



NATIONAL BEAUTY COLLEGE

2012 STUDENT CATALOG

LICENSED BY:

*TEXAS DEPARTMENT OF
LICENSING AND REGULATION*

P.O. Box 12088

AUSTIN, TEXAS 78711

1(512)463-6599 OR (800)803-9202

WWW.LICENSE.STATE.TX.US/COSMET/COSMET.HTM

ACCREDITED BY:

N.A.C.C.A.S.

*NATIONAL ACCREDITING COMMISSION OF
CAREER ARTS AND SCIENCES*

4401 FORD AVENUE, SUITE 1300

ALEXANDRA, VIRGINIA 22302-1432

WWW.NACCAS.ORG



*STUDENT FINANCIAL ASSISTANCE
PROGRAMS:*

*U.S. DEPARTMENT OF EDUCATION
OFFICE OF POSTSECONDARY*

EDUCATION

600 INDEPENDENCE AVENUE S.W.

WASHINGTON, D.C. 20202-4331

WWW.FAFSA.ED.GOV

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OUR MISSION

IMPART A SENSE OF ACHIEVEMENT;

NOURISH INDIVIDUAL ARTISTIC CREATIVITY;

SUPPORT THE ENTREPRENEURIAL SPIRIT;

POSITIVELY INFLUENCE ALL;

INSTILL A STRONG WORK ETHIC AND UPHOLD SALON STANDARDS;

REPRESENT THE BEAUTY INDUSTRY WITH CONFIDENCE;

ENCOURAGE EVERYONE TO REACH THEIR FULL POTENTIAL

INSPIRE

Business Director/ CFO

Jack R. Hutchings

CEO/Educational Director

Admissions

Vonda M. Hutchings

Executive Assistant

Rachel M. Hutchings

Instructors

Dianne Cox – Clinic Floor

Roseanne Clifford – Basic Class



Federal School Code (OPEID) – 031443

School Facilities

Our 6300 square foot facility is located on the Eastbound E. I-30 access road via the Rosehill Rd. Exit 60A coming from the West or the Zion Rd./Bobtown Rd. exit coming from the East.

The school has a separate classroom, clinic floor area, an open study area with tables and chairs, front desk & client waiting area, dispensary, shampoo/color area, separate restrooms, and administrative offices.

The student library is located near the study area next to the big screen TV. The library contains books, DVDs, and video tapes including but not limited to basic and advanced hair designing, hair cutting, iron curling, blow combing, permanent waving, facials, make-up, hair relaxing, fashion, manicuring, and other Cosmetology related subjects. These materials are available to use as teaching aids and as reference materials for students and staff to use while at school.

The study area is WIFI capable and students are welcome to bring their own laptop computers or electronic pads to work on school related subjects.

We have a break room with a refrigerator and microwaves for the students to use. There are several restaurants in the area.

The school does not maintain campus residence or daycare facilities. Students will need their own housing and child care arrangements.

The school has a security camera monitoring system for the safety of the staff, student body, and customers. The cameras are confined to the clinic floor, classroom, dispensary, outside smoking/break area, and reception area.

There is sporadic bus service with a stop 1 block from the back parking lot of the school. No Saturday bus service is available.

Student parking is confined to the second row from the front door of the school. Only vehicles with ADA designation visibly displayed may use the parking spaces marked for the disabled.

Educational Requirements

National Beauty College admits a person having a high school diploma, a high school transcript in a sealed envelope with completion date and school seal, or a verifiable GED.

High School Diploma or Equivalency Documentation Policy

National Beauty College requires all applicants to present proof of a high school diploma, home school diploma, transcript, or GED along with their enrollment application. We attempt to verify all high school diplomas for authenticity through the website at National Center for Education Statistics (NCES) – <http://nces.ed.gov/>. If we cannot verify a diploma or GED through this website we will attempt to verify it through other means, such as contacting the entity that issued the diploma.

1. The entity must have a physical address, PO Box is not acceptable as a means of communication.
2. An entity representative must be accessible by phone.
3. The document provided by the student must have a completion date.
4. The document must be clean, no erasures, no white-out, no overstrikes, and should show no sign of being edited.

