulative skills, technical knowledge, safety and sanitary practices, and information relating to these. These skills will be sufficient for entry into the cosmetology profession. The Texas Department of Licensing and Regulation governs specific areas of training. The school laboratory and clinic are equipped comparable to cosmetology salons.

**COURSE EVALUATION:** Frequent assessments of student's mastery of skills are made. Objective referenced teacher made tests are used to measure student mastery of specific objectives. These tests are given both orally and written. Students can also demonstrate the target (a specific) behavior to the student's satisfaction. Frequent un-graded progress tests are given to provide practice and to be used to give the student feedback regarding his/her learning. Students who do not indicate mastery of specific skills are re-taught and tested at a later time.

Numerical grades are considered according to the following scale:

A	90%-100%	
B	80%-89%	
C	70%-79%	
F	0%-69%	Failing

**INSTRUCTIONAL METHODS:** Lecture, videos, demonstrations, independent assignments, hands on training, independent workbook, and evaluations.

## **Esthetics Course Outline- 750 Clock Hours**

In the esthetics program, you will gain the knowledge to become a licensed Esthetician through demonstrations, by licensed professionals, hands o-on experience, classroom theory, self-paced

projects and practical applications.

In Phase 1, learn the fundamentals of skin care including facial treatments, makeup application, hair removal and electrotherapy. Pass the Phase 1 practical evaluation to begin the advance through the program Assist client with booking and paying and paying for services at the receptionist center and administer professional products and supplies in the dispensary. Pass a practical exam to be eligible for graduation.

After completing the program and passing the Texas written and practical exams, you obtain a license and are fully qualified to begin working as an entry level Esthetician

#### Esthetics Curriculum

<b>Facial Treatment, Cleansing, Masking, Therapy:</b>	<b>225</b>
<b>Anatomy and Physiology:</b>	<b>90</b>
<b>Electricity, Machines and Related Equipment:</b>	<b>75</b>
<b>Makeup:</b>	<b>75</b>
<b>Orientation</b>	<b>50</b>
<b>Chemistry:</b>	<b>50</b>
<b>Client Care:</b>	<b>50</b>
<b>Sanitation, Safety and First Aid:</b>	<b>40</b>
<b>Management:</b>	<b>35</b>
<b>Hair Removal:</b>	<b>25</b>
<b>Aroma Therapy:</b>	<b>15</b>
<b>Nutrition:</b>	<b>10</b>
<b>Color Psychology:</b>	<b>10</b>
<b>Total Hours:</b>	<b>750</b>

OBJECTIVES - Upon successful completion of the course, students will be able to:

Follow all sanitary rules and regulations as required by the school and the T.D.L.R.

Identify skin disorders and diseases commonly seen when working with the general public.

Follow all safety precautions connected with equipment used. Perform all basic skills employing the use of standard tools and equipment. Develop retail skills and knowledge of nail and hand care products. Apply necessary scientific and mathematical knowledge dealing with assigned tasks. Maintain all tools and equipment in a safe and satisfactory working condition. Book appointments, consult with patrons, and give quick and expert advice. Distinguish between shop management and labor and their respective functions. Know the functions of and of various organizations available to them.

Pass a final written exam and practical examination given by the school with a grade of seventy- (70) or above. Pass the Texas Department of Licensing and Regulation Examination with a grade of seventy- (70) or above. Intelligently seek and maintain employment in the cosmetology field including business skills, customer service, retailing and communication.

COURSE FORMAT: All procedures are demonstrated during theory class, the students apply procedures to practical assignments; students are graded on time and accuracy. Students are given handouts on given theory discussion that is followed by an oral quiz. Audio-visual, videos, posters, handouts and blackboard are used for demonstrations as well as hands on procedures. COURSE MISSION: To develop in each student theoretical and hands on knowledge and skills in the actual practice of esthetics necessary for successful entry and continual employment in the cosmetology profession. To develop the technical skills and knowledge for the diagnosis and application of cosmetic preparation related to the facial treatments.

**PROGRAM DESCRIPTION:** The Esthetics Program is a preparatory theory and laboratory course developed to provide instruction for the development and manipulative skills, technical knowledge, safety and sanitary practices and information relating to these. These skills will be sufficient for entry into the esthetics field. The Texas Department of Licensing and Regulation governs specific areas of training. The school laboratory and clinic are equipped comparable to cosmetology salons.

**COURSE EVALUATION:** Frequent assessments of student's mastery of skills are made. Objective referenced teacher made tests are used to measure student's mastery of specific objectives. These tests are given both orally and written. Students can also demonstrate the target (a specific) behavior to the teacher's satisfaction. Frequent un-graded progress tests are given to provide practice and to be used to give the student feedback regarding his or her learning. Students who do not indicate mastery of specific skills are re-taught and tested at a later time.

Numerical grades are considered according to the following scale:

A	90%-100%	
B	80%-89%	
C	70%-79%	
F	0%-69%	Failing

**INSTRUCTIONAL METHODS:** Lecture, videos, demonstrations, independent assignments, hands on training, independent workbook, and evaluations.

## Instructor Course Outline 750

Learn ways to share your professional expertise with beginning and advance future professionals. Develop effective communication skills to connect with future professionals from different generations and learning styles, learn techniques to address difficult behaviors evaluate performance and guide future professionals to reach their career goals. After completing the program and passing the Texas written and practical exams, you obtain a license and are fully qualified to begin working as an entry level instructor.

### Instructor Curriculum 750 Hours (cosmetology license required)

<b>Lesson Plans:</b> Covers developing a course study, organizing material, course outline and key elements of a lesson	<b>140</b>	<b>State Laws and Forms:</b> Presents licensing and continuing education requirements	<b>60</b>
<b>Methods of Teaching:</b> Presents instruction by lecture, role play, demonstration, group discussion, and field trips and the learning tools of concept connectors, visualization, mnemonics and games	<b>180</b>	<b>Preparation and Use of Visual Aids:</b> Explains effective use of print material, projected and non-projected audio-visuals and classroom equipment	<b>60</b>
<b>Classroom Management:</b> Discusses room arrangement, administrative responsibilities and presentation techniques	<b>90</b>	<b>Learning Theory:</b> Discusses the adult learner, generation differences and natural cycle of learning	<b>100</b>
<b>Evaluation Techniques:</b> Explains grading styles, test development and performance evaluation tools	<b>90</b>	<b>Orientation, Rules and Laws:</b> Introduces Institute policies and reviews state requirements	<b>30</b>
<b>Total Hours</b>			<b>750</b>

### Instructor Course Outline 750 hours

Objectives: Upon successful completion of the course, the student will be able to:

Prepare teaching plan.

Prepare instruction sheets.

Prepare teaching aids.

Revise instruction, as it seems advisable due to changes in industrial processes, and new processes.

Conduct instruction to individual students and recognize individual differences in learning.

Conduct instruction to groups of students, recognizing their individual human traits and aptitudes.

Evaluate learner accomplishments by using different types of tests, utilizing approved methods of rating, using progress charts, and recognizing urges in human behavior.

Plan and organize instruction shop, by understanding the principles of shop layout.

Care for the shop and supplies by knowing the codes regarding safety and the proper physical conditions of shop and equipment.

Requisition materials and supplies by learning the techniques of preparing requisitions, where materials and equipment may be obtained, and their cost.

Keep running inventory of supplies.

Keep records of policy and practices of the institution where they may be employed.

Make reports and know the purpose of the reports.

Appraise aptitude and ability of learners and develop the principles of guidance.

Maintain occupational contracts thereby keeping abreast of the business community and the social and economic conditions of the community.

Recommend student for employment and advise students of employment opportunities and of various employment agencies.

Follow up on progress of trainees by knowing where to locate former students.

Improve self professionally by reading trade magazines, and educational materials, by taking professional improvement courses, through workshops, or through certification courses and by joining teacher organizations.

Use local advisory committee and being able to organize such a committee,

Pass a final written and practical examination given by the school with a grade of seventy percent (70%) or above.

Pass the Texas Department of Licensing and Regulation Examination with a grade of seventy- (70) or above.

Intelligently seek and maintain employment in the field of cosmetology teaching.

**COURSE FORMAT:** This course will involve study, discussion, demonstration, lectures, and student involvement Regular instruction will be supplemented through use of lecturers, current events and varied instructional materials. Students will demonstrate their knowledge of theory through oral and written reviews and exams.

**COURSE MISSION:** To develop in the students the teaching skills necessary for entry into the teaching profession. These skills include manipulative techniques, classroom and clinic demonstrations, lesson planning, shop organization and management, student relations, safety, record keeping, discipline and classroom instruction. To make them aware of the responsibilities of teachers beyond the day to day routine of teaching responsibilities to students, fellow teachers, and themselves we wish to send into the cosmetology teaching profession a competent, ambitious, and progressive professional.

**PROGRAM DISCRIPTION:** The cosmetology instructor course is a preparatory theory and laboratory course developed to provide instruction for the development of teaching skill and information relating to those. These skills will be sufficient for entry into the cosmetology teaching profession. Specific areas of training are governed by The Texas Department of Licensing and Regulation. The instructor will be training in a laboratory and classroom similar to any found in cosmetology schools throughout the country, therefore the work environment should be basically the same when the instructor begins work.

**COURSE EVALUTION:** Frequent assessments of student's mastery of skills are made. Objective referenced teacher made tests are used to measure student mastery of specific objectives. These tests are given both orally and written. Student can also demonstrate the target (a specific) behavior to the teacher's satisfaction. Frequent un-graded progress tests are given to provide practice and to be used to give student feedback regarding his/her learning. Students who do not indicate mastery of specific skills are re-taught and tested at a later time.

Numerical grades are considered according to the following scale:

A	90%-100%	
B	80%-89%	
C	70%-79%	
F	0%-69%	Failing

INSTRUCTIONAL METHODS: Independent study, written evaluations, practical evaluations, and demonstration.

## **Class A Barber Course Outline – 1000 Hours**

Learn the basic barber techniques in cutting, shaving, and trimming the hair and beard along with styling, curling, coloring, waving the hair. You will be learning techniques in cleansing, stimulating and massaging a person's scalp. Included in this program is beautifying a person's face, neck, arms, and shoulders using cosmetics preparations. Treating a person's nails and attaching false nails, weaving hair, and servicing a person's toupee. Students will also study bacteriology, sanitation, and safety. In their instruction they will learn professionalism through proper vocabulary and ethics. Practice hygiene and grooming procedures. Their license will include study on anatomy of the arms and hands as well as muscle and nerve function. Student will implement all laws and preparation.

OBJECTIVES - Upon successful completion of the course, students will be able to:

Follow all sanitary rules and regulations as required by the school and the Texas Department of Licensing and Regulation. Follow all safety precautions connected with equipment used. Perform all basic skills employing the use of standard tools and equipment. Develop retail skills and knowledge of hair care, skin care, nail and hand care products. Apply necessary scientific and mathematical knowledge dealing with assigned tasks. Maintain all tools and equipment in a safe and satisfactory working condition.

Book appointments consult with patrons and give quick and expert advice. Distinguish between shop management and labor and their respective functions. Know the functions of and of various organizations available to them.

Pass a final written exam and practical examination given by the school with a grade of seventy- (70) or above.

Pass the Texas Department of Licensing and Regulation Examination with a grade of seventy- (70) or above.

Intelligently seek and maintain employment.

COURSE FORMAT: All procedures are demonstrated during theory class, the students apply procedures to practical assignments; students are graded on time and accuracy. Students are given handouts on given theory discussion that is followed by an oral quiz. Audio-visual, videos, posters, handouts and blackboard are used for demonstrations as well as hands on procedures.

COURSE MISSION: To develop in each student theoretical and hands on knowledge and skills in the actual practice of Barbering, necessary for successful entry and continual employment in the Barber profession. To develop the technical skills and knowledge for the diagnosis and application of cosmetic preparation related to the hair, Skin and nails.

PROGRAM DESCRIPTION: The Barber Program is a preparatory theory and laboratory course developed to provide instruction for the development and manipulative skills, technical knowledge, safety and sanitary practices and information relating to these. These skills will be

sufficient for entry into the Barbering field. The Texas Department of Licensing and Regulation governs specific areas of training. The school laboratory and clinic are equipped comparable to Barber shops.

**COURSE EVALUATION:** Frequent assessments of student's mastery of skills are made. Objective referenced teacher made tests are used to measure student's mastery of specific objectives. These tests are given both orally and written. Students can also demonstrate the target (a specific) behavior to the teacher's satisfaction. Frequent un-graded progress tests are given to provide practice and to be used to give the student feedback regarding his or her learning. Students who do not indicate mastery of specific skills are re-taught and tested at a later time. Numerical grades are considered according to the following scale:

A	90%-100%	
B	80%-89%	
C	70%-79%	
F	0%-69%	Failing

**INSTRUCTIONAL METHODS:** Lecture, videos, demonstrations, independent assignments, hands on training, independent workbook, and evaluations.

<b>Class A Barber Curriculum</b>	<b>Hours</b>
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
<b>TOTAL HOURS</b>	<b>1000</b>

## **Cosmetology Operator to Class A Barber Course Outline- 300 Hours**

This program requires a cosmetology operator license in or to enroll. Learn barber techniques and the underlying theory.

**OBJECTIVES** - Upon successful completion of the course, students will be able to:  
 Follow all sanitary rules and regulations as required by the school and the Texas Department of Licensing and Regulation. Follow all safety precautions connected with equipment used. Perform all basic skills employing the use of standard tools and equipment. Develop retail skills and knowledge of hair care, skin care, nail and hand care products. Apply necessary scientific and mathematical knowledge dealing with assigned tasks. Maintain all tools and equipment in a safe and satisfactory working condition.  
 Book appointments consult with patrons and give quick and expert advice. Distinguish between shop management and labor and their respective functions. Know the functions of and of various organizations available to them.



