

# HOUSTON TRAINING SCHOOLS, INC.

## CATALOG 2019-2020

# ***Campus Locations***

## **MAIN**

**10314 East Freeway  
Houston, TX 77029  
(713) 675-4300**

## **BRANCH**

**6630 Gulf Freeway  
Houston, TX 77087  
(713) 649-5050**

## **BRANCH**

**3722 South Gessner  
Houston, TX 77063  
(713) 782-5400**

**Toll Free: 877-640-4747**

**Website: [www.HoustonTrainingSchools.net](http://www.HoustonTrainingSchools.net)**

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HOUSTON TRAINING SCHOOLS, INC.  
CATALOG  
2019-2020

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## **CAMPUS FACULTY**

### **MAIN CAMPUS**

Maria Jaimes, Director  
Kimberly Poblano, Director  
Mercedes Euceda, Instructor, Cosmetology  
Maria Serna, Admissions  
San Juana Perez, Instructor, Cosmetology  
Karina Mata, Instructor, Cosmetology  
Norissa Reed, Instructor, Cosmetology  
Samandrea Foster, Instructor, Cosmetology

### **SOUTH BRANCH**

Bertha Esparza, Director  
Rose Nhan, Director  
Yissell Fernandez Espinoza, Admissions  
Sandra Hernandez, Instructor, Cosmetology  
Maria Linan, Instructor, Cosmetology  
Maria Moreno, Instructor, Cosmetology  
Maria Escamilla-Perez, Instructor, Cosmetology  
Lynora Banfield, Instructor, Cosmetology  
Zoila Hoyos, Instructor, Cosmetology  
Madelyn Johnson, Instructor, Cosmetology  
Virginia Quintanilla, Instructor, Cosmetology  
Dulce Aguirre, Instructor, Cosmetology

### **GESSNER BRANCH**

Maria Alonso, Director  
Demeca Linwood, Assistant Director  
Martha Granillo, Admissions  
Erica Davila, Instructor, Cosmetology  
Oralia Carranza, Instructor, Cosmetology  
Jamemesha Massey, Instructor, Cosmetology  
Adria Ravelo Sanchez, Instructor, Cosmetology  
Mileidy Pita, Instructor, Cosmetology  
Beatriz Acosta, Instructor, Cosmetology

## **ADMINISTRATIVE STAFF**

### **President**

**Carolyn Howard**

Financial aid and institutional information (i.e., consumer information) is available upon request from the school financial aid advisors during normal business hours, 8:30 a.m. to 5:00 p.m., Monday through Friday.

The campuses include:

- Classrooms for theory and practical study
- A clinic Laboratory with modern equipment and contemporary atmosphere.
- Offices for Admissions, Education, Counseling, and Study
- A well-equipped student lounge.
- A complete library of texts publications, curricula, audio/visual equipment and industry journals.

## **HISTORY**

Houston Training Schools, Inc. is a private post secondary school corporation founded in 1987, and owned by Houston Training Schools, Inc. With a continued commitment to provide quality career education, Houston Training School Inc. has expanded from one campus in 1987, to three campuses in Houston, Texas at the present time.

The school is licensed by the Texas Department of Licensing and Regulation, PO Box 12088, Austin, Texas; accredited by the Council on Occupational Education, 41 Perimeter Center East, NE, Suite 640, Atlanta, GA 30346, (770) 396-3898; and determined eligible by the Department of Education for administration of Title IV student financial assistance programs. Credentials are available upon request.

HTS has been successfully training Cosmetology students for 32 years.

For the individual seeking the personal experience of a small school, Houston Training Schools is the answer to career education for the dedicated student. A challenging curriculum and friendly atmosphere await.

## **HOUSTON TRAINING SCHOOLS MISSION STATEMENT**

It is the mission of Houston Training Schools, Inc. to provide superior, accessible, affordable instruction and learning opportunities to students from a diverse range of social, ethnic, cultural and economic backgrounds, thereby preparing educated, productive citizens.

## **HOUSTON TRAINING SCHOOLS VISION STATEMENT**

People are Houston Training School's most valuable asset. We strive to maintain an environment which encourages all students and employees to achieve their personal and professional goals as we work towards achieving the school's mission. HTS also recognizes the importance of communication and is committed to an environment which values input from all people. For this vision to endure, it must be continually communicated, supported and upheld.

## **STATEMENT OF NON-DISCRIMINATION**

Houston Training Schools does not discriminate on the basis of age, race, color, national and ethnic origins, sex or handicap in the administration of its educational programs or admissions policies.

## **ADMISSIONS REQUIREMENTS**

HTS admits persons for the Cosmetology, Manicure, Cosmetology Instructor, Esthetician and Eyelash Extension programs, who are above the compulsory school age and who possess a High School Diploma or GED. All applicants must complete an Application for Enrollment. Applicants must:

1. Register with TDLR
2. Provide proof of education or equivalency level and age.

Applicants enrolling in the Cosmetology Instructor Program must:

1. Have a high school diploma or its equivalent.
2. Have a current Texas Cosmetology license.
3. Meet any other requirements for matriculation as set forth by the state.

Houston Training Schools is an equal opportunity employer and follows the same policies in accepting applications from potential students. Houston Training Schools is open to all students without regard to race, color, religion, age, sex, creed, national origin, sexual orientation, disability or marital status. The admissions policy is in compliance with the U. S. Department of Education, Texas Department of Licensing and Regulation, Council on Occupational Education and the Veterans Administration Education Department guidelines. To be eligible for admission, an applicant must meet the following requirements:

- Be at least 17 years of age (age will be verified with ID)
- Provide a valid driver's license, state ID with photo, or valid passport
- Provide proof of appropriate educational requirements such as:
  - 1) Copy of High School Diploma

- 2) Copy of Foreign High School Diploma or transcript (must be officially translated into English and certified as the equivalent of high school completion in the United States)
  - 3) Copy of GED certificate
  - 4) Copy of a recognized equivalent of a high school diploma such as a home school certificate completed at the secondary level as defined by state law
  - 5) Houston Training Schools does not accept Ability to Benefit (ATB) students unless proof of enrollment in an eligible program of study at a Title IV institution prior to July 1, 2012 can be provided.
  - 6) Online high school, GED and home school diploma mill certificates are not acceptable.
  - 7) When it is impossible for a refugee, asylee or victim of human trafficking to obtain documentation of his or her completion of a secondary school education in a foreign country, HTS may accept self-certification that the student has completed a high school (or equivalent) education, along with the student's entry status documentation that demonstrates the applicant's current or prior status as a refugee, asylee, or victim of human trafficking who entered the U.S. after the age of 15.
- Pay the registration fee of \$100.00

### **PROGRAM SPECIFIC ADMISSION REQUIREMENTS**

Cosmetology Instructor Training

- Prospective students must have a current Texas Cosmetology License

### **ADMISSION PROCEDURE**

An application for admission to the school may be obtained from the Admissions Representative at the campus nearest the applicant.

### **ADMISSIONS POLICY**

This Admissions Policy is used to define the enrollment requirements for individuals who wish to enroll at Houston Training Schools as a regular student. Houston Training Schools must adhere to the U. S. Department of Education, Texas Department of Licensing and Regulation and Council on Occupational Education guidelines.

### **AMERICANS WITH DISABILITIES ACT OF 1990**

The school complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. If enrolled under training with a government agency, institution district, and/or other entity, students must meet the admission requirements set out in the training agreement and/or applicable state licensing or certifications requirements. The school will provide reasonable modifications and/or accommodations for students with disabilities depending on the student's need.

If you are interested in attending Houston Training Schools, but are in need of accommodations, you should schedule an appointment with the school Director. At this meeting, we will discuss the nature of the reported disability and its impact on learning. We will also discuss the process of receiving reasonable accommodations at Houston Training Schools and the types of accommodations available.

Please bring copies of current documentation of a disability to this meeting. Documentation must be provided by a medical expert within the last three years and include:

- A diagnosis of the disability
- How the diagnosis was determined
- A clinical summary which includes an assessment of how the disability will impact the individual in a school environment and what accommodations are recommended.

Upon completion of the initial meeting, a formal request for the accommodation must be submitted in writing to the school. The school will respond to the request within 15 days of receipt. During the 15-day time frame, the school will consult the Texas Department of Licensing and Regulation in order to ensure the accommodation will be granted during the state board licensing exam. The initial meeting, formal request, and response from the school must take place prior to the enrollment process.



In order to be eligible for Title IV funding, you must be able to benefit from the reasonable accommodations and be able to take the state board licensing exam. HTS also complies with all provisions of Section 504 of the Rehabilitation Act of 1973 in that no qualified handicapped person, by reason of handicap, will be excluded from enrolling in a program of instruction. However, any handicapped person seeking admission should be aware that the Cosmetology program requires a high degree of manual dexterity.

### **FINANCIAL ARRANGEMENTS**

The student must make financial arrangements with the Financial Aid Office regarding the FAFSA application, Scholarships and a cash payment plan prior to enrolling.

### **ENROLLMENT REQUIREMENTS**

Prior to admission, prospective students are given an enrollment requirements form, an interview with a school official and a pre-enrollment packet, which they are required to read, understand and sign. The interview will elaborate on program description, career opportunities, physical demands of the job, the school and the state board requirements. A staff member will give the prospective student a tour of the school facilities. Any questions from the prospective student will be answered truthfully, promptly and in sufficient detail to eliminate confusion.

### **ATTENDANCE AND ACADEMIC REQUIREMENTS**

An explanation of attendance and academic requirements and how those requirements may affect the student's academic performance will be given to the prospective student. The prospective student will be informed that attendance hours may be withheld for non-payment of tuition.