If we cannot verify a diploma then the student's application for enrollment will be denied.

Ability to Benefit

National Beauty College does not administer the Ability to Benefit test, however if a prospective student has taken and passed a verifiable ATB test at another location the school will accept the student.

**** The Instructor course requires a current TEXAS Cosmetology license and a high school diploma or G.E.D.**

State Grant Assistance

State grant assistance is not available at this time.

Enrollment Requirements

- \$100.00 Registration Fee (cash or money order, due upon enrollment)
- \$25.00 for state student permit fee & TDLR law book (required by Texas Dept. of Licensing & Regulation)
- Birth certificate, driver's license, or government issued picture identification card with date of birth
- Social Security card
- Alien resident card/green card for verification purposes if applying for Financial Aid.
- Financial information to apply for Financial Aid Programs if applicable.
- Down payment if ineligible for Financial Assistance payable by cash, check, money order, or credit / debit card.

Graduation Requirements

In order to graduate and receive a diploma from National Beauty College, students must complete the following:

- Complete all scheduled terms.
- Complete Practical and Clinic lab assignments with a minimum GPA of at least 70.
- Satisfy all financial obligations to the school.

Licensing Requirements

All graduates must pass a state mandated examination to receive a license to practice in Texas. The school can assist (if necessary) in scheduling the student's written exam prior to graduation, and the practical exam with PSI Exams after they receive their diploma. All costs for the examinations are the responsibility of the student. Written exam: \$55.00, Practical Exam \$78.00.

PSI Exams

3210 East Tropicana

Las Vegas, NV 89121

Phone : 1-800-733-9267

Fax : 1-702-932-2666

www.psiexams.com to schedule licensing exams

Career Placement

National Beauty College offers lifetime employment assistance for all graduates. As long as the graduate is in the beauty profession, the school will assist him or her in obtaining employment. We maintain a list of available employment positions accessible to each student and graduate. However, the school cannot guarantee employment.

School Calendar

Cosmetology and Cosmetology Instructor programs start on most Tuesdays – contact the Admissions office for accurate start dates. Manicuring / Nail Technology Program starts approximately every 8 weeks.

The school is not in session during the following holidays: Fourth of July week, Thanksgiving Day, Christmas Eve and Christmas Day, ½ day New Year's Eve, and New Year's Day.

In the event of inclement weather (especially in the winter) students should call 972-226-6900 for a recorded message with instructions regarding closings or late starts during that time. We will also post closings on our Facebook page www.facebook.com/pages/National-Beauty-College/313808337263

We do our best to have this information available the evening prior to an expected severe weather event or by 6:30 a.m. on the day of the event.

Cosmetology

Occupational Opportunities

Including but not limited to; haircutting, hairstyling, hair coloring, manicuring, pedicuring, facials, hair removal, salon management/ownership, manufacturer representative/educator. Student will receive a diploma at program completion.

Program Schedule:

Full Time Tuesday-Friday 8:30a.m. – 2:30p.m.

All students are required to attend on Saturday 8:30a.m. - 4:00p.m

Dress Code

Clean uniform and full length black pants (no Capri pants or leggings of any type) No holes
Knee length skirts or dresses (no leggings underneath)
Shirt with sleeves – no holes, no foul images or language
Low heeled, non-skid, fully enclosed shoes
Hair, and Makeup must be appropriate for the Beauty profession
NO HIGH HEELS, SANDALS, CLOGS, HOUSE SHOES

Tuition & Fees

Total Program Tuition if completed in normal time: \$14,700.00

Registration Fee: \$100.00 (non-refundable)

State Permit Fee: \$25.00 (non-refundable)

Books & Supplies

Student Kit: \$600.00 (non-refundable if issued)

Text Book & \$150.00 (non-refundable if issued)

Supplement: **Milady's Standard Cosmetology soft cover**
ISBN-10: 1-4180-4936-0 Publisher's List Price: \$99.95
Milady's Standard Cosmetology Exam Review
ISBN-10: 1-41804943-3 Publisher's List Price: \$33.95

Uniform: \$50.00 (non-refundable if issued)

Total Program Cost: **\$15,625.00**

Products used on clients including but not limited to; shampoo, conditioner, styling aids, hair color, chemical products, nail care products etc. are furnished by National Beauty College.