Pass a final written exam and practical examination given by the school with a grade of seventy- (70) or above.

Pass the Texas Department of Licensing and Regulation Examination with a grade of seventy- (70) or above.

Intelligently seek and maintain employment.

**COURSE FORMAT:** All procedures are demonstrated during theory class, the students apply procedures to practical assignments; students are graded on time and accuracy. Students are given handouts on given theory discussion that is followed by an oral quiz. Audio-visual, videos, posters, handouts and blackboard are used for demonstrations as well as hands on procedures.

**COURSE MISSION:** To develop in each student theoretical and hands on knowledge and skills in the actual practice of Barbering, necessary for successful entry and continual employment in the Barber profession. To develop the technical skills and knowledge for the diagnosis and application of cosmetic preparation related to the hair, Skin and nails.

**PROGRAM DESCRIPTION:** The Barber Program is a preparatory theory and laboratory course developed to provide instruction for the development and manipulative skills, technical knowledge, safety and sanitary practices and information relating to these. These skills will be sufficient for entry into the Barbering field. The Texas Department of Licensing and Regulation governs specific areas of training. The school laboratory and clinic are equipped comparable to Barber shops.

**COURSE EVALUATION:** Frequent assessments of student's mastery of skills are made. Objective referenced teacher made tests are used to measure student's mastery of specific objectives. These tests are given both orally and written. Students can also demonstrate the target (a specific) behavior to the teacher's satisfaction. Frequent un-graded progress tests are given to provide practice and to be used to give the student feedback regarding his or her learning. Students who do not indicate mastery of specific skills are re-taught and tested at a later time. Numerical grades are considered according to the following scale:

A	90%-100%	
B	80%-89%	
C	70%-79%	
F	0%-69%	Failing

**INSTRUCTIONAL METHODS:** Lecture, videos, demonstrations, independent assignments, hands on training, independent workbook, and evaluations.

<b>Cosmetology Operator to Class A Barber Curriculum</b>	<b>Hours</b>
1 Instruction in theory, consisting of:	25
A History of barbering	1
B Barber laws and rules review	1
C Implements, honing and stropping	5
D Shaving	5
E Men's haircutting and tapering	5
F Beard and mustache trimming and design	1
G Hair color review	1
H Permanent waving and relaxing review	1
I Manicuring and nail care review	1
J Facial treatments and skin care review	1
J Anatomy and physiology review	1

L	Blow-dry styling review	1
M	Shampooing and conditioning review	1
2	Instruction in practical work, consisting of:	275
A	Men's haircutting and tapering	165
B	Shaving, mustache and beard trimming	185
C	Hair coloring	5
D	Permanent waving and relaxing	5
E	Facial treatments	5
F	Shampooing and conditioning and blow-dry styling	5
G	Manicuring	5
<b>Total Hours Completed</b>		<b>300</b>

## Instructor Course Outline (Barber) 750

Learn ways to share your professional expertise with beginning and advance future professionals. Develop effective communication skills to connect with future professionals from different generations and learning styles, learn techniques to address difficult behaviors evaluate performance and guide future professionals to reach their career goals. After completing the program and passing the Texas written and practical exams, you obtain a license and are fully qualified to begin working as an entry level instructor.

Objectives: Upon successful completion of the course, the student will be able to:

Prepare teaching plan.

Prepare instruction sheets.

Prepare teaching aids.

Revise instruction, as it seems advisable due to changes in industrial processes, and new processes.

Conduct instruction to individual students and recognize individual differences in learning.

Conduct instruction to groups of students, recognizing their individual human traits and aptitudes.

Evaluate learner accomplishments by using different types of tests, utilizing approved methods of rating, using progress charts, and recognizing urges in human behavior.

Plan and organize instruction shop, by understanding the principles of shop layout.

Care for the shop and supplies by knowing the codes regarding safety and the proper physical conditions of shop and equipment.

Requisition materials and supplies by learning the techniques of preparing requisitions, where materials and equipment may be obtained, and their cost.

Keep running inventory of supplies.

Keep records of policy and practices of the institution where they may be employed.

Make reports and know the purpose of the reports.

Appraise aptitude and ability of learners and develop the principles of guidance.

Maintain occupational contracts thereby keeping abreast of the business community and the social and economic conditions of the community.

Recommend student for employment and advise students of employment opportunities and of various employment agencies.

Follow up on progress of trainees by knowing where to locate former students.

Improve self professionally by reading trade magazines, and educational materials, by taking professional improvement courses, through workshops, or through certification courses and by joining teacher organizations.

Use local advisory committee and being able to organize such a committee,

Pass a final written and practical examination given by the school with a grade of seventy percent (70%) or above.

Pass the Texas Department of Licensing and Regulation Examination with a grade of seventy- (70) or above.

Intelligently seek and maintain employment.

**COURSE FORMAT:** This course will involve study, discussion, demonstration, lectures, and student involvement Regular instruction will be supplemented through use of lecturers, current events and varied instructional materials. Students will demonstrate their knowledge of theory through oral and written reviews and exams.

**COURSE MISSION:** To develop in the students the teaching skills necessary for entry into the teaching profession. These skills include manipulative techniques, classroom and clinic demonstrations, lesson planning, shop organization and management, student relations, safety, record keeping, discipline and classroom instruction. To make them aware of the responsibilities of teachers beyond the day to day routine of teaching responsibilities to students, fellow teachers, and themselves we wish to send into the cosmetology teaching profession a competent, ambitious, and progressive professional.

**PROGRAM DISCRIPTION:** The instructor course is a preparatory theory and laboratory course developed to provide instruction for the development of teaching skill and information relating to those. These skills will be sufficient for entry into the cosmetology teaching profession. Specific areas of training are governed by The Texas Department of Licensing and Regulation. The instructor will be training in a laboratory and classroom similar to any found in schools throughout the country, therefore the work environment should be basically the same when the instructor begins work.

**COURSE EVALUTION:** Frequent assessments of student's mastery of skills are made. Objective referenced teacher made tests are used to measure student mastery of specific objectives. These tests are given both orally and written. Student can also demonstrate the target (a specific) behavior to the teacher's satisfaction. Frequent un-graded progress tests are given to provide practice and to be used to give student feedback regarding his/her learning. Students who do not indicate mastery of specific skills are re-taught and tested at a later time.

Numerical grades are considered according to the following scale:

A	90%-100%	
B	80%-89%	
C	70%-79%	
F	0%-69%	Failing

**INSTRUCTIONAL METHODS:** Independent study, written evaluations, practical evaluations, and demonstration.

#### **Instructor Curriculum**

	<b>Hours</b>
1 Instruction in theory, consisting of:	175
A Lesson Planning	15
B personality and professional conduct	15
C development of a barber course	15
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
2	Instruction in practical work, consisting of:	575
A	assisting with students	350
B	theory class (assisting teacher, observing, teaching)	150
C	learning office procedures and state laws	50
	grading test papers (assisting teacher, observing,	
D	grading)	25
<b>Total Hours Completed</b>		<b>750</b>

## Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school regardless of schedule or form of payment, cash pay or Title IV HEA Program funds. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. 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.

### Evaluation Periods and Academic Years

SAP will be measured at the following actual clock hours.

Program	Evaluation Point	Academic Year
Cosmetology 1000 hours	450; 900, and 1000	900 clock hours
Esthetics 600 hours	375 and 750	750 clock hours
Instructor 750 hours	375 and 750	750 clock hours
Instructor 750 hours (Barber)	375 and 750	750 clock hours
Class A Barber 1000 hours	450; 900; and 1000	900 clock hours
Cosmetology Operator to Class A Barber	150 and 300	300 clock hours
300 Hours		

\*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first. SAP evaluations periods are based on actual contracted hours at the institution.

The institution shall evaluate students' (academic and attendance) Satisfactory Academic Progress at the conclusion of each evaluation period. All periods of enrollment are included in the SAP calculation for Title IV HEA fund eligibility and otherwise.

### Attendance Progress Evaluation

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule 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 timeframe allowed.

### Maximum Timeframe

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

Course	Minimum Hours	Hrs/WK	Weeks	Maximum Hours	Weeks
Cosmetology Full Time	1000	34	30	1500	45
Cosmetology Part Time	1000	20	50	1500	75
Esthetics Full Time	750	34	23	1125	34.5
Esthetics Part Time	750	20	38	1125	57
Instructor Full Time	750	34	23	1125	34.5
Instructor Full Time (Barber)	750	34	23	1125	34.5
Instructor Part Time	750	20	38	1125	57
Instructor Part Time (Barber)	750	20	38	1125	57
Class A Barber Full time	1000	34	30	1500	45
Class A Barber Part time	1000	20	50	1500	75
Cosmetology Operator to Class A Barber Full Time	300	34	9	450	13.5
Cosmetology Operator to Class A Barber Part Time	300	20	15	450	22.5

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 contracted hours.

Students who exceed the maximum time frame shall be terminated from the program and may re-enroll at the sole discretion of the institution on a cash-pay basis consistent with the re-enrollment provisions of the admissions policy.

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 Evaluations

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

Numerical grades are considered per the following scale:

- A 90%-100%
- B 80%-89%
- C 70%-79%

### **Determination of Progress Status**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluation periods. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV, HEA Program funds interrupted, as applicable, 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 become a cash pay student and responsible for payment of all tuition and fee balances owed the school. Students will be notified in writing of the results of an evaluation that impacts the student's eligibility for title IV, HEA program funds.

### **Re-Establishment of Satisfactory Academic Progress**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning period at the next scheduled evaluation.

### **Interruptions, Course Incompletes, Withdrawals**

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

### **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.

### **Transfer Hours**

Regarding Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for determining when the allowable maximum time frame has been exhausted. SAP evaluations are based on actual contracted hours at the school.

### **Safety Regulations**

Properly label all products

Read mixing and application procedures for products very carefully

Measure products accurately  
When opening bottles, direct away from the face  
Soiled towels must be kept in a closed container  
Clean towels must be stored in a closed cabinet  
Sanitize metal implements in 70% alcohol  
Combs/brushes must be washed in hot, soapy water, immersed in a disinfectant, rinsed, then stored in a dry sanitizer  
Chairs, shampoo bowls, workstations must be sanitized with a disinfectant  
Floors must be kept clear of obstacles  
Spills must be wiped up immediately  
Protect patrons with a proper drape  
Handle sharp implements safely  
When using electrical equipment, never stand on a wet surface, or handle with wet hands  
Repair or destroy frayed electrical cords immediately  
Never handle a razor without its guard in place  
Keep all equipment and furniture in safe working condition  
Do not put scissors, razor, clippers or other tools in Uniform pocket  
Never allow electrical cords to dangle from counter edges  
Turn off all electrical appliances when not in use  
Keep chemical products and chemical fumes away from patron's face  
Always test the heat of a product before applying to patron.  
Smoking or any form thereof is not allowed in within 50 feet of building  
Student must always wash hands after each patron service  
Keep lids on all products  
All trash cans are to have a liner with the lids kept on at all times  
Hair must be swept up immediately following haircut service  
Students must wear rubber gloves when applying chemical  
Floors must be kept clean and free from trash  
Left over chemicals must be disposed of immediately  
Dirty combs and brushes must be stored in a closed container  
Clean combs and brushes must be stored in a clean, closed  
Before starting a wet hair service, have patron remove earrings  
Grasp electrical cords by the plug when removing from outlet  
Return all tools, equipment, and products to their proper place after use  
Chemicals are to be used only with permission of an instructor  
Have a first-aid kit available  
Report all accidents to instructor immediately  
The school is governed by the Texas Department of Licensing And Regulations

## **School Rules and Regulations**

No breaks will be taken to smoke or eat or leave the building until designated break time, which is after theory class.

Profanity, fighting, arguing, bad attitude, screaming, any physical contact with others, stealing or any other disruptive, unethical, or unprofessional actions of any kind will not be tolerated. This can lead to immediate expulsion or termination.

Students caught gossiping about other students, staff or patrons may lead to expulsion or termination. Do not stand at or enter the front desk or dispensary areas unless authorized by school staff. Customers belong to the school. They are here for your benefit. The school will not

tolerate rudeness or any type of unethical conduct or language with the clients.

Students cannot refuse a client. Students refusing a client will be clocked-out and sent home, possibly suspended or terminated. Customers are your best friend. Student must inform the school administration when being absent. Please call the school before your scheduled start time if you will not be attending for the day.

Any Student absent on a Friday will be required to do the following: take off on Monday after the first missed Friday, then the 2<sup>nd</sup> Friday missed the student will be required to take 3 days off, then the third offense the student will be required to take off one week and resume school the following Monday after one week off. This time lost will go against your contract Graduation date.

An instructor must check all services that students perform on clients. Please raise your hand and call for an instructor. Do Not Yell. All work must be checked.

Be Courteous to your fellow students, staff, instructors and above all your clients. Students are not allowed to sit on the arms of the chairs, in the dryer chairs, with feet on equipment, walls or stations. Students should be working on manikin assignments or on a client.

Students must follow all sanitation rules and regulations as outlined by the Texas Department of Licensing and Regulation. Refer to your law book for these guidelines. Natural Images Beauty College also has rules for sanitation and disinfecting procedures. All of these rules must be followed. Cleanliness is mandatory. You must practice cleanliness at all time when on the time clock. Daily duties are also mandatory while on the time clock. All students help in keeping the school clean.

If you cannot perform a duty listed on the duty roster, please bring a doctor's note stating that you cannot perform a specific duty.

You are required to keep your work area clean at all times and assist in the cleanliness of the school.

Natural Images Beauty College are a DRUG FREE school. No drugs or alcohol will be tolerated. Immediate termination will result if any student is caught violating this rule. In addition, a referral to the police will be made.

Guns, knives, pepper gas on key chains, any laser item, radios, CD players, etc. will not be allowed in the school. Any item that might endanger anyone will be cause for immediate expulsion or termination.