### **ADMISSIONS PROCESS**

1. Tour the facility and attend an informational interview.
2. Submit proof of age and education.
3. Complete the enrollment agreement.
4. Pay the \$100.00 registration fee.

### **HOW ELIGIBILITY IS DETERMINED FOR TITLE IV, HEA**

To be eligible to receive Federal Student Aid, you will need to:

1. Qualify to obtain a college or career school education either by having a high school diploma or GED certificate, or by completing a high school education in a homeschool setting approved under state law.
2. Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program.
3. Be registered with Selective Service if you are a male. You must register between the ages of 18 and 25.

Men exempted from the requirement to register include:

- \*Males currently in the armed services and on active duty (this exemption does not apply to members of the Reserve and National Guard who are not on active duty)
  - \*Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application)
  - \*Males born before 1960
  - \*Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia
  - \*Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa after they turned 26.
4. Have a valid Social Security number unless you are from the Republic of Palau, the Republic of the Marshall Islands or the Federated States of Micronesia.

5. Completed a FAFSA and the school must have a current ISIR to start the initial eligibility process.
  6. Sign the certifying statements on the FAFSA stating that:
    - \*you are not in default on a federal student loan
    - \*do not owe a refund on a federal grant
    - \*sign the required statement that you will use the federal student aid only for educational purposes
  7. Maintain satisfactory academic progress (SAP) while you are attending college or career school.
  8. The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount the student may receive. A student may receive
  9. Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.
- In addition, you must meet one of the following:
1. Be a U.S. Citizen or U.S. National  
You are a U.S. Citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
  2. Have a Resident Alien Card  
You are eligible if you have a Form I-551, I-151, or I-551C, showing you are a U.S. permanent resident.
  3. Have an Arrival Departure Record  
Your Arrival Departure Record (I-94) from the U.S. Citizenship and Immigration Services must show one of the following:
    - \*Refugee
    - \*Asylum Granted
    - \*Cuban-Haitian Entrant (status pending)
    - \*Conditional Entrant (valid only if issued before April 1, 1980)
    - \*Parolee
  4. Have Battered Immigrant Status  
You are designated as a “battered immigrant-qualified alien” if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the Violence Against Women Act.
  5. Have a T-Visa  
You are eligible if you have a T-visa or a parent with a T-visa

### **VETERANS BENEFITS/OTHER FUNDING SOURCES**

Selected programs of study at Houston Training Schools (Main Campus only) are approved by the Texas Veterans Commission for enrollment of those eligible to receive benefits under Section 3676, Chapters 30 or 32, Title 38. The determination of TVC funds are made directly by the Texas Veteran’s Commission. Additional funding may be obtained for eligible candidates through different programs including: Department of Assistive and Rehabilitative Services (DARS), and private scholarship funds. The determination of eligibility for these funds is made through the respective organizations.

### **INCARCERATED APPLICANTS**

All classes and practical studies are done at the school’s physical location therefore incarcerated persons are not eligible for admission.

### **CONVICTION OF POSSESSION OR SALE OF ILLEGAL DRUGS**

- A federal or state drug conviction can disqualify a student for FSA funds. The student self certifies in applying for aid that he/she is eligible by using the FAFSA. Houston Training Schools is not required to confirm this unless there is evidence of conviction information.
- The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had

previous offenses. A conviction for the sale of drugs includes conviction for conspiring to sell drugs.

	Possession of Illegal Drugs	Sale of Illegal Drugs
1 <sup>st</sup> Offense	1 year from date of conviction	2 years from date of conviction
2 <sup>nd</sup> Offense	2 years from date of conviction	Indefinite period
3+ Offenses	Indefinite period	

- If a student was convicted of both selling and possessing illegal drugs, and the periods of ineligibility are different the student will be ineligible for the longer period.
- A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him/her ineligible again.
- When a student regains eligibility during the award year, the institution may award Pell for the current payment period.
- A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
  - \*Be qualified to receive funds directly or indirectly from a federal, state or local government program
  - \*Be qualified to receive payment directly or indirectly from a federally or state licensed insurance company
  - \*Be administered or recognized by federal, state or local government or court
  - \*Be administered or recognized by a federally or state licensed hospital, health clinic or medical doctor

### **ORIENTATION**

Upon receipt of all required documents and in good order, the prospective student is eligible to enroll in the school. When all admissions criteria and requirements are met, the prospective student is given the date of the next class. The prospective student is asked to bring the student permit fee, if applicable, a color photo, and is informed of the dress code. The first day of class will include financial aid and academic orientation during which the students will sign any additional required paperwork.

### **REQUIRED DOCUMENTATION** (provided by school)

This is a list of required documentation provided to the student during enrollment and orientation:

- Enrollment Requirements
- Program Description
- Enrollment Questionnaire
- Completion/Licensure Statistics
- Physical Demands
- Safety Requirements
- Campus Consumer Crime Statistics information
- Student Catalog
- Consumer Information

### **FAFSA VERIFICATION**

Every year a number of students who are eligible for financial aid are randomly selected for verification by the U.S. Department of Education by the FAFSA Central Processing System. If a student is selected for federal verification, he/she will be asked to complete a Verification Worksheet and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax transcript and W-2 forms, proof of untaxed income, housing allowances, etc. Students will be notified by the financial aid office of all documents required to fulfill this federal requirement and will be provided with appropriate verification worksheet (V1-V6) to complete. If after review by the financial aid office, there are any changes to the financial aid package the student will be notified in writing.

## **CONTACT INFORMATION FOR ASSISTANCE IN OBTAINING INSTITUTIONAL OR FINANCIAL AID INFORMATION**

Each institution must make available to prospective, and enrolled students, information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Sec. 485(a). This information is posted on Houston Training School's website and can be found in the student catalog. Paper copies are available upon request.

Institutional Contact Information:

Name: Admissions Office

Office Hours: 8:30 am to 5:00 pm

Phone Number: 877-640-4747

Fax Number: 281-867-9399

Email: hts77565@gmail.com

## **SCHOOL CALENDAR AND SCHEDULE**

The school operates five days weekly. Check with each campus for business hours. Students may apply for admission any day of the week the school is in operation. Classes start weekly with some exceptions.

The following holidays are observed: New Year's Day, Memorial Day, Independence Day (July 4<sup>th</sup>), Labor Day, Thanksgiving Day, and Christmas Day. The school may be closed for additional days during the Christmas and Thanksgiving holidays. Additional closure dates will be published in advance for the holiday schedule. In case of bad weather or other extenuating circumstances, Houston Training Schools will normally close if the Houston Independent School district closes due to bad weather or extenuating circumstances.

## **EXTENDED CREDIT/MAKE-UP TIME**

Students may obtain additional training beyond their scheduled training hours only during times that the institution is open for business and providing training in the program in which a student is enrolled. This policy accommodates students who may be working on a lab or clinic application that extends beyond their scheduled hours of attendance, and for students who may need to make up time as a result of prior absences by the student. Licensed instructors are on campus and are providing training and supervision of lab or clinic services between the hours of 8:30 am and 5:00 pm. Students may only obtain additional training during these hours. No credit will be given for any time that a student is clocked in if supervised training is not being provided.

Additional training time will be granted for practical work only, i.e., performing clinic services, lab applications and procedures, or sanitation training. Additional training time will only be permitted if space is available and may not displace another student who is in attendance during his/her scheduled time of attendance. The acting instructor/supervisor on site has the authority to restrict additional training time at his/her discretion.

## **LIVING QUARTERS**

When requested, the school may assist the student in acquiring adequate housing facilities. A student requiring housing assistance should contact the school prior to enrollment. Housing is not provided by the school.

## **COUNSELING**

New students are counseled regarding progress on a regular basis according to the published Satisfactory Academic Progress Policy. Counseling regarding personal matters, licensing regulations, reciprocity, employment and continuing education opportunities is available to students as needed. The administration office has a list of agencies for referral if a student requests other assistance.

Regular progress evaluations include counseling regarding the student's progress in attendance, theory, practical skills, and professional development. Student strengths and areas needing improvement are discussed.

## **OSHA REQUIREMENTS**

In compliance with the United States Department of Labor Occupational Safety and Health Administration requirements, the school, advises its students of the chemicals used in cosmetology training. During orientation the student learns 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. A complete file containing material Safety Data Sheets for the chemicals used is available in the administration office.

## **LEAVE OF ABSENCE**

Students may request Leaves of Absence during any 12-month time period. If approved, the official Leave extends the contract period by the same number of days approved and used in the Leave of Absence. No reentry fee will be charged if the student returns to class on or before the first class day scheduled after the termination of the LOA. A leave will be approved for no more than 180 CALENDAR DAYS unless there is documented evidence of medical reasons for an extension. The request must be made in writing and approved by the corporate office. If the student does not return from the leave of absence as approved, he/she will be considered withdrawn from the program of study as of the last day of the leave. Students are not eligible to receive financial aid while on Leave of Absence. A student may take no more than 180 calendar days of leave in any 12-month period.

## **GRADUATION REQUIREMENTS**

Students must meet the following requirements to qualify for graduation:

- Successfully complete ALL phases of the program of study, including required tests and practical assignments.
- Attain a passing grade on the final written and practical exam administered by the school faculty.
- Complete the minimum hour requirements established by the state regulatory agency.
- Make satisfactory arrangements for payment of all debts owed to the school.

Upon completion of a program of study, and all graduation requirements, the graduate will be eligible to file an application for the state licensure exam by completing the required health certificate, and having the school certify the hours completed. The state licensure exam is a written and practical skills evaluation done by the TDLR to determine the graduate's competency in the field.

Upon licensure, the graduate may engage in the chosen field for compensation.

