



DuVall's
SCHOOL OF COSMETOLOGY

CONSIDER YOUR **CAREER!**

STUDENT
**HANDBOOK
CATALOG**

VOL 15

REVISED JULY 2018

Student catalog and handbook: volume 15

Table of contents

PAGE	POLICY		
3	Mission Statement & General Objectives	19	Evaluations and Academic Advising
3	Ownership, Licensure, History	19	Facilities for Students with Disabilities
3	Assessment Plan	19	Housing
3	Facility	19	OSHA
4	Commitment to Program Integrity	19	Vaccination
4	Preservation of Rights	19	Voter Registration
4	Admissions and Enrollment Requirements	20	Security/Crime/Clery/VAWA/Warning
4	Transfer Student	20	Emergency Notification /Evacuation
4	Re-entering Students	20	Drug & Alcohol Abuse Prevention Policy
5	Procedure for Accepting High School Diploma	20	Dress Code
		21	Kits and Books
5	Ability-To-Benefit Policy	21	Electronic Device
5	Financial Commitment	22	Standards of Conduct
5	Class Calendar and Attendance	23	Attendance Policy
7	Make Up Time	23	Attendance Policy for VA Students
7	Campus Performance Statistics	24	Anti-Harassment Policy
7	Program Outlines	24	Sexual Misconduct/Prevention
8	Grading Procedures	24	Social Media
8	Instructional Methods	24	Confidentially
9	Bloom's Premium School Program	24	Copyright Infringement
9	Units of Instruction and Hours	25	Disciplinary Policies
9	References	25	Grievances
9	Required Practical Experiences	25	Academic Advising
9	Cosmetology Course Outline	26	Satisfactory Academic Progress
10	Cosmetology Practical Experiences	26	SAP Standards
11	Esthetics Course Outline	26	Evaluation Point
12	Esthetics Practical Experiences	27	Maximum Time Frame
12	Instructor 750 Hour Course Outline	27	Determination of Progress Status
13	Instructor Program Requirements	28	Warning / Probation / Appeal
13	Leave of Absence	28	Appeal Process
14	Graduation Requirements	28	Leave of Absence or Withdrawal
14	Transcript	28	Reestablishment of SAP
14	Licensure Requirements	29	Reinstatement of Financial Aid
14	Career Opportunities	28	Incompletes, Repetitions, Non-credit and
15	Career Considerations	28	Remedial Courses
15	Employment Assistance	28	Rights Reserved
15	Withdrawal Requirements	29	Memberships and Affiliations
15	Transfer Policy		
15	Re-entry Policy		
16	Refund Policy Regarding Tuition Charges		Attached Addendum Includes
17	Federal Return of Title IV Funds Policy		Holidays & Closings
17	General Info Regarding Withdrawal		Class Start Dates
18	Scholarships		Program Costs
18	Financial Assistance Available		Advisory Board
18	Entrance and Exit Counseling		School Staff
19	Privacy Policy (FERPA) and File Access		
19	Electronic Signature Policy		

Prospective students should review the institute's approved catalog for factual information in order to make an informed decision regarding a contractual agreement for enrollment. By signing below, the applicant indicates that he/she has received access to the catalog, has read its contents in its entirety, and agrees to comply with all policies contained herein if accepted for enrollment.

Applicant

Date

MISSION STATEMENT AND GENERAL OBJECTIVES

DuVall's School of Cosmetology is dedicated to providing students with an enriched learning environment that empowers them to **DISCOVER** their passion for beauty and develop the professional and business **SKILLS** needed to succeed in the **CREATIVE** world of cosmetology arts and sciences; providing a quality education so the graduate is able to enter into a new career in Cosmetology, Esthetics, or as an Instructor of Cosmetology or Esthetics.

School Objectives:

- Prepare students to take the state board exam in order to be eligible for entry-level employment in the field of cosmetology, esthetics, or instructor.
- Learn to communicate effectively in order to build and maintain a clientele base.

OWNERSHIP, LICENSURE AND HISTORY

DuVall's School of Cosmetology, LLC is owned by Stacy Morgan, Managing Member, Dawn Callaway, Managing Member, and Michele Duvall, Managing Member. The telephone number is (817) 281-8819. The school is located at 201 Harwood Road, Suite 218, Bedford, Texas 76021.

The school is licensed by the **Texas Department of Licensing and Regulation (TDLR)**, PO Box 12157, Austin, Texas 78711-2157; 800-803-9202. The school has been accredited since 2009 by the **National Accrediting Commission of Career Arts and Sciences (NACCAS)**, 3015 Colvin St., Alexandria, VA 22314, 703-600-7600. DuVall's School of Cosmetology is approved by The **Texas Veterans Commission** P.O. Box 1127 Austin, TX 78711-2277 512-463-6564 to train veterans and other eligible persons under the provision of Title 38. The campus is eligible by the United States Department of Education to participate in Title IV financial aid programs. Certain disclosures and information may be viewed on the URL website address, www.duvallschool.com. The school Director may be contacted during normal business hours to schedule an appointment to review certification documents and to obtain other consumer information regarding the institution, enrollment or financial aid programs offered. Also available in the School's administration office is information on student body diversity, ethnicity, and gender of full-time students who receive Federal Pell Grants.

DuVall's School of Cosmetology, also referred to as DuVall's, or DSC, is a family-owned school dedicated to quality education and a vision for improvement of the cosmetology and esthetic industry. Throughout the school curriculum and culture are woven the tools and knowledge that the three owners found helpful as they developed their individual careers. Continuous learning and adapting to the change in trends spanning four decades motivated these businesswomen to invest their energies into providing an institution for others to learn, be inspired, and prepare for a profession in the beauty industry.

ASSESSMENT PLAN

The stated mission, goals and objectives, educational programs, and support services are assessed systematically by means of:

- Periodic student evaluations of the staff, programs and facility
- Periodic surveys of graduates, employers of graduates, and industry representatives as to the effectiveness of the instructional programs and support services
- Review of annual retention, licensure and employment rates
- Cooperative evaluation by staff during regular staff meetings regarding the institution's purpose, objectives and success
- Feedback annually from the Advisory Council comprised of industry professionals and employers from each of the fields for which training is provided
- Completion of an Institutional Self-Study for the school

The information received is used in formulating plans to maintain and improve the operation and outcomes of the institution

FACILITY

DuVall's School of Cosmetology offers a contemporary learning environment with:

- Approximately 11,920 square feet of space
- Well-equipped classrooms for theory and practical training
- A Client Service Center with equipment comparable to the workforce
- Offices for Admissions, Financial Aid, Administration, Education, and Academic Advising
- A well-equipped and convenient Student lounge
- A Media Center and a Resource Center including texts, publications, curricula, audio-visual equipment and aids, industry related journals, technology and computers
- Biometric timeclock used by students to record attendance
- Access to view appointment calendar
- Handicap accessibility

COMMITMENT TO PROGRAM INTEGRITY

The organization, employees, and any organization or person with whom the school has an agreement to provide educational programs, marketing, advertising, recruiting, or admissions services are required to abide by the rules and regulations set forth by the Department of Education regarding misrepresentation of the educational program, financial charges, or the employability of graduates.

PRESERVATION OF RIGHTS

No part of this catalog, curriculum or any written materials for DuVall's School of Cosmetology may be reproduced or used in any other form or by any means, graphic, electronic, mechanical, including photocopying, recording, taping, Web distribution, information storage or retrieval system without written permission of the owners of DuVall's School of Cosmetology. Any violations to the above policy will be subject to prosecution in a court of law.

ADMISSIONS AND ENROLLMENT

DuVall's School of Cosmetology (DSC) does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, race, age, color, ethnic origin, religion, financial status, veteran status, sexual orientation, gender identity, area of origin, or residence nor does the school recruit students already attending or admitted to another school offering similar programs of study. DuVall's is a private school and may refuse admission to anyone unless otherwise protected.

Admissions Eligibility Requirements

- Provide documents that establish Identity and Citizenship Eligibility
 - Typically these requirements are met with a Driver's License and Social Security Card or receipt issued by the Social Security Administration with matching names. If these documents are unavailable, refer to other acceptable documentation as listed on Department of Homeland Security Form I-9
 - Establish that minimum age requirements are met
 - Cosmetology and Esthetics students must be 16 years old to attend
 - Instructor students must be 17 years old to attend
- Provide proof of one of the following educational pre-requisites
 - A high school diploma or transcript showing graduation date
 - A home school transcript showing graduation date and written statement from the parent or parental authority
 - GED, HiSet, or other state approved Equivalency Test Results
 - A diploma or transcript showing completion of a degree equivalent or greater than an Associate's Degree
 - Official ATB test score results
- Additional educational pre-requisites apply for the following students
 - Applicants with previous cosmetology education must request an evaluation prior to enrollment in order for transfer hours to be considered
 - Student Instructor applicants must have met all the requirements for licensure as a cosmetologist or esthetician and have a valid cosmetologist or esthetician license
- Submit admissions paperwork including:
 - Interview Sheet and Application for Enrollment
 - Application to register with the state regulatory agency and pay \$25 fee required by TDLR for all first time applicants.
 - Acknowledge receipt of information or access to information including campus crime statistics, drug and alcohol prevention policy, anti-harassment policy, catalog and student handbook, financial expectations, disclosures etc.
 - An Enrollment Agreement and a \$50 non-refundable Registration Fee
 - 100 word essay or creative art piece

TRANSFER STUDENTS

Hours to be considered for transfer must be recognized by the Texas Department of Licensing and Regulation. The school will evaluate the student's skills to determine the student's entry level into the school. Full or partial credit may be given for hours and academic work. Students wishing to transfer to DuVall's School of Cosmetology will be required to clock a minimum of program hours at DuVall's School of Cosmetology as specified below:

- Cosmetology 500 (1000 maximum transfer hours received)
- Advanced Esthetics 400 (350 maximum transfer hours received)
- Instructor 500 (250 maximum transfer hours received)

RE-ENTERING STUDENTS

DuVall's School of Cosmetology encourages students who have withdrawn to complete their long term goals by re-entering school. Students wishing to reenter must request approval from the School Director. The request will be reviewed and a decision made within 21 business days of the request. A reentry request may not be approved if the student was dismissed by the school as a result of disciplinary action or if an evaluation of SAP concludes that the student is not mathematically capable of obtaining SAP requirements. The student will reenter in the same SAP status they earned at the time of withdrawal.

PROCEDURE FOR ACCEPTING HIGH SCHOOL DIPLOMAS

DuVall's School of Cosmetology will at its discretion review and verify High School Diplomas. Diplomas in question should be directed to the School Director or designee. The School Director or designee will verify the diploma. If the diploma is not verifiable the student will be required to meet the standard requirements prior to entering school.

Home School Applicants must provide a home school transcript, and a written statement from the parent or parental authority that the student has completed a secondary school through home schooling.

If the applicant does not hold a high school diploma or equivalent (GED, HiSET, TASC, or other State-authorized exam) he/she must be above compulsory school age* and: demonstrate the ability to benefit from the course of training through testing according to the school's policy.

*Applicants who are no longer attending high school and who are not beyond compulsory school age may be considered for enrollment if they have a written statement from the secondary institution from which they have withdrawn approving the enrollment at DuVall's School of Cosmetology. DuVall's School of Cosmetology may admit a limited number of secondary students who are not enrolled under a training agreement if they are 16 years of age and successfully complete the ability to benefit test according to the institution's requirements and obtain permission in writing from the secondary school in which they are enrolled.

ABILITY-TO-BENEFIT

An Ability-to-Benefit student is one who is beyond compulsory school age and lacks a high school diploma or its equivalent, and has demonstrated the ability to benefit from the education offered at the school.

To be admitted on the basis of ability to benefit, a student shall, PRIOR to admission, successfully pass an approved Wonderlic test (with a minimum score of 200 from the verbal test, and a minimum score of 210 for the quantitative portion) that measures his/her ability to benefit from the course of study. All fees associated with obtaining an official record of a passing Wonderlic score are the student's responsibility. The student must provide documentation of test results prior to enrollment and that documentation will be retained in the student file at the campus. For more information concerning Ability-to-Benefit Testing requirements and/or the availability of a General Equivalency Diploma (GED) program, contact the campus admissions office for a list of GED testing sites.

Eligibility for Title IV financial aid programs requires that a student have successfully passed the ability to benefit test and started training in the same program prior to July 1, 2012.

FINANCIAL COMMITMENT

Signing an Enrollment Agreement includes entering into a financial agreement payable through cash, check, money order, credit card, debit card, or determine eligibility for Title IV, HEA funds or other financial aid programs. Each student will meet with the Financial Aid Office to prepare an individualized plan to cover the cost of tuition using one or more of the above.