Students can receive emergency phone calls only. No personal calls, incoming or outgoing. Students will not be allowed to receive any phone calls while servicing a client. Please have anyone calling for emergencies to identify who they are and what the call concerns. If it is an emergency the student will receive it.

Students will receive a ticket when given a client to service. Do not service a client without a ticket, even if the clients that are no charge. Sometimes clients will ask for additional services after they have paid and received a ticket. They must pay for all services. If a student performs a service that is not listed on the ticket, the student will be responsible for paying for the service, if the client refuses to do so. If a client should ask you for a service not listed on the ticket, then you are to collect the money and take the ticket to the front desk for payment and get the service added to your ticket. Student refusing to pay for the service that they gave and did not collect for can be expelled or terminated.

Students must park in designated areas. Student parking lot is located at the back of the building along the fence line.

The front parking is designated for clients only.

All eating and drinking must be in the break room area only. Food items, drinks or chewing gum is



not allowed or permitted in the classrooms or on the laboratory floor. No exceptions to this rule. All food items, drinks, lunches that are left over must be discarded. DO NOT leave it anywhere in the school. There are to be no food items in your locker.

Please keep all items and supplies in your roll-a-bout or our locker when not attending school. Lockers must be kept in a sanitary condition at all times. Please keep them clean and free of all items not related to your course of study.

The school furnishes a microwave and refrigerator for your convenience. Students receive 2 breaks per day & must clock out for breaks. Morning break after theory and afternoon break as time permits.

Natural Images Beauty College are a smoke free building. Smoke only in designated smoking areas. Please do not throw cigarette butts on the ground. Dispose of them properly. Smokers are responsible for the cleanliness of the smoking area. Please take smoke breaks on your break time and lunch only

Stealing will not be tolerated. You will be terminated if caught.

Students are not allowed to have visitors during school hours. A student will be required to clock out and sit in the waiting area if a student needs to see a visitor.

Visitors are not allowed in any area of the school unless they are receiving a service. Visitors must stay in the waiting area. Do not invite a guest to have lunch or break with you. This is not permitted.

Students must stay away from a student while he/she is servicing a client. Do not start a conversation with another student performing a service on a client. This is the customer's time. Students must devote all their attention and conversation to his/her client.

Students are not permitted to leave the school without permission from an instructor. You must attend school according to your schedule. If you have an emergency or are sick please let the office manager or instructor know so arrangements can be made with the salon scheduling.

Students are responsible for their own personal property and equipment. DO NOT loan your personal property or equipment to other students. Natural Images Beauty College are not responsible for replacing any of the student's personal items or equipment, supplies or products

No personal items, such as: book bags, totes, purses, make up boxes or bags are allowed to be at a student's work area or on the laboratory floor. These items will be stored in your locker or in your vehicle.

These rules and regulations are in accordance with the Texas Department of Licensing and Regulation, Federal Safety Standards and Natural Images Beauty College policies are subject to change with the laws of the above agencies and at the owner's discretion. Changes will be announced and posted on a bulletin board.

## **Title IV Financial Aid Disclosure Information**

### **Verifying High School Education and Equivalents**

## High School Diploma

The school has the responsibility of evaluating the validity of the submitted high school diploma or its equivalent if the school or the Secretary has reason to believe the diploma is not valid or was not obtained from an entity that provides secondary school education. Students who indicate on their FAFSA that they graduated high school must give the name, city, and state of the high school. FAFSA on the Web will not allow students to skip these items, and it will have a drop-down list of both public and private high schools populated by the National Center for Education Statistics (NCES). Inclusion on the list does not mean that a diploma from the school is valid, nor does exclusion from the list mean that the diploma is invalid. Acceptable documentation for checking the validity of a student's high school completion can include the diploma and a final transcript that shows all the courses the student took. A student's self-certification is not sufficient to validate a high school diploma that is in question.

In addition to checking online for further information about the School issuing the diploma and its accreditation, the School may also contact the Department of Education in the state in which the diploma was issued to determine if the School listed on the diploma is on the state list of recognized Schools. The School maintains a list of known diploma mills for the admissions staff to check when receiving a diploma from an unknown and questionable source. It is understood that this list may not be all inclusive as there are hundreds of diploma mills some known and some not currently known.

The School must make every reasonable effort to verify the validity of questionable high School diplomas.

## Recognized equivalents of a high school diploma

The school recognizes several equivalents to a high school diploma:

- A GED Certificate
- a certificate or other official completion documentation demonstrating that the student has passed a state-authorized examination (such as the Test Assessing Secondary Completion (TASC) or the High School Equivalency Test (HiSET) that the state recognizes as the equivalent of a high school diploma.
- Note that merely possessing a certificate of attendance and/or high school completion is **not** sufficient for a student to be Title IV aid eligible. Such a certificate may be issued without a student having completed all the academic graduation requirements, including passing any required examinations. A state must consider a certificate or high-school-completion-equivalency test as equivalent to a high school diploma in that state for it to be considered equivalent to a high school diploma for Title IV aid eligibility purposes.

One resource the school considers determining if a high school diploma is valid is the department of education in the state in which the high school is located, if that department has jurisdiction over the high school. Colleges are also free to consult with each other as they develop their procedures for checking the validity of high school diplomas. For students who completed their secondary schooling outside the United States, comparable documents can help, as can the services of companies that determine the validity of foreign secondary school credentials.

## Homeschooling

Though homeschooled students are not considered to have a high school diploma or equivalent, they are eligible to receive FSA funds if their secondary school education was in a homeschool that state law treats as a home or private school. Some states issue a secondary school completion credential to homeschoolers. If this is the case in the state where the student was homeschooled, she must obtain this credential to be eligible for FSA funds. She can include in her homeschooling self-certification that she received this state credential. An eligible *institution* is defined in part as one that admits as regular students only those who have a high school diploma or equivalent, are

beyond the compulsory age of attendance for the school's state or are dually enrolled at the college and a secondary school. For students who finish homeschooling at a younger age, the Department considers them to be beyond the age of compulsory attendance if your school's state would not require them to obtain a secondary completion credential as provided under state law, or if not required by state law, has completed a secondary school education in a homeschool setting that qualifies as an exemption from compulsory attendance under state law.

Secondary students who are not enrolled under a training agreement must meet all admissions and graduation policies except a copy of high school diploma, or equivalent (GED). These students must be at least 17 years of age by the time of state licensing exam and have a High School Diploma or equivalent (GED). The number of these students will be limited to 10% or less than non-training agreement enrollment and must obtain permission in writing from the secondary school from which they are enrolled. These students must also meet the state requirements for admissions and successfully complete a pre-enrollment interview.

The collection of the following is required before moving forward in the admission process:

1. Pre-enrollment interview sheet for each student
2. Copy of high school diploma or equivalent of a high school diploma (GED and home school) transcripts and student identification if a student is a current high school student.
3. Copy of Driver's License or Identification Card
4. Copy of Social Security Card
5. A fully executed enrollment agreement

The School representative then provides the student with a packet of instructions to complete their Entrance Counseling, MPN and Exit Counseling online for Direct Loans if not provided previously. Additional one on one counseling is always recommended so that the student is well informed of their rights and responsibilities regarding student loan debt. At the time of counseling the School representative also provides the student with the necessary packet of information about NSLDS access, repayment charts, average student loan indebtedness for the various programs at the School. The Entrance Counseling and MPN confirmation page are then printed out and sent to FAT\$TAF to be included in the student package.

## **Cost of Attendance Policy**

Unlike scholarship programs that may award funds based on academic merit or the student's field of study, "need-based" grants, loans, and work study are based on the family's demonstrated financial need for assistance. The cost of attendance (COA) is the cornerstone of establishing a student's financial need, as it sets a limit on the total aid that a student may receive for purposes of the TEACH Grant, Campus-Based Programs, and Direct/Direct PLUS Loans, and is one of the basic components of the Pell Grant calculation.

Natural Images Beauty College utilizes FAT\$TAF as its third-party processor and the contract involves them packaging the student for award processing. The School FA completes a Budget/Need Analysis form they have created to provide an estimate to the student. This is not a finalized award, it is only an estimate. FAT\$TAF will review for authorization.

We follow their policy on determining cost of attendance as follows:

## Cost of Attendance Budgets (For Need Analysis)

FAT\$TAF utilizes data available to the general public from The College Board's website for calculating COA budgets for Schools that it services across the USA. "The College Board's nine- and twelve-month living expense budgets show living expense costs by region and metropolitan area. Both a moderate and a low budget are provided. The budgets reflect increases in the Consumer Price Index (calculated by the U.S. Bureau of Labor Statistics) "The budgets are developed based on data from the most recent Consumer Expenditure Survey (CES) and the Indexes of Comparative Costs, both produced by the U.S. Bureau of Labor Statistics. Budget regions correspond to the metropolitan statistical areas (MSAs) defined by the U.S. Office of Management and Budget. Since a factor could not be established for every region of the country, no region is adjusted by a value of less than 1.0."

FAT\$TAF utilizes the figures for the demographic area closest to the School location. For Schools that are not located in a demographic area provided, FAT\$TAF will use the standard average College Board budgets listed for the entire USA. This policy is applied consistently for all Schools with the exception of Schools starting part way through an award year in which case whatever budgets they have been using up to that time will be maintained through the end of the award year. Also, some State Financial Aid Associations and Agencies set limits on budget figures and provide their own for the purpose of awarding State Grants. Schools may choose to survey their students and provide the figures to FAT\$TAF for use in the individual budget calculator.

Child Care cost allowances are developed from statistics and studies done by the National Association of Child Care Resources and Referral Agencies detailed tables of Average Annual Child Care Prices by State. The annual amount is divided by 12 and multiplied by the number of months/weeks in the student's COA Budget. Other allowances may be added to indirect costs for loan fees and disability costs on a case by case basis. Tuition, books, kit and fees will also be added.

The following sample shows how standard monthly allowances make up the indirect cost used in developing COA budgets.

Living at home with parents:

Room and Board	Transportation	Miscellaneous	Other	Total
\$802.00	\$273.00	\$439.00	Case by Case	\$1514.00

Living away from home:

Room and Board	Transportation	Miscellaneous	Other	Total
\$1198.00	\$407.00	\$655.00	Case by Case	\$2260.00

## Verification Policy

Students selected by the U.S. Department of Education for the process of verification are required to submit to the School Financial Aid Office additional student and or parents' financial and household information (the documentation required as indicated in the U.S. Department of Education's Application and Verification Guide). The verification procedures will be conducted as follows.

### Third Party Servicing Policy and Procedure for Verification

- 1) Students that require verification documents should be given a “Verification Documents Required Form” by their FA at the school listing any documents required. This form lists all the regulatory required notifications to the student regarding the process of verification. See form. These are listed below.
- 2) The School’s designated official must then call the student in and collect the necessary documents to complete the Verification process.
- 3) The student should be asked to submit all required documentation to the School FA within 14 days from the date the student is notified that the additional documentation is needed due to being selected for verification. If the student does not provide all of the required documentation within the 14 day time frame, at the School’s discretion the student may need to be notified that they will be required to make other payment arrangements until the documentation is received and the student’s eligibility for Federal Aid has been established.
- 4) The appropriate School official may reserve the right to make exceptions to the 14-day policy stated above on a case by case basis due to extenuating circumstances.
- 5) Once the documents have been received the School official should then review and upload those documents as part of the initial FA file.
- 6) Provided all the required documents are received and there are no discrepancies to hold up the process, the student’s aid package will be further processed.
- 7) A Verification Comparison form will be completed, uploaded and an e-mail notification sent to the School saying that verification has been completed.
- 8) The FAT\$TAF FAA will notify the School FA of any changes to the student’s financial aid awards resulting from corrections made due to the verification process. An adjustment(s) will be made to the Financial Aid Worksheet and a new Award Notification can then be printed at the School and presented to the student for signature.
- 9) Any students selected for V4 or V5 verification will be reported as required on FAA Access.

CFR 668.16(g) requires the school to refer to the Office of Inspector General of the Department of Education for investigation —

(1) After conducting the review of an application provided for under paragraph (f) of this section, any credible information indicating that an applicant for Title IV, HEA program assistance may have engaged in fraud or other criminal misconduct in connection with his or her application. The type of information that an institution must refer is that which is relevant to the eligibility of the applicant for Title IV, HEA program assistance, or the amount of the assistance. Examples of this type of information are—

- (i) False claims of independent student status;
- (ii) False claims of citizenship;
- (iii) Use of false identities;
- (iv) Forgery of signatures or certifications; and
- (v) False statements of income; and

(2) Any credible information indicating that any employee, third-party servicer, or other agent of the institution that acts in a capacity that involves the administration of the Title IV, HEA programs, or the receipt of funds under those programs, may have engaged in fraud, misrepresentation, conversion or breach of fiduciary responsibility, or other illegal conduct involving the Title IV, HEA programs. The type of information that an institution must refer is that which is relevant to the eligibility and funding of the institution and its students through the Title IV, HEA programs.

# Professional Judgement Policy

## Professional Judgement

An aid administrator may use Professional Judgement on a case-by-case basis only to adjust the student's cost of attendance or the data used to calculate her EFC. This adjustment is valid only at the school making it. You submit a Professional Judgement change electronically, via FAA Access to CPS Online or third-party software, and you may do it without a signature from the student or parent. In FAA Access or EDE, you must select "EFC adjustment requested" for the professional judgment field. The next ISIR will indicate "Professional judgment processed." The reason for the adjustment must be documented (by a third party if possible), and it must relate to the special circumstances that differentiate him—not to conditions that exist for a whole class of students. Natural Images Beauty College must resolve any inconsistent or conflicting information shown on the output document **before** making any adjustments. An FAA's decision regarding adjustments is final and cannot be appealed to the Department.