## **REFUND POLICY**

The institution follows the Minimum Cancellation and Settlement Policy approved by the accrediting agency unless another refund is applicable to the student, which renders a greater benefit to the student. Factors that determine which refund policy applies include, but are not limited to:

- a) Whether the student is a first-time student at this institution
- b) Whether the student is a recipient of Title IV financial aid
- c) Whether the student is scheduled for cash payments

The following nine elements are common to the state refund guidelines and the standard cancellation and refund policy requirements established by the school's accrediting agency. The specific schedule of tuition adjustments are applicable to each refund calculation.

## **CANCELLATION AND REFUND POLICY COMMON ELEMENTS**

1. An applicant not accepted by the school shall be entitled to a refund of all monies paid. This refund will be made within 30 days of notice to the applicant of non-acceptance.
2. If a student (or in the case of a student under legal age, his/her parent/guardian) cancels the enrollment in writing within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) of signing the enrollment

- agreement all monies collected by the school shall be refunded. The cancellation date will be determined by the postmark on written notification or the date said information is delivered to the school director in person. This policy applies regardless of whether the student has actually started training.
3. If a student cancels his/her enrollment more than 3 days after signing the contract and prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school less a registration fee of \$100.00.
  4. "Enrollment Time" is defined as program time expressed in scheduled hours as specified by the registration contract between the actual starting date and the date of the last day of physical attendance in the school. Any monies due to the applicant or student shall be refunded within 30 days of formal cancellation by the student as defined in item two (2) or formal termination by the school, which shall occur no more than 14 days from the last day of physical attendance, or the scheduled date of return from a leave of absence.
  5. The refund schedule will apply to tuition and fees charged in the enrollment agreement. Other miscellaneous charges to the student for books, extra kit items, products, etc., or debts to school incurred by the student will be calculated separately at the time of withdrawal.
  6. In case of illness or disabling accident, death in the immediate family or other circumstances beyond the control of the student, the school will make a settlement, which is reasonable and fair to both.
  7. If permanently closed or no longer offering instruction after a student has started, the school will provide a prorata refund of tuition to the student. If the program is canceled subsequent to a student's enrollment, but prior to a student's start date, the school will provide a full refund of all monies paid.
  8. Any refunds owed by the school to Title IV recipients will be paid as applicable, first to the Federal Pell Grant, second to SEOG, third to state agencies, and last to the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.
  9. Students attending the institution for the first time who withdraw or terminate prior to program completion and who are recipients of Title IV funds, shall be evaluated for a prorata refund calculated according to federal guidelines unless the date of withdrawal is after the 60% point in elapsed time in the period of enrollment for which the student has been charged.
  10. Refunds, when due, will be made without requiring a request from the student.

#### **CANCELLATION AND REFUND POLICY SCHEDULE**

For students who enroll and begin classes, the following schedule of tuition adjustment is authorized:

If a student begins a program of training at Houston Training Schools and, during the last 50 percent of the program, withdraws from the program or is terminated by the school, the school:

- (1) may retain 100 percent of the tuition and fees paid by the student; and
- (2) is not obligated to refund any additional outstanding tuition.

If a student begins a program of training at a Houston Training Schools and, before the last 50 percent of the program, withdraws from the program or is terminated by the school, the school shall refund:

- (1) 90 percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the program, whichever period is shorter;
- (2) 80 percent of any outstanding tuition for a withdrawal or termination that occurs after the first week or first one-tenth of the program, whichever period is shorter, but within the first three weeks of the program;
- (3) 75 percent of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the program but not later than the completion of the first 25 percent of the program; and
- (4) 50 percent of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the program.

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

### **RETURN OF TITLE IV, HEA POLICY**

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. Houston Training Schools will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

### **RETURN TO TITLE IV FUNDS POLICY**

This policy applies to students who withdraw officially or unofficially, fail to return from a leave of absence or are dismissed from enrollment at Houston Training Schools. It is separate and distinct from Houston Training School's refund policy. (Refer to institutional refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy are determined according to the following definitions and procedures as described by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When the student withdraws, he/she may no longer be eligible for the full amount of the Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The Institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if the owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the time frame of the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

### **REQUIREMENTS FOR WITHDRAWALS PRIOR TO PROGRAM COMPLETION AND ADDING PROGRAMS**

Students who withdraw from enrollment prior to program completion must:

- Complete all required exit paperwork and attend an exit interview.
- Make satisfactory arrangements for all debts owed to the school.

Upon completion of the withdrawal requirements, a certified final transcript will be released to the student and to the state regulatory agency. If withdrawal requirements are not met, no transcript will be released.

Once enrolled in a program of study, a student may not add another program until the first program is completed or the student withdraws from the first program and completes withdrawal requirements.

### **"OFFICIAL" WITHDRAWAL FROM THE SCHOOL**

A student is considered to be "Officially" withdrawn on the date the student notifies the Financial Aid Director or School Director in writing of their intent to withdraw. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal:

1. Date student provided official notification of intent to withdraw in writing or orally to the School Director
2. The date the student began the withdrawal from Houston Training Schools records. A student is allowed to rescind his notification in writing and continue the program. If the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the official withdrawal information, Houston Training Schools will complete the following:

1. Determine the student's last date of attendance as the last recorded date of academic attendance on the school's attendance record;
2. Two calculations are performed:
  - a. The student's ledger card and attendance record are reviewed to determine the calculation of Return of Title IV HEA funds the student has earned, and if any, the amount of Title IV funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department's Return of Title IV HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
  - b. Calculate the school's refund requirement (see school refund calculation).
3. The student's grade record will be updated to reflect his/her final grade.
4. Houston Training Schools will return the amount for any unearned portion of the Title IV funds for which the school is responsible within 45 days of the date the official notice was provided.
5. Houston Training Schools will provide the student with a letter explaining the Title IV, HEA requirements:
  - a. The amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
  - b. Any returns that will be made to the Title IV, HEA Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
  - c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
6. Supply the student with a ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, R2T4 check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

### **UNOFFICIAL WITHDRAWAL FROM THE SCHOOL**

In the event that the school unofficially withdraws a student from the school, the School Director and/or Admissions Director must complete the Withdrawal Form using the last date of attendance as the drop date.



Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the school's attendance and/or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the Houston Training School contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Within one week of the student's last date of academic attendance, the following procedure will take place:

1. The education office will make three attempts to notify the student regarding his/her enrollment status;
2. The school will determine and record the student's last date of attendance as the last recorded date of academic attendance on the academic record;
3. The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence;
4. The school will notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment;
5. Houston Training Schools calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. The school will calculate the school's refund requirement (see school refund calculation);
7. Houston Training School's Executive Financial Director will return to the Federal funds program any unearned portion of Title IV funds for which the school is responsible within 45 days of the date of withdrawal determination was made and note the return on the student's ledger card;
8. If applicable, Houston Training Schools will provide the student with a refund letter explaining Title IV requirements"
  - a) The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
  - b) Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.
  - c) The school will supply the student with a final student ledger card showing outstanding balance due the school and the available methods of payment.
9. A copy of the completed worksheet, R2T4 check, letter and final ledger card will be kept in the student's file.

#### **WITHDRAW BEFORE 60%**

The institution must perform an R2T4 calculation to determine the amount of earned aid through the 60% point in each payment period or period of enrollment. The institution will use the Department of Education's prorata schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

#### **WITHDRAW AFTER 60%**

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform an R2T4 calculation to determine the amount of aid that the student has earned.

Houston Training Schools measures progress in Clock Hours and uses the payment period for the period of calculation.

#### **THE CALCULATION FORMULA:**

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV/HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

a) Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period,  
 $\text{HOURS SCHEDULED TO BE COMPLETED} \div \text{TOTAL HOURS IN PERIOD} = \% \text{EARNED}$

- b) If this percentage is greater than 60%, the student earns 100%.  
c) If this percentage is less than or equal to 60%, HTS proceeds with the following calculation.

Percentage earned from (multiplied by) total aid disbursed or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

The student is not required to return the overpayment if the amount is equal to or less than 50% of the total grant assistance that was disbursed/or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

Houston Training Schools will issue a grant overpayment notice to the student within 30 days from the date of the school's determination that the student withdrew, giving the student 45 days to either:

1. Repay the overpayment in full to Houston Training Schools, or
2. Sign a repayment agreement with the U.S. Department of Education.

### **ORDER OF RETURN**

Houston Training Schools is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order:

- Federal Pell Grants for which a Return was required
- Iraq and Afghanistan Service Grant for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

### **EARNED AID**

Title IV, HEA aid is earned in a prorated manner on a per diem basis (calendar days or clock hours) up to the 60% point in the trimester. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

### **POST WITHDRAWAL**

If you did not receive all of the funds that you have earned, you may be due a post-withdrawal disbursement. Houston Training Schools may use a portion or all of your post-withdraw disbursement for tuition and fees (as contracted with Houston Training Schools).

The institution must disburse any Title IV, HEA grant funds a student is due as part of the post-withdrawal disbursement within 45 days of the date the school determined the student withdrew.

For all other school charges, Houston Training Schools needs your permission to use the post-withdrawal disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

#### **TIME FRAME FOR RETURNING AN UNCLAIMED TITLE IV, HEA CREDIT BALANCE**

If a school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check.

If a check is returned to the school, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned. When a check is returned, and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.

The school must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.

#### **INSTITUTION RESPONSIBILITIES**

Houston Training School's responsibilities in regard to Title IV, HEA funds follow:

- Providing students with information on this policy;
- Identifying students who are affected by this policy and completing the return of Title IV, HEA fund calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV, HEA programs.