FEDERAL STUDENT AID ELIGIBILITY

To receive Federal Student Aid funds, a student must be qualified to study at the postsecondary level. All students wishing to apply for Federal Student Aid must be determined as eligible to Receive Title IV Funds. A complete list on qualifications for receiving Federal Student Aid (Title IV Funds) may be found in the schools financial office, some highlights include:

- Students must comply with the SAP policy included in the student catalog/handbook.
- A student must be enrolled at least half time to receive assistance from Stafford and PLUS loan programs.
- A student scheduled for 35 hours per week, 30 hours per week or 27 hour per week is considered to be full-time. To be considered part-time a student must be scheduled for the 17.5 hour per week or the 21.25 hour per week course.
- A student cannot be in default, and must certify that he or she is not in default, on a loan made under any Title IV, HEA loan program; has not obtained loan amounts that exceed annual or aggregate loan limits made under Title IV, HEV loan programs; does not have property subject to a judgment lien for a debt owed to the United States and is not liable for a grant or Federal Perkins loan over payment.
- A student must have a correct social security number.
- A federal or state conviction for possession or sale of illegal substances received during a time period that a student was receiving Federal Student Aid may affect a student's eligibility for FSA funds.
- Male students must have registered with the Selective Service.
- Citizenship and residency requirements must be met.
- Students must be enrolled as regular students in an eligible program in order to participate in the Federal Student Aid program.

CLASS CALENDAR AND ATTENDANCE

FULL TIME: All students enrolled full-time are scheduled to attend 35 hours per week, or 27 hours per week. Students are expected to comply with the schedule assigned by the school and attend theory class as required. Full time, 5 Day classes are scheduled Monday – Friday, 9am – 5pm. Discovery, Skills and Creative students are scheduled for a 60 minute lunch. 3 Day Cosmetology classes are scheduled Tues/Wed/Thur 9am – 7pm, and 3 Day Instructor (Cosmetology or Esthetics) classes are

scheduled Mon/Tues/Wed 9am – 7pm. All 3 day Discovery, Skills, and Creative Cosmetology and Instructor students are scheduled for two 30 minute breaks each day.

Instructor 750 hour students may have a schedule other than 35 hours per week, based upon the needs of the school and the student. Any alternative schedule must be approved by the Director prior to signing a Student Enrollment Agreement and calculation of eligibility of Student Financial Aid.

- Cosmetology 5 Day Discovery
 - Optional 10 minute set up time 8:50am – 9:00am
 - Theory Monday – Friday 9:00am – 5:00pm
 - 60 minute lunch 12:00pm – 1:00pm
- Cosmetology 5 Day Skills
 - Optional 10 minute set up time 8:50am – 9:00am
 - Theory Tuesday and Thursday 9:00 am – 10:30 am
 - 60 minute lunch as assigned and posted daily
- Cosmetology 5 Day Creative
 - Optional 10 minute set up time 8:50am – 9:00am
 - Theory Tuesday and Thursday 1:00 pm – 2:30 pm
 - 60 minute lunch as assigned and posted daily
- Cosmetology 3 Day Discovery
 - Optional 10 minute set up time 8:50 am – 9:00am
 - Theory Monday – Friday 9:00am – 7:00pm
 - Lunch/ Break 11:30 am -12:00 pm and 4:00 pm-4:30 pm
- Cosmetology 3 Day Skills
 - Optional 10 minute set up time 8:50am – 9:00am
 - Theory Tuesday and Thursday 9:00 am – 10:30 am
 - Lunch/ Break 11:30 am-12:00 pm and 4:00-4:30 pm
- Cosmetology 3 Day Creative
 - Optional 10 minute set up time 8:50am – 9:00am
 - Theory Tuesday and Thursday 1:00pm – 2:30pm
 - Lunch/ Break 11:30 am-12:00 pm and 4:00-4:30 pm
- Advanced Esthetics Discovery
 - Optional 10 minute set up time 8:50am – 9:00am
 - Theory Monday – Friday 9:00am – 5:00pm
 - 60 minute lunch as assigned and posted daily
- Advanced Esthetics – Skills and Creative
 - Optional 10 minute set up time 8:50am – 9:00am
 - Theory Monday thru Wednesday 9:00am-10:30am; Thursday 9:00am-9:30am
 - 60 minute lunch as assigned and posted daily
- Instructor 5 Day (Cosmetology or Esthetician)
 - Optional 10 minute set up time 8:50am – 9:00am
 - Theory as scheduled by Education Director
 - 60 minute lunch as assigned and posted daily
- Instructor 3 Day (Cosmetology or Esthetician)
 - Optional 10 minute set up time 8:50am – 9:00am
 - Theory as scheduled by Education Director
 - Two 30 minute lunch as assigned and posted daily

PART TIME 17.5 hours per week: Students are expected to comply with the schedule assigned by the school and attend theory class as required. Advanced Esthetics Classes and Instructor (Esthetician) Classes are scheduled from 5:30pm to 10:00pm Monday, Tuesday, Wednesday; 5:30pm to 9:30pm on Thursday.

- Esthetics Discovery
 - Optional 10 minute set up time 5:20pm-5:30pm
 - Theory Monday thru Wednesday 5:30pm-10:00pm; Thursday 5:30pm-9:30pm
- Esthetics Skills and Creative
 - Optional 10 minute set up time 5:20pm-5:30pm
 - Theory Monday 6:30pm to 10:00pm
- Instructor (Esthetician)
 - Optional 10 minute set up time 5:20-5:30
 - Theory as scheduled by Education Director

PART TIME Cosmetology and Instructor (Cosmetology) averages 21.25 hours per week: 18 hour short week class schedule is Tuesday – Friday 5:30pm – 10pm. 24.5 hour long week class schedule is Tuesday – Friday 5:30pm – 10pm plus Saturday 9:00am – 4:00pm with a 30 min lunch. Students are expected to comply with the schedule assigned by the school and attend theory class as required.

- Cosmetology Night/Sat Discovery
 - Optional 10 minute set up time 5:20pm – 5:30pm; 8:50-9:00 Saturday
 - Theory Tuesday – Friday 5:30pm – 10:00pm; alternate Saturdays 9:00am – 4:00pm
 - 30 minute Saturday Lunch/ Break as assigned and posted weekly
- Cosmetology 3 Day Skills/Creative
 - Optional 10 minute set up time 5:20pm – 10:00am
 - Theory Tuesday 5:30pm – 10:00pm
 - 30 minute Saturday Lunch/ Break as assigned and posted weekly
- Instructor (Cosmetology)
 - Optional 10 minute set up time 5:20pm-5:30pm Tuesday - Friday; 8:50am-9:00am Saturday
 - Theory as scheduled by Education Director
 - Saturday - 30 minute lunch class as assigned by instructor

The school will be closed on the following days: New Years Day (January 1st), Memorial Day (on Monday observed), Independence Day (July 4th), Labor Day (on Monday observed), Thanksgiving Day (on Thursday observed), Day after Thanksgiving (Friday), Christmas Eve (December 24th) and Christmas Day (December 25th) through New Years Day (January 1). Any additional closings around the holiday may be found in the Catalog Addendum. Any additional closing days will be published at least 30 days in advance.

The school may close due to inclement weather. Students are advised to go to website at Channel 8 at www.wfaa.com/closings Click on closings and scroll down to Business Closings to obtain pertinent information regarding unexpected school closures or delayed opening due to weather or other extenuating circumstances.

Each student will be granted additional 10% of scheduled hours which will be calculated into their contract end date. The holidays stated above are not calculated as scheduled hours in the contract. Contract end dates will not be re-calculated or adjusted to include any additional closings, however a student will not incur overcontract fees until they have exceeded 10% of the hours contracted.

MAKE UP TIME

Each student is given an opportunity to make up time missed due to absences. Students are allowed to schedule with the front desk to come in for the assigned make up day 1 week prior to the chosen make up day. Students are required to stay the full designated make up time. If a student fails to show on scheduled make up day they have forfeited any and all opportunity to schedule a future make up day. DuVall's School understand that unforeseen circumstances occur. Students are able to discuss missing the assigned make up time with the Education Director for future scheduling.

Part Time Schedule Make Up Day: Wednesday 12:30 pm to 5:00 pm*

3 Day Schedule and Night/Sat Cos Make Up Day: Friday 12:30 pm to 5:00 pm*

Full Time Schedule Make Up Day: Thursday 5:30 pm to 10 pm*

*Last Wednesday of the month; Last Thursday of the month

CAMPUS PERFORMANCE STATISTICS

The school tracks its annual performance with respect to student completion rate, graduate licensure rate, and graduate employment rate. The most current published rates may be obtained from the offices of the School Director or Admissions Representative, or may be viewed on the school website under Catalog Addendum.

PROGRAM OUTLINES

All programs offered by DuVall's School of Cosmetology follow similar procedures in that the same instructional methods apply and the same grading procedures are followed for each program. All instruction and printed materials are presented in English. Those policies are stated here and considered to be an integral part of each of the program outlines contained in this section of the catalog. Each program will be divided into three levels of training as follows:

	Discovery	Skills	Creative
Cosmetology	0-350 Hrs	350-945 Hrs	946-1500 Hrs
Esthetics	0-105 Hrs	106-450 Hrs	451-750 Hrs
Instructor 750	0-300 Hrs	301-525 Hrs	526-750 Hrs

Discovery: In the introductory level of training, Students will focus on learning the underlying theory and the basic skills for providing client services. In addition, Students will identify short-term and long-term career goals and begin development of an action plan for achievement of those goals. The education is provided through interactive lecture, demonstration, technology, and hands-on practice. Discovery students will be advanced to Skills if they are meeting the following criteria:

- Student has passed all required test
- Student has completed all applications

Students not meeting requirements at the scheduled time may be allowed to test and progress to Skills with a remedial assignment plan. The academic staff will evaluate the student's knowledge and skill level and prescribe an individualized academic plan for the student. Students will attend Skills theory but while on the clinic floor they will work on their individualized academic plan which may include book learning, manikin applications, and client applications (if the student has accomplished at least 10% of their program hours), etc.

Skills: During this vital level of training, Students will develop and customize their skills to meet the needs of clients. They will perform skills in the client service center and become increasingly self-confident and proficient in their communication, consultation, and technical skills. The education is provided through interactive lecture, demonstration, technology, guest speakers, and hands-on practice. Skills students will be advanced to Creative if they are meeting the following criteria.

- Student has achieved the appropriate number of hours to progress to the next level
- Students has passed all required test and assignments
- Student has completed 80% of program practical requirements

Students who are not meeting the requirements in the beginning of the appropriate week will not be advanced until they have met the standards.

Creative: In this level of training, Students will master the creative skills necessary for success in the workplace and learn key business skills needed to be successful Salon and Spa Professionals. During this Level, Students will learn systems that top professionals are using to attract clients, increase sales, and grow their personal income. Successful completion of Creative will prepare them for immediate success and will dramatically improve their opportunities for employment upon graduation. Students will also focus on state board preparation, professional development, and career placement. The education is provided through interactive lecture, demonstration, technology, guest speakers, hands-on practice, and competency skills evaluation.

Alumni: Graduates begin an important relationship with the school as Alumni. They will provide documentation of licensure and employment in their chosen field. They will begin the achievement of the goals established in Discovery while enjoying success in an exciting career in the Salon or Spa environment.

GRADING PROCEDURES: Students are assigned theory study and a minimum number of practical experiences.

- Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Three comprehensive practical skills evaluations using detailed criteria will be conducted during the program of study and rated on a 100% scale (see Test Outs below) Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in practical skills evaluation criteria adopted by the school.
- Theory is evaluated after each unit of study (chapter tests). Students must make up failed or missed tests and incomplete assignments. Students must maintain a 75% theory grade average. Students who do not obtain a satisfactory score are required to re-take the test on another version of the test for that subject to obtain a satisfactory or better score. Students who miss a test due to absence receive a 0% grade. All students are encouraged to make up a failed or missed test within two weeks, but the school acknowledges that the student does have until course completion to ensure that all requirements are met.
- Students will complete three* major tests outs simulating the state board test for licensure. It is the student's responsibility to pack the test out kit, obtain a model, and be present at the scheduled time. The student will be notified a minimum of one week in advance of the test out date. If a student is absent or chooses not to test out on the date scheduled, they will receive a 0% on both Practical and Written sections and may not be on campus or clock hours that day. If the student is not present for the test out, or fails the test, they will be placed on a waiting list for the next available test opportunity. If a student misses two test out opportunities on a level, or if the school must arrange an unscheduled Practical test opportunity to accommodate a candidate for graduation who failed or missed a Practical test out, the student will be charged a \$30 test out fee, payable prior to testing.

*students who successfully pass the Written PSI exam for licensure prior to the third test out are exempt from the Written portion of the Creative Test Out.