Tuition information can also be found on our website at www.nationalbeautycollege.com

Cosmetology (contd.)

Gainful Employment Disclosure

Title: Cosmetology/Cosmetologist, General.

Definition: A program that generally prepares individuals to cut, trim, and style scalp, facial, and body hair; apply cosmetic preparations; perform manicures and pedicures; massage the head and extremities; and prepare for practice as licensed cosmetologists in specialized or full-service salons. Includes instruction in hair cutting and styling, manicuring, pedicuring, facial treatments, shampooing, chemical applications, esthetics, shop management, sanitation and safety, customer service, and applicable professional and labor laws and regulations.

U.S. Department of Labor Standard Occupational Classification Code (SOC) 39-5012

<http://www.onetonline.org/link/summary/39-5012.00>

National Center for Education Statistics College Navigator:

<http://nces.ed.gov/collegenavigator/?q=national+beauty+college&s=all&id=440077>

Graduates of this program receive a diploma in Cosmetology (occupational, technical or education program of less than two years)

The normal time of completion in the Cosmetology program is approx. 11.5 months for full time students.

The completion rate for students scheduled to complete this program from July 1, 2010 - June 30, 2011 was 44%. 83% of those students completed the program within the normal time frame reported above.

93% percent of students completing the program between July 1, 2010 and June 30, 2011 completed with student loan debt.

The median (average) Federal student loan debt for students who completed the program between July 1, 2010 and June 30, 2011 was \$7569.00. None of our students had any private loan debt or school financing plan debt.

The job placement rate for program completers was 66%. This rate includes all students who completed the program between July 1, 2010 and June 30, 2011. This job placement rate looks only at jobs that were related to the Cosmetology field.

Positions that recent graduates were hired for include: Hair cutting and styling, manicuring, pedicuring, facial treatments, shampooing, chemical applications, esthetics, shop management/ownership.

This rate is based on graduates who were employed in the field within their first year after completion and were employed for at least 13 weeks. We track graduate placement through in-person follow-up with our former students. Job placement rates are reported to our accrediting agency – NACCAS (National Accrediting Commission of Career Arts and Sciences)

Manicuring/Nail Technology

Occupational Opportunities

Manicurist/Pedicurist in a full service or nails only salon, salon ownership/management, manufacturer representative/educator.

Program Schedule:

Full Time Tuesday-Friday 8:30a.m. – 2:30p.m.

All students are required to attend on Saturday 8:30a.m. - 4:00p.m

Dress Code

Clean uniform and full length black pants (no Capri pants or leggings of any type) No holes
Knee length skirts or dresses (no leggings underneath)
Shirt with sleeves – no holes, no foul images or language
Low heeled, non-skid, fully enclosed shoes
Hair, and Makeup must be appropriate for the Beauty profession
NO HIGH HEELS, SANDALS, CLOGS, HOUSE SHOES

Tuition & Fees

Total Program Tuition if completed in normal time: \$4,800.00
Registration Fee: \$100.00 (non-refundable)
State Permit Fee: \$25.00 (non-refundable)

Books & Supplies

Student Kit: \$500.00 (non-refundable if issued)

Text Book & Supplement: \$150.00 (non-refundable if issued)
**Milady's Standard Nail Technology Fifth Edition, Revised
ISBN-10: 1-4283-4124-2 Publisher's List Price: \$107.95
Milady's Standard Nail Technology Exam Review, Revised
ISBN-10: 1-4283-5950-8 Publishers' List Price: \$43.95**
Uniform: \$50.00 (non-refundable if issued)

Total Program Cost: **\$5,625.00**

Products used on clients including but not limited to; nail enhancement products, nail polish, manicuring & pedicuring products, nail care products etc. are furnished by National Beauty College.

Tuition information can also be found on our website at www.nationalbeautycollege.com

Manicuring/Nail Technology (contd.)