The institution is not always required to return all of the excess funds. There are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

#### **OVERPAYMENT OF TITLE IV, HEA FUNDS**

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

#### **Student Responsibilities in Regard to Return of Title IV, HEA funds**

- Returning to the Title IV, HEA programs any funds that were disbursed to the student for which the student was determined to be ineligible via the R2T4 calculation.
- Any notification of withdrawal should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submission of an intent to rescind a withdrawal notice must be filed in writing.
- Either of those notifications, to withdraw or to rescind withdrawal must be made to the official records/registration personnel at your school.

#### **REFUND VS. RETURN TO TITLE IV, HEA FUNDS**

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that Houston Training Schools may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional

charges. Houston Training Schools may also charge for any Title IV, HEA program funds that they were required to return on your behalf.

If you do not already know what Houston Training School's return policy is, you may ask your School Director for a copy.

Return to Title IV, HEA Questions?

If you have questions regarding Title IV, HEA program funds after visiting with your financial aid director, you may call the Federal Student Aid Information Center at 1-800-4-fedaaid (1-800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

**\*This policy is subject to change at any time, and without prior notice.**

### **DISCIPLINARY PROBATION**

Students of the school are expected to follow the Standards of Conduct and adhere to the policies of the school. Students not following the STANDARDS AND POLICIES of the school in any calendar month are placed on probation for the following month. If the student does not correct the circumstances causing the probation during the month of probation, he/she again will be placed on probation. After three probationary periods, the student may be dismissed from school.

### **DISCIPLINARY SUSPENSION/DISMISSAL**

A student may be dismissed from the school for the following reasons:

- Accumulation in excess of three probationary periods
- An action, which causes or could cause bodily harm to any patron, student or employee.
- Threatening the life of a patron, student or employee
- Theft
- Engaging in the manufacture, distribution, dispensation, possession or use of a controlled substance
- Willful destruction of school property
- Non-payment of tuition as scheduled in the registration contract
- Possession of a weapon

### **REENTRY**

Former students of the school who wish to reenter, must request reentry approval in writing or in person from school administration. Students in good standing who withdraw temporarily may reenter without loss of training hours. Students who reenter will be evaluated scholastically in the same manner as a transfer student to determine class level assignment. Tuition rates current at the time of reentry will apply unless adjustments are made due to mitigating circumstances. Arrangements for satisfactory payment of any applicable balance owed under previous enrollment(s) must be made prior to reentry. Students who have the current textbook and adequate kit components, may opt out of purchasing HTS kits/books.

### **TRANSFER/PREVIOUS CREDIT**

The school will administer a scholastic evaluation to students wishing to transfer to the school. Based on the test results, the school may recognize credit for all or part of the applicant's previous training or work experience provided it is recognized by the state regulatory agency. Transfer students must comply with the class level assigned as a result of the scholastic evaluation. In addition, such students must meet all regular entrance and registration requirements. If approved for enrollment, tuition will be charged at the hourly rate effective for the program at the time of enrollment plus an entry fee of \$100.00.

Houston Training Schools may recognize credit for previous education, training, or work experience approved by the state regulatory agency or require the student desiring to transfer hours to take both written and practical tests to determine how many hours may be accepted. This credit may be used to shorten the length of the program selected. The school maintains a written record of the previous education and training which clearly shows the credit given to

the student for previous training. Students desiring to transfer from one program to another will be given credit for previous training hours which are recognized and approved by the state regulatory agency. Students who have the current textbook and adequate kit components, may opt out of purchasing HTS kits/books.

Enrollment is available for students wishing to transfer to Houston Training Schools after they have withdrawn from other cosmetology schools both in and out of state. Houston Training Schools does not recruit students already attending another school offering similar programs of study. The student must submit certification of hours from TDLR prior to signing the enrollment agreement. Credit for previous education and training in licensed cosmetology training programs may be granted. The acceptance of transfer hours is at the discretion of Houston Training Schools. All hours attempted will count toward the Title IV HEA funding 150% quantitative requirement. The student must meet all regular entrance and registration requirements. Before a transferring student can be enrolled, he/she will be evaluated to determine academic needs. Students accepted for admission may be required to purchase the school's current kit.

### **REFRESHER COURSE**

The school offers Refresher training not to exceed 150 clock hours for individuals who have been out of school for an extended period of time and not yet obtained licensure, and to licensees who wish to reenter school and update their professional skills. Applicants for a refresher course will receive a scholastic evaluation to determine individual training needs. Contact the Registrar for more information.

### **PRIVACY AND FILE ACCESS POLICY**

#### **STUDENT'S RIGHT OF ACCESS/STUDENT RIGHT OF PRIVACY**

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Houston Training Schools has adopted the following policies and/or procedures:

This policy was designed to protect the privacy of education records, to establish the right of students or guardian of a dependent minor student to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. This is a notice of students' basic rights under the law and explains certain procedures for Houston Training Schools' full compliance with the law.

Students or guardians of a dependent minor student may inspect and review their education records upon written request to the School Director. Students or a guardian of a dependent minor student should complete the Release of Information form each time the student or guardian needs to access personal student information identifying as precisely as possible the records they wish to inspect. The School Director will arrange for access as promptly as possible and will notify the student or guardian of a dependent minor student of the time and place where the records may be inspected and/ or copied. Access will be allowed no more than 45 days after receipt of the written request. When a record contains information about more than one student, the student or guardian of a dependent minor student may inspect and review only the records that relate to him/her.

Houston Training Schools reserves the right to refuse to permit a student or guardian of a dependent minor student to inspect the following records:

1. The financial statement(s) of the student's parents.
  2. Education records containing information about more than one student, in which case HTS will permit access only to that part of the record that pertains to the inquiring student. (May seek release from other student(s) to reveal record).
  3. Those records which are excluded from the FERPA definition of education records.
- HTS reserves the right to refuse to provide copies of educational records (not required to be made available under FERPA) if the student has an overdue financial obligation to Houston Training Schools, or if there is an unresolved disciplinary or academic dishonesty action against the student. HTS will disclose information to third parties from a student's education/ financial records only with the written consent of the student, except in cases allowable under FERPA (including legal and accreditation purposes).

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

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

Houston Training Schools policy statement implementing FERPA is available for review in the Administrative Office. Students or a guardian of a dependent minor student should address questions, concerns, or problems to the Administrative office. Students or a guardian of a dependent minor student may file complaints regarding alleged failure of to comply with FERPA with The Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920; (800) 872-5327.

### **SCHOLARSHIPS**

The school offers limited scholarships to qualified applicants. To determine an applicant's eligibility for full or partial scholarship, he/she must complete a Financial Aid Application and provide a resume, letter(s) of recommendation and any additional information as requested. Scholarships are awarded on the basis of need, ability to excel, personal desire and interview results. Contact the registrar's office for availability of other scholarships. Scholarship may be revoked for immoral or unethical behavior.

### **TARDINESS**

A student more than 5 minutes late for the morning theory class may not be allowed to clock in until the second hour of school. A determination of whether the student will be allowed to clock in and attend class is made by the school staff based on the frequency of occurrence and the circumstances causing the tardiness. Students are expected to attend theory class as scheduled. Continued tardiness may result in probation, other disciplinary action, or ultimately expulsion from school.

In the event a student is allowed to enter class late, he/she will be allowed to clock in and receive credit for the time in class. If a student is denied admittance to the class due to tardiness, the student will not be allowed to clock in, will not be allowed to participate in curriculum related activities until the second hour, and will not receive credit prior to being allowed to clock in, credit is only given for the actual time the student is "clocked in" according to policy.

### **DRUG ABUSE PREVENTION**

The school actively supports the prevention of drug abuse. A list of agencies and counselors is maintained in the administrative office of each campus and is available to any student requesting assistance in this area.

## **EMPLOYMENT ASSISTANCE**

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in how to write a resume, complete an employment application and prepare for an effective interview. When our graduates succeed, we succeed

## **CAREER OPPORTUNITIES**

The licensed Cosmetologist may choose from a variety of jobs within the Cosmetology field. The following vocations are options that may be considered upon graduation.

### **COSMETOLOGIST**

Professional Stylist  
Skin Care Specialist  
Makeup Technician  
Nail Technician  
Platform Artist  
Product Representative  
Salon Owner or Manager  
State Board Member/Examiner  
Image Consultant

### **MANICURIST**

Nail Care Specialist  
Synthetic Nail Technician  
Nail Salon Manager  
Platform Artist  
Product Representative  
Retail Specialist

### **ESTHETICIAN**

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

### **COSMETOLOGY INSTRUCTOR**

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

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 an aptitude for the field, a cosmetology education may be a pathway to a secure income and a solid future.

## **COSMETOLOGY CAREER CONSIDERATIONS**

Applicants interested in pursuing a career in cosmetology or a related field should consider all aspects of such a decision. Persons who want to become a cosmetology professional must:

- ❖ Have finger dexterity and a sense of form and artistry.
- ❖ Enjoy dealing with the public and be able to follow client directions.
- ❖ Keep abreast of the latest fashions and beauty techniques.
- ❖ Work long hours while building a personal clientele in order to make the desired income.
- ❖ Make a strong commitment to the educational process and finish school.
- ❖ Learn business skills applicable to the desired position.

In addition, prospective students should be aware that:

1. The work can be arduous and physically demanding because of long hours standing with hands at shoulder level or sitting at a nail technician's station.
2. A personal investment may be required for advertising and promotions such as printing of business cards or cooperative advertising.

3. There will exposure to various chemicals and fumes which may cause allergic reactions.
4. The practice of safety and sanitation is essential for effective and successful performance within the industry.
5. 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).