Numerical grades are considered according to the following scale:

WRITTEN and PRACTIAL TEST

A	93 -100	EXCELLENT
B	85 - 92	VERY GOOD
C	75 - 84	SATISFACTORY
D	0 - 74	NEEDS IMPROVEMENT; DOES NOT MEET STANDARDS

INSTRUCTIONAL METHODS: The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive Student participation. Audiovisual aids, guest speakers, projects, activities, and other related learning methods are used for program delivery.

BLOOM'S PREMIUM SCHOOL PROGRAM: Cosmetology, Advanced Esthetics and Student Instructor students are provided a license and entitlement to a Lifetime professional website and premium access on Bloom. The Bloom Profile allows the student to build a portfolio, create a personalized professional website, highlight the student's expertise, attract more clients, and connect with the school, prospective employers, industry experts, and clients. Career aids include a digital resume, portfolio, job seeker board, and "The Bloom Job Center". Because DuVall's School of Cosmetology is a Bloom Premium Partner School, the Cosmetology and Advanced Esthetic Students have access to all of Bloom's Premium Features and may use Bloom throughout your career.

UNITS OF INSTRUCTION AND HOURS: The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of this Program Outline. Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, Students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program.

REFERENCES: A comprehensive library of references, periodicals, books, texts, websites and audio/video tapes are available to support the program of study and supplement the Students' training.

REQUIRED PRACTICAL EXPERIENCES:

Students are required to complete an established number of practical experiences for satisfactory skills development and graduation. Practicals may be completed on manikins, models, or clients. The requirements listed by category are the minimum number of experiences that each student must successfully complete prior to graduation. More practicals may be scheduled by the instructor based on training needs and clientele volume.

All assignments must be completed by each Student as agreed upon in the Enrollment Agreement. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory or better. The instructor will initial block(s) on the Practical Grade Record form for each project completed in the applicable category. A block will only be initialed if the skill performed is considered satisfactory or better. Practical skills are evaluated according to published criteria.

COSMETOLOGY COURSE OUTLINE: 1500 HOURS – FULL TIME 43 WEEKS; PART TIME 71 WEEKS; 3 DAY 56 WEEKS

Description: The primary purpose of the Cosmetology Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Cosmetology or related career field. The US Department of Labor's Standard Occupational Classification (SOC) code for the Cosmetology program is 12.0401. Click on the link below to find occupations that the COSMETOLOGY program prepares students to enter, along with links to occupational profiles.

<http://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cip=12.0401>

Objectives: Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice proper grooming and effective communications skills and visual poise.
- Understand employer employee relationships and respect the need to deliver worthy service for value received.
- Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, pedicures and nail extensions.
- Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's best overall look.
- Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in cosmetology and related fields.

Text Books:

- Milady Standard Cosmetology, 13th Edition, Cengage Learning, Copyright 2016, ISBN-13: 978-1-285-76943-1; ISBN-10: 1-285-76943-0
- Milady Standard Cosmetology Theory Workbook, 13th Edition, Cengage Learning, Copyright 2016, ISBN-13: 978-1-285-76945-5 ISBN-10: 1-285-76945-7
- Milady Standard Cosmetology Exam Review, 13th Edition, Cengage Learning, Copyright 2016, ISBN-13: 978-1-285-76955-4 ISBN-10: 1-285-76955-4
- DuVall's School of Cosmetology Haircutting Manual, produced and distributed by DuVall's School of Cosmetology

Hours	Subject - Unit
100	ORIENTATION: New Student Orientation; laws and regulations.

75	SALON MANAGEMENT AND PRACTICES: Professional ethics, conduct and attitude; Professional organizations; trade shows, and publications; state sales tax requirements; Career opportunities and placement. OSHA regulations, concerning hazardous materials and communications. Types and classifications of infectious organisms (bacteria, viruses, molds, fungus); Growth and reproduction of infectious organisms; Infections and their prevention; Immunity and body defenses; Decontamination and infection control; Physical and chemical agents.
75	CHEMISTRY AS APPLIED TO COSMETOLOGY: Forms and properties of matter; Elements, compounds, and mixtures; Chemical reactions and solutions; the pH scale; FDA laws governing hair care products; Product safety.
50	HAIR AND SCALP TREATMENT AND RELATED THEORY: Structure, Growth patterns, Texture; Porosity; and Elasticity; Dandruff; Alopecia; Fungal infections; Infestations; Infections.
100	SHAMPOOS, RINSES, CONDITIONERS, TREATMENTS AND RELATED THEORY: Client preparation, analysis, and consultation; Hair analysis instruments and equipment; Shampooing products, composition, and procedures; Rinsing products, composition, and procedures; Conditioning products, composition, and procedures; procedures for hair and scalp disorders; Scalp manipulations.
100	NAIL CARE AND PROCEDURES AND RELATED THEORY: Nail structure; Nail disorders and diseases; nail shape and color analysis; Basic manicuring and pedicuring; Manipulations of the hand, arm, leg, and foot; Nail tip application (adhesives, fitting, design, and application); Nail wrap application (silk, fiberglass and linen procedures, surface wrapping natural nail and mending; tip overlay wrapping, repair, maintenance and removal); Liquid and powder nail extension (application procedures for tips with overlays, natural nails and sculptured nails; repair, maintenance and removal; chemical reactions to liquid and powder).
50	SKIN CARE PROCEDURES AND RELATED THEORY: Structure and Function of the Skin; Skin conditions and disorders; Facial and body procedures (client preparation, skin analysis and consultation); Wet and dry exfoliations and applications; Use of products to enhance skin appearance (seaweed, salt, paraffin, mud, ampoules, creams); Discussion on advanced techniques such as aromatherapy and water therapies; Temporary methods of hair removal (manual tweezing, depilatory lotion, waxing, bleaching); Make-Up application (color analysis, morphology of the face, product knowledge, chemistry and related composition, eyebrow contouring, corrections and contouring, false eyelashes, further training required for advanced techniques.
500	HAIRCUTTING, STYLING AND RELATED THEORY: Fundamentals, principles and concepts of design; Scissor haircutting (terms and care of scissors, techniques and procedures); Razor haircutting (terms and care of razor, techniques and procedures); Clipper haircutting (terms and care of tools, techniques and procedures); Removal/Trimming of superfluous hair; Contemporary and specialized haircutting (female styles, male styles, children styles); Mustache and beard shaping (shaving, dexterity of the hands and razor, preparation and procedures).
50	CHEMICAL HAIR RELAXING AND RELATED THEORY: Chemistry; Chemical relaxing products; Client consultation; Preliminary procedure of chemical restructuring; Procedure of chemical relaxing; Corrective chemical restructuring.
200	HAIR COLORING AND RELATED THEORY: Color theory; Chemistry; Preliminary procedures of hair coloring; Client consultation; Hair Coloring procedures; Hair lightening; Special effects; Corrective procedures.
200	CHEMICAL REFORMATION, COLD WAVING, AND RELATED THEORY: Chemistry; Chemical restructuring products; Client consultation; Preliminary procedure of chemical restructuring; Procedure of cold waving and chemical restructuring; Corrective chemical restructuring.
1500	TOTAL COSMETOLOGY PROGRAM PRACTICAL EXPERIENCES

COSMETOLOGY PROGRAM PRACTICAL EXPERIENCES

Requirements	Category Definitions
600	INFECTION CONTROL: The act of preventing the growth of germs and bacteria or destroying them. Students must perform daily sanitation tasks on implements, equipment and facilities to prevent the spread of disease and bacteria.
600	CLIENT PROTECTION: The act of properly draping clients for the applicable service and other procedures for the purpose of protecting the safety and welfare of the client.
600	HAIR SERVICES: To include shampooing, thermal styling, wet styling and finger waving, pressing, and cutting.
100	CHEMICAL REFORMATION: All forms of chemically reforming the hair including restructuring, permanent waving, or chemically relaxing/straightening the hair.
100	HAIR COLORING: Temporary, Semi-permanent, and permanent color including tints, toners, frosts, bleaches, tipping, highlighting, dimensional hair coloring, other forms of creative hair coloring and mixing.
30	SCALP and HAIR TREATMENTS: Scalp manipulations and massage, conditioning treatments, scalp lotions and astringents.

30	NAIL CARE: Plain and hot oil manicures, pedicures, tips, overlays, sculptured nails, re-bases, wrapping, polishing.
30	SKIN CARE: Skin analysis and care, plain facials, mask facials, facial manipulations and massage, exfoliation, makeup application, hair removal, brow arching, waxing, lash/brow tinting.
10	BUSINESS ADMINISTRATION: Evaluation of business administration performance including reception desk procedures, inventory, telephone technique, salon business projects, salon field trip reports, etc.
2100	TOTAL

ESTHETICS COURSE OUTLINE: 750 HOURS – FULL TIME 22 WEEKS; PART TIME 43 WEEKS

Description: The primary purpose of the Esthetics Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level positions as an Esthetician or related career level. The US Department of Labor’s Standard Occupational Classification (SOC) code for the Esthetics program is 12.0409. Click on the link below to find occupations that the ESTHETICS program prepares students to enter, along with links to occupational profiles.

<http://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cip=12.0409>

Objectives: Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice proper grooming and effective communications skills and visual poise.
- Understand employer employee relationships and respect the need to deliver worthy service for value received
- Perform the basic manipulative skills required for facial massage, effective use of required implements and equipment, proper application of corrective makeup, unwanted hair removal, and lash/brow tinting.
- Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in esthetics and related career positions.

Text Book

- Milady Standard Esthetics: Fundamentals, 11th Edition, Copyright 2013, Cengage Learning, ISBN-13: 978-1111306892 ISBN-10: 1111306893
- Student Workbook for Milady Standard Esthetics: Fundamentals, 11th Edition, Copyright 2013, Cengage Learning, ISBN-13: 978-1111306915 ISBN-10: 1111306915
- Student Workbook for Milady Standard Makeup: Copyright 2013, Cengage Learning, ISBN-13:978-1-1115-3961-0 ISBN-10:1-1115-3961-8
- Exam Review for Milady Standard Esthetics: Fundamentals, 11th Edition, Copyright 2013, Cengage Learning ISBN-13: 978-1111306922 ISBN-10: 1111306923
- DuVall’s School of Cosmetology Advanced Esthetics Handbook, produced and distributed by DuVall’s School of Cosmetology
- DuVall’s School of Cosmetology Eyelash Extension Handbook, produced and distributed by DuVall’s School of Cosmetology

Hours	Subject - Unit
50	ORIENTATION: New Student Orientation; laws and regulations.
40	INFECTION CONTROL: Types and classifications of infectious organisms (bacteria, viruses, molds, fungus); Growth and reproduction of infectious organisms; Infections and their prevention; Immunity and body defenses; Decontamination and infection control; Physical and chemical agents.
35	SALON MANAGEMENT AND PRACTICES: Professional ethics, conduct and attitude; Professional organizations; trade shows, and publications; state sales tax requirements; Career opportunities and placement. OSHA regulations concerning hazardous materials communications. Knowledge and understanding of TDLR Rules and Regulations.
90	ANATOMY AND PHYSIOLOGY: Cells, tissues, and organs; Body systems; Basic principles of nutrition; Overview of bones and muscles of the head, face, and neck.
75	ELECTRICITY, MACHINES, AND RELATED EQUIPMENT: Nature of electricity, two types of electricity, electrotherapy and their uses; electromagnetic radiation; five types of light therapy and their benefits; high-frequency.
50	CHEMISTRY AND RELATED THEORY: Forms and properties of matter; Elements, compounds, and mixtures; Chemical reactions and solutions; the pH scale; FDA laws governing hair care products; Product safety.
50	CLIENT CARE: Developing excellent skills in client consultation, client care, and customer service.
10	NUTRITION: Nutritional guidelines, general health and fitness.
10	COLOR PSYCHOLOGY: Color theory and how color affects attitude, personality and image.
15	AROMA THERAPY: The use of essential oils; purposes, cautions, common uses.