The statute states that nothing within it shall be construed as limiting the authority of aid administrators to make data adjustments for some situations. However, the law gives some examples of special circumstances, such as elementary or secondary school tuition, medical or dental or nursing home expenses not covered by insurance, unusually high child care costs, being homeless or a dislocated worker, recent unemployment of a family member, or other changes in the family's income or assets. Use of Professional Judgment is neither limited to nor required for the situations mentioned.

Natural Images Beauty College utilizes FAT\$TAF as its third-party processor and the contract involves them packaging the student for award processing. The School FA completes a request for professional judgement form they have created to have the consideration of professional judgement apply to the student on a case by case basis.

We follow their policy on considering a professional judgement as follows:

## Professional Judgement (CFR 668.53) FAT\$TAF, Inc. Third Party Servicing

Schools using FAT\$TAF Third Party Servicing will be able to submit requests for Professional Judgments to their FAT\$TAF FAA.

How Professional Judgment is considered:

Professional Judgment will be considered on a case by case basis for special financial circumstances that differentiate an individual student from a class of students. Such circumstances will require adequate documentation to substantiate any adjustments made to a student's EFC. During the recent and current economic crisis, Professional Judgment may be granted for students who are currently receiving Unemployment Insurance compensation due to loss of employment or have parents receiving Unemployment Insurance benefits. In this case the income earned from work and the unemployment benefits may be considered to be zero for the individual that is currently receiving unemployment. Students who have a loss of income for various reasons may also be considered. In these cases, FAT\$TAF will ask for documentation that supports a projected income for the current tax year. Other factors may be taken into consideration when considering a professional judgment. These may include but are not limited to: elementary or secondary school tuition, medical or dental nursing home expenses not covered by insurance, unusually high child care costs, being homeless or a dislocated worker, recent unemployment of a family member or

other changes in the family's income or assets. Regulations from the AVG state that all students who are selected for verification either by the Department of Education or by the school must be verified before making any adjustments that may affect the student's EFC. These students will be verified according to the verification group they are selected for by the Department of Education before proceeding with the Professional Judgment. However, it is not required to verify students who are not selected for verification and FAT\$TAF does not require verification documents for those students not selected.

Process for the student to follow:

Students must make their request in writing explaining the situation that they think merits a Professional Judgment. FAT\$TAF FA will review and consider each Professional Judgment and will request the necessary documents from the school for students on a case by case basis. Students may be asked (when applicable and possible) to supply documentation from a third party to substantiate their request.

How Professional Judgment decisions are made:

Once all the appropriate documentation has been collected from the student, FAT\$TAF's professional judgment form should be completed by the FAT\$TAF FAA and sent to the school for the student's signature. When received back the documentation is to be attached for the review and decision process. All requests for Professional Judgments are to be reviewed by the school's FA and the school's FAT\$TAF FAA before being submitted to the FAT\$TAF Financial Aid Director who will review it for final approval or will request further documentation. All decisions are final and may not be appealed.

## Awarding and Disbursing Policies, Pell Grant

Federal Pell Grant (FPELL)

Intended to be the basis of the financial aid package and may be combined with other aid to meet the full cost of attendance. The Federal Pell Grant is a need-based aid program in which an eligible recipient does not have to repay the funds received.

Scheduled Award, Award Year & Annual Award

The Scheduled Award is the maximum amount the student can receive during the award year, if he or she attends *full-time* for a *full* academic year. The award year begins on July 1 of one year and ends on June 30 of the next year. For example, the 2017-18 award year begins July 1, 2017, and ends June 30, 2018.

The student's *Scheduled Award* is established by the Pell Grant payment schedule that the Department issues prior to the start of each award year. The amount of the Scheduled Award is always taken from the full-time payment schedule and is based on the student's EFC and Cost of Attendance. The *annual award* is the maximum amount a student would receive during a full academic year for a given enrollment status, EFC, and COA. Note that for a full-time student, the annual award will be the same as the Scheduled Award.

Pell Grant: Amounts can change yearly. The maximum Federal Pell Grant award is \$6,095 for the 2018-19 award year (July 1, 2018, to June 30, 2019) and \$6,195 for the 2019-20 award year (July 1, 2019, to June 30, 2020).

For more detail, see the Pell Grant Payment and Disbursement Schedules and accompanying guidance in Dear Colleague Letter GEN-16-01, available on the IFAP website.

Calculating Federal Pell Grant Awards

Pell Grants must be paid in installments over the course of the academic year or program of study

to help meet the student's cost in each payment period. The payment period determines when Pell funds are disbursed and the exact amount to be disbursed. The rules discussed in *Chapter 1 of the FSA Handbook* to determine the payment periods for clock-hour and non-term credit-hour programs.

In non-term programs, the student's Pell award is not reduced for part-time enrollment unless the student is enrolled less than half-time in which case the student's cost of attendance must be adjusted. However, if the program is less than an academic year (in either clock/credit-hours or weeks of instructional time), students enrolled in that program won't receive a full Scheduled Award.

As in the case of the other formulas, you must perform comparable prorations of the award for each payment period in the student's program. The calculation for the payment period prorates a student's Scheduled Award based on the number of credit or clock-hours in the payment period as they compare to the credit or clock-hours in the defined academic year or the number of weeks of instructional time in the payment period as they compare to the weeks of instructional time in the academic year. To determine the payment for a payment period, multiply the student's Scheduled Award by the lesser of:

- Number of credit/clock-hours in the payment period
- Number of credit/clock-hours in the program's academic year
- or**
- Weeks\* in the payment period
- Weeks\* in the program's academic year (at least 30 for credit-hour, at least 26 for clock-hour)

### Prorating Title IV Funds

For Schools who have programs that are less than or greater than the minimum standard academic year of 26 weeks and 900 clock hours or 30 weeks and 24 credits but less than 2 academic years, Title IV funds will be prorated. A program of less than an academic year will be prorated using the following formula and for a program that is greater than 1 but less than 2 academic years the remaining portion will also be prorated.

Example – use the lesser of the 2 calculations

- $\text{Hrs. Contracted or Hrs. Remaining} / \text{Hrs. in Academic Yr.} \times \text{Scheduled Award}$
- $\text{Wks. Contracted or Wks. Remaining} / \text{Wks. In Academic Yr.} \times \text{Scheduled Award}$

### Crossover Payment Periods

Payment periods don't always fall neatly into one award year or another. When a payment period falls into two award years—that is, it begins before July 1 and ends on July 1 or later—it's called a "crossover payment period." The formula for calculating the payment for a crossover payment period is the same as that for any other payment period in the award year.

### Crossover payment from the proper award year

For Pell purposes, you must consider a crossover payment period to occur entirely within one award year and calculate the student's Pell award and disburse Pell funds from the award year selected (if you only have a valid SAR/ISIR from one award year, you must rely on that record and the award year to which the valid SAR/ISIR pertains). You may assign the Pell award to a different award year than the rest of the student's Title IV aid. You can make a payment for a crossover payment period out of either award year, if the student has a valid SAR/ISIR for the award year selected. You may assign two consecutive payment periods to the same award year. For example, you could treat summer 2018 and summer 2019 as both being in the 2018-19 award year. You may not make a payment which will result in the student receiving more than his or her Scheduled Award for an award year.



Besides these considerations, the decision about which award year to use is usually based on the student's remaining eligibility in the earlier award year.

FAT\$TAF Third Party Servicing Policy for Implementation of Pell 2018/2019 Crossover  
FAT\$TAF, Inc. Third Party Servicing policy for crossover Pell Grants award year in the 2018 crossover payment period: Effective July 1, 2018.

☐ The institution will make 2018/19 crossover payment period assignments on a case-by-case basis. Effective for the 2018/19 crossover payment period assignments may be based on whatever is most beneficial for the student.

#### Example of Formula Used

Chance is enrolled in a program 900 clock-hours and 22 weeks of instructional time in length at Evers Technical Institute (ETI) and is eligible for a Scheduled Award of \$2,650. ETI defines the academic year for the program based on the regulatory minimums: 900 clock-hours and 26 weeks of instructional time. To calculate Chance's payment, ETI calculates the payment for each payment period as follows: It multiplies the Scheduled Award (\$2,650) by the lesser of the fraction comparing the hours in the payment period to the hours in the academic year, or the fraction comparing the weeks in the payment period to the weeks in the academic year. The two possible calculations would be as follows:

1) 450 clock-hours in the payment period  
900 clock-hours in the academic year  $\times \$2,650 = \$1,325$ ; or

2) 11 weeks\* in the payment period  
26 weeks\* in the program's academic year  $\times \$2,650 = \$1,121.15$

Chance's payment for the first payment period will be \$1,121.15. He can get this payment when he begins the program. He can receive his second payment of \$1,121.15 after he successfully completes the 450 clock-hours in the first payment period.

$\times \$4,250 = \$1,416.66$ ; or

\*The fractions in these examples use weeks of instructional time as defined in *Chapter 1*, which will not necessarily be the same number as the calendar weeks in an academic year.

## Federal Pell Grant Required and Optional Recalculations

Recalculation of a Federal Pell Grant is required when there is a:

1. Change in Expected Family Contribution
  - a. The institution shall recalculate a Federal Pell Grant award for the entire award year if the student's expected family contribution changes at any time during the award year. The change may result from (a) The correction of a clerical or arithmetic error under or (b) correction based on information required because of verification.
2. Over-award or Under-award
  - a. Except as described in 34 CFR 668.60(c), the institution shall adjust the student's award when an over-award or under-award is caused by the change in the expected family contribution. That adjustment must be made (a) Within the same award year, if possible, to correct any overpayment or underpayment; or (b) During the next award year to correct any overpayment that could not be adjusted during the year in which the student was overpaid.
3. Change in enrollment status

- a. If the student's enrollment status changes from one academic term to another term within the same award year, the institution shall recalculate the Federal Pell Grant award for the new payment period considering any changes in the cost of attendance.
- b. If a student's projected enrollment status changes during a payment period before the student begins attendance in all his or her classes for that payment period, the institution shall recalculate the student's enrollment status to reflect only those classes for which the student began attendance.

## **Fiscal records and disbursement requirements for Pell Grants**

### **Posting of charges to student accounts**

The posting of charges to student accounts are by payment period. Payment periods are determined by the length of the School's definition of their academic year. For clock hour programs, we take the number of clock hours in the program and divide the total tuition only by that number to come up with an hourly rate per clock hour. Multiply that number by the number of clock hours in the payment period. Keep in mind that second academic year payment periods may be shorter when the program is more than one but less than two academic years. The Total Hours Summary or SAP/Scheduled vs. Actual Hour Report can be run daily to determine who is at their point of crossing into a new payment period or academic year and then that new charge can be posted accordingly. By running these reports daily you can see when a student reaches a new payment period and at that point the charges can be added for the next payment period. This also helps to create a check and balance in relation to credit balances that need to be paid to students in a timely manner.

### **Disbursement notifications**

Federal Regulations require the school to notify students and parents in writing (on paper or electronically) when funds are credited to a student's account. The notification will include the date and amount of the disbursement, the student's or parent's right to cancel all or a part of the loan or disbursement and the procedures and time frame in which the student or parent must notify the School that he or she wishes to cancel the loan or disbursement. SMART has a unique functionality that allows us to post their disbursements on the student ledgers and to then print a single receipt or multiple receipts for any disbursements posted. The receipt includes all the above required regulatory information/statements. This is provided to the student and/or parent as an official notification of disbursement and a copy should be printed for the student file as well since they are date stamped to allow for verification in an audit of timely notification. The School may or may not require that the student sign the school copy of the receipt. Regulations do not require a signature-just timely notification (within 30 days) via electronic or paper copy. For electronic notifications, you must have the student's permission.

## **Disbursement for Books & Supplies**

The books and supplies, including the digital / electronic course materials are not currently available elsewhere or accessible by students enrolled in our program from sources other than those provided or authorized by the school.

The institution provides a way for a student who are eligible for title IV, HEA program funds to obtain or purchase, by the seventh day of a payment period, the books and supplies applicable to the payment period if, 10 days before the beginning of the payment period:

The institution could disburse the title IV, HEA program funds for which the student is eligible; and

Presuming the funds were disbursed, the student would have a credit balance under [34 CFR 668.164\(h\)](#).

The institution ensures that the amount it provides to the student to obtain or purchase books and supplies is the lesser of the presumed credit balance under this paragraph or the amount needed by the student, as determined by the institution.

The institutions policy is that the student may opt out of the way the institution provides for the student to obtain or purchase books and supplies under this paragraph [34 CFR 668.164\(m\)](#). A student who opts out is considered to also opt out under [34 CFR 668.164 \(c\)\(2\)\(i\)\(C\)](#);

If a student uses the method provided by the institution to obtain or purchase books and supplies, the student is considered to have authorized the use of title IV, HEA funds and the institution does not need to obtain a written authorization under paragraph [34 CFR 668.164\(c\)\(1\)\(ii\)](#) and [34 CFR 668.165\(b\)](#) for this purpose.

Disbursement of books and supplies policy for Title IV eligible students is provided to students in their consumer information.

## **Iraq and Afghanistan Service Grant Program**

An otherwise Pell-eligible student whose parent or guardian died as a result of U.S. military service in Iraq or Afghanistan after September 11, 2001, may receive increased amounts of federal student aid if the student was less than 24 years old when the parent or guardian died, or was enrolled at an institution of higher education at the time of the parent or guardian's death. There are two different provisions for such students, depending on whether the student has an EFC that falls within the range for Pell eligibility or not.

### **Zero EFC treatment for children of soldiers**

A school must use an EFC of 0 to package all federal student aid if the student meeting the above criteria has a Pell-eligible EFC. (Note that the zero EFC is only used for packaging purposes; you do not actually change the student's calculated EFC.)

When submitting an origination to COD for a student of this type, you must include the CPS transaction containing the Department of Defense Match Flag set to "Y," or the award will not be accepted.

A student with an EFC that is not Pell eligible is potentially eligible to receive an award under the Iraq & Afghanistan Service Grant program (see Iraq & Afghanistan Service Grant below).