### **JOB DEMAND IN COSMETOLOGY**

National statistical surveys\* indicate the following:

- There were 1,286,000 professionals employed in the nation's 296,563 beauty salons, barber shops, skin care salons and nail salons
- The salon industry continues to be a job seekers market.
- 70% of salon owners classified their salons as a full-service salon, 13% as a hair cutting salon, 4% as a nail salon and 9% as a barber shop.
- 60% of salon employees work full time, 29% are part time (20-35 hours), and 11% are low time (less than 20 hours).
- The average salary reported by salon owners for full time cosmetologists was \$18.50/hour.
- Data obtained from large chain salons indicate that their typical employee could gross well over \$ 40,000 per year.

\*SOURCE: Survey conducted for the National Accrediting Commission of Cosmetology Arts and Sciences by LMP Associates, Inc., of Chevy Chase, Maryland.

### **COST OF ATTENDANCE**

For a list of program offerings for each campus and actual tuition costs for each program offered please refer to the addendum to this catalog.

### **FEES AND CHARGES**

**TRANSFER FEE:** Students transferring to the school with previous program hours will be charged an entry fee of \$100.00 in addition to the tuition cost. There is no transfer fee for transferring to another Houston Training School campus if such transfer occurs within ten (10) days of withdrawal. No additional registration fee is charged.

**REGISTRATION FEE:** A 100.00 registration fee is charged in addition to the cost of attendance for each program of study. This registration fee is due prior to the student starting school.

**ADDITIONAL INSTRUCTION:** Each program has been scheduled for completion within an allotted amount of time. For those students failing to complete the program within the specified time, an additional instruction charge (absentee tuition) will be levied based on a per hour rate. The per hour rate is computed based on each individual program cost divided by the total hours in the program. These charges are not assessed until the contract period has expired.

**TRANSCRIPT FEE:** Transfer Requests to another school must be accompanied by a \$2.00 transfer or transcript fee. There is no fee for a student transferring from one Houston Training School to another, however, a request must be submitted in writing to the administrative office.

**ADMINISTRATIVE FEE:** Students withdrawing prior to program completion will be assessed a \$100.00 administrative fee in addition to the applicable charges listed in the refund policy schedule.

### **KITS AND BOOKS**

A basic kit and books are included in the cost of attendance.



### **TUITION PAYMENT**

The student's tuition may be paid through various federal and state financial assistance programs that the student has been or will be awarded and through various federal, state, institutional or other scholarships, grant or loan programs. Awards of federal assistance received by students from one or more of the programs will be applied towards tuition owed as prescribed by federal regulations and guidelines.

*TO DETERMINE WHICH FINANCIAL AID PROGRAMS ARE AVAILABLE AT EACH CAMPUS, CHECK WITH THE FINANCIAL AID ADVISOR AT THE CAMPUS.*

### **FEDERAL ASSISTANCE PROGRAM**

The school is approved as an eligible institution by the Department of Education to participate in the Title IV grant program.

### **FEDERAL PELL GRANTS**

Pell is a federal grant available to undergraduate students to help pay for their education. Eligibility for the Pell program is determined by a set of guidelines based mainly on the individual's income (or the parent's income if the student is determined to be a dependant student). Since the Pell grant is an entitlement program, all students are encouraged to apply. Application for current year Pell Grant must be received by the appropriate application processor NO LATER THAN June 1 of that year.

### **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT**

The maximum FSEOG for a full academic year is usually \$4,000. The minimum FSEOG amount is \$100, but the amount may be prorated if the student is enrolled for less than an academic year. HTS strives to award FSEOG to as many students as possible.

The FSEOG maximum award for a student applies to both the federal share and the required non-federal share. The FSEOG federal dollars awarded to a student are considered to be 75 percent of that student's total FSEOG award, and the school must account for the remaining 25 percent non-federal share, regardless of the type of school resources used and the method used to match.

When awarding FSEOG funds for an award year, students with the lowest EFC who will also receive Pell Grants in that award year are selected. This group is known as the FSEOG first selection group. A student who will receive a Pell Grant in the award year is a student who has demonstrated Pell Grant eligibility for the same award year based upon an EFC that has been calculated for the student or the EFC on the student's valid ISIR. A student who receives a Pell Grant at any time in the award year may be awarded and FSEOG for that award year; the student does not have to receive a Pell Grant in the same payment period as the FSEOG. After making awards to all Pell Grant recipients for that award year, remaining FSEOG funds are awarded to students with the lowest EFCs who are not receiving Pell Grants. This group of students is known as the FSEOG second selection group. Exceptions are granted in the event of extenuating circumstances. FSEOG is typically awarded after the final Pell Payment. Documentation of the eligible EFC that was calculated for the student is kept, and Pell Grant eligibility is confirmed prior to disbursement of the FSOEG. If the student loses Pell Grant eligibility prior to the disbursement of the FSEOG, then FSEOG award is canceled. This policy is reviewed annually.

### **GENERAL INFORMATION**

Students may receive additional information for Title IV programs, including which programs are available at each campus, in the school's administration office. Assistance is provided upon student request by the Financial Aid advisor. Students who are eligible to receive financial assistance under any Title IV financial aid program must meet academic and attendance requirements set forth in the school's Satisfactory Academic Progress Policy to remain eligible for scheduled disbursements.

### GENERAL COST OF ATTENDANCE

In addition to tuition, fees, books, and kit costs, a dependent student living at home can expect to have monthly living expenses for room and board, personal expenses and transportation of approximately \$451.00. A student living away from home while attending school can expect to have monthly living expenses for room, board, personal expenses and transportation of \$729.00. Students with dependent children must also budget for reasonable child care costs. It is important to remember that an individual will have personal expenses and room and board whether or not the individual is attending school. The cost of attendance may be adjusted if more than one person in a family is enrolled in postsecondary education.

### DESCRIPTION OF INSTITUTIONAL FACILITIES

**Main Campus-** 10,000 square foot facility conveniently located off I-10 East

**South Branch-** 12,000 square foot facility conveniently located off I-45 South

**Gessner Branch-** 8,285 square foot facility located at the intersection of Westpark and Gessner

The operation and maintenance plans for these facilities is available for review in the administrative office at each location.

### UNAUTHORIZED DISTRIBUTION OF COPYRIGHTED CONTENT

Houston Training Schools, Inc does not condone and will not tolerate the unauthorized copying, downloading, publishing, distribution or use of copyrighted materials. Students who engage in illegal downloading or unauthorized distribution of copyright materials using the school's information systems will receive disciplinary action up to and including dismissal from Houston Training Schools. HTS imposed sanctions are additional to any legal actions taken by local, state, or federal authorities. 18 U.S.C. § 2319 provides for the following legal sanctions.

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

## **COSMETOLOGY PROGRAM OUTLINE**

**TEXTS:** Milady Standard Textbook of Cosmetology

**COURSE DESCRIPTION:** The primary purpose of the Cosmetology program is to train the student in basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary for entry-level positions in Cosmetology or related career avenue.

**COURSE OBJECTIVES:** Upon completion of the program of training and all program requirements, the determined graduate will be able to:

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

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.

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

**GRADING:** Students are assigned theory study and a minimum number of Practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward program completion **ONLY** when rated as satisfactory or better. Practical skills are evaluated according to written procedures and performance standards established by the state licensing agency. Students must maintain a theory grade average of 70% and pass a **FINAL** written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

<b>WRITTEN:</b>	90 - 100	A	<b>PRACTICAL:</b>	4	Excellent
	89 – 80	B		3	Very Good
	79 – 70	C		2	Satisfactory
	69 – Below	Failing		0 – 1	Failing

COSMETOLOGY PROGRAM UNITS	HOURS
ORIENTATION, THEORY, SALON MANAGEMENT, MISC. State laws, Regulations, Professional Image, First Aid, Chemistry, Electricity, Job Seeking, Ethics, Hygiene, Grooming, Personality Development, Success Principles, Poise, Fashion, Voice Development, Sales, Communications, Sanitation, Sterilization, Bacteriology, Business Planning, Written Agreement, Salon Operations, Policies and Practices, Compensation, Payroll Deductions, Telephone Use, Advertising, Public Relations, Insurance, Goal Setting	250
The following subjects include related theory, anatomy, physiology, preparation, skill procedures, practices, products, materials and implements, hair analysis, client consultations, client record keeping and safety.	
SHAMPOOS, RINSES, SCALP TREATMENTS Disorders of Hair and Scalp, Scalp Treatments, Related Chemistry	150
CHEMICAL REARRANGING – PERMS AND RELAXERS	250
HAIR COLORING AND BLEACHING Temporary, Semi – Permanent, Permanent Applications, Bleaching, Tinting, Toning, Special Effects, Problems	200
MANICURING, PEDICURING, NAIL EXTENSIONS Theory of Massage, Advanced Nail Techniques	100
FACIALS, MAKEUP, SKIN CARE Theory of Massage, Facial Treatments, Makeup Application, Artificial Eyelashes, Removal of Unwanted Hair, Eyelash and Brow Tinting, Light Therapy, Electrical Appliances	50
HAIR STYLING AND HAIR CUTTING Wet Styling, Blow Drying, Finger Waving, Air Waving, Hair Pressing, Hair Shaping/Cutting	500
TOTAL HOURS	1500 (60 weeks)

The above hour requirements must be met in each category in addition to all other licensing requirements to be eligible for the state examination.

A diploma is awarded upon successful completion of the program.

ENGLISH COSMETOLOGY 13TH EDITION  
 ISBN# 9781285769431

SPANISH COSMETOLOGY 13TH EDITION  
 ISBN# 9781285772622

## MANICURING PROGRAM OUTLINE

TEXTS: Milady's Art and Science of Nail Technology  
Milady's Art and Science of Nail Technology Workbook

COURSE DESCRIPTION: The primary purpose of the Manicuring program is to train the student in basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary for entry level positions as a Nail Technician or related career avenue.