25	SUPERFLUOUS HAIR REMOVAL AND RELATED THEORY: Tweezing, Depilatory lotions; Waving; Bleaching of facial hair
225	SKIN CARE, FACIAL TREATMENTS AND RELATED THEORY: Skin analysis and care, plain facials, mask facials, facial manipulations, exfoliation, hair removal, brow arching, waxing, lash/brow tinting.
75	MAKEUP AND RELATED THEORY: Makeup application: daytime, evening, corrective makeup techniques
750 TOTAL	

ESTHETICS PROGRAM PRACTICAL EXPERIENCES

Requirements	Category Definitions
200	INFECTION CONTROL: The act of preventing the growth of germs and bacteria or destroying them. Students must perform daily sanitation tasks on implements, equipment and facilities to prevent the spread of disease and bacteria.
260	SKIN CARE: Skin analysis and care, plain facials, mask facials, facial manipulations, exfoliation, makeup application, hair removal, brow arching, waxing, lash/brow tinting, microdermabrasion, chemical peels, and LED light treatments.
40	BODY PROCEDURES: Body exfoliation (wet or dry); Back treatments.
40	SUPERFLUOUS HAIR REMOVAL: Tweezing, Depilatory lotions; Waving; Bleaching of facial hair, sugaring.
200	CLIENT COMMUNICATIONS: Evaluated presentations of Student's ability to interact with the client, build client retention, obtain referrals and upgrade tickets.
10	BUSINESS ADMINISTRATION: Evaluation of business administration performance including reception desk procedures, inventory, telephone technique, salon business projects, salon field trip reports, etc.
750	TOTAL HOURS

INSTRUCTOR COURSE OUTLINE: 750 HOURS – FULL TIME 5 DAY 22 WEEKS; FULL TIME 3 DAY 28 WEEKS; 17.5 HR/WK PART TIME 43 WEEKS; 21.25 HR/WK PART TIME 35 WEEKS

Description: The primary purpose of the Instructor Course is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level employment as an Instructor or related career level. The US Department of Labor's Standard Occupational Classification (SOC) code for the Instructor program is 12.0413. Click on the link below to find occupations that the INSTRUCTOR program prepares students to enter, along with links to occupational profiles.

<http://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cip=12.0413>

Objectives: Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self confidence
- Practice proper grooming and effective communications skills and visual poise
- Understand employer/employee relationships and respect the need to deliver worthy service for value received
- Perform the basic skills necessary for teaching including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audio-visual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations, and maintaining required student records
- Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communications skills and teaching methodologies to improve teaching skills.

Text Book

- Master Educator, Edition: 3rd. Copyright 2013, Cengage Learning, ISBN-13: 978-1133693697 ISBN-10: 1133693695 Edition: 3rd
- Exam Review for Master Educator, Edition: 3rd. Copyright 2013, Cengage Learning ISBN-13:9781133776598

Hours

Subject - Unit

30	ORIENTATION: School rules and regulations; Qualities of the professional educator; Code of ethics; Familiarization of school facilities and supplies. Licensing Requirements and Regulations, Laws; Fundamentals of Business Management, Professional Ethics, Business Plan, Written Agreements, School Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/Human Relations, Insurance, Salon Safety, Seeking Employment
140	LESSON PLANS: Learning and Preparing Lesson Plan Development, Outlines, Examples of Lesson Plans, Components of Effective Lesson Plans
180	METHODS OF TEACHING and CLINIC MANAGEMENT: Principles of Teaching, Preparation, Program Review, Teaching Methods, Presentation Techniques, Application, Testing, Lecture and Workbooks, Demonstrations, Return Demonstrations, Discussion, Question and Answer, Projects, Field Trips

90	CLASSROOM MANAGEMENT: Safety Measures, Classroom Conditions and Maintenance, Class Supervision, Control, Classroom Problems and Solutions, Organizational and Regulatory Requirements
90	EVALUATION TECHNIQUES: Assessment of Student learning, Evaluation of overall progress, Development and use of testing/measurement instruments, Testing as Related to Student Learning and Effectiveness of Instruction, Purpose and Types of tests, Selection of Appropriate Testing Methods, Validity and Reliability of Teaching Methods via Tests
60	STATE LAWS AND FORMS: State laws and regulations, Processing applicable forms for schools and students for enrollment and licensure, Records Management
60	VISUAL AIDS, PREPARATION AND USE: Developing and Using Educational Aids, Films, or Videos, Charts, Manikins, Reference Materials, Chalkboard, Overhead Projectors and Transparencies, Program Development and Review
100	LEARNING THEORY: Identifying learning styles and methods for learners, Practicing methods designed to reach various adult accelerated learning styles
750	TOTAL HOURS

INSTRUCTOR PROGRAM-750 HR REQUIREMENTS

Each Student Instructor will be required to provide their own kit materials for conducting demonstrations and assisting Students on the clinic floor. Student Instructor will complete the interactive textbook and workbook. In addition, teaching projects will be completed and evaluated as assigned. Student Instructor will take a final written evaluation, create a lesson plan, and do a presentation of the lesson plan, to complete their final grades in order to graduate.

LEAVE OF ABSENCE

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. An LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. Students must request a Leave of Absence in writing stating the reason for the leave and submit it to the Director or designee for approval. If approved, the official leave will extend the current contract end date and maximum time frame calculated for Satisfactory Academic Progress by the same number of calendar days designated in the leave document or days actually used by the student. No re-entry fee will be charged if the student returns to class on or before the first class day scheduled after the competition date of the Leave of Absence. There will be no additional institutional charges as a result of a LOA.

A maximum of 3 Leave of Absences will be granted in any 12 month period. The minimum Leave of Absence will be 6 calendar weeks. The total number of days for the combined LOAs may not exceed 180 days in any 12 month period.

A Leave of Absence may be requested and will only be granted for the following criteria:

- Medical issues and circumstances meeting criteria covered under FMLA (Family & Medical Leave Act of 1993 etc.)
- Required extended Court Appearances or Jury Duty
- Institutionalization of the student
- Military Deployment
- Bereavement for the following relationships only - spouse, parent, step-parent, child, step-child
- Financial stress resulting in inability to meet tuition or over-contract responsibilities

Complete and specific verifiable documentation supporting the reason and the time frame requested must be submitted at the time of the request. The Director or designee will approve LOAs for the above reasons with a reasonable timeframe. Any other need for absence is expected to be covered by the 10% additional hours allowed for "normal absences" referred to on the enrollment agreement. Students are cautioned to use this time wisely and save it for emergencies that arise. A student granted an LOA that meet the above criteria is not considered to have withdrawn, and no refund calculation is required.

The school may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the request is made and required documentation provided within 14 calendar days of the first day of absence. The beginning date of the approved LOA would be the first date the student was unable to attend because of the unforeseen circumstance.

If the student is a Title IV loan recipient, the student will be informed of the effects that failure to return from a leave may have on their loan repayment terms, including the expiration of the student's grace period.

The student may request an adjustment of the scheduled return date in writing to the Director or designee. Verifiable documentation may be required. If approved, the Director or designee will adjust the scheduled return date by the number of days of the extension or early return requested. The student is expected to return from an LOA on the approved return date. There must be a reasonable expectation that the student will return from the LOA.

Upon the student's return, the student must check-in with the Director or designee before returning to class. A contract addendum will be completed upon return from the LOA and signed and dated by both parties. The student's contract end date will be extended by the same number of calendar days taken in the LOA. A student who has been granted an LOA will be considered withdrawn if her/she does not return within 14 calendar days of the scheduled return date of the LOA. The student's maximum time frame will be extended by the number of days in the Leave.

GRADUATION REQUIREMENTS

Students must meet the following requirements in the applicable program of study to qualify for graduation and be issued a certified Final Transcript of Hours and Diploma:

- (1) Successfully completing all levels of study, required tests and practical assignments
- (2) Passing a final written and practical examination
- (3) Completing the program of study according to regulatory requirements
- (4) Complete all exit paperwork and attended an exit interview
- (5) Complete all required theory hours scheduled for the duration of the program of study regardless of whether all required tests have been taken and passed
- (6) Fulfill all financial obligations owed to the school.

Upon completion of the program of study and all graduation requirements, a DuVall's School of Cosmetology diploma for the applicable program of study will be awarded. After all graduation requirements have been met and the scheduled program has ended, the graduate will be eligible to pay the required examination fee and file an application for the state licensing exam. Upon obtaining a valid license, the graduate may engage in his or her chosen field for compensation.

TRANSCRIPTS

Official and Unofficial transcripts are available from the office of the School Director. Transcripts will be issued within 30 days of the receipt of request, and may be obtained from the administrative office at a charge of \$10 per transcript. Transcripts will only be released to the student or to other entities when the student has given specific written authorization. Transcripts may not be released until the student has completed all required exit paperwork, attended an exit interview and made satisfactory arrangement for payment of all debts owed to the school as approved by the Director.

LICENSURE REQUIREMENTS

Any person is eligible to receive a license as a Cosmetologist or an Esthetician, who submits proof that he is at least 17 years of age; has an education equivalent to the completion of the second year of an approved high school; has completed the required clock hours in an approved school for the applicable program; has paid the required fees; and has passed the examination conducted by the Texas Department of License and Regulations/PSI to determine his fitness to receive a license.

Any person is eligible to receive a license as an Instructor who submits proof that he is at least 18 years of age; has an education equivalent to the completion of a four year high school; has completed an Instructor program of 750 clock hours or 500 hours with one year of verified work experience in the applicable discipline; has paid the required fees and has passed the examination conducted by the Board. Cosmetologists, Estheticians, and Instructors, in the State of Texas must obtain 4 hours of continuing education for license renewal.

Any person with a felony conviction is advised to request TDLR review their criminal background **before** actually applying for a license. TDLR may not license any person in the cosmetology field who has been convicted of crimes involving prohibited sexual conduct or involving children as victims, and crimes against the person such as homicide, kidnapping, and assault. It is the applicant's responsibility to ensure their approval for licensure. DuVall's School of Cosmetology does not guarantee licensure or eligibility for licensure to any student.

CAREER OPPORTUNITIES

Welcome to the world of Cosmetology! You are at the threshold of opportunity. Apply yourself and the possibilities are limitless. As you begin, you may not know whether you prefer working with hair, skin, nails or instructing. Enter the classroom with an open mind as you begin your program of study. The following vocations are options you may want to consider upon graduation. Other occupational opportunities can be viewed at the United States Department of Labor links shown below.

COSMETOLOGY <http://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cip=12.0401>

Professional Stylist	Platform Artist	Product Representative
Skin Care Specialist	Nail Technician	Salon Manager
Makeup Technician	Platform Artist	Salon Owner

ESTHETICS <http://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cip=12.0409>

Skin Care Specialist	Makeup Technician	Product Representative
Salon Owner	Salon Manager	Platform Artist
Theatrical Makeup Artist	Aroma therapist	Retail Specialist

INSTRUCTOR <http://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cip=12.0413>

Private School Instructor	Public School Instructor	Product Representative
Director of Education	School Administrator	Platform Artist
Board Member/Examiner	School Owner/Manager	Education Consultant

Avenues in these areas of specialization could also include journalism, advertising, marketing, or research and development with the right continuing education and opportunities. 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 field, a cosmetology education may be a pathway to a secure income and a solid future

CAREER CONSIDERATIONS

The school feels that students interested in pursuing a career in cosmetology, esthetics or a related field should consider all aspects of such a decision. Persons who want to become professionals in this field must:

- Have finger dexterity and a sense of form and artistry
- Enjoy dealing with the public and be able to follow a client's direction
- Keep abreast of the latest fashions and beauty techniques
- Work long hours while building a personal clientele in order to earn the desired income
- Make a strong commitment to the educational process and complete the program of study
- Learn the skills necessary to operate a personal business

In addition, applicants and students should be aware that:

- The work can be arduous and physically demanding because of long hours standing with hands at shoulder level or sitting over a nail technician's station or esthetician's chair.
- A personal investment may be required for advertising and promotions such as printing of business cards.
- There will be exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used incorrectly.
- The practice of safety and sanitation is essential for effective and successful performance within the industry.
- Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon).
- Persons with certain criminal records may not be eligible for licensure by the state. Individuals may request TDLR review their criminal background **before** actually applying for a license. TDLR may not consider for licensure as a Cosmetologist an applicant who has a conviction for crimes involving prohibited sexual conduct or involving children as victims, and crimes against the person such as homicide, kidnapping and assault.

EMPLOYMENT ASSISTANCE

While DuVall's School of Cosmetology cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings and networking recommendations. Students also receive training regarding professionalism, portfolio and resume development, the application process, effective interview skills, and job search skills. The school encourages qualified students to obtain salon sponsors to mentor them throughout their program. This is an excellent opportunity for the student to obtain professional salon exposure, secure future employment and make the transition from school to work with ease.

WITHDRAWAL/DROP REQUIREMENTS

Students who withdraw from enrollment prior to program completion must:

- Complete all required exit paperwork and attend an exit interview;
- Satisfy all debts owed to the school or make satisfactory arrangements for debts to the school as approved by the Director of Finance or Director.
- Complete a locker check.

Hours completed will be forwarded to the state board. There is a \$100 drop fee that is added to a student's final account ledger. Withdrawal requirements above must be met, before an official or unofficial transcript will be released to the student or other institutions. If all withdrawal requirements are met, a certified Final Transcript of Hours will be available to the student for a fee of \$10.00.

TRANSFER POLICY

Students wishing to transfer to DuVall's School of Cosmetology will be required to clock a minimum of 500 hours in the Cosmetology program, 400 in the Esthetics program, or 500 in the Instructor program. The school will evaluate the Student's skills to determine what level that he/she will be required to enter. The school may recognize credit for all or part of the applicant's previous training or work experience provided it is recognized by the Texas Department of Licensing and Regulation. Transfer Students must comply with the class level assigned as a result of the skills evaluation.