### **Iraq and Afghanistan Service Grant**

To receive the Iraq & Afghanistan Service Grant, the student must have an EFC that is not Pell eligible. (The student must meet the other criteria for Pell eligibility.) Iraq & Afghanistan Service Grants are made under the same terms and conditions as Pell, and disbursements for each payment period are calculated in the same manner as described in this chapter for Pell. Due to the sequester, all Iraq & Afghanistan Service Grant award amounts first disbursed on or after October 1, 2015 and before October 1, 2016 must be reduced by 6.8%. For example, a student otherwise eligible for a Grant of \$5,815 (the maximum Scheduled Award for 2016-17) the grant would be reduced by \$395.42, resulting in a grant of \$5,419.58.

When submitting an origination to COD for a student receiving an Iraq & Afghanistan Service Grant, you must include the CPS transaction containing the DoD Match Flag set to "Y," or the award will not be accepted. The award may not exceed the student's cost of attendance. Iraq and Afghanistan Service Grants are not considered Estimated Financial Assistance for packaging purposes. For more detail on packaging awards, see *Chapter 7* of this volume.

Identification of eligible students and notification by ED:

The Department will notify the student when a student appears to meet the criteria for Zero EFC treatment for children of soldiers or the Iraq & Afghanistan Service Grant, based on a match with a Department of Defense (DoD) file of eligible dependents. The match will be performed when a student submits a FAFSA or FAFSA correction (and periodically thereafter). When an eligible student is identified, ED will generate a Central Processing System (CPS) transaction for the student, and the resulting ISIR will include a “DoD Match Flag,” associated comment code 298, and the parent or guardian’s date of death. Note that this will not force an auto-0 EFC; the EFC will be calculated based on the student’s financial situation, but you must use the flag and date of the parent or guardian’s death, along with the student’s calculated EFC, to determine if the student is eligible for Zero EFC treatment for children of soldiers, or an award under the Iraq & Afghanistan Service Grant program. ED will also send a letter to each matched student that informs the student of his or her possible increase in eligibility for FSA funds. The letter advises the student to contact his or her financial aid administrator for more information.

For more information on code 298 and other SAR comment codes, see the SAR Comment code guide on IFAP: <https://ifap.ed.gov/sarcommcodetxt/attachments/1617SARCommCodesTxt.pdf>.

## **Awarding and Disbursing Direct Loans Policy**

### **Federal Direct Loan Program**

These are low interest loans for undergraduate and graduate students that are made available through the Federal Government. This program includes the Federal Direct Subsidized Stafford, Federal Direct Unsubsidized Stafford and Federal Direct Parent Plus loans. There are grade level progressions and loan limits used for the administration of these loans.

### **Federal Direct Subsidized Loans**

This is a need-based loan for which the Federal government subsidizes the interest until repayment begins and during any periods of deferment. This is a loan and recipients must begin making payments at the end of their six-month grace period which starts immediately following their last date of attendance.

### **Federal Direct Unsubsidized Loan**

This is a non-need-based loan for which the Federal Government does not pay the interest subsidy. Interest accrues after disbursement. The recipient has the option to pay the interest or to defer payment of the interest for the grace period which starts immediately following their last date of attendance. This is known as capitalization.

### **Federal Direct Plus Loan**

This loan is available to parents of dependent undergraduate students to help pay for the cost of the dependent’s education. Borrowers of PLUS Loans are required to undergo a credit check by the lending institution. The definition of a “parent” for PLUS Loan eligibility is a student’s biological or adoptive or step-parent if person’s income would have been taken into consideration when calculating the student’s expected family contribution (EFC).

### **Borrower Eligibility for Federal Direct Loan/PLUS**

The school must confirm that the borrower meets the definition of eligible borrower by doing the following as per 34 CFR § 685.200; 34 CFR § :

- For parents receiving a Direct PLUS Loan, ensure the student has completed a FAFSA (review student’s SAR/ISIR);
- Determine that the student is enrolled at least half-time and making satisfactory academic progress (see Volume 1- FSA Handbook);

- Review the NSLDS information on the ISIR to ensure that the student is not in default, does not owe an overpayment on a Title IV grant or loan (see Volume 1- FSA Handbook), and will not exceed the annual or aggregate loan limits (as described in this chapter);
- Ensure that the amount of the loan, in combination with other aid, will not exceed the student's financial need (see Chapter 7- FSA Handbook); and
- Ensure that the loan disbursement dates meet cash management and disbursement requirements.

For a Direct Subsidized/Unsubsidized Loan, the school must also:

- Determine the student's Pell Grant eligibility and, if eligible, include the grant in the student's aid package;
- For a Direct Unsubsidized Loan, first determine the student's eligibility for a Direct Subsidized Loan;
- Ensure that the amount of the loan will not exceed the student's annual or aggregate loan limit; and
- Prorate the annual loan limit for an undergraduate enrolled in a program or remaining period of study that is shorter than an academic year (Volume 3 - FSA Handbook).

### Counseling Borrowers (685.304)

#### Initial Counseling

Must ensure that entrance counseling is conducted with each student loan borrower prior to making the first disbursement of the proceeds of a loan to a student borrower unless the student borrower has received a prior Loan. 685.304(a)(2)

#### Entrance Counseling

For borrowers, must provide the borrower with comprehensive information on the terms and conditions of the loan and on the responsibilities of the borrower with respect to the loan. This information may be provided to the borrower:

During an entrance counseling session, conducted in person;

On a separate written form provided to the borrower that the borrower signs and returns to the school; or

Online or by the interactive electronic means, with the borrower acknowledging receipt of the information.

If entrance counseling is conducted online or through interactive electronic means, the school must take reasonable steps to ensure that each student borrower receives the counseling materials, and participates in and completes the entrance counseling, which may include completion of any interactive program that tests the borrower's understanding of the terms and conditions of the borrower's loans.

Must ensure that an individual with expertise in the title IV programs is reasonably available shortly after the counseling to answer the student borrower's questions. As an alternative, in the case of a student borrower enrolled in a correspondence program or a study-abroad program approved for credit at the home institution, the student borrower may be provided with written counseling materials before the loan proceeds are disbursed.

Entrance counseling for Direct Subsidized Loan Direct Unsubsidized Loan borrowers must explain the use of a Master Promissory Note (MPN), emphasize to the borrower the seriousness and importance of the repayment obligation the student borrower is assuming.

Maintain documentation of initial counseling in each student's file.

### Exit Counseling

Determine the method that exit counseling is conducted with each Direct Subsidized Loan or Direct Unsubsidized Loan borrower shortly before the student borrower ceases at least half-time study at the school (i.e. in person, audiovisual presentation or interactive electronic means). If interactive electronic means is the method, your procedures include reasonable steps to ensure that each student borrower receives the counseling materials and participates in and completes the exit counseling.

Ensure borrowers who withdraw from the school without the school's prior knowledge or fail to complete exit counseling are provided with exit counseling through interactive electric means or by mailing written counseling materials to the borrower's last known address within 30 days after the school learns the borrower has withdrawn or failed to complete the required exit counseling. Documentation of exit counseling is filed in each student's file.

### Administrative and Fiscal Control

Fiscal records and disbursement requirements for Direct Loans / PLUS 684.309

#### Posting of charges to student accounts

The posting of charges to student accounts are by payment period. Payment periods are determined by the length of the School's definition of their academic year. For clock hour programs, we take the number of clock hours in the program and divide the total tuition only by that number to come up with an hourly rate per clock hour. Multiply that number by the number of clock hours in the payment period. Keep in mind that second academic year payment periods may be shorter when the program is more than one but less than two academic years. The Total Hours Summary or SAP/Scheduled vs. Actual Hour Report can be run daily to determine who is at their point of crossing into a new payment period or academic year and then that new charge can be posted accordingly. By running these reports daily, you can see when a student reaches a new payment period and at that point the charges can be added for the next payment period. This also helps to create a check and balance in relation to credit balances that need to be paid to students in a timely manner.

#### Disbursement notifications

Federal Regulations require the school to notify students and parents in writing (on paper or electronically) when funds are credited to a student's account. The notification will include the date and amount of the disbursement, the student's or parent's right to cancel all or a part of the loan or disbursement and the procedures and time frame in which the student or parent must notify the School that he or she wishes to cancel the loan or disbursement. SMART has a unique functionality that allows us to post their disbursements on the student ledgers and to then print a single receipt or multiple receipts for any disbursements posted. The receipt includes all the above required regulatory information/statements. This is provided to the student and/or parent as an official notification of disbursement and a copy should be printed for the student file as well since they are date stamped to allow for verification in an audit of timely notification. The School may or may not require that the student sign the school copy of the receipt. Regulations do not require a signature-just timely notification (within 30 days) via electronic or paper copy. For electronic notifications, you must have the student's permission.

#### Disbursement for Books & Supplies

The books and supplies, including the digital / electronic course materials are not currently available elsewhere or accessible by students enrolled in our program from sources other than

those provided or authorized by the school.

The institution provides a way for a student who are eligible for title IV, HEA program funds to obtain or purchase, by the seventh day of a payment period, the books and supplies applicable to the payment period if, 10 days before the beginning of the payment period:

The institution could disburse the title IV, HEA program funds for which the student is eligible; and

Presuming the funds were disbursed, the student would have a credit balance under [34 CFR 668.164\(h\)](#).

The institution ensures that the amount it provides to the student to obtain or purchase books and supplies is the lesser of the presumed credit balance under this paragraph or the amount needed by the student, as determined by the institution.

The institutions policy is that the student may opt out of the way the institution provides for the student to obtain or purchase books and supplies under this paragraph [34 CFR 668.164\(m\)](#). A student who opts out is considered to also opt out under [34 CFR 668.164 \(c\)\(2\)\(i\)\(C\)](#);

If a student uses the method provided by the institution to obtain or purchase books and supplies, the student is considered to have authorized the use of title IV, HEA funds and the institution does not need to obtain a written authorization under paragraph [34 CFR 668.164\(c\)\(1\)\(ii\)](#) and [34 CFR 668.165\(b\)](#) for this purpose.

Disbursement of books and supplies policy for Title IV eligible students is provided to students in their consumer information

## **Credit Balance Authorization / Retention Policy**

### **FSA Credit Balance**

A Title IV credit balances occurs whenever the amount of Title IV funds credited to a student's account for a payment period exceeds the amount assessed the student for allowable charges associated with that payment period. If FSA disbursements to the student's account at Natural Images Beauty College creates an FSA credit balance, the credit balance will be paid directly to the student or parent as soon as possible but no later than 14 days after the first day of class of a payment period if;

the credit balance occurred on or before the first day of class of that payment period;

the balance occurred if the credit balance occurred after the first day of class of a payment period.

The law requires that any excess PLUS Loan funds be returned to the parent. Therefore, if PLUS Loan funds create a credit balance, the credit balance would have to be given to the parent.

However, the parent may authorize the school (in writing or through **StudentLoans.gov**) to transfer the proceeds of a PLUS Loan credit balance directly to the student for whom the loan is made (for example, to a bank account in the student's name). The Department does not specify how a school must determine which FSA funds create an FSA credit balance. It is the sole responsibility of the school to pay, or make available, any FSA credit balance within the 14-day regulatory time frames. Notwithstanding any authorization obtained by the school, the school must provide the student with any remaining FSA credit balance resulting from FSA loan funds by the end of the loan period and any other FSA program credit balances by the end of the last payment period in the award year for which the funds were awarded.

### **Paying FSA Credit Balances**

Natural Images Beauty College will pay a credit balance by issuing a check payable to and requiring the endorsement of the student or parent. The school is considered to have issued the check on the date that it

mails the check to the student or parent; or notifies the student that the check is available for immediate pickup and provides the specific location.

The school that is paying a student his or her credit balance with a direct disbursement must pay the student within the 14-day time frame. Natural Images Beauty College can, within that 14-day period, do several things, including sending a notice to the student that his or her money is available, which demonstrates that the school is considered to have met the 14-day requirement to give the student his or her credit balance, as long as the school's process complies with the rest of the regulation. That is, Natural Images Beauty College must be able to give the student a check when the student comes to the office within the 14-day time frame. If a student is told (within the 14-day period) to come to the business office to pick up his or her credit balance, the student must be able to leave the business office with the funds in some form (e.g., a check, cash, or an appropriate stored-value card), and not be told that a check will be mailed to him or her. The school may hold the check for up to 21 days after the date it notifies the student. If the student does not pick up the check within this 21-day period, the institution must immediately mail the check to the student or parent, initiate an EFT to the student's or parent's bank account, or return the funds to the appropriate FSA program.

#### Holding FSA Credit Balances

Natural Images Beauty College are permitted to hold credit balances if it obtains a voluntary authorization from the student (or parent, in the case of PLUS). If the school has the authorization to hold the credit balance, it must identify the amount of funds that it holds for the student or parent in a subsidiary ledger account designated for that purpose. The school also must maintain, at all times, cash in its bank account at least equal to the amount that it holds for students. The school is permitted to retain any interest earned on the student's credit balance funds.

Because FSA funds are awarded to students to pay current year charges, notwithstanding any authorization from the student or parent, you must pay any remaining balance on FSA loan funds by the end of the loan period, and any other remaining FSA program funds by the end of the last payment period in the award year for which they were awarded.

If the school has lost contact with a student who is due a credit balance, it must use all reasonable means to locate the student. If it still cannot find the student, the school must return the credit balance to the appropriate FSA program(s) and/or lender. The FSA regulations do not set specific rules for determining which funds created a credit balance. However, it is encouraged that schools should return FSA funds to loan programs first to reduce the borrower's loan balance.

#### Authorization to Hold an FSA Credit Balance

All elements of an authorization to hold an FSA credit balance must be conspicuous. An authorization must include the following elements:

An authorization must explain what FSA funds are covered by the document, and it must specify the time period covered.

An authorization must clearly provide the student or parent with the information he or she needs to make an informed decision.