Gainful Employment Disclosure

Title: Nail Technician/Specialist and Manicurist

Definition: A program that prepares individuals to shape fingernails and toenails, remove unwanted skin and blemishes, apply polish and cosmetics to nails, and function as licensed manicurists or nail technicians/specialists. Includes instruction in manicuring theory; skin anatomy; nail growth, irregularities, and diseases; sterilization and sanitation; equipment and table maintenance; cuticle, blemish, and rough skin removal; nail filing, shaping, and polishing; cream application and extremity massage; nail sculpture and design art; product storage and use; customer service; laws and regulations; and business practices.

US Dept. of Labor Standard Occupational Classification code (SOC) – **39-5092**

<http://www.onetonline.org/link/summary/39-5092.00>

National Center for Education Statistics College Navigator:

<http://nces.ed.gov/collegenavigator/?q=national+beauty+college&s=all&id=440077>

Graduates of this program receive a diploma in Manicuring (occupational, technical or education program of less than two years)

The normal time of completion in the Cosmetology program is approx. 5 months for full time students.

The completion rate for students scheduled to complete this program from July 1, 2010 - June 30, 2011 was 42%. 100% of those students completed the program within the normal time frame reported above.

66% percent of students completing the program between July 1, 2010 and June 30, 2011 completed with student loan debt.

The median (average) Federal student loan debt for students who completed the program between July 1, 2010 and June 30, 2011 was \$2497.00. None of our students had any private loan debt or school financing plan debt.

The job placement rate for program completers was 66%. This rate includes all students who completed the program between July 1, 2010 and June 30, 2011. This job placement rate looks only at jobs that were related to the Manicuring field.

Positions that recent graduates were hired for include: Manicure, pedicure, artificial nail application services. This rate is based on graduates who were employed in the field within their first year after completion and were employed for at least 13 weeks. We track graduate placement through in-person follow-up with our former students. Job placement rates are reported to our accrediting agency – NACCAS (National Accrediting Commission of Career Arts and Sciences)

Cosmetology Instructor

Occupational Opportunities

Instructional trainer in the beauty school industry

Program Schedule:

Full Time Tuesday-Friday 8:30a.m. – 2:30p.m.

Saturday attendance is optional

8:30a.m. - 4:00p.m

Dress Code

Clean uniform and full length black pants (no Capri pants or leggings of any type) No holes

Knee length skirts or dresses (no leggings underneath)

Shirt with sleeves – no holes, no foul images or language

Low heeled, non-skid, fully enclosed shoes

Hair, and Makeup must be appropriate for the Beauty profession

NO HIGH HEELS, SANDALS, CLOGS, HOUSE SHOES

Tuition & Fees

Total Program Tuition if completed in normal time: \$4,900.00

Registration Fee: \$100.00 (non-refundable)

State Permit Fee: \$25.00 (non-refundable)

Books & Supplies

Student Kit: \$150.00 (non-refundable if issued)

Text Book & \$400.00 (non-refundable if issued)

Supplement: **Milady's Master Educator, Second Edition bundled with Exam Review**

ISBN-10: 1-4354-3322-X Publisher's List Price: \$185.95

Uniform: \$50.00 (non-refundable if issued)

Total Program Cost: **\$5,625.00**

Tuition information can also be found on our website at www.nationalbeautycollege.com

Cosmetology Instructor (contd.)

Gainful Employment Disclosure

Title: Cosmetology, Barber/Styling, and Nail Instructor.

Definition: A program that prepares cosmetologists, barbers, stylists, nail technicians, and other grooming specialists to teach their specializations in licensed and accredited schools of cosmetology and barbering, and to prepare for licensure as instructors. Includes instruction in cosmetology arts and sciences teaching principles; student learning styles; professional curricula development; instructional planning; instructional methods and aids; student counseling and career assistance; test development; and classroom/clinic management.

US Dept. of Labor Standard Occupational Classification code (SOC) – **25-1194**
<http://www.onetonline.org/link/summary/25-1194.00>

National Center for Education Statistics College Navigator:
<http://nces.ed.gov/collegenavigator/?q=national+beauty+college&s=all&id=440077>

Graduates of this program receive a diploma in Cosmetology Instructor (occupational, technical or education program of less than two years)

The normal time of completion in the Cosmetology Instructor program is approx. 6.25 months for full time students.