COURSE OBJECTIVES: Upon completion of the program of training and all program requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self confidence.
2. Practice proper grooming, poise and effective communication skills.
3. Understand employer/employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills in manicuring, pedicuring, and various methods of nail extensions.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions.

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

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

GRADING: Students are assigned theory and a minimum number of Practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to written procedures and performance standards established by the state licensing agency. Students must maintain a theory grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

WRITTEN: 90 – 100A	PRACTICAL: 4	Excellent
89 – 80B	3	Very Good
79 – 70C	2	Satisfactory
69 – Below Failing	0 – 1	Failing

MANICURING PROGRAM UNITS	HOURS
SUBJECTS	
ORIENTATION, THEORY, SALON MANGEMENT State laws, Regulations, Professional Image, First Aid, Chemistry, Electricity, Job seeking, Ethics, Hygiene, Grooming, Personality Development, Success Principles, Sales, Communications, Business Planning, Written Agreements, Salon Operations, Policies and Practices, Employee Compensation, Payroll Deductions, Telephone Use, Advertising, Public Relations, Insurance, Goal Setting, Occupational Safety, Health	95
STERILIZATION, SANITATION, BACTERIOLOGY Public Sanitation, Sanitation Methods, Chemical Agents, Types and Classifications, Bacterial Growth and Infections	100
MANICURING, PEDICURING, NAIL EXTENSIONS Nail Diseases, Disorders, Anatomy, Nail and Hand Care, Theory of massage, Terms, Implements, Treatments, Plain, Hot oil, Electric and Men's Manicure, Pedicures, Nail Extensions, and Advanced Nail Techniques	405
TOTAL HOURS	600 (24 weeks)

The above hour requirements must be met in each category in addition to all other licensing requirements to be eligible for the state examination.  
A diploma is awarded upon successful completion of the program.

ENGLISH NAIL TECH 7TH EDITION BUNDLE  
ISBN# 9781305625204

SPANISH NAIL TECH 7TH EDITION "TEXT BOOK ONLY"  
ISBN# 9781285080598

SPANISH NAIL TECH 7TH EDITION "WORKBOOK & EXAM REVIEW BOOK"  
ISBN# 9781285080581

## **COSMETOLOGY INSTRUCTOR PROGRAM OUTLINE**

**TEXTS:** Milady Cosmetology Teacher Training Manual  
Milady Cosmetology Teacher Training Manual Workbook

**COURSE DESCRIPTION:** The primary purpose of the Cosmetology Instructor program is to train the student in 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 positions as an Instructor or related career avenue.

**COURSE OBJECTIVES:** Upon completion of the program of training and all program requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self confidence.
2. Practice proper grooming, poise, and effective communication skills.
3. Understand employer/employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skills necessary for teaching including writing lesson plans, performing lectures and demonstration, directing student projects, using library resources and audio-visual aids, conducting theory class instruction and measuring student achievement, supervising clinic operation, and maintaining required student records.
5. 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 teaching methods and current educational practices for career development as a teacher and to maintain professional proficiency in cosmetology and related fields.

**FORMAT:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Each student will receive instruction that relates to the performance of useful, creative and productive career-oriented activities. The program is presented through well developed teaching plans which reflect current educational methods. Subject matter is presented by means of demonstration and student participation. Audio-visual aids, guest speakers, field trips and other related methods are used in the program.

**GRADING:** Students are assigned theory and a minimum number of practical teaching requirements. Theory is evaluated by written exams given after each unit of study. Student teaching and practical assignments are evaluated as completed and counted toward program completion **ONLY** when rated as satisfactory or better. Students must maintain a theory grade average of 70% and pass a **FINAL** written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

<b>WRITTEN:</b>	90 – 100	A	<b>PRACTICAL:</b>	4	Excellent
	89 – 80	B		3	Very Good
	79 – 70	C		2	Satisfactory
	69 – Below	Failing		0 – 1	Failing

COSMETOLOGY INSTRUCTOR PROGRAM UNITS	HOURS
THEORY Limited to orientation, State Laws, Regulations, Professional Image and Conduct, First Aid, Job Seeking, Ethics, Principles of Learning, Teacher Maturity, Student Learning Principles	60
COURSE DEVELOPMENT AND LESSON PLANNING Planning, Analysis, Implementation, Benefits, Outline, Examples of Lesson Plans, Components of Effective Lesson Plans, Principles of Lesson Plans	75
TEACHING METHODS Preparation, Presentation, Application, Testing, Lecture, Workbooks, Demonstrations, Return Demonstrations, Discussion, Question and Answer, Projects, Field Trips	75
TEACHING AIDS (Use in classroom student teaching) DVD'S or videos, Charts, Mannequins, Reference Materials, Chalkboard, Overhead projectors and Transparencies	35
THEORY TEACHING AND CLASSROOM MANAGEMENT Independent Classroom Instructing, Records and reports, Safety measures, Classroom Conditions and maintenance, Class Supervision and Control, Classroom Problems and Solutions	175
TESTING AND STUDENT EVALUATION Measurement of Student Ability/Achievement, Diagnosis of Student Weaknesses, Motivation for Study, Oral and Written Testing	35
LABORATORY SUPERVISION Independent Clinic Supervision, Client Communication/Reception Desk, Inventory Control, Effective Dispensary Procedures, Supervision of Clinic, Sanitation/Client Safety, Technical Skills	275
MISCELLANEOUS To be applied by instructor to strengthen student performance in curriculum areas, or for supervised field trips and other program related training.	20
TOTAL HOURS	750 (30 weeks)

The above hour requirements must be met in each category in addition to all other licensing requirements to be eligible for the state licensing examination.

A diploma is awarded upon successful completion of the program.

MASTER EDUCATOR 3RD EDITION BUNDLE  
"TEXTBOOK & EXAM REVIEW BOOK"  
ISBN# 9781285713762



## ESTHETICIAN PROGRAM OUTLINE

TEXTS: Milady's Standard Text for Professional Estheticians  
Milady's Exam Review for Professional Estheticians

PROGRAM DESCRIPTION: The primary purpose of the Esthetician program is to train the student in basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary for entry level positions as an Esthetician, Cosmetician or related career avenue.

PROGRAM OBJECTIVES: Upon completion of the program of training and all program requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence
2. Practice proper grooming, poise and effective communication skills.
3. Understand employer/employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills required for facial massage, effective use of required implements and equipment, proper application of corrective makeup, superfluous hair removal, and lash and brow tinting.
5. 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 or related career fields.

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

GRADING: Students are assigned theory study and a minimum number of Practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to written procedures and performance standards established by the state licensing agency. Students must maintain a theory grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

WRITTEN:	90 – 100A	PRACTICAL:	4	Excellent
	89 – 80B		3	Very good
	79 – 70C		2	Satisfactory
	69 – below Failing		0 – 1	Unsatisfactory

ESTHETICIAN PROGRAM UNITS	HOURS
<p>ORIENTATION, THEORY, MISCELLANEOUS</p> <p>Limited to Orientation, state laws, regulations, professional image, first aid, chemistry, electricity, job seeking, ethics</p> <p>The following subjects to include related theory, anatomy, physiology, preparation, skill procedures, practices, products, materials and implements, skin analysis, client consultations, client record keeping and safety.</p>	150
<p>STERILIZATION, SANITATION, BACTERIOLOGY</p> <p>Public sanitation, methods, chemical agents, types, classifications, bacterial growth, infections</p>	100
<p>FACIALS, MAKEUP, SKIN CARE</p> <p>Theory of massage, facial treatments, makeup application, artificial eyelashes, removal of unwanted hair, brow tinting, light therapy, electrical appliances</p>	430
<p>SALON BUSINESS</p> <p>Salon opening, business plan, written agreements, regulation, laws, salon operations, policies, practices, compensation, payroll deductions, telephone use, advertising, sales/communications, public relations, insurance, salon safety, health</p>	70
TOTAL HOURS	750 (30 weeks)

The above hour requirements must be met in each category in addition to all other licensing requirements to be eligible for the state examination.

A diploma is awarded upon successful completion of the program.

ENGLISH-BUNDLE  
 ISB# 9781285042336

SPANISH-BUNDLE  
 ISB# 9781285571126

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

The satisfactory academic progress (SAP) policy applies to all students enrolled in a Council on Occupational Education and Texas Department of Licensing and Regulation approved program whether receiving Federal Title IV, HEA funds or not.

The Cosmetology Program (1500 clock hours and 50 weeks), Esthetician Program (750 clock hours and 25 weeks), Manicuring Program (600 clock hours and 20 weeks), and Cosmetology Instructor Program (750 hours and 25 weeks) are currently eligible for Title IV, HEA funding.

Satisfactory Progress in attendance and academic work is a requirement. Academic work is evaluated on a cumulative basis. Students must maintain SAP to continue eligibility for Title IV funding.

To determine SAP, all students are evaluated in academics and attendance at the evaluation points listed below. Students are advised of their academic and attendance status via a progress report.

### **ATTENDANCE PROGRESS = Work Ethics**

Students must attend a minimum of 67% of the cumulative scheduled hours to maintain SAP and complete the program within the maximum allowed time frame. The attendance percentage is determined by dividing the total hours by the total number of hours scheduled. Students are expected to attend classes as per their enrollment agreement. Students are responsible to clock in and out appropriately to document their hours. The only documentation accepted for student hours is the time clock system.