The student or parent must be informed that he or she may refuse to authorize any individual item, that he or she may cancel such authorization at any time, and that a cancellation is not retroactive.

A credit-balance authorization must provide detail that is sufficient to give the student or parent an idea of how the credit balance will be used.

#### Withdrawal of FSA Credit Balances

Other than the payment of credit balances as stated above, a student (or parent in the case of the PLUS loan) may request to withdraw any portion of their credit balance at any time. After



submission of the request to make a withdrawal, the school will make the payment within 14 days of the request.

## Natural Images Beauty College Annual Security Report

The U.S. Department of Education, under 34 CFR 668.42, requires the disclosure of general information to students about consumer-information regulations. Campus Security/ Cleary Act: The "Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act" (originally the Crime Awareness and Campus Security Act of 1990) is a federal law that requires institutions of higher education in the United States to disclose campus security information including crime statistics for the campus and surrounding areas. It was first enacted by Congress in 1990 and amended in 1992, 1998, 2000 and 2008.

### *TO COMPLY WITH THESE REGULATIONS, WE ARE PROVIDING BASIC INFORMATION AS FOLLOWS:*

- Annual Security Report
- Disclosure of Institution's Security Policies
- Reporting of Crime Statistics
- Encouragement of prompt reporting of crimes

### *TO FIND THIS INFORMATION, UTILIZE ANY OF THE FOLLOWING RESOURCES:*

- Natural Images Beauty College's Web Site
- Financial Aid Office Information Resources Included in the Student Right to Know Act
- Financial Aid Information
- General Information about Natural Images Beauty College
- Graduation and Job Placement Rates

### *POLICIES FOR REPORTING CRIMES AND EMERGENCIES*

Natural Images Beauty College prepares this report to comply with the Jeanne Cleary Disclosure of Campus Security Policy, the Violence Against Women Act and Crime Statistics Act. Students, parents and staff may access this report in full at any time by going to **[www.natural-images-bc.com](http://www.natural-images-bc.com)**. A complete copy of this report is also available in the Natural Images Beauty College Office of Financial Aid. This report is prepared in cooperation with the Clute Police Department. Campus crime, arrest and referral statistics include those reported to the Clute Police Department and Natural Images Beauty College designated campus officials.

### *TITLE IX COORDINATOR*

All educational institutions receiving Federal financial assistance must designate at least one employee to coordinate their efforts to comply with and carry out their responsibilities under Title IX of the Education Amendments of 1972, which prohibits sex discrimination in education programs and activities. These designated employees are generally referred to as Title IX coordinators. A school's Title IX coordinator or coordinators are expected to play a critical role in helping a school ensure that every person affected by its operations-including faculty, staff, and students-are aware of their legal rights under Title IX, and that the school and all its employees,

through its policies, procedures, and practices, complies with its legal obligations under Title IX.

A student should contact the Title IX Coordinator to:

- seek information or training about students' rights and courses of action available to resolve reports or complaints that involve potential sex discrimination, including sexual misconduct,
- file a complaint or make a report of sex discrimination, including sexual misconduct,
- notify the college of an incident or policy or procedure that may raise potential Title IX concerns
- get information about available resources (including confidential resources) and support services relating to sex discrimination, including sexual misconduct, and
- ask questions about the college's policies and procedures related to sex discrimination, including sexual misconduct.

Those Designated Campus Officials are:

- Tamera Davenport, Title IX Coordinator, 979-265-6200
- Tamera Davenport, Administrator, 979-265-6200
- Tamera Davenport, Financial Aid Administrator, 979-265-6200
- Dayna Bickham, Admissions, 979-265-6200

Each year, the Financial Aid Administrator of Natural Images Beauty College will compile a crime statistics report from the incident and crime reports given to the campus security authorities (Tami Davenport, Administrator and Kathleen Voetee, Admissions). Natural Images Beauty College will annually submit the security report each year after the letter and certificate requesting is sent to the Administrator of Natural Images Beauty College. The crime statistics will be sent to the Department of Education each year upon the receipt of a letter requesting the crime reports. This information will be uploaded to <http://surveys.ope.ed.gov/security>. Crime statistics from the area surrounding Natural Images Beauty College will also be requested from the Clute Police Department and will be disclosed in the annual crime report.

During the academic year, Natural Images Beauty College provides educational programs conducted by professionals in the Clute area, to promote the awareness of sexual assault (rape and acquaintance rape) and domestic violence, as well as education sessions on personal safety. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of other. The designated campus security official will also go over theft and vandalism during orientation with the students. A report is updated when class and/or workshop training is conducted.

At Natural Images Beauty College, we strive to work together to provide a safe environment that will prepare our students for an incredible career.

## **Scope of the Report**

This report will represent statistical information on crimes that occurred at or around Natural Images Beauty College from January 2016 through December 2018. Natural Images Beauty College does not offer any type of campus housing or recreational facilities.

### ***BUILDING LOCATION***

Natural Images Beauty College

236 Old Angleton Road, Suite B  
Clute, TX 77531  
979-265-6200

#### *TO REPORT A CRIME:*

Contact the campus security authorities immediately in the event of a crime. Any Suspicious Activity or person seen in the parking lot or loitering around vehicles or inside the building should be reported to the police department. In addition, you may report a crime to any of the designated campus officials. If not available by phone, Tami Davenport, (Administrator) then send report by e-mail to **info@natural-images-bc.com** (only in non-emergent cases). The campus security authorities do not have arresting authority.

#### *FOR EMERGENCIES, CALL 9-1-1*

Every crime that is reported to the security authorities will be investigated and reported to the Clute Police Department. Please note that due to the public nature of police reports, Natural Images Beauty College cannot ensure the complete confidentiality of any crime report. All incident reports are reviewed by the Administrator.

Natural Images Beauty College does not have a campus police department. The Clute Police Department has sole arresting authority on the Natural Images Beauty College campus and the surrounding areas. Students, educators, administrative staff, clients and community members are encouraged to report all crimes and public safety related incidents to the above designated campus security authorities. For matters of emergent nature, dial 9-1-1 immediately.

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the Clute Police Department and the designated campus officials in a timely manner. This publication contains information about on-campus and off campus resources. Information is made available to provide Natural Images Beauty College students, educators and staff specific information about local resources available should they become a victim of a crime. The information about local resources should be used as helpful information and does not infer that those resources are "reporting entities" for Natural Images Beauty College. Employees and Students can report a crime on a voluntary, confidential basis.

#### *TIMELY WARNING*

Crimes should be reported to Natural Images Beauty College campus security authorities to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. If students and staff are all in the Natural Images Beauty College building and the Administrator determines that there is a significant emergency or threat, the school will, without delay and accounting for the safety of the community, determine the content of the notification and initiate continuing alarm. A campus- wide "timely warning" will be made over the phone intercom system with the following statement: "Natural Images Beauty College is now in a lockdown procedure. All staff, students and guests should report

to the nearest classroom immediately." This announcement will be made by Natural Images Beauty College security authority (Tami Davenport) via the phone system (located in the front at the reception desk). In the Administrator's absence, designated campus officials would notify the appropriate security authority and determine the content of the notification.

- Time and safety permitting, Guest Services (front desk personnel) will lock the front doors, and the back door.
- Instructors in the classrooms are to lock the classroom doors and close all blinds. Tables in the classrooms should be tipped on their sides to form a barricade on a corner spot of the classroom, far away from windows. Instructors should then take roll and write down the names of any students not accounted for or extra. The classes should remain quiet and still.
- Administrative staff should lock their offices if unable to evacuate and remain as far back from windows as possible.
- The classrooms and offices will remain locked until emergency personnel arrive and announce that the area is safe to evacuate.
- After evacuation employees, students, and guests are to gather in the parking lot at Natural Images Beauty College near the back door. Staff and students are required to remain on the property until everyone has been accounted for, unless otherwise told by a member of senior management. After evacuation, a member of management from each department will ensure all staff is present and accounted for. Each Instructor will ensure their students are present and accounted for. We will utilize the attendance binder, guest sign-in sheets, and employee/student lists to account for everyone present in the building before anyone is excused. All safety procedures will be tested on an annual basis.

#### *FIRE SAFETY REPORT:*

During the last year, Natural Images Beauty College had no fire-related incidents causing injury to person or property. The following is a copy of the fire and emergency evacuation action plan:

- In the event of a fire, employees are alerted by:
  - Public address system announcement: Time permitting; an announcement will be made by senior management from the front desk as well as an announcement over the phone system.
  - Verbal announcement: Instructors in each classroom and clinic will make a verbal announcement, time and situation permitting.
- ALL employees, students, and guests shall calmly evacuate by means of the nearest available marked exit. Each office and classroom has clearly posted exit diagrams. A member of Administration will bring a clipboard with a current list of employees and students. A member of Guest Services will bring the "hold harmless" guest sign-in clipboards. The Lead Instructor will bring a clipboard with a current list of employees and students, and the attendance binder.
- Portable fire extinguishers are provided in the workplace in the following locations: ○
  - Dispensary
  - Reception
  - Back Hallway
- Employees or students may use extinguishers to extinguish the fire if it is safe to do so.
- Critical operations shutdown procedures are not required, because no employees are authorized to delay evacuation for this purpose.
- No employees are assigned to perform medical or rescue duties during

emergency evacuation situations.

- After evacuation, employees, students, and guests are to gather in the following location(s): All staff and students are to meet in the rear parking lot of Natural Images Beauty College near the back door. Staff and students are required to remain on the property until everyone has been accounted for, unless otherwise told by a member of senior management.
- After evacuation, the procedure for accounting for all employees is:
  - A member of management from each department will ensure all staff is present and accounted for.
  - Each classroom or clinic Instructor will ensure their students are present and accounted for.
  - We will utilize the attendance binder, guest sign-in sheets, and employee/student lists to account for everyone present in the building before anyone is excused.
- For further assistance with emergency evacuation procedures, the following individuals may be contacted: Administrator {979} 265-6200

### Access Policy:

During normal business hours, Natural Images Beauty College is open to all students, parents, employees, contractors, clients, guests and invitees. During non-business hours, access to Natural Images Beauty College is by key, if issued.

In periods of extended closing, access to Natural Images Beauty College will only be granted to those issued a key, and who have obtained prior approval. Maintenance personnel are also subject to the above restrictions. Emergencies may necessitate changes or alterations to any posted schedules. Students, Instructors and staff will be notified via Facebook, text messages and phone. If in lock down mode, the front desk staff will post notices on the front doors (time allowing).

### Drug and Alcohol Policy; Substance Abuse Resources:

Natural Images Beauty College 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 School property or as a part of any School activity is prohibited. Students taking prescribed or over-the-counter medication which may affect functioning should inform the School Administrator or Campus Security Authorities.

At Natural Images Beauty College, the illicit use of drugs and/or alcohol by staff or students is strictly prohibited. The use of illicit drugs and alcohol can cause numerous health problems and can lead to death. The effects to a person's health include respiratory failure, heart attack, overdose, acute intoxication and transmittable diseases such as Hepatitis C and AIDS.

Thousands of deaths are caused each year by drug overdoses, allergic reactions to drugs, toxic combinations of drugs, and alcohol poisoning. For more information about the effect of alcohol and drug abuse, please visit [www.drugfree.org](http://www.drugfree.org). The manufacture, distribution, dispensation, possession, sale, purchase, offer to buy or sell, or use of alcohol, illegal drugs or related paraphernalia and the illegal use of any drugs (including the misuse of prescription drugs) at

Natural Images Beauty College campus or while engaged in the course curriculum is strictly prohibited. The school also prohibits such conduct during non-curriculum time to the extent that, in the judgment of Natural Images Beauty College, it impairs a student's or staff member's ability to progress through the curriculum, threatens the reputation or integrity of the College or violates the law.

Any student who violates this policy is subject to suspension or expulsion from the program. Any staff member who violates this policy is subject to sanctions up to or including termination. Any student or staff member who has illegal possession or engages in the illicit use of drugs or alcohol is also subject to criminal prosecution. Natural Images Beauty College will refer violators to the appropriate authorities for prosecution.

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

If use of a prescription drug may impair your performance or affect safety while performing course-related services, you should notify the Instructor or supervisor immediately so Natural Images Beauty College can take whatever action it finds appropriate to protect your safety and that of other students and clients. Any student or staff member who violates this policy is subject to suspension or expulsion from the program.

#### *OFFENSES AND PENALTIES UNDER TEXAS LAW*

[www.texasattorneygeneral.gov/files/cj/penalcode.pdf](http://www.texasattorneygeneral.gov/files/cj/penalcode.pdf)

**Texas Penal Code, Title 10, Chapter 49** contains the intoxication and alcoholic beverage offenses recognized by the State of Texas; these offenses are subject to change at any time by the Texas State Legislature and the Governor.

**Health and Safety Code, Title 6, Subtitle C, Chapter 481** is the Texas Controlled Substances Act which contains the offenses recognized by the State of Texas for the possession and delivery of controlled substances; these offenses are subject to change at any time by the Texas State Legislature and the Governor.

**Alcoholic Beverage Code, Title 6 4, Chapter 106** contains the offenses involved in the purchase, consumption, and possession of alcohol by a minor; these offenses are subject to change at any time by the Texas State Legislature and the Governor.

**Texas Penal Code, Title 3, Chapter 12** contains the possible punishments of a person adjudged guilty of an offense. Penalties are subject to change at any time by the Texas State Legislature of the Governor.