The completion rate for students scheduled to complete this program from July 1, 2010 - June 30, 2011 was 50%. 50% of those students completed the program within the normal time frame reported above.

100% percent of students completing the program between July 1, 2010 and June 30, 2011 completed with student loan debt.

The median (average) Federal student loan debt for students who completed the program between July 1, 2010 and June 30, 2011 was \$763. None of our students had any private loan debt or school financing plan debt.

The job placement rate for program completers was 50%. This rate includes all students who completed the program between July 1, 2010 and June 30, 2011. This job placement rate looks only at jobs that were related to the Cosmetology Instructor field.

The rate for the above calculation includes all students who completed the program between July 1, 2010 and June 30, 2011. This job placement rate looks only at jobs that were related to the Cosmetology Instructor field.

Positions that recent graduates were hired for include: Cosmetology Instructor at an accredited institution
This rate is based on graduates who were employed in the field within their first year after completion and were employed for at least 13 weeks. We track graduate placement through in-person follow-up with our former students. Job placement rates are reported to our accrediting agency – NACCAS (National Accrediting Commission of Career Arts and Sciences)

Civil Rights Act Compliance

National Beauty College in compliance with the Civil Rights Act of 1964 and all requirements imposed by that title does not discriminate against all persons based on the grounds of race, sex, religion, color, ethnic origin, or age.

Federal Educational Rights and Privacy Act (FERPA) See 34 CFR 99.30; 34 CFR 99.31

Students have the right to review their educational records during regular office hours by contacting the person or office that maintains these records. Students may request to amend inaccurate information in their records. If the request is denied the student may request a hearing on the grounds that the records are inaccurate, misleading, or violate the student's rights.

Generally, students have the right to consent to the disclosure of their records via signed and dated written consent indicating which records are to be disclosed, the purpose of disclosure, and to whom the disclosure is being made. The school maintains a record in the student's file of to whom records were disclosed and the legitimate interest for the disclosure. The school will provide the student with a copy of the records disclosed upon request.

The school may disclose student educational records without student consent to the following parties:

- School officials with legitimate educational interests
- U.S. Comptroller General, U.S. Attorney General, U.S. Department of Education
- State and local officials
- Authorized organizations conducting educational research
- Accrediting agencies
- Alleged victim of a crime
- Parent of a Dependent Student as defined by the IRS
- Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse

The school will make a reasonable effort to notify a student whose educational record is the subject of a subpoena or court order before complying, so that the student may seek protective action (unless the court or issuing agency has prohibited such disclosure).

Please note that faculty and staff members of the school have access to student educational records in performance of their regular duties.

The school annually notifies student of their rights under FERPA. All student files will be maintained for at least 5 years.

Consulting

National Beauty College has available to all students vocational guidance, school progress, financial aid and loan management consulting. Reference materials for various state and personal help agencies are readily available on the student announcement board or in the administrative office.

Campus Crime & Security Information

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f), National Beauty College has compiled information on crime awareness and campus security for all employees, students, and prospective students or applicants for employment.

1. Any student or employee witnessing a criminal act or emergency must report the action to their Instructor, Jack Hutchings (Business Director), or Vonda Hutchings (CEO/Educational Director) . The student body can report to the police as they feel is appropriate, however all reports shall be given to Jack or Vonda Hutchings who will take appropriate action:

- Calling emergency services or local law enforcement
- Referring a student or staff member to emergency or law enforcement agency to assist with witness information
- Collect and maintain a file of all emergency or crime reports

2. The school is only accessible to students and the public during normal business hours. Staff members are available during all normal business hours to ensure timely reporting of any reported incidents.

3. National Beauty College does not maintain campus residence facilities or campus security/emergency services. Any law enforcement matter or emergency situation is the jurisdiction of local law enforcement/emergency agencies and if a situation arises the proper authorities will be contacted. Students will need their own housing arrangements. Students and employees are advised to check with their community managers or local law enforcement in regard to the security of their residence.