In addition, such Students must meet all regular entrance and registration requirements. If approved for enrollment, or approved on probationary terms, tuition plus the applicable registration and permit fees will be calculated. All transfer and re-entry Students must be properly registered with the state regulatory agency. Student Applicants should submit available transcripts from all previous Cosmetology school that shows subjects completed cumulative attendance average, grade point average and practical applications completed prior to evaluation for credit for previous training. An Education Manager or designee will review previous hours and any transcripts submitted, and conduct a practical evaluation to form a recommendation regarding acceptance of transfer hours. The Education Manager and School Director will determine the amount of transfer hours the school will receive. Credit for previous training must be requested before a student begins school. Student will not be granted credit for previous training after commencement has begun.

Any current student who request to transfer from one program to another, may do so by making a request to the School Director or Director of Admissions. The student will be advised regarding the amount of hours that are allowed to be transferred,

financial repercussions, and timing of the transition. If approved, the withdrawal calculation from the current program will be adjusted to charge for the scheduled hours only through the end of the day of the last day of attendance in that program. The student will be required to complete all admissions and financial paperwork required for the new program, pay the Registration and permit fee for the new program if applicable, and make satisfactory arrangements for any balance due from the previous program. The school will request TDLR to transfer the number of applicable hours to the student's new program.

RE-ENTRY POLICY

Former Students of DuVall's School of Cosmetology who have withdrawn or dropped and wish to re-enter, must request approval from the School Director. The request will be reviewed and a decision made within 21 days of the request. A student may be accepted for re-entry on probation with specified criteria required. A reentry request will be denied if the SAP calculation concludes that the student cannot accomplish the remaining program hours within the maximum time frame (based on the student's former and projected scheduled hours). A student will reenter in the same SAP status they earned at the time of his or her withdrawal. All reentering students will be charged a \$50 Reentry Fee. Students who have withdrawn or have been terminated twice within the first 50% of the program may not be considered for re-enrollment. If student has withdrawn or has been terminated after completing 50% of the course, the student will be allowed to re-enter any time during the forty-eight (48) month period following the date of withdrawal or termination. However, students who have been terminated may be required to wait 30 days. Any Re-entering Student may be accepted for Re-entry on probationary terms.

- Students reentering within 180 days of their Last Day of Attendance shall retain the same contract they previously signed. An addendum to the prior Enrollment Agreement will be completed, adjusting the Contract End Date to include the appropriate amount of scheduled hours, and any other applicable changes.
- Students reentering after 180 days of their Last Day of Attendance will enter into a new Enrollment Agreement, subject to all changes that have been made since their prior enrollment. The Contract Period will be calculated by adding 10% of schedule hours needs to complete to contract end date. The total hours allowed for Maximum Time Frame includes scheduled hours in all enrollments. Tuition will be calculated for the remaining hours at the current rate. The school will evaluate prior period charges and may, in a case by case basis, authorize a portion of the charge to be written off upon graduation to reflect a fair and equitable overall program charge.

If kits and books were turned in to the school at the time of withdrawal, the school will provide an adequate replacement (may be used but in good condition). The student must produce or purchase any kit items that were not turned in at the time of withdrawal.

REFUND POLICY REGARDING TUITION CHARGES

A 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 this Agreement. This policy follows the requirements set forth by the Texas Department of Licensing and Regulation (TDLR). This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

- Applicants not accepted by the school shall be refunded all monies paid to the school.
- If a student entered into this Agreement 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, the student is entitled to a full refund of money paid by the student.
- If student (or in the case of a student under legal age, his/her parent or guardian) cancels this Agreement in writing within three (3) business days of signing, excluding Saturdays, Sundays and legal holidays, all monies collected by the school will be refunded, even if the student has begun classes.
- If a student cancels this Agreement more than three (3) business days after signing but prior to starting classes, a refund of all monies paid to the school will be refunded, less the \$50 registration fee.
- The school will charge a fee for withdrawing of \$100 to the students final account ledger.
- For cancellations, the cancellation date will be determined by the postmark on written notification, or the date the cancellation is delivered to the school in person.
- For withdrawals, the effective date of the termination for refund purposes will be the earliest of: (a) the last date of attendance; (b) the date the student was terminated from the school; (c) the date the school received written notice of withdrawal in person; (d) the postmark on the written notice of withdrawal; or (e) 14 calendar days after the last day of attendance.
- If a student on an approved leave of absence notifies the school that he/she will not be returning, the date of withdrawal will be the earlier of the date of expiration of the leave of absence or the date the student notifies the school that he/she will not be returning.
- A student who enrolls and begins classes but withdraws from or is terminated from the course of training before completion of the course, the following schedule of tuition earned by the school applies:

Percent of scheduled course time	Refund of total tuition due student
0 .01 - 10%	90% refund
10.01 - 20%	80% refund
20.01 - 25%	75% refund
25.01 - 50%	50% refund
Over 50%	No refund

Any monies due the applicant or student shall be refunded within 30 days of the determination that a student has withdrawn, whether officially or unofficially, as defined above. All refunds are calculated on the student's last day of attendance.

In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled and instruction has

begun, the school will provide a pro rata refund or participate in a teach-out agreement. If the course is canceled subsequent to a student's enrollment and before instruction has begun, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled and the school ceases to offer instruction for that course after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or provide completion of the hours; or participate in a Teach-Out Agreement; or provide a full refund of all monies paid.

This refund policy applies to tuition and fees charged in the enrollment agreement (books, kit, and (1) apron/scrubs are included in tuition). Other miscellaneous charges the student may have incurred at the institution (i.e. extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

The Return of Title IV, as defined by the 1998 Amendments to the Higher Education Act of 1965, applies to any student receiving federal financial aid and who withdraws on or before 60% of the calendar days to the end of the period of enrollment or payment period. *The percentage of Title IV that has been earned* is equal to the percentage of payment period or period of enrollment that the student completed by the withdrawal date (documented last day of attendance). The number of calendar days in the period of enrollment is divided by the number of calendar days completed. Breaks between sessions of five calendar days or more are not included in either number. The percentage is calculated out to four decimal places and then rounded to the third decimal place (Example: 45 days/101 days = .4455 or 44.6%). If withdrawal date is after the completion of more than 60% of the period of enrollment, student has earned 100% of the Title IV funds and no refund is due. If the amount of Title IV that the student has earned (as calculated) is less than the amount of Title IV that was disbursed, the difference must be returned within 45 days to the appropriate program.

If you receive Title IV student financial assistance you are subject to the Federal Return to Title IV (R2T4) Refund Policy and special rules apply when you withdraw or are terminated. These rules are independent of the school's Institutional Refund Policy. Thus, there may be cases where the school is required by the government to return Title IV funds even though such funds are needed to pay your institutional charges. In all cases, you remain responsible for paying Institute charges as determined by the refund policy.

For the purpose of determining a refund calculation, you will be considered to have withdrawn when any of the following occur: (1) You notify the school of your intention to withdraw; (2) The school terminates your enrollment agreement; or (3) you fail to attend classes for 10 school days. The school will refund monies due to the appropriate party(ies) within 45 days from the date upon which your withdrawal has been determined.

If a student has been determined to have withdrawn because of non-attendance, the time frame for completing a R2T4 calculation begins 14 consecutive days after the student's last day of attendance.

Refund calculations are complex. For further information, read the catalog and visit our Financial Aid office. Earning and Returning Title IV Funds: Special rules apply for withdrawals of certain Title IV federal student aid recipients. (Title IV aid includes federal Pell Grants, federal direct loans, and federal PLUS loans, etc.) If you officially withdraw or are terminated by the school, the last date of attendance will be used to calculate both refunds and the Return of Title IV Funds (if the latter is necessary). If a student stops attending and makes no formal withdrawal request, the last date of attendance will be used in all withdrawal calculations as the last date of the student's obligation.

GENERAL INFORMATION REGARDING WITHDRAWAL

For general information about the school students may contact the School's Director. For an example on how the calculation is determined for Title IV funds and other financial questions the student may contact the Financial Aid Office. The settlement calculation of final charges (addressing the refund of tuition charges) and the calculation of Title IV funds the student is eligible to retain on their account (return of Title IV calculation) are two separate calculations and may not be equivalent.

Withdrawals/Drops – Official vs. Unofficial:

To officially withdraw from the school, the student must initiate the withdrawal process by contacting the School Director. Termination of a student who is no longer attending is an unofficial withdrawal, whether it is by the student's voluntary choice or a dismissal by the school. In all cases, the last date of attendance will be used for the Withdrawal/Drop Record and Account Settlement Calculation as well as the R2T4 calculation.

Students absent fourteen (14) consecutive calendar days with or without contact will be withdrawn from school. For reporting to governing agencies the student withdrawal/drop day definitions will apply:

- Determination Date – the date the student notified the school administration of their intent to terminate enrollment OR the 14th calendar day after the student's last day of attendance OR the date the school administration determined to terminate the student's enrollment due to failure to obtain Satisfactory Academic Progress requirements, failure to provide payment either through cash payment methods or provision of documents required by the financial aid office, Disciplinary, or other reason.
- Last Date of Attendance – the date the student last recorded a complete in and out transaction on the time clock or field trip form.
- Processing Date – the date school administration processes transactions within the school or with governing agencies such as TDLR or DOE.

A student may rescind his or her official notification to withdraw by filling a written statement to the Director that he or she is continuing to participate in academically-related activities, and intends to complete the term (payment period) for which payment of Title IV fund would be received. The rescission of withdrawal is negated if the student subsequently ceases to attend prior to the end of the payment period. The withdrawal date then is the student's original date of withdrawal.

Failure to return from an LOA:

If a student does not return within 10 days of their scheduled date from a documented Leave of Absence, DuVall's School of Cosmetology will unofficially withdraw the student. The determination date will be the date the student notified the school of their intention not to return or the 10th day of absence after the scheduled return date. The last day of attendance will be the last day time was clocked prior to the LOA.

SCHOLARSHIPS

The school offers tuition discount scholarships at various times. When such a scholarship is available, all eligible candidates are invited to complete the application and supply any requested documentation. DuVall's School of Cosmetology Financial Aid offices actively pursue scholarship information which our students may be eligible for. Please check with the Director of Finance for information regarding any open or upcoming scholarships.

FINANCIAL ASSISTANCE

Program charges consist of Tuition, Kit/Books and a Registration Fee. The student is given a book and kit list and will sign for receipt of each item as it is issued throughout their course of study.

Specific costs for each course offered can be found on a dated addendum to the Catalog/Student Handbook. If an applicant has questions regarding financial aid or other consumer information, he/she may contact the school Director of Finance or the school Director during regular business hours.

Each course has been scheduled for completion within an allotted time frame. The school has reserved space, equipment, and licensed instructors for student training. If a student does not graduate within the contract period, additional training charges will apply. The additional charges must be paid prior to clocking, or as per a payment plan approved by the Director of Finance or the school Director. The over contract charges are specified on the enrollment agreement and in the catalog addendum.

The Student pays the school the tuition and fees for the program selected in advance. The school may, at its option and without notice, prevent the student from attending class until the applicable unpaid balance is satisfied. The student's tuition may be paid by cash, check, credit card, debit card, money order or through financial aid which is defined as assistance that the student has been or will be awarded from approved Federal or State Agencies, Instructional or other scholarship, grant or Institutional loan programs. Such programs may require approval of credit history and require a co-signer. For students who withdraw from enrollment prior to course completion, the institutional charges for the program will be adjusted based on the hour's elapsed (scheduled hours) beginning on the student's first day of attendance and ending on the student's last physical day of attendance.

The student and family of a dependent student may apply for Title IV funds by completing a Free Application for Federal Student Aid (FAFSA). The Financial Aid office will work with the student and the family to determine eligibility for grants and loans, prepare a Financial Aid Package, and assist with any requirements such as a Master Promissory Note. The EFC calculation done by the Department of Education CPS based upon the FAFSA will be used to determine the amount of Pell Grant and Subsidized Direct Loan (need-based) aid the student may be eligible to obtain. Unsubsidized Direct Loan and Direct Parent plus Loan (non-need based) may be available to complete the Financial Aid Package. Financial Aid will be calculated by the Academic Year (900 hours and 26 weeks), with disbursements scheduled for the beginning and midpoint of each Academic Year.

If the FAFSA is selected by verification by the Department of Education or the school, the school will inform the student regarding documents or forms needed. The Verification Worksheet provided by the school's Financial Aid office, along with any verification documents required by the Financial Aid Administrator or Director of Finance must be submitted to the school within 30 days. If the documentation is not submitted to the Financial Aid office within the 30 days, any funds that have been disbursed will be refunded and the student account will be termed "Self Pay", and satisfactory arrangements for the balance due must be made immediately.