#### **Drug and Alcohol Treatment Facilities**



If you or someone you know is struggling with drug or alcohol abuse; please call:

About Drug Rehab at 1-877- 335-HOPE (4673)

or

AA Abuse Helpline-24 hours 1-800-299-6310

or

Bay Area Council on Drugs and Alcohol

[www.bacoda.org](http://www.bacoda.org) or call 1 -800-510- 3111

### **Violence Against Women Act:**

This document has been designed to inform all students and employees of the Violence Against Women Act and outlines Natural Images Beauty College 's commitment to the health and safety of its students and employees. This annual disclosure document is done each year by contacting the local police department and reviewing school records to compile the statistics used in the report. The school will also provide a yearly training to promote awareness and prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, as well as outlines options for reducing the risk of such offenses occurring, the warning signs of abusive behavior, and how to avoid potential attacks. Please read this document carefully and ask questions if you feel confused or uncertain. The school's Campus Security Coordinator is the School Administrator.

Each year, the school brings in a local law enforcement official and a representative from the local crisis center to review how to protect yourself against crime, how to be responsible for your own safety, and how to protect yourself against sexual assault. Natural Images Beauty College is committed to making your school a safe place.

It is the policy of Natural Images Beauty College to immediately report any sexual offense to the Clute Police Department, whether committed on or off campus. It is imperative that victims of any kind of sexual offense report the crime to one of Natural Images Beauty College security authorities and/or to the Clute Police Department. It is also important to preserve all evidence (i.e. clothing, objects and any other biological evidence) for the proof of a criminal offense.

When sexual assaults are committed off-campus, persons are encouraged to report to the appropriate law enforcement agency, but a student may elect, instead, to report the sexual assault to one of the campus security authorities. Any assault will be immediately reported to the Clute Police Department. If an assault is reported to the campus security authorities, a grievance form will be provided to the student.

### **What is Domestic Violence?**

Domestic violence is a repetitive pattern of abusive behaviors to maintain power and control over an intimate partner. These are behaviors that physically harm, arouse fear, prevent a partner from doing what they wish or force them to behave in ways they do not want. Abuse includes the use of physical and sexual violence, threats and intimidation, emotional abuse and economic deprivation. Many of these different forms of abuse can be going on at any one time.

Physical abuse includes: Pulling your hair, punching, slapping, kicking, biting or choking you; forbidding you from eating or sleeping; damaging your property when they're angry (throwing objects, punching walls, kicking doors, etc.); using weapons to threaten to hurt you, or actually hurting you with weapons; trapping you in your home or keeps you from leaving; preventing you from calling the police or seeking medical attention; harming your children; abandoning you in unfamiliar places ; driving recklessly or dangerously when you are in the car with them; forcing you to use drugs or alcohol (especially if you've had a substance abuse problem in the past).

Emotional abuse includes: Calling you names, insulting you or continually criticizing you; refusing to trust you and acting jealous or possessive; trying to isolate you from family or friends; monitoring where you go, who you call and who you spend time with; demanding to know where you are every minute; punishing you by withholding affection; threatening to hurt you, the children, your family or your pets; humiliating you in any way; blaming you for the abuse; gas lighting; accusing you of cheating and being often jealous of your outside relationships; serially cheating on you and then blaming you for his or her behavior; cheating on you intentionally to hurt you and then threatening to cheat again; attempting to control your appearance: what you wear, how much/little makeup you wear, etc.; telling you that you will never find anyone better, or that you are lucky to be with a person like them.

Sexual abuse includes: Forcing you to dress in a sexual way; insulting you in sexual ways or calls you sexual names; forcing or manipulating you into to having sex or performing sexual acts; holding you down during sex; demanding sex when you're sick, tired or after hurting you; hurting you with weapons or objects during sex; involving other people in sexual activities with you against your will; ignoring your feelings regarding sex; forcing you to watch pornography; purposefully trying to pass on a sexually transmitted disease to you.

Sexual coercion lies on the 'continuum' of sexually aggressive behavior. It can vary from being egged on and persuaded, to being forced to have contact. It can be verbal and emotional, in the form of statements that make you feel pressure, guilt, or shame. You can also be made to feel forced through more subtle actions. For example, an abusive partner may make you feel like you owe them - ex. because you're in a relationship, because you've had sex before, because they spent money on you or bought you a gift; giving you drugs and alcohol to "loosen up" your inhibitions; playing on the fact that you're in a relationship, saying things such as: "Sex is the way to prove your love for me," "If I don't get sex from you I'll get it somewhere else"; reacting negatively with sadness, anger or resentment if you say no or don't immediately agree to something; continuing to pressure you after you say no; making you feel threatened or afraid of what might happen if you say no; trying to normalize their sexual expectations: ex. "I need it, I'm a man." Even if your partner isn't forcing you to do sexual acts against your will, being made to feel *obligated* is coercion. Dating someone, being in a relationship, or being married never means that you *owe* your partner intimacy of any kind.

Economic or financial abuse includes: Giving an allowance and closely watching how you spend it or demanding receipts for purchases; placing your paycheck in their bank account and denying you access to it; preventing you from viewing or having access to bank accounts; forbidding you to



work or limiting the hours that you can work; maxing out credit cards in your name without permission or not paying the bills on credit cards, which could ruin your credit score; stealing money from you or your family and friends; using funds from children's savings accounts without your permission; living in your home but refusing to work or contribute to the household; making you give them your tax returns or confiscating joint tax returns; refusing to give you money to pay for necessities/shared expenses like food, clothing, transportation, or medical care and medicine.

Digital abuse is the use of technologies such as texting and social networking to bully, harass, stalk or intimidate a partner, and includes: Telling you who you can or can't be friends with on Facebook and other sites; sending you negative, insulting or even threatening emails, Facebook messages, tweets, DMs or other messages online; using sites like Facebook, Twitter, foursquare and others to keep constant tabs on you; putting you down in their status updates; sending you unwanted, explicit pictures and demands you send some in return; pressuring you to send explicit video; stealing or insisting to be given your passwords; constantly texting you and makes you feel like you can't be separated from your phone for fear that you will be punished; looking through your phone frequently, checking up on your pictures, texts and outgoing calls; tagging you unkindly in pictures on Instagram, Tumblr, etc.

You never deserve to be mistreated, online or off. Remember:

- Your partner should respect your relationship boundaries.
- It is ok to turn off your phone. You have the right to be alone and spend time with friends and family without your partner getting angry.
- You do not have to text any pictures or statements that you are uncomfortable sending, especially nude or partially nude photos, known as "sexting."
- You lose control of any electronic message once your partner receives it. They may forward it, so don't send anything you fear could be seen by others.
- You do not have to share your passwords with anyone.
- Know your privacy settings. Social networks such as Facebook allow the user to control how their information is shared and who has access to it. These are often customizable and are found in the privacy section of the site. Remember, registering for some applications (apps) require you to change your privacy settings.
- Be mindful when using check-ins like Facebook Places and foursquare. Letting an abusive partner know where you are could be dangerous. Also, always ask your friends if it's ok for you to check them in. You never know if they are trying to keep their location secret.
- You have the right to feel comfortable and safe in your relationship, even online.

Domestic violence can happen to anyone regardless of race, age, sexual orientation, religion or gender. Domestic violence affects people of all socioeconomic backgrounds and education levels. Domestic violence occurs in both opposite-sex and same-sex relationships and can happen to intimate partners who are married, living together or dating.

Domestic violence not only affects those who are abused, but also has a substantial effect on family members, friends, coworkers, other witnesses and the community at large. Children who grow up witnessing domestic violence are among those seriously affected by this crime. Frequent exposure to violence in the home not only predisposes children to numerous social and physical

problems, but also teaches them that violence is a normal way of life, therefore, increasing their risk of becoming society's next generation of victims and abusers.

- National Domestic Violence Hotline: 1-800-799-7233
- Report Child Abuse 1-800-252-5400
- National Sexual Assault Hotline 1-800-656-4673
- Clute Police Department, Non-Emergency# 979-265-6194, Emergency# Dial 911
- The National Domestic Violence Hotline 1-800-787-3223
- The National Women's Health Information Center  
U.S. Dept. of Health and Human Services Office on Women's Health  
1-800-994-9662 [www.womenshealth.gov](http://www.womenshealth.gov)

### *WHAT IS SEXUAL ASSAULT?*

Sexual assault is any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Consent means that both people in a sexual encounter must agree to it, and either person may decide at any time that he or she no longer consents and wants to stop the activity.

Consenting to one behavior does not obligate you to consent to any other behaviors. Consenting on one occasion also does not obligate you to consent on any other occasion. Consenting means only that at this particular time, you would like to engage in this particular sexual behavior. Falling under the definition of sexual assault are sexual activities as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape.

National Sexual Assault Hotline: 1-800-656-4673

### **What is dating violence?**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim is dating violence. The existence of such a relationship shall be determined based on a consideration of the following factors: 1. The length of the relationship, 2. The type of relationship, 3. The frequency of interaction between the persons involved in the relationship.

National Teen Dating Abuse Hotline: 1-866-331-9474

### **What is stalking?**

You are being stalked when a person repeatedly watches, follows or harasses you, making you feel afraid or unsafe. A stalker can be someone you know, a past boyfriend or girlfriend or a stranger. While the actual legal definition varies from one state to another, here are some examples of what stalkers may do: Show up at your home or place of work unannounced or uninvited; send you unwanted text messages, letters, emails and voicemails; leave unwanted items, gifts or flowers; constantly call you and hang up; use social networking sites and technology to track you; spread rumors about you via the internet or word of mouth; make unwanted phone calls to you; call your employer or professor; wait at places you hang out; use other people as resources to investigate your life, for example, looking at your Facebook page through someone else's page or befriending your friends in order to get more information about you; damage your home, car or other property.

If you feel you are being stalked and are in immediate danger, call 911 for assistance. The school does not have individual campus security. All crimes are reported to the local police department for

investigation and action. The school encourages all students and employees to report all crimes in a timely manner to the School Director/Campus Security Coordinator who will promptly contact the local authorities to address the issue. Victims and witnesses are encouraged to report crimes, but it is solely on a voluntary basis. If you are a witness to the crime, you must contact 911 for immediate assistance, and if you feel it is safe to intervene on behalf of the victim, do so in the presence of others, if possible, or call out to the perpetrator that you have contacted the police and indicate that they are on their way; do not put yourself in danger as well.

If you are a victim of a sexual assault, domestic violence, dating violence, or stalking at this school or off the school premises, your priority should be to get to a safe place. You should then obtain necessary medical treatment.

**In the event of sex offense on campus:**

- a. Remain calm.
- b. Calm the victim; notify the School Director/Campus Security Coordinator.
- c. Inform the victim that he or she has the option to notify the appropriate law enforcement authorities, including the local police, and for medical assistance. If the victim would like the School Director/Campus Security Coordinator to notify the authorities, he or she will call 911 for medical assistance and to alert the police. The School Director/Campus Security Coordinator and a representative from the police department will guide the victim through the available options and support the victim in his or her decision, including, where applicable, restraining orders, orders for protection, or no-contact orders.
- d. The school and police strongly advocate that a victim of sexual assault, domestic violence, or dating violence report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Filing a police report will ensure that a victim receives the necessary medical treatment and tests, at no expense to the victim; and it provides the opportunity for the collection of evidence helpful in prosecution, which cannot be obtained later. It is important to preserve evidence for the proof of a criminal offense, so do not disturb the area surrounding the incident.
- e. The school encourages victims of sex offenses to seek professional counseling. The school will ensure that the victim has access to free confidential counseling from counselors specifically trained in the areas of sexual assault, domestic violence, dating violence, stalking, and crisis intervention. If you need to seek professional help after having been the victim of a rape, sexual assault, domestic violence, or dating violence, you can contact the School Director/Campus Security Coordinator, or you can also contact one of the following counseling centers:  

Hope Alliance Crisis Hotline: 1-800-460-SAFE (7233)  
Families in Crisis: 1-888-799 -SAFE (7233)
- f. If a student or employee is a victim of an alleged sex offense, the student or employee may request a change in his or her academic schedule, regardless of whether the victim chooses to report the crime to the police; please notify the School Director/Campus Security Coordinator of such a request.
- g. If a student is alleged to having committed a sex offense, that student will have the right to a prompt, fair, and impartial investigation and hearing before the School Director/Campus Security Coordinator and two additional employees of the school's administration who have received annual training on issues related to the listed offenses and how to investigate and hearing process that protects both the safety of the victim and promotes accountability. The accused and the victim

will each be allowed to have others present, including an advisor of their choice to accompany them throughout the hearing. The standard of proof in this case requires clear and convincing evidence that the incident more than likely occurred. A student found guilty of violating the school's sexual misconduct policy could be criminally prosecuted in the state courts and may be placed on probation, suspended, or expelled from the school for the first offense.

- h. The accuser and the accused are entitled to the same opportunities to have others present during the disciplinary proceeding. Both the accuser and the accused will simultaneously be informed in writing of the outcome of any school disciplinary proceeding, the opportunity for appeal, and the notification of the outcome of any appeal before the results become final, and when the results of the proceedings become final. Compliance with this paragraph does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA) . For this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.
- i. The institution will, upon written request, disclose to the alleged victim of any crime of violence, or a nonforcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim of such crime or offense is deceased because of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

The school will protect the confidentiality of the victim(s) in accordance with the law. In addition, the School Director/Campus Security Coordinator will maintain any records of the incident. Only staff members who need to know will be apprised of the name(s) of the victim(s). The school is required to publish each year's statistics for certain crimes that are reported to the school authorities or local police agencies, including incidents of sexual assault, domestic violence, dating violence, and stalking; however, the report only includes incidents and not the names or identifiable information about the victim(s).

*THE SCHOOL PROHIBITS THE CRIMES OF DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING AS DESCRIBED ABOVE.*

### **Registered Sex Offenders**

In accordance to the Campus Sex Crimes Prevention Act of 2000 (CSCPA), which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Cleary Act and the Family Educational Rights and Privacy Act of 1974 (FERPA), the state of Texas is required to provide information as to the location, enrollment and/or employment of a sex offender at a post- secondary institution to local law enforcement authorities.