4. The school has a camera monitoring system for the safety of the staff and student body. The cameras are confined to the Clinic Floor, Classroom, Dispensary, outside smoking/break area, and the Reception Area.

5. This information is provided to all students and staff members. This information is also discussed with incoming students at orientation.

5 year Campus Security Report

	2006	2007	2008	2009	2010
MURDER	0	0	0	0	0
SEX OFFENSES	0	0	0	0	0
ROBBERY	2*	0	0	0	0
ASSAULT	0	0	0	0	0
BURGLARY	0	0	0	0	1
VEHICLE THEFT	0	0	0	0	0
ARSON	0	0	0	0	0
LIQUOR LAW VIOLATION	0	0	0	0	0
DRUG LAW VIOLATION	0	0	0	0	0
WEAPONS POSSESSION	0	0	0	0	0
HATE CRIMES	0	0	0	0	0

* Occurred at our previous location

All information about the above crimes was reported to National Beauty College by the Garland Police Dept.

Drug and Alcohol Abuse Prevention

National Beauty College will not tolerate drug or alcohol use. The unlawful possession, manufacture, use, or distribution of drugs and alcohol by students and employees on the school's property, or as part of the school's activities, will subject students and employees to school sanctions, up to and including expulsion, termination of employment, and referral for prosecution under local, state, and federal law.

Sanctions under local, state, and federal law for unlawful possession, manufacture, use, or distribution of illicit drugs and alcohol include at a minimum fines and up to a maximum of incarceration.

Health risks associated with drugs or alcohol use may include: dependency, behavioral changes, retardation of motor skills, impaired vision, dizziness, impairment of reasoning and rational thinking, hallucinations, irritability, depression, anxiety, fatigue, nutritional, vitamin, and mineral deficiencies, nausea, vomiting, diarrhea, intestinal tract damage (bleeding), nerve damage, brain damage, psychotic behavior, loss of memory and coordination, liver damage (cirrhosis), impotence, inflamed pancreas, damage to the bone marrow, heart, testes, ovaries, joints, and muscles, increased likelihood of cancer and accidents, shock, convulsions, coma, and death.

For information on drug and alcohol abuse see the following resources:

Substance Abuse & Mental Health Services Administration – SAMHSA (U.S. Department of Health & Human Services) Treatment and Referral Hotline 1-800-662-HELP (1-800-662-4357) or

www.samhsa.org

www.drugfree.org

Vaccination Policy

National Beauty College complies with the State of Texas requirements for vaccinations. At this time Texas does not require any vaccinations prior to or during enrollment in its programs.

Voter Registration

National Beauty College encourages all students, employees, and any other eligible voters to exercise their right to participate in their government by voting. To that end, voter registration forms can be obtained at its business office. Please remember that in Texas you must be registered at least thirty days before the election you intend to vote in. Registration forms can also be obtained online at www.votexas.org. Also, your County's Voter Registration office, libraries, government offices, and high schools often have these forms. For more information about voter registration go to www.votexas.org.

SATISFACTORY PROGRESS POLICY

National Beauty College requires all students to maintain Satisfactory Progress. Student must progress through the program in the designated weeks in each Term in order to be considered making satisfactory progress. Terms Practical, Clinic Lab and Theory academics must be completed within the weeks allotted for each Term. This policy applies all Title IV students regardless of attendance status.

Full time			Maximum Completion
Cosmetology Program	4 Terms	50 Weeks	75 Weeks
Manicuring/Nail Tech Program	2 Terms	20 Weeks	30 Weeks
Instructor program	2 Terms	25 Weeks	50 Weeks
3/4th time			Maximum Completion
Cosmetology	4 Terms	100 Weeks	150 Weeks
Manicuring/Nail Technology	2 Terms	40 Weeks	80 Weeks
Instructor	2 Terms	50 Weeks	100 Weeks

Academic/Grading Criteria

Students must maintain a GPA of **70** to be considered making Satisfactory Progress.