Upon receipt of funds, the school will notify the student or parent (if funds are a Direct Plus loan) within 7 days of the receipt of funds. If there is a credit balance due to Title IV funds for the award year, the balance will be released to the student within 14 days of the receipt of Title IV funds creating the credit balance in the 2nd payment period of the award year. If the credit balance is due to non-Title IV funds, the balance will be released to the student within 30 days of the date the credit balance occurred.

RIGHT AND RESPONSIBILITIES OF STUDENTS RECEIVING LOANS - ENTRANCE AND EXIT COUNSELING

Any student receiving a Direct Loan will receive Entrance Interview information prior to the first disbursement. Exit Interviews will be conducted or information delivered upon withdrawal, graduation, or any time a student becomes enrolled less than half time. Both Entrance and Exit Interviews are conducted for the purpose of explaining the Rights and Responsibilities of the Borrower, including debt management tools and tax benefit information. Students are encouraged to develop a budget based on minimum salary requirements. All student loans may be placed in an in-school deferment status during the time the student is enrolled at least half-time. Other deferments and forbearance eligibility questions may be addressed with the funding source. For information regarding general financial assistance the borrower may contact the Director of Finance or Financial Aid Administrator.

PRIVACY POLICY (FERPA) AND FILE ACCESS

In compliance with the **Family Educational Rights and Privacy Act of 1974** DuVall's School of Cosmetology follows policies that:

- guarantee each Student (or parent/guardian if the Student is a dependent minor) access to that Student's records;
- require written consent from the Student or guardian for release of records in response to each third party request unless otherwise required by law;
- "Directory information" is not published by DuVall's School of Cosmetology;
- provide and permit access to Student and other school records as required for any accreditation process initiated by the institution or accrediting agency.

Access to records must be arranged in advance and a staff member must be present while the records are being reviewed. Copies of file documents may be obtained at a cost of fifteen cents per copy. Cumulative education records are maintained for a minimum of five years after graduation or termination. The school makes its Student files available to accrediting, regulatory and other governing agency representatives who have the legal right to examine such files for compliance reviews. No portion of a file may be removed or reproduced without the permission of the owner of the school as all material and records contained therein are property of the school.

ELECTRONIC SIGNATURE (SOFT SIGNATURE) POLICY

A student, and in the case of a minor, a parent, may submit signed documents by electronic means on certain documents required for admissions, financial aid, and leave of absences after the school has authenticated the sender's identity. Documents must be able to be printed or viewed as accurately as if they were paper records. The documents must include all of the terms and conditions contained in the comparable paper records. Any document not accepted by the school as meeting these terms will be required to be wet-signed. Certain documents, including but not limited to, a paper FAFSA, an Enrollment Contract, and a Contract Addendum, may not be eligible to be received electronically.

EVALUATIONS AND ACADEMIC ADVISING

Students are advised regarding progress and achievement on a monthly basis. Advising regarding licensing regulations, reciprocity, and employment and continuing education opportunities is available to Students as it is needed. The administration office has a list of agencies for referral if a Student needs other assistance. Regular progress evaluations include advisement regarding the Student's progress in attendance, theory, practical skills, communication skills, retail activity, online portfolio development and personal development. Student strengths and areas needing improvement are identified and plans for needed improvement are discussed.

FACILITIES AVAILABLE TO STUDENTS WITH DISABILITIES

DuVall's School of Cosmetology does not discriminate in its admissions practices or other policies against handicapped persons. The school is handicap accessible. The licensing requirements for programs offered at the school may restrict some applicants. Questions regarding licensing requirements and the physical demands of the industry may be answered by the campus administrator. DuVall's School of Cosmetology is fully handicap accessible.

HOUSING

DuVall's School of Cosmetology does not provide institutional housing for attending Students. However, if an applicant needs assistance in finding local housing, the school will refer the applicant to an appropriate agency.

OSHA

The United States Department of Labor of Occupational Safety and Health Administration requires the school to advise its Students of the chemicals used in cosmetology and related training. During Orientation the Student will learn about the importance of safety in the work place and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study Students are apprised of the various chemicals used and safe practices that apply. In addition, a complete file containing Material Safety Data Sheets for the chemicals used at the school is available in the administration office.

VACCINATION POLICY

Currently there is not any vaccinations required

VOTER REGISTRATION

Students are encouraged to exercise their right to vote. Voter Registration forms may be found in the student break room area.

CAMPUS SECURITY and CRIME AWARENESS Including CLERY ACT & VAWA REPORTING and TIMELY WARNING & EMERGENCY NOTIFICATION and EMERGENCY EVACUATION

DuVall's School of Cosmetology is committed to providing students with a safe environment in which to learn and to keep students well-informed about campus security. In accordance with the Crime Awareness and Campus Security Act of 1990, the institution collects campus crime statistics and prepares a report for distribution to all students, employees and applicants for enrollment or employment. It is hoped that the institution's comprehensive policy will help combat violence in the workplace and on campus.

The school publishes and distributes the annual campus security report to all current students and employees directly by hand delivery. The complete Campus Security, Crime Awareness and Drug Free Workplace Policy are re-distributed after its revision each September 1st. A copy of all reports may be obtained from the administrative office at DuVall's School of Cosmetology or at http://duvallschool.com/CAMPUS-CRIME-POLICY_9-2017.pdf.

DRUG AND ALCOHOL ABUSE PREVENTION

DuVall's School of Cosmetology fully supports the prevention of drug and alcohol abuse. Upon enrollment, Students are provided with an informative pamphlet that outlines the hazards of drug and alcohol abuse. The school has certified to the Department of Education that it operates a drug free campus. A list of agencies and phone numbers is maintained in the administration office and is provided to any Student requesting assistance in this area. More information on drug and alcohol abuse prevention can be found in the Administrative office at DuVall's School of Cosmetology and at <http://duvallschool.com/Drug%20and%20Alcohol%20Policy%20and%20Procedure%20May%202015.pdf> Students are required to read and sign the Drug Abuse Prevention Policy prior to enrollment.

DRESS CODE

Student Associates of DuVall's School of Cosmetology are professionals in training for a career in the beauty and image industry. The grooming and image habits developed now will impact your career success. It is essential that you practice professionalism at all times. The Administration reserves the right to determine if a student meets dress code requirements and projects a professional image. The Administration will make the final determination. Students who are not in dress code may not be allowed to clock in until compliance has been met. The dress code is as follows for all students:

Discovery/ Skills Students:

TOP – Solid Black

- Any appliqué, sequins, embellishments, stitching, etc. must be black
- all layers must black (black on black, including vests, sweaters, tank-tops and jackets)

BOTTOM- Solid Black

- Any appliqué, sequins, embellishments, stitching etc. must be black

Creative Students:

TOP/BOTTOM- Black, white or combination.

- Any appliqué, sequins, embellishments, stitching, etc. must be black or white or combination
- all layers must black or white or combination (including vests, sweaters, tank-tops and jackets)

Student Instructors:

- Business casual – any color
- Requirements specified below for all students with the exception of shoes. Shoes may be any color, open or close toe, not tennis shoes

All students must follow:

- Bottom Length – All pants must be below-knee length. Skirts must remain at fingertip length (when bending over must not be exposed)*
- No baggy pants with exposed underwear
- No shorts
- No sleeveless (cut outs in sleeves must still cover armpits)
- Armpits, midriff, back and cleavage must be covered

YOGA PANTS/LEGGINGS – must be solid and not able to see through

SHOES – black, closed-toe, stitching, logos, sole accent color, laces and shoe material accent color is acceptable. (90 % of the shoe must be black) NO tennis shoes

APRONS - must be worn at all times while in the building- issued clothing such as aprons may not be altered

ACCESSORIES -jewelry, scarves, hats, belts, socks, etc may be any color. This does not include leggings, waistbands, etc.

GROOMING – make-up applied and hair styled prior to clocking in

Image is a large part of the industry that we are proud to be a part of. Students are entrusted to exercise good judgment in dressing professionally. As instructors are responsible for teaching professionalism, if a student's choice in dress is

inappropriate in the instructor's judgment, the student will be required to clock out and change.

Students meeting the criteria for the **Creative Student Program** will be presented a Grey Apron. Wearing the Grey Apron is a privilege and students are required to meet and maintain the rules and standards to wear the Grey Apron. All dress code rules above apply to the Grey Apron.

Students may wear on their **Graduation Day** clothing in accordance with general dress code requirements with the exception of color requirements; students may wear open toed shoes and sleeveless tops or dresses on Graduation Day.

If the school policy is not followed and if there is a question about a student's attire and is deemed inappropriate the student may be sent home to change. The Administration reserves the right to make the final decision regarding any article of clothing that is deemed questionable.

KITS AND BOOKS

Cosmetology training kit, trolley and books; Esthetics training kit and books; or Instructor books are provided for student use during their first enrollment at Duvall's School of Cosmetology. These items are issued in Discovery and are required for use throughout the program of study. All Cosmetology kits and trolleys and Esthetics kits are recommended to remain at the school during the course of study as it is a requirement for meeting program completion, as well as being prepared at all times to provide outstanding customer service to our clients. A Student is required to be prepared each day with their complete student kit. Refusal of a client due to not being prepared or missing kit items will result in being sent home for the day. Students are issued lockers with the capacity to use a combination lock, and trolleys are lockable. Students are responsible to keep the kit and trolley items locked at all times, on a day to day basis, whether clocked in or out, and during absences for any reason, including Leave of Absences or suspensions. The school is not responsible for missing, lost, or stolen personal, kit or trolley items. Students are responsible for their kit and trolley items, and at any time if an item is missing a student has the following options:

- Purchase a new or used item from the school if the school has one in stock. The item must be paid for at the time of purchase, no charges or postponement of payment is acceptable.
- Clock out. The student must obtain a replacement kit item (same brand or model) as the missing item and obtain instructor approval before clocking in (same day or following days).

ELECTRONIC DEVICE POLICY

Cell phones, iPods, iPads, etc are part of our everyday life and must be handled in a professional manner. The guidelines for use at school by students are specified below. As with all things, the instructor is in charge of the educational area, both classroom and clinic floor, so if an instructor requests something to be put away for any reason, including but not limited to the amount of time the student has spent on that activity, the student is expected to immediately comply. Failure to do so will result in progressive disciplinary measures.

General for all devices:

- The school provides you a locker (and for cosmetology students a cart) with capacity to lock. If you bring it, you alone are responsible for it.
- Charge it at home. The school's outlet plugs and breakers are reserved for business purposes to provide for the educational and clinic floor use. The additional cords look cluttered. (exception – student break room – at your own risk if you leave it unattended)
- Create your own hot spot. Internet use is available in the student media station. Students are restricted from using the school's wifi.
- No earbuds at any time – on or off the clock. (exception – after entering and before leaving the breakroom. Not at any time walking thru the building)
- No volume on ipads or phones except in the breakroom or outside.
- No verbal conversations except in the breakroom or outside. In other words, if you must talk on the phone, you must clock out and go to the designated areas. There will be no verbal phone conversations in the classrooms, on the clinic floors, in the restrooms, at the lockers, or in the lobby – only in the breakroom or outside.

iPods

- There is currently no acceptable use or place for an ipod at school. (exception – after entering and before leaving the breakroom. Not at any time walking thru the building)

Laptops

- There is currently no acceptable use or place for a laptop at school.

iPads /Notebooks

- Testing

- Never taken out or visible at any time.
- During Theory
 - To be used as an educational tool at the request or with the approval of the instructor.
- During Clinic Floor Time
 - With a Customer
 - Take pictures
 - Use as reference as pertains to their consultation, service, or care
 - Not With a Customer
 - Use pertaining to program of study
 - No gaming

Cell Phones

- Testing
 - Never taken out or visible at any time.
- During Theory
 - To be used as an educational tool at the request or with the approval of the instructor.
- During Clinic Floor Time
 - With a Customer
 - Take pictures
 - Use to monitor time
 - Use Calculator
 - Use as reference as pertains to their consultation, service, or care
 - If a notification is received while with a client it needs to be ignored until a time that you are not engaged with the client (dispense or processing). The client is to receive your full attention.
 - Not With a Customer
 - Use pertaining to program of study
 - No gaming
 - A personal notification may be received, responded to, or created as an interruption to an educational activity. This privilege is not to be interpreted as a constant ongoing process. Do your business and get back to what you're supposed to be doing.

STANDARDS OF CONDUCT

These Standards of Conduct are established for the specific purpose of promoting an enriched learning environment for all students, as well as providing outstanding customer service to DuVall's clients. Developing efficient work habits, a positive attitude and definite goal orientations during training will enhance your potential for success.