A student more than 5 minutes late for the morning theory class may not be allowed to clock in until the second hour of school. A determination of whether the student will be allowed to clock in and attend class is made by the school staff based on the frequency of occurrence and the circumstances causing the tardiness. Students are expected to attend theory class as scheduled. In the event a student is allowed to enter class late, he/she will be allowed to clock in and receive credit for the time in class. If a student is denied admittance to the class due to tardiness, the student will not be allowed to clock in, will not be allowed to participate in curriculum related activities until the second hour, and will not receive credit prior to being allowed to clock in. Continued tardiness may result in disciplinary action up to and including termination. Students who are going to be absent are expected to call the school prior to the beginning of their scheduled shift.

All absences are recorded and made a part of the school permanent record. The student is responsible for class material and/or tests missed while absent. Students are encouraged not to miss any days during their scheduled Phase I. Students who miss 10 consecutive school days (14 calendar days) without communicating with the School Director/designee may be terminated on the 11th consecutive school day as an unofficial withdrawal.

Students who persist in repeating patterns of absenteeism will be advised and will be subject to appropriate disciplinary action. Students who have excessive absences may be terminated; re-enrollment is at the discretion of the school.

### **QUANTITATIVE REQUIREMENTS = Maximum Time Frame (150% process):**

The maximum time frame is equal to 1.5 times the published length of the course. Authorized leaves of Absences (LOA) will not be considered in the maximum time frame evaluation. You need to be aware that a LOA will extend your contract period and max time frame by the same number of days taken in the LOA.

Examples: Cosmetology program would be  $1500 + 750$  clock hours = 2250 scheduled hours and for the Manicuring program it would be  $600 + 300$  clock hours = 900 scheduled hours.

**PROGRAM****MAXIMUM TIME ALLOWED**

	Scheduled Hours	Weeks
Cosmetology Program - 1500 clock hours	2250	75
Manicuring Program – 600 clock hours	900	30
Esthetician Program – 750 clock hours	1125	38
Cos. Instructor Program – 750 clock hours	1125	38

**TITLE IV, FUNDING AND SAP EVALUATION POINTS**

SAP evaluation periods are based on actual contracted hours at the school. Students will be notified of all SAP Evaluation results at the end of each payment period. The following is an example of the minimum number of hours and weeks that a student must complete at the end of each payment period to be considered eligible to receive the next Title IV, HEA Aid payments.

**Cosmetology program: 1500 clock hours and 50 weeks of instruction***The funding will be disbursed at:*

<i>Payment Period</i>	<i>Clock hours</i>	<i>Weeks</i>	
<i>2</i>	<i>450</i>	<i>15</i>	<i>*</i>
<i>3</i>	<i>900</i>	<i>30</i>	<i>*</i>
<i>4</i>	<i>1200</i>	<i>40</i>	<i>*</i>

**Manicuring program: 600 clock hours and 20 weeks of instruction***The funding will be disbursed at:*

<i>Payment Period</i>	<i>Clock hours</i>	<i>Weeks</i>	
<i>2</i>	<i>300</i>	<i>10</i>	<i>*</i>

**Esthetician program: 750 clock hours and 25 weeks of instruction.***The funding will be disbursed at:*

<i>Payment Period</i>	<i>Clock hours</i>	<i>Weeks</i>	
<i>2</i>	<i>375</i>	<i>12.5</i>	<i>*</i>

**Cosmetology Instructor program: 750 clock hours and 25 weeks of instruction***The funding will be disbursed at:*

<i>Payment Period</i>	<i>Clock hours</i>	<i>Weeks</i>	
<i>2</i>	<i>375</i>	<i>12.5</i>	<i>*</i>

Note:

\* Students must meet their clock hour, weeks of instruction, attendance and grade point average (GPA) requirements in order to be eligible for the next Title IV, HEA funding disbursement. Each student will be evaluated at the end of each payment period to determine eligibility. Please note: If the student is not meeting the SAP requirements, he/she will place his/her Title IV, HEA funding in jeopardy which could also result in a loss of Title IV, HEA funding.

## ACADEMIC PROGRESS

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a grade average of 70% and pass a FINAL written and practical exam prior to graduation. Numerical grades are considered according to the following grading scale:

Written Grade Interpretation		Average	Grade Point
A	Excellent	90%-100%	4.0
B	Good	80%- 89%	3.0
C	Average	70%- 79%	2.0
F	Failing	Below 70%	0
I	Incomplete		

  

Practical Grade Interpretation	
4	Excellent
3	Good
2	Average
0-1	Failing

### Academic Year Definition:

**An academic year is defined as: 900 clock hours and 30 weeks of instruction for Title IV, HEA purposes.**

**For Title IV, HEA payments, students must meet both clock hours and weeks of instruction as well as complying with all standards for SAP before they can receive further Title IV payments.**

## DETERMINATION OF PROGRESS

Frequent evaluations will help determine if the student is on track to meet the minimum requirements for SAP by the next payment period. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements and if not then allow those students to receive guidance in time to correct their attendance or academic progress.

Students meeting the minimum requirements for academics and attendance at the end of each evaluation period (end of payment period) will be considered making SAP until the next scheduled evaluation. Students will receive a hard-copy of their SAP determination at the time of each of the evaluations.

## FINANCIAL AID WARNING

Students who fail to meet minimum requirements (67% cumulative attendance and a C or 70% GPA) for attendance and academic progress at the end of a payment period will be placed on a ***Financial Aid Warning the first time***. Any student on **Financial Aid Warning** may continue to receive assistance under the Title IV, HEA programs for one payment period only.

At the end of that payment period if the student has met the minimum grade and attendance requirement the student is considered to be meeting SAP.

If the student is not meeting SAP at the end of the Financial Aid Warning Period; there will be a loss of Title IV, HEA eligibility; **with the right to appeal**. The student will be placed on **Academic Probation Status**, with a **loss** of Title IV, HEA funding and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV, HEA eligibility.

During this period the students will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status.

### **APPEAL PROCEDURES**

A student who loses financial aid eligibility due to not making SAP at the end of a financial aid warning has the right to file an appeal regarding the SAP Evaluation.

A student, who wishes to appeal **Academic Probation Status** and loss of Title IV, HEA eligibility, must submit a written request to the School Director within five (5) business days of being notified that they are in a non-satisfactory progress status.

**The student must describe any unusual circumstance(s)** that the student believes deserve special consideration. A student may file an appeal on the basis of: **death of a relative, injury or illness of the student or other special circumstance**. The student must provide a written statement and documentation as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

Once the School Director receives the appeal, they will evaluate the appeal and provide a decision within ten (10) business days. The School Director will notify the student in writing of the decision and all decisions are final.

If the student wins the appeal they will then be placed on **Financial Aid Probation**, which is a status assigned by the Federal regulations to a student who fails to make SAP, who has appealed and has had Title IV, HEA eligibility for aid reinstated for one payment period only.

### **FINANCIAL AID PROBATION**

Any student that prevails upon the appeal process shall be placed on **Financial Aid probation** and will be eligible to receive Title IV, HEA during this period. A student placed on **Financial Aid Probation** may receive Title IV, HEA program funds for one payment period only. While on Title IV, HEA Financial Aid Probation, the student must meet the institutions SAP standards and complete the requirements of the Academic Improvement Plan, which was developed by the institution to assist students in regaining their Title IV, HEA eligibility.

Those who are not making SAP at the end of the Title IV, HEA Financial Aid probation period will be ineligible to receive Title IV, HEA funds for the following payment periods. A student must meet SAP prior to having eligibility reinstated.

#### **REQUIREMENTS FOR THE ACADEMIC IMPROVEMENT PLAN:**

- Maintain an attendance percentage that will ensure the student will meet Satisfactory Academic Progress by the next payment period. 90% is suggested.
- Maintain an 80% grade point average. (The higher grade point is required to raise the overall GPA).
- Attend theory class daily (Monday through Thursday each week).
- Complete all required test and projects assigned (test and projects must be completed and turned in when requested).
- The academic improvement plan will be monitored by the School Director (or designated school official).
- The school will notify the student each month of his/her academic improvement status during the monthly progress report/advising session. The student's academic status will be written on the progress report form for the student to sign.
- Students choosing to remain in school while requesting an appeal will be responsible for charges accrued whether or not the appeal is granted.

### **REESTABLISHMENT OF STATUS**

A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress by: 1) Making up missed tests and assignments and increasing grade average to 70% or better, and/or 2) Increasing cumulative attendance to 67% by the end of a Warning or Probation period.

### **REINSTATEMENT OF FINANCIAL AID**

Title IV, HEA aid will be reinstated to students who have prevailed upon appeal regarding the status of SAP or who have reestablished SAP. Students on suspension of funds will be monitored weekly via an SAP report to determine when they reestablish SAP.

### **COURSE INCOMPLETES, REPETITIONS AND NON-CREDIT REMEDIAL COURSES**

Course incompletes, repetitions and non-credit remedial courses have no effect on the institution's SAP.

### **REENTRY STUDENTS/INTERRUPTIONS**

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds.

Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay a \$100.00 registration fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's re-enrollment policy and will be evaluated by the school Director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit.

A determination of SAP will be made and documented at the time of withdrawal or beginning of a LOA. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Progress determination according to the appeal policy. Elapsed time during a LOA does not affect SAP and will extend the contract period by the same number of days as the LOA. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the school administration.

### **CONTRACT PERIODS**

The number of weeks is stated for each program:

PROGRAM:

COSMETOLOGY	60
MANICURE	24
INSTRUCTOR	30
ESTHETICIAN	30

### **GRIEVANCE AND APPEAL POLICIES AND PROCEDURES FOR STUDENTS**

PURPOSE: The establishment of a grievance and appeals procedure is based upon the maintenance of good school/student relations, 2) expeditious handling of grievances at the supervisory level closest to the problem, and 3) establishing a problem-solving environment which assures that all students can participate in the resolution of those matters which affect them personally.