Natural Images Beauty College is required to inform both staff and students of recourses where this information can be found. The law also requires sex offenders already required to register in a State to provide notice to each higher education institution in that State at which the person is employed, carries a vocation, or is a student. Pursuant to Texas Code of Criminal Procedures Article 62.005, the Texas Department of Public Safety (DPS) establishes this website as the official internet public access to the DPS sex offender registration computerized central database.

Use the following URL to access the Texas DPS website:

<https://records.txdps.state.tx.us/SexOffender/>.

Natural Images Beauty College does not condone violence or hate crimes of any kind. Further, Natural Images Beauty College endeavors to safeguard the rights of American citizens that are mandated by the Constitution of the United States, regardless of ethnicity, national origin, religion, gender, sexual identity, disability and political or religious beliefs.

#### *SECURITY TIPS, PERSONAL SAFETY:*

Prevention is the best protection against crime.

- Don't dismiss suspicious people or situations.
- Don't put yourself in harm's way; avoid dangerous situations.
- Lock your car doors.
- Use common sense.
- Don't walk alone at night; stay in well-lit areas.
- Park your vehicle in well-lit areas; lock the doors.
- Keep valuables out of sight; don't tempt a thief.
- Don't give out your keys; they can be copied.
- Report all crimes and suspicious acts.

#### *THINGS TO DO TO REDUCE THE RISK:*

- Lock doors.
- Avoid out-of-the-way places.
- Vary your routine.
- Learn about friends' attitudes before becoming friendly.
- Watch alcohol intake.
- Leave lights on in rooms.
- Have transportation or use public transportation.

#### *AUTO THEFT PREVENTION, SECURING YOUR VEHICLE:*

- Always lock your car, even if you're leaving it for a short time.
- Remove the key, and do not keep a spare key hidden somewhere on the frame or body of the vehicle in a magnetic box.
- All windows should be rolled up completely. One slightly open window can render all other precautions useless.
- Park as close to the building as possible when parking at shopping malls or stores.
- Park in well-lit areas. When possible park in an attended parking lot or garage. At home, park your vehicle in the garage.
- When parking in a public lot, never tell anyone how long you'll be (including the attendant). If a key must be left with an attendant, leave only the ignition key.
- Don't leave valuables visible in your car. Radios, cameras, packages, etc. attract attention and can tempt thieves to break in. Lock all valuables in the trunk.

- Never leave credit cards, checkbooks, or papers pertaining to the vehicle in the glove box. It could aid the thief in selling your car.
- Do not attach a name tag or plate to your key ring. It could lead a thief directly to your house or car if you lose your keys. Crime Statistics Crime statistics include all reports received by the Clute Police Department and from the persons designated as Campus Security Authorities for Natural Images Beauty College.

### *CONDUCT AND EMPLOYABILITY STANDARDS*

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

1. When a student's appearance and/or attitude is in opposition to the career education goals to which Natural Images Beauty College 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 the School, the student may be advised, dismissed for the day and/or placed on probation. If no progress is shown during 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 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:
  - a. Engaging in verbal threats, intimidation, use of foul or profane language, physical threats, sexual assault, physical violence, racial or sexual harassment in or around the School.
  - b. Possession of weapons, firearms and knives while on School property or when involved in any School sponsored activity.
  - c. Possessing, distributing or using alcohol and/or illegal drugs in or around the School.
  - d. Vandalizing, stealing or being in possession of stolen property.
  - e. Falsifying personal information on school documents and/or presentation of forged documents.

### *SEXUAL MISCONDUCT PREVENTION AND RESPONSE*

Natural Images Beauty College is committed to complying with all laws that prohibit discrimination based on sex in admission to, employment with, and otherwise in the operation of its educational program and activities. Among the applicable laws, Title IX of the Education Amendments of 1972 prohibits sex discrimination and sexual harassment in schools. In



compliance with Title IX, Natural Images Beauty College is committed to ensuring that all its students have equal opportunity to benefit from our program and activities, and that all its employees enjoy equal employment opportunity, free from sex discrimination and sexual harassment. The protections of Title IX also extend to third parties. Natural Images Beauty College has developed this Title IX policy and the associated processes to ensure that all complaints of sex discrimination and sexual harassment - whether brought by students, employees, or third parties-are promptly investigated and, where a violation is found, that Natural Images Beauty College acts to end the conduct, prevent its recurrence, and address its effects.

Sexual harassment is unwelcomed 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, document the matter and refer it to Campus Security Authorities.

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 school.

Any student, employee or other person who believes that he or she has been subjected to any form of sex discrimination, sexual harassment, or sexual assault in violation of this policy should make a complaint. Natural Images Beauty College takes all such complaints seriously.

Natural Images Beauty College strongly encourages any person who wishes to make a complaint under this policy to bring that complaint directly to the School's Title IX Coordinator. However, a student may also bring such a complaint to an Admission Representative, Educator, School Administrator, or staff member with whom he or she is comfortable. Likewise, an employee may bring such a complaint to their immediate supervisor, another manager, or a human resources generalist. In each case, the complainant should understand that the complaint will be forwarded to the Title IX Coordinator.

Title IX Coordinator:

Tami Davenport, Title IX Coordinator, 979-265-62 00

The Title IX Coordinator is located at Natural Images Beauty College.

Title IX Coordinator-Campus Support Center

Natural Images Beauty College

236 Old Angleton Road, Suite B

Clute, TX 77531

Phone: (979) 265-6200

Fax: (979) 266-9415

E-mail: [tami@natural-images-bc.com](mailto:tami@natural-images-bc.com)

If you believe you have been sexually assaulted, your priority should be to get to a place of safety. Natural Images Beauty College strongly advocates that a victim of sexual assault reports the incident in a timely manner.

### *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 Campus Security Authorities. Upon request, Campus Security Authorities 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. Natural Images Beauty College 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 will, however, be 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). Natural Images Beauty College and 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, the School will not request nor agree to special consideration for that individual because of his or her status as a student. The School will cooperate fully with law enforcement and other agencies in the enforcement of the law.



# HAZARD AND INCIDENT REPORTING FORM

## SECTION A – DETAILS OF PERSON INVOLVED IN INCIDENT OR REPORTING HAZARD

Name: \_\_\_\_\_ Phone: \_\_\_\_\_/\_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Staff Student Guest

## SECTION B – INCIDENT DETAILS OR NATURE OF HAZARD OR DAMAGE

(Use a separate sheet if necessary)

Date of Incident: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Time: \_\_\_\_\_am/pm Location of Incident,

Hazard or Damage: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Brief Description of Incident, Hazard, Fire, Damage, etc. (what happened?): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If injury occurred and injured person is under the age of 18 or otherwise dependent, please complete the following:

Name of Father/Male Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Mother/Female Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of parents/guardians: \_\_\_\_\_.

Signature of injured person: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Signature of parent/guardian if under 18: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Describe injuries/illness including part(s) and side(s) of body affected:

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#### SECTION C – WITNESSES TO INCIDENT, HAZARD, OR DAMAGE

List of witnesses or first person on scene:

Name: Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Comments: \_\_\_\_

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Name: Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Comments: \_\_\_\_

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Name: Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Comments: \_\_\_\_

#### SECTION D – SUPERVISOR/MANAGEMENT NOTIFICATION

Name of Supervisor/Member of Management Incident, Hazard, or Damage reported to:

\_\_\_\_\_ Date/Time of notification: \_\_/\_\_\_\_/\_\_\_\_; \_\_\_\_\_am/pm

Supervisor's Notes:

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Signature of Supervisor/Member of Management: \_\_\_\_\_

Title: Phone: \_\_\_\_\_ Date: \_\_/\_\_\_\_/\_\_\_\_

Additional Notes/Comments re: Investigation, Preventative Action, Recommendations, Maintenance, Repairs, etc. (attach any necessary documents)

## Crime Statistics Reports

In compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics of 1998 (formally the Crime Awareness and Campus Security Act of 1990) the following information is provided. This report is posted on the student bulletin board and provided by request of the Financial Aid Office.

ON CAMPUS is defined as: Any building or property owned or controlled by the school within the same contiguous area and used by the school in direct support of or related to its educational purposes. The school currently does not have non-campus buildings or property.

The following criminal offenses occurred on campus and surrounding public property during the period of January 1, 2013 through December 31, 2017.

<b>Criminal Offenses- on Campus</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Murder and Nonnegligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses- Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Sex Offenses- Non- forcible	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

<b>Criminal Offenses- Public Property</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Murder and Nonnegligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses- Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Sex Offenses- Non- forcible	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Hate Crimes- On Campus Criminal Offense	Category	Of	Bias	Crimes	Reported	In	2020
	Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
Murder/Nonnegligent Manslaughter	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggerated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny- theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Hate Crimes- Public Property Criminal Offense	Category	Of	Bias	Crimes	Reported	In	2020
	Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
Murder/Nonnegligent Manslaughter	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggerated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny- theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Hate Crimes- On Campus Criminal Offense	Category	Of	Bias	Crimes	Reported	In	2019
	Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
Murder/Nonnegligent Manslaughter	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggerated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny- theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Hate Crimes- Public Property Criminal Offense	Category	Of	Bias	Crimes	Reported	In	2019
	Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
Murder/Nonnegligent Manslaughter	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggerated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny- theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Hate Crimes- On Campus Criminal Offense	Category	Of	Bias	Crimes	Reported	In	2018
	Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
Murder/Nonnegligent Manslaughter	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggerated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny- theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Hate Crimes- Public Property Criminal Offense	Category	Of	Bias	Crimes	Reported	In	2018
	Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
Murder/Nonnegligent Manslaughter	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggerated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny- theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0

VAWA Offenses - on Campus			
Crime:	2018	2019	2020
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

VAWA Offenses - Public Property			
Crime:	2018	2019	2020
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

Arrests - On campus			
Law Violation:	2018	2019	2020
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Arrests - Public Property			
Law Violation:	2018	2019	2020
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions - On Campus			
Law Violation:	2018	2019	2020
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions - Public Property			
Law Violation:	2018	2019	2020
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Unfounded Crimes			
	2018	2019	2020
Unfounded Crimes:	0	0	0



# School and Drug Abuse Policy

## *Prohibitions*

No student or employee shall possess, use, transmit, or attempt to possess, use, or transmit, or be under the influence of any of the following substances on school premises during any school term or off school premises at a school-related activity, function or event:

Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, narcotic drugs, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.

Alcohol or any alcoholic beverage.

Any abuse able glue, aerosol paint, or any other volatile chemical substance for inhalation.

Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drug

The school has the right to do random drug testing if warranted by the school official.

The transmittal, sale, or attempted sale of what is represented to be any of the above listed substances is also prohibited under this policy.

**DEFINITIONS: "USE"** means a student or employee has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech.

**"UNDER THE INFLUENCE"**: Means student or employee's faculties are impaired, but the student or employees need not be legally intoxicated.

**EXCEPTION:** Means a student or employee who uses a drug authorized by a licensed physician through prescription specifically for that student or employee's use should not be considered to have violated this policy.

**ALCOHOL:** The possession of any intoxicating beverage for consumption, sale or distribution while on the grounds or in a building that is school property constitutes a "CLASS C MISDEMEANOR"

## **STUDENTS/EMPLOYEE RIGHTS AND RESPONSIBILITIES INTERROGATIONS AND SEARCHES**

Students and employees shall be free from unreasonable search and seizure by school officials. School officials may search a student/employee or a student or employee property with a search warrant, reasonable or probable cause, or the student or employee consent.

Areas such as lockers, which are owned and controlled by the school, may be searched if reasonable cause exists to believe that contraband is inside the locker.

Searches of student or an employee's outer clothing and pockets may be conducted if reasonable cause exists.

Highly intrusive invasions of a student or employees' privacy, such as searches of the student or employee person shall be conducted only if probable cause exists to believe that the student or employee possesses contraband.

## **Police Involvement**

If law enforcement authorities are involved in the search, the search shall be conducted under criminal law standards rather than under the provisions of this policy.

## **Student/Employee Consent**

If the school does not have a warrant or probable cause to search a student or employee of his/her property, the school may search with the student or employees free and voluntarily consent. However, consent obtained through threat of contacting the police is not considered to be free and voluntarily given.

## **School Officials**

Administrators and teachers have the right to question student regarding their conduct or the conduct of others.

## **Student/Employee Discipline General Authority**

If a particular type of conduct has the effect of disrupting the learning atmosphere, it should be subject to regulation. The school possesses considerable leeway in promulgation regulations for the proper conduct of students and employees.

## **Emergency Removal**

Students and employees may be removed from regular classes of school premises for non-disciplinary health, safety and welfare reasons when the school or its designee determines that an emergency exists.

Reasons that may be considered an emergency include:

Being under the influence of alcohol or drugs

Being highly agitated

Suffering from any other condition that temporarily threatens the student/employee's welfare, other individual welfare, or their individual's welfare, or the efficient operation of the school.

Any student or employee removed from the school for a reason shown in the preceding paragraph that is in a condition that threatens his or her own welfare or the welfare of others shall be released to the proper authorities, including but not limited to law enforcement officers and medical personnel.

Any student found in possession of a controlled substance or alcohol, or any student caught trying to sell a controlled substance or alcohol will be immediately expelled without a chance to re-enter and turned over to authorities for prosecution.

Counseling:

The school does not provide an on-campus program for drug or alcohol counseling, treatments or rehabilitation, but we will provide information about off-campus resources for such treatment.

## **Controlled Substances uses and Effect and Alcohol Effects:**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairment in

higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and severe convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition can lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at a greater risk than other youngsters of becoming alcoholics.

## **Emergency Evacuation Plan**

Evacuation plans are posted throughout the school, and also are in the school catalog/handbook. Everyone is instructed to leave everything. Do not try and gather any supplies or personal belongings, exit calmly, quietly, and swiftly to the area -designated exit. Instructors are responsible for assisting any handicapped person.

Instructor also gets student roster and patron list as he/she exits the building and role is called (head count) to assure that everyone is out of the building.

## Floor Plan