ALL STUDENTS MUST:

1. Attend all classes according to the assigned schedule including theory classes even if all required tests are completed.
2. Arrive for classes on time. If more than 7 minutes late for a theory class, a Student is considered tardy unless determined otherwise by the Director. The Students may not be allowed to clock in, attend class, enter the salon or spa training area, or media station until a scheduled class break or dismissal. Excessive tardiness could result in school suspension, probation, and progressive disciplinary action. In order to receive time for the day, students must clock in before:
 - Daytime schedule 1:00pm
 - Evening schedule 7:00pm
 - Saturday schedule 12:00pm
3. Complete all assigned theory, practical and clinic assignments in the designated time frames including any assignments required to establish eligibility to retake failed exams or take missed exams. It is ultimately the student's responsibility to contact the instructor regarding makeup exams, however, the instructor may assign designated times for the student to work on completion of the exams.
4. Notify a staff member within 7 minutes of scheduled check in time of absenteeism or tardiness so that proper arrangements can be made to service clients that may be scheduled.
5. Follow time clock procedures by clocking in and out to accurately reflect hours in attendance including but not limited to:
 - Students must take a 60 min lunch break during their scheduled time (not multiple breaks equivalent to 60 min or early departure). Shorter lunch breaks may be approved by instructor.
 - 3 day students must take two 30 minute breaks during their scheduled time
 - Student must be clocked out when entering the break room or exiting the building for any reason and for any amount of time.

- Field Trip – clock in and out by signing and accurately recording time on a form in the possession of the instructor. Students must be in dress code during the field trip.
 - No Student may clock in or out for others.
6. Obtain permission from a staff member to leave the facility for any reason other than assigned lunch time and closing. Documentation may be requested to verify the need for an absence. Students are expected to attend regular scheduled hours. It is imperative that students' attendance is reliable in order to enable timely program completion, accomplish thorough and complete training in all subjects, and ensure excellent customer service to DuVall's clients. Failure to comply will result in progressive discipline action.
 7. Comply with scheduled lunch breaks. Scheduled lunch breaks may not be skipped in lieu of late arrival or early departure. Failure to return from lunch at the scheduled time is considered an attendance violation as discussed in the previous statement.
 8. Students may NOT smoke, eat or drink or store food or drink other than in the designated areas. Only bottled water or water in a clear (not colored) covered container is allowed in the classroom or at the student station. When additives are added to the water, it is no longer water. Anything other than water in the approved container must be stored, eaten, or drunk in the designated break area and the student must clock out to eat or drink it.
 9. Comply with the published dress code and practice proper hygiene and grooming at all times. Students not in compliance with dress code may not be allowed to clock in until coming into compliance or they may be asked to clock out and change into dress code before attending classes.
 10. Self-applications do not receive educational credit. Students are to come to school dressed and groomed and are expected to use their own personal products away from the clinic floor to touch up their hair or make-up. Kit items and clinic floor supplies are for educational services only.
 11. Follow all state laws and regulations at all times while on the school premises.
 12. Understand that training involves sanitation, cleanliness and care of equipment. Students are responsible for personal work stations and work area. Daily assigned sanitation duties must be evaluated before clocking out each day. State Board requires all Students to follow Sanitation rules and practices at all times.
 13. Practice courtesy, respect, and professionalism at all times when dealing with other students, clients, visitors to the school and staff.
 14. Discuss only ethical and professional subject matter during school hours and refrain from using profanity.
 15. Be fair and honest; never stealing; refrain from the willful destruction of property.
 16. Refrain from having personal visitors to the school. Guests will be asked to remain in the lobby or leave unless they are scheduled for a clinic service. Inside and outside break areas are reserved for students and staff only.
 17. Participate in curriculum related activities at all times when clocked in. Students are to remain in their respective areas and may not enter other classes in session. Excessive time in the Student break area is not allowed. Students who are not clocked in may not linger in the facility.
 18. Refrain from using the business phone for incoming or outgoing calls without the express permission of a staff member or at designated times. Personal calls are limited to 3 minutes.
 19. Observe and adhere to the Electronic Device Policy details listed separately. All verbal phone calls must take place off the clock in the break area or outside.
 20. Park only in the designated areas for Student parking. Front row parking is reserved for client use. The school does not provide parking for its Students.
 21. Know all pricing and service policies of the school and the name, purpose, benefits, procedures and cost of products.
 22. Record all client service information and obtain all required signatures.
 23. Recommend and prescribe appropriate services and retail products to each client assigned in order to develop professional skills.
 24. Respect the front desk and lobby as a business area. Conduct your business and do not loiter. No students are permitted behind the counter.
 25. Strive to continually upgrade abilities through education and practice.
 26. Do not discuss confidential information with other parties (i.e., contract details, disciplinary action, and private administrative or advisement sessions).
 27. Students are not allowed to be disrespectful to any staff member at DuVall's School of Cosmetology. Students are required to follow instructors' directions during the client consultation and client service.

Rules and boundaries are set in an effort to provide a quality working and learning environment, adhere to the governing agencies the school must abide by, and provide excellent customer service to clients. Students not abiding by the rules will be subject to progressive disciplinary action. Not abiding by the rules may lead to receipt of infractions, in-school suspensions, out of school suspension, probation or dismissal from school.

ATTENDANCE POLICY:

Students clock-in and out each day to record hours of attendance. It's the Students responsibility to verify their status as present or absent. Failure to do so may result in loss of hours. To receive clock hour credit the student must clock in when arriving at school and when leaving school, and when leaving or returning from lunch and/or breaks. Full Time Students are

required to take a 60 minute lunch each day. Shorter lunch breaks may be approved by instructor. Students must be clocked out when taking a break or at lunch. Students must clock out when exiting the building or entering the break room for any reason and for any amount of time.

It is imperative that students' attendance is reliable in both Theory and Clinic in order to enable timely program completion, accomplish thorough and complete training in all subjects, and ensure excellent customer service to DuVall's clients. Failure to comply with minimum expectation will result in progressive disciplinary action.

Minimum expectation for Theory and/or overall attendance is 67% in any given month. Attendance is measured at monthly Academic Advising as well as evaluations of Satisfactory Academic Progress. A student may be placed on probation for either unsatisfactory monthly attendance average, cumulative attendance average, or theory attendance average. As with any probation, if the student fails to correct the problem by the end of the probationary period, he or she will be placed on a second probationary period. Failure to correct the problem by the end of the second probationary period will result in progressive disciplinary measures, including termination.

Students are required to notify the front desk/teacher via phone, facebook, or in person in advance if they are not going to be present during any time they are scheduled to be in school. Failure to communicate in advance may be addressed with progressive discipline measures including verbal and written advisement, suspension, probation, and termination. Absenteeism affecting customer service to DuVall's clients will have more severe consequences. If a student declines to perform any service or activity for which they are assigned, they must clock out and leave the school property.

ATTENDANCE POLICY FOR VA STUDENTS:

Students using veteran's benefits to attend DuVall's School of Cosmetology will have attendance monitored until the time the student 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 will apply throughout the student's stay in school. All violations of the attendance policy or failure to meet SAP will be reported to DVA on VA Form 22-1999b within 30 days at such time the student exceeds the allowed number of absences or at the SAP evaluation point.

ANTI-HARASSMENT POLICY

DuVall's School of Cosmetology fully supports an environment of mutual respect for the rights of others. Students and staff are encouraged to form and express their own opinions; however, a student's exercise of free expression must not interfere with the rights of others. Students are required to sign the Anti-Harassment Policy prior to starting school.

SEXUAL MISCONDUCT AND PREVENTION

Sexual misconduct, harassment, assault or violence will not be permitted at DuVall's School of Cosmetology. Such a violation can be considered a criminal act under Texas Law. Sexual harassment is defined as unwelcome advances, request for sexual favors, and other verbal and physical conduct of a sexual nature.

SOCIAL MEDIA POLICY

Social media and networking are encouraged as a tool of the industry. In an effort to keep things professional, DuVall's has chosen to participate as a Bloom Premium Partner School, and has provided every student and staff member a bloom account in which to interact with for industry-related media. All other media (facebook twitter, pintrest, linked in, etc) which the school has an account for, all staff and students may connect to the school account, but staff are restricted from directly connecting to active students and vice versa. These accounts are advertisement for the school and available for any of our staff, students, customers, potential customers and business associates to participate in, therefore we ask everyone to refrain from venting about school situations on any social media. Please direct your concerns through the proper channels to handle them. Any negative publicity regarding the school will be requested and expected to be removed.

CONFIDENTIALY POLICY

Information about contract, disciplinary actions, advisements, etc, may not be shared with other parties. In addition all student advisement or conversations between any student and administration is confidential and private. Do not discuss your contract or interaction with other parties among fellow students. Violation of this policy may lead to corrective action, up to and including termination.

COPYRIGHT INFRINGEMENT POLICY

Copyright infringement is the act of exercising, without permission or legal authority, exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer sharing, may subject the student to civil and criminal liabilities. For more information, please visit www.copyright.gov. Students who engage in illegal downloading or uploading of files, unauthorized peer-to-peer sharing of files, or unauthorized distribution of copyrighted materials using the school's technology system shall be subject to the school's rule enforcement policy resulting in no less than in school suspension.

DISCIPLINARY POLICIES

Although this is adult education, all adults realize that there are organizational structures and guidelines that will be required. It is our desire that the student would accept the authority and leadership of the faculty and staff and come into compliance upon making a student aware of a breach of compliance. However, if necessary, further action will be taken by the School. Action may include advisement, sending the student home for the rest of the day, out of school suspension, probation, or termination. Each violation is subject to case by case basis and will be handled in that manner. Every student will be made aware of the violation, plan of action that will be determined and signed off on by the staff, instructor, or administration involved, and document time frame of resolution. The student has an opportunity to sign acknowledgement of the receipt of this determination, however, the student's acceptance or rejection of the opportunity to sign does not change the decision or action that the school representative determined. TDLR violations are serious and will be handled in that manner. TDLR violations will not be given a verbal write up due to the severity. Multiple violations of any kind may result in termination, whether they are for the same issue or not. Students must understand that any infraction of the Standards of Conduct, General Policies or the Enrollment Agreement could result in any of the following disciplinary actions:

ADVISEMENT – VERBAL OR WRITTEN: A conversation or written advisement of the expectation of conduct.

OUT OF SCHOOL SUSPENSION: Enrollment may be immediately suspended for 1 to 30 days for an infraction of the Standards of Conduct or General Policies at the discretion of the school administration. No adjustment of scheduled hours is made regarding contract dates or cumulative attendance percentages. Students who commit multiple infractions may be terminated from school.

DISMISSAL - TERMINATION: Enrollment may be terminated at the discretion of school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the institution or for any of the following reasons:

- Non-conformance with the Standards of Conduct, General Policies, or Enrollment Agreement
- Non-conformance with the state laws and regulations governing Schools and Students
- Non-compliance with the school's Satisfactory Academic Progress Policy
- Multiple infractions
- An action that causes or could cause bodily harm to a client, visitor, student or employee of the school
- Theft (theft of services; theft from the school including equipment, products, or kit items; theft from students, staff, clients, or visitors)
- Engaging in the manufacture, distribution, dispensation, possession or use of drugs or alcohol
- Immoral or improper conduct
- Willful destruction of school property
- Absent fourteen (14) calendar days without or without contact.

Disciplinary decisions may be appealed by submitting a clear, concise written statement containing all pertinent data and facts. The appeal will be reviewed by the school administration and the Student will be notified of the decision within 30 days of the receipt of the appeal. Students are encouraged to voice their grievances with school Director or the corporate office by means of the Institution's Grievance Procedure. Concerns which are not made known to the applicable management personnel cannot be effectively addressed in a timely manner.

GRIEVANCES

In accordance with the institution's mission statement, DuVall's School of Cosmetology will make every attempt to resolve any Student complaint that is not frivolous or without merit. Complaint procedures will be included in new Student orientation, thereby assuring that all Students know the steps to follow should they desire to register a complaint or request an appeal at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine frequency, nature, and patterns of complaints for the institution. The information will be used in evaluating institutional effectiveness and outcomes. Contact the campus administration office to obtain the designated form and detailed procedures for how to properly register a grievance/appeal.

ACADEMIC ADVISING

To determine academic progress, students are assigned theory study and a minimum number of practical performances. Theory is evaluated after each unit of study. Practical performances are evaluated as completed and counted toward course completion ONLY when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Three comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in practical skills evaluation criteria adopted by the School. Students must maintain a cumulative theory grade average of at least a C or 75% and pass a written and practical final exam prior to graduation. Students should make up failed or missed tests and incomplete assignments within 2 weeks. Numerical grades are given on the following scale:

WRITTEN and PRACTICAL GRADES

A =	93- 100	Excellent
B =	85 - 92	Very good
C =	75 - 84	Satisfactory
D =	0 - 74	below standards – Unsatisfactory

Students are advised regarding progress and achievement on a monthly basis. Areas of focus for academic advising include attendance, grade point average, practical skills, communication skills, and personal development. Student strengths and areas needing improvement are identified and a plan of action is discussed.