Excellent 100-90 Good 89-80 Average 79-70
Unsatisfactory 69-0

Attendance Requirements

Regular class attendance is vital in order to be considered making Satisfactory Progress and to complete the program in the allotted weeks. Completion may not exceed 1.5 times the length of the program as outlined in the enrollment agreement. The school is required to drop a student after 10 days of non- attendance. Holidays observed by the school are considered when establishing Term time frames.

Progress Reports

Progress Reports are distributed monthly with a signature required. Student may retain copy of the hours posted to TDLR. All students must progress through the program with a 70 GPA and 70% attendance in order to be considered making SAP. If not progressing probation is considered after 2 consecutive reporting periods of unsatisfactory progress.

Academic Probation Process

Students failing to meet Satisfactory Academic Progress (below 70% GPA and/or below 70% attendance) for two consecutive SAP reporting periods (2 months) will be put on probation and closely monitored for 60 days. Written notice will be given and a plan to remedy the deficiency suggested. A re-evaluation will be conducted at end of the 60 day period.

SATISFACTORY PROGRESS POLICY CONTD.

Below 70 GPA: Student placed on academic probation will be assigned makeup work to replace deficient grades. The student will have 60 days to complete previous deficient competencies and current work to meet minimum standards. The student will be reevaluated at the end of the 60 day probation period.

Below 70% Attendance: Student will be placed on probation and attendance will be closely monitored for 60 days. The student's attendance will be reevaluated at the end of the 60 day probation period.

The student is considered to be making Satisfactory Progress during probationary period and financial aid funds for semester will be dispersed to eligible students. If the student is not making Satisfactory Progress at the end of the probationary period, he or she will be terminated from financial aid programs and/or the school as the case may require.

Program Incompletion/Reentry

Any student who withdraws from the program or fails to complete his or her training will have notice placed in the file as to the Satisfactory Progress at point of withdrawal. A student reentering school will be reinstated at same Satisfactory Progress status as prior to leaving the program. All students must make up previous partial Term requirements, if applicable and complete current Terms requirements. Non-credit remedial classes have no effect on the school's Satisfactory Progress standards.

Appeals Process

A student terminated from the school for failing to achieve Satisfactory Progress requirement minimum may appeal. The student may submit a written appeal with supporting documentation and a request for reevaluation. Director will review appeal in a timely manner. All decisions are final.

Leave of Absence

National Beauty College does not offer a Leave of Absence.

Absentee and Makeup Work and School Rules

Saturday attendance is Mandatory. Students must call to report all absences to school at 972-226-6900. Documentation is required to be considered excused and day added to end of contract, however the excuse will not satisfy SAP for Federal Aid. See your class Instructor for guidance on make up work, an incomplete grade will be given if semester work is not completed within that semester. School rules listed in enrollment agreement, Standards of Conduct, and Texas Occupations Code book are to be adhered to.

REFUND POLICY

National Beauty College defines enrollment period as the actual date that the student starts each Term and the date that Term is scheduled to complete. Each Term is divided into specific weeks by dates.

National Beauty College maintains a cancellation and settlement policy that provides a refund of all money paid by a student if:

1. The student or parent/guardian if student is a minor cancels in writing not later than midnight of the third business day after date signed on the contract by the prospective student regardless if student has actually started training.
2. The contracted enrollment of the student was procured as a result of a misrepresentation made in the advertising or promotional materials of the school or by a representative of the school.
3. An applicant is not accepted for enrollment by the school. If tuition is collected before beginning the program but after cancellation period the student does not begin the program, the school will not retain any portion of the tuition received, however school will retain \$100.00 (non-refundable) registration fee. Cancellation or withdrawal date will be determined by postmark on written notification or the date said information is delivered to the school owner in person

National Beauty College retains only amount of tuition due if a student withdraws or is terminated from the program before completion.

Our return policy provides that:

A refund is based on the student's semester period as expressed in weeks.

The effective date for refund purposes is 30 business days after written notice or termination from school.

If a student begins a program and withdraws from the program or is terminated then the school will retain \$100.00 in administrative fees.

For students withdrawing or termination after 50% of the program has been completed, the school will allow the student to reenter at any time during the 48 month period following the date of withdrawal.