Advising regarding licensing, regulations, reciprocity, employment and continuing education opportunities is available to students as it is needed. The administration office has a list of agencies for referral if a student needs other assistance.

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in this school. Federal regulations require all schools participating in state and federal financial aid programs to monitor SAP. These standards are applicable to all students attending DuVall's School of Cosmetology and are provided to each student prior to enrollment.

SAP STANDARDS

This school requires its students to maintain Satisfactory Academic Progress (SAP) as established by this school, in order to continue to matriculate at the school and to continue to be eligible to participate in the federal government's Title IV financial aid programs. These standards apply to all students, regardless of the source of the student's funding, and to all students, regardless of their status (full-time or part-time). All students must comply with the following standards:

- All students must maintain a cumulative academic average of "C" (75% or better on all tests, work projects, practical applications) and other required course work. The school has established a minimum acceptable level of academic progress equivalent to a C or 75% grade point average in both written and practical skill requirements.
 - Numerical grades are considered according to the following scale:

WRITTEN and PRACTIAL TEST		
A	93 -100	EXCELLENT
B	85 - 92	VERY GOOD
C	75 - 84	SATISFACTORY
D	0 - 74	NEEDS IMPROVEMENT; DOES NOT MEET STANDARDS
- A student must maintain an average cumulative attendance of 67% or better. The attendance percentage is determined by dividing the total hours completed by the total number of hours scheduled.
 - Credit hours from another institution that are accepted toward the student's education program must count as both completed and scheduled hours when calculating the cumulative attendance ratio.
- In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness.
- All students must complete the program within 150% of the published length of the program. The time frame will be measured in terms scheduled hours.
 - A leave of absence will extend the student's contract period, and maximum time frame, by the same number of days in the leave of absence.
 - All credit hours at the institution and transfer credit hours must be counted toward the 150% eligibility.

The Satisfactory Academic Progress Policy contains the following elements:

- Attendance Progress Evaluations
 - Cumulative Attendance Percentage
 - Maximum Time Frame
- Academic Progress Evaluations
- Determination of Progress Status
- Warning /Appeal/Probation
- Re-establishment of Satisfactory Progress
- Reinstatement of Financial Aid

EVALUATION POINT:

Students are evaluated **at the end of each payment period in an academic year**. A payment period is based on hours completed and is defined to be the mid-point and end point of each academic year (900 hours and 26 weeks). If the number of hours remaining is less than a full academic year, the payment period will be at the mid-point and end point of each partial academic year. Students are evaluated at the following evaluation points.

1500 hour full time 5 day program:

- 450 completed hours 13 weeks (end of 1st payment period)
- 900 completed hours 26 weeks (end of 2nd payment period)
- 1200 completed hours 35 weeks (end of 3rd payment period)

- 1500 completed hours 43 weeks (end of 4th payment period)
- 1500 hour full time 3 day program:
- 450 complete hours 17 weeks (end of 1st payment period)
 - 900 completed hours 34 weeks (end of 2nd payment period)
 - 1200 completed hours 46 weeks (end of 3rd payment period)
 - 1500 completed hours 56 weeks (end of 4th payment period)
- 1500 hour part time program:
- 450 completed hours 21 weeks (end of 1st payment period)
 - 900 completed hours 42 weeks (end of 2nd payment period)
 - 1200 completed hours 57 weeks (end of 3rd payment period)
 - 1500 completed hours 71 weeks (end of 4th payment period)
- 750 hour full time 5 day program:
- 375 completed hours 11 weeks (end of 1st payment period)
 - 750 completed hours 22 weeks (end of 2nd payment period)
- 750 hour full time 3 day program:
- 375 completed hours 14 weeks (end of 1st payment period)
 - 750 completed hours 28 weeks (end of 2nd payment period)
- 750 hour 17.5 hr/week part time program:
- 375 completed hours 22 weeks (end of 1st payment period)
 - 750 completed hours 43 weeks (end of 2nd payment period)
- 750 hour 21.25 hr/week part time program:
- 375 completed hours 18 weeks (end of 1st payment period)
 - 750 completed hours 35 weeks (end of 2nd payment period)

Evaluation points for students with transfer hours shall be calculated at the point at which the hours received by the school combined with the hours completed by the student equates to the hours listed above. Calculations shall include the transfer hours as attempted and completed hours.

MAXIMUM TIME FRAME

Published Program Hours	Maximum Time Frame 150% scheduled weeks	Maximum Time Frame 150 % scheduled hours
COSMETOLOGY-1500 HOURS		
1500 FT -- 35 hrs/week; 43 weeks	65 Weeks	2250
1500 FT 3 Day --27 hrs/week; 56 weeks	84 Weeks	2250
1500 PT – 21.25 hrs/week; 71 weeks	107 Weeks	2250
ESTHETICS -- 750 HOURS		
750 FT – 35 hrs/week; 22 weeks	33 Weeks	1125
750 PT -- 17.5 hrs/week; 43 weeks	64 Weeks	1125
INSTRUCTOR – 750 HOURS		
750 FT -- 35 hrs/week; 22 weeks	33 Weeks	1125
750 FT – 27 hrs/week; 28 weeks	42 Weeks	1125
750 PT (Est) -- 17.5 hrs/week; 43 weeks	64 Weeks	1125
750 PT (Cos)—21.25 hrs/week; 31 seeks	53 Weeks	1125

The calculation for Maximum Time Frame (150%) includes all transfer hours that have been attempted for the program including those obtained at other institutions even though not all hours are accepted.

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 67% of the scheduled hours. For a Leave of Absence, the contract end date will be extended by the number of days in the Leave (LOA) thereby also extending the end date of the maximum time frame.

A student that has met Maximum Time Frame is withdrawn from the institution and an instructional Refund Calculation is completed. A student with transfer hours from another institution that are accepted toward the student's education program are counted as both attempted and completed hours for the purpose of determining when the allowed maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at each evaluation point are considered to be making Satisfactory Academic Progress until the next scheduled evaluation. Students who have not met cumulative attendance

and the grade point average required are considered not meeting Satisfactory Academic Progress. Status remains the same until the next evaluation point. An evaluation form will be kept on file for each evaluation point and is available to the student upon request. Students determined not to be making Satisfactory Academic Progress will receive written notification.

WARNING / PROBATION / APPEAL

Students who fail to meet minimum requirements (67% cumulative attendance and 75% GPA) at the end of a payment period will be placed on a **Financial Aid Warning**. Any student on Financial Aid Warning may continue to receive assistance under the Title IV HEA programs for one payment period. Consecutive warnings are prohibited.

It is expected that a student will use the Financial Aid Warning payment period to correct the Attendance and or GPA issues and be restored to the status of accomplishing Satisfactory Academic Progress. However, if the student is not meeting Satisfactory Academic Progress at the end of the Financial Aid Warning Period:

- The student will not be eligible to receive Title IV, HEA funds but may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification failure to meet SAP for two consecutive payment periods.
 - The student may appeal and if the appeal is granted, the student will be placed on **Financial Aid Probation** for one payment period. Any student on Financial Aid Probation may continue to receive assistance under the Title IV HEA programs for one payment period only, however, in order to be eligible to retain the funds on account the student must regain SAP at the next evaluation point. Failure to do so will result in refunding the Title IV HEA funds and the student will be required to make satisfactory payment arrangements.
- Regardless of how the account balance is satisfied, the student will be on probationary status throughout the next payment period and in order to continue their enrollment at the school will be required to meet specific criteria of an Improvement Plan to assist them in regaining SAP and Title IV eligibility.

APPEAL PROCESS:

If a student is determined to not be making satisfactory academic progress due to cumulative attendance percentage, grade point average, or maximum time frame, and if it is mathematically possible for the student to improve the results to the minimum standards required to meet Satisfactory Academic Progress by the next evaluation point, the student has the right to appeal the determination. Grounds for appeals for failure to meet Satisfactory Academic Progress are limited to death of a relative, injury or serious illness of a student, or other extreme special circumstances. They are not to be confused with an excess of normal absences.

1. The school will provide the student within 10 days following the action of the school, a written statement of fact, which is the basis of the action of the school.
2. The Appeal must be done within 10 days of the receipt of such written notice. Students choosing to remain in school while requesting an appeal will be responsible for charges accrued whether or not the appeal is granted.
3. The student may appeal the action of the school by requesting such appeal in writing to the School Director along with supporting documentation showing the reasons why the decision should be reversed and request a re-evaluation. The appeal must include:
 - Why he/she failed to make SAP (Appeals for failure to meet Satisfactory Academic Progress are limited to death of a relative, injury or serious illness of a student, or other extreme special circumstances).
 - Supporting verifiable documentation
 - An explanation of what has changed that will allow the student to make SAP at the next evaluation point.
 - A suggested plan of action to accomplish the SAP minimum standards by the next evaluation point and a statement of personal commitment to follow an agreed upon plan.
4. The student has a right to make a personal appearance before the School Director.
5. Should a student fail to appeal the decision, the decision will stand.
6. Notification of the school's action on the appeal will be retained in the student file and will be sent to the student within 30 days.
 - If denied, the reason will be stated.
 - Should the student prevail upon appeal, they will be placed on Financial Probation. The student is still considered NOT making Satisfactory Academic Progress, but will be eligible for Title IV, HEA funds for that payment period.

LEAVE OF ABSENCE OR WITHDRAWAL

All students who have withdrawn or taken a leave of absence and choose to re-enter into a course will be placed under the same satisfactory or unsatisfactory progress status prevailing at the time the student withdrew or went on a leave of absence.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements at the next evaluation point.

REINSTATEMENT OF FINANCIAL AID

Title IV, HEA funds will be reinstated to qualified students who have received a financial aid probation as a result of a successful appeal or who have re-established satisfactory academic progress by meeting the minimum cumulative attendance and academic requirements at the end of a payment period and are able to complete their program within the maximum time frame.

INCOMPLETES, REPETITIONS, NONCREDIT AND REMEDIAL COURSES

Incompletes, Repetitions, noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

RIGHTS RESERVED

The School may change policies, dress code, kit contents, text books, curriculum format, teaching materials, or any other educational methods at its discretion.

MEMBERSHIP AND AFFILIATIONS

American Association of Cosmetology Schools (AACCS)

AACCS is a Non-profit Educational Association that brings together all facets of the Cosmetology Industry (students, individuals, instructors, and merchants); to further the education of Cosmetology Arts and Sciences. AACCS represents the cosmetology institutions and students before Congress, the Department of Education and State Legislatures.

Bloom Premium Partner School

DuVall's School of Cosmetology students are provided access to Bloom's premium features. A Bloom profile allows the student to build their own portfolio, create a personalized professional website, highlight their expertise, attract clients, and connect with the school, prospective employers, and industry experts. A digital resume, portfolio, job seeker board, and the Bloom Job Center are tools included to assist the student in career building.

Dermalogica Partnership School

The Esthetics program is enhanced by partnering with Dermalogica, a provider of the highest level of technical and theoretical skills in the skin care industry. Dermalogica professional skin care products and techniques are used daily in the spa.

DERMAMED SOLUTIONS

DermaMed Solutions, a leading manufacturer of high quality microdermabrasion equipment and clean clinical skincare, offers an Aesthetic Education Award for students who are passionate about skincare. DuVall's Advanced Esthetics students and applicants are eligible to apply for an award of up to \$1000 by completing all the application requirements listed on website. Awards are given twice each year. The DermaMed Solutions Aesthetic Education Award is presented to the chosen applicant interested in attending, or already enrolled at an accredited aesthetic program, who expresses their passion for the skin care industry, and shares the core values of DermaMed Solutions.

Trade Adjustment Assistance (TAA)

Trade Adjustment Assistance (TAA) and Alternative Trade Adjustment Assistance (ATAA) help trade-affected workers who have lost their jobs as a result of increased imports or shifts in production out of the United States. Certified individuals may be eligible to receive one or more program benefits and services depending on what is needed to return them to employment.

MAC

DuVall's School of Cosmetology students are eligible to participate in MAC Pro Student Program, a paid-for membership program open to individuals attending an eligible school.

CHI

As a Chi Partner School DuVall's uses the latest, most updated flat-iron made by Chi. Chi is a provider of educational classes in the classroom as well as at events such as hair shows, showcasing both techniques and product knowledge.

Department of Assistive and Rehabilitative Services (DARS)

Vision: A Texas where people with disabilities and families with children who have developmental delays enjoy the same opportunities as other Texans to pursue independent and productive lives.

US Department of Veterans Affairs

DuVall's School of Cosmetology is eligible to train veterans qualifying for benefits.