A student attending the institution for the first time whose withdrawal date is on or before the 50% point in the period of enrollment shall be calculated a refund as outlined above or as in the federal regulations.

A refund owed will be paid not later than the 30th day after the date on which the student becomes eligible for the refund. The school will make a good faith effort to return the funds, but if unable to locate the student the school shall provide upon request documentation of the effort to locate the student. This refund policy applies to tuition charged in the enrollment contract. Any other charges incurred by the student for any reason will not be refunded.

National Beauty College shall record a grade of "incomplete" for a student who withdraws but does not complete semester requirements. A student that withdraws or is terminated may reenroll and complete subject requirements during the 48 month period following the date of withdrawal and will only pay the amount to finish the contract. In case of illness or disabling accident, death in the immediate family, or circumstances beyond the student's control, the school will consider a settlement due to "mitigating" circumstances. The school is entitled to return only the amount that is proportional to the portion of the semester that was completed by the student.

Return of Funds are prioritized as follows: Direct Loans first, Pell Grant funds second, State funds third, and Private funds fourth.

If the school closes, the school shall attempt to arrange for student of the closed school to attend another private beauty culture school in the same geographical area at the same cost per semester. If the student cannot be placed in another school, the student's tuition shall be refunded at a pro rata rate of tuition. Cancellation of the program subsequent to a student's enrollment shall: provide a full refund of all monies paid; or (2) provide completion of program. The school is entitled to return only the amount that is proportional to the portion of the semester period that was not completed by the student. Refunds owed by the school will be paid within 30 days of determination of withdrawal date as stated on student permit.

Federal Return of Funds pertains to students receiving Federal Funds. TDLR and National Accrediting Commission of Career Arts and Sciences Refund, Self Pay, and T.R.C. funded students refund calculations are listed below.

<u>% OF PROGRAM COMPLETED</u>	<u>% OF TOTAL TERMS TUITION OWED TO SCHOOL</u>
0.01% TO 4.9%	20%
5.00% TO 9.9%	30%
10.00% TO 14.9%	40%
15.00% TO 24.9%	50%
25.00% TO 49.9%	70%
50% and over	100%

This refund policy applies to tuition charged in the enrollment agreement. Any other charges incurred by the student for any reason will not be refunded.

Internal Grievance Procedure

National Beauty College welcomes comments pertaining to the subjects taught in our school. Constructive exchange of ideas is important to update our school and the Cosmetology Industry. Comments will be reviewed by the School Advisory panel and or the Salon Advisory Board if pertaining to Salon etiquette or salon activities. All information is confidential and will be handled accordingly.

**Please direct comments to: Jack Hutchings
354 E. I-30, Ste. A
Garland Texas 75043**

Title IV Code of Conduct

National Beauty College's Title IV School Code of Conduct prohibits:

- Revenue-sharing or gifts for Consulting/contracting arrangements
- Assignment of a lender to a first-time borrower
- Refusal to certify or delay of certification based upon choice of lender
- Offers of funds for private loans
- Staffing assistance, and
- Receipt of compensation for advisory board service

Copyrighted Materials and Copyright Infringement

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, will not be tolerated, and may subject a student to school sanctions and discipline, up to and including dismissal. Students may request copies of copyrighted materials from the person or office in charge of those materials.

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may also subject the student to civil and criminal liabilities. Specifically, Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at: www.copyright.gov.

Misrepresentation 34 CFR 668.7

National Beauty College routinely reviews and updates information that it makes available to students, the public, and employees to ensure its accuracy and truthfulness.

Any school that substantially misrepresents the nature of its educational program, its financial charges, or the employability of its graduates is subject to fines, limitations, suspensions, or the termination of its participation in Federal Student Aid programs.

Examples of misrepresentation of the educational program would include, among other things, false or misleading statements about the school’s accreditation or the school’s size, location, facilities, or equipment. Misrepresentation of financial charges includes, among other things, false or misleading statements about scholarships provided for the purpose of paying school charges or as to whether a particular charge is a customary charge for that course at the school. Also, misrepresentation would include making any false or misleading statements about the employability of the school’s graduates.