Each student may without prejudice or fear of retaliation express his/her grievance through the channels outlined herein with the assurance of timely and thorough consideration. Each student is assured of freedom from interference, coercion, discrimination, and reprisal in filing grievances.

DEFINITION: Grievances shall consist of matters of disagreement arising out of the school/student relationship wherein the student believes that there has been an unfair infraction, breach or misrepresentation of applicable federal or state laws, or the rules, regulations, or policies of Houston Training Schools, Inc. Among other things, this definition includes disciplinary action, health or safety hazards or alleged discrimination.

### **GRIEVANCE POLICIES AND PROCEDURES**

1. All meetings and investigations related to grievance reviews shall be conducted during the student's regular school hours insofar as possible.
2. A student shall at first present in writing any matter of grievance to his/her instructor. This should be done within three working days from the beginning of the grievance. Only one subject matter shall be covered in any one grievance. If a written grievance is submitted, it shall contain a clear and concise statement of the grievance by indicating reference to the applicable policy that is alleged to have been violated, the date the incident took place, the issue involved, and the relief sought.
3. The first level of review shall be the student's instructor and the final level shall be the president. If for some reason the student prefers not to discuss a problem or grievance directly with his/her instructor, the problem or grievance may be presented in writing immediately to the next higher level of supervision. Once a grievance and the requested remedy have been submitted in writing, they may not be changed or amended in any way. Such changes by the student shall constitute a dropping of the grievance. Initiation of a new amended action must be submitted within the original time period. Upon receipt of the grievance as submitted to the school, the instructor shall consider all the facts in the case and should report his/her decision in the matter in writing to the student within ten school days after receipt of the grievance.
4. If the matter is not mutually and satisfactorily resolved at this level, the student may submit the grievance to the next supervisory person in the regular administrative channels. This should be done within three school days from deliverance of the grievance decision of the instructor. The supervisor at this level shall review all the facts of the case and the decision rendered by the student to the next supervisory level within ten school days following receipt of the decision of the instructor, the grievance will be considered withdrawn.
5. If the student is still not satisfied, the student may request the school Director to appoint a grievance committee to hear his/her complaint. This request must be made in writing within five school days following receipt of the decision of the second level supervisor. The committee appointed by the school Director shall consist of three persons employed by the Company, one of whom may be chosen by the grievant. The school Director shall appoint the chairman. The Grievance Review Board will hold the necessary hearing within fifteen school days from the date of notification of the School Director. The grievance committee shall review the policies of the Company pertaining to the complaint, hear the complaint, and present its findings and recommendations to the President. The proceedings of the committee shall be conducted at all times, as a hearing and not as a trial. The grievance committee shall make its findings and determinations in executive session (only members of the committee present).
6. The hearing will be closed to the public.
7. The hearing record shall be filed with the Business Office for one year and shall be accessible to the aggrieved only for the purpose of appeal at cost to the aggrieved.
8. All matters pertaining to a grievance shall be treated as confidential material and shall be filed separately from the official student file of the grievant.
9. Within ten days after receiving the report, the President shall provide a decision, with copies to the student, the Education department, and the Business Office.



10. Council on Occupational Education  
7840 Roswell Rd #325  
Atlanta, GA 30350  
770-396-3898

### **ARBITRATION**

Any controversy or claim arising out of or relating to the Enrollment Agreement, or breach thereof, no matter how pleaded or styled, shall be settled by arbitration in accordance with the Commercial Rules of the American Arbitration Association and judgment upon the award rendered by the Arbitration may be entered in any court having jurisdiction.

### **IDENTITY THEFT PREVENTION**

HTS has implemented an identity theft program in accordance with the Federal Trade Commission's "Red Flags Rule" effective 7/1/09.

### **SOCIAL MEDIA**

Houston Training Schools respects the rights of students and staff to use social media during their personal time. Social Media includes all forms of online publishing and discussion, including but not limited to Facebook, Instagram, Twitter, YouTube, file-sharing, and user-generated video and audio.

HTS students are personally responsible for the content they choose to publish on social networking sites. Be mindful that what you publish remains public, even after it's been deleted in some instances.

HTS does not permit ethnic or racial slurs, personal insults, obscenity, intimidation, cyber bullying, or engaging in conduct that would not be acceptable in HTS's facilities on any of the HTS social media sites. Houston Training Schools reserves the right to remove any posts at its discretion and take appropriate disciplinary action. It is the duty of HTS to protect itself from harm related to information that is shared on social media platforms.

### **STANDARDS OF CONDUCT**

The institution believes that education is a continuing progression and that knowledge through educational training at our school will prepare you to work as a professional. The student STANDARDS OF CONDUCT have been prepared to provide the necessary guidelines for effective student relationships. The STANDARDS OF CONDUCT apply to ALL students enrolled at the school. Each student is expected to know and comply with these standards.

1. All students must attend theory class and scheduled classes daily. Theory classes are uninterrupted unless a student has a legitimate emergency.
2. All students must be on time for theory classes. Excessive tardiness will not be permitted. Any student more than 5 minutes late for school may not be allowed to clock in until the second hour based on the circumstances causing the tardiness.
3. If a student is unable to attend school on any day, he/she shall notify the campus Director before school opens in order for proper arrangements to be made with teacher and clients.
4. All students must clock in upon entering school and clock out at the end of the day. Students must clock out each time they leave the building during the day. The clocking procedure verifies the student's hours. No student or instructor is allowed to record time for another student. Doing so will result in suspension of both parties.
5. Students must secure permission from a staff member to leave the school building other than at lunch time and school closing.
6. All students must wear appropriate hairstyle and makeup and be in compliance with the current dress code and any state regulations regarding dress. Each student must always present an appearance for his/her gender according to the student's birth certificate. Students must wear a name tag each day. Clothing and shoes must be clean, neat and free of tears and stains.
7. All student must be hygienically clean, use deodorant, have fresh breath and be well groomed at all times.
8. When answering school phones, proper telephone etiquette and procedures must be followed at all times.

9. All implements, equipment, towels and stations should be appropriately sanitized before use on any client as required by the state regulatory agency.
10. Cigarette smoking, eating, drinking, gum chewing or use of cell phones/pagers is not permitted except in designated areas and NEVER on the clinic floor or in a class room.
11. Each student is responsible for reading the sanitation duty roster daily and performing his/her assigned tasks.
12. Student may be allowed to receive a complimentary shampoo and style once weekly. Additional services received must be paid for at the time the service is rendered, at a charge of 50% of the client price. Students may not bring other products to be used in any service they receive. A school instructor will designate the time to receive the service.
13. Clients must be treated courteously and professionally at all times. Clients should never be left waiting. Students will adjust lunch periods and breaks accordingly.
14. Only topics of ethical and professional subject matter may be discussed among students while serving clients.
15. Students may NOT refuse to perform a client service or sanitation duty.
16. Unprofessional language, profanity, inappropriate slang, spreading rumors, or gossiping is not permitted.
17. Conflicts of any nature with another student, staff member, client, or visitor of the school will not be permitted on the premises.
18. Criticism of instructors, clients, or other students is not permitted on school premises.
19. The school has reserved space, equipment and qualified teachers for training. All payments for tuition and fees are payable on the first day of class unless other arrangements are made.
20. Use, possession, or sale of nonprescription drugs (including alcohol) is not allowed on school premises. Students whose behavior is influenced by the use of nonprescription drugs or alcohol will be asked to leave the premises.
21. Cheating, dishonesty, falsification of records or theft is not permitted.
22. Actions or threats which could cause bodily harm or threaten the life of any client, student or employee of the school are not permitted.
23. Any student guilty of willful destruction of school property will be expelled immediately.
24. Students must not receive visitors during school hours.
25. Students will limit their calls during the day: calls will not exceed two minutes in length. Students will not receive, or place calls on the business phone.
26. Any student that has a suggestion or complaint should register the complaint in the campus administration office rather than with another student or client.
27. The school accepts no responsibility for a student's personal equipment and property.
28. Students will park in the areas designated for student parking. The school does not provide security for cars.
29. Weapons of any kind are not permitted on the school premises.
30. Each student will sign in each morning on the attendance report of the daily check up report.
31. Students are allowed one 15-minute break in the morning and one 15-minute break in the afternoon. If a break is not taken, it cannot be accumulated or taken in any other manner.
32. Students are expected to attend school according to the published schedule for the applicable campus.
33. The state regulatory agency will be notified of a student's termination based on the state requirements.

### **DRESS FOR SUCCESS**

Attending Houston Training School is the equivalent of taking on the job training. When you are "On the Job" at HTS, you will want to look your best. It is the beginning of YOUR FUTURE; therefore, HTS has established the following guidelines.

### **STUDENT DRESS CODE**

- Black shirts or blouses
- Black pants, skirts or dresses (no denim, no leggings)
- Black smock or lab coat
- Black shoes with a closed toe and low heels (the only acceptable tennis shoes are black leather)
- Socks must be worn

HEMLINE: A skirt or dress can be no more than three inches above the knee.  
NOTE: All designations of "BLACK" mean solid black. Prints, stripes, etc. are not acceptable.

### **GENERAL RULES OF APPEARANCE**

1. Students are expected to be professional in appearance at all times.
2. All students must have updated haircuts and styles and come to school with hair appropriately styled.
3. Shoes must be polished and free of scuff marks.
4. Clothes must be clean and free of tears or stains.
5. All rules of good hygiene must be followed at all times.
6. Students may not clock in for class if they are not dressed appropriately.
7. Blouses and shirts must have sleeves.
8. No shorts or capris allowed.
9. No cell phones permitted in the classrooms or clinic.
10. No hats.

### **HEALTH AND SAFETY PLAN**

#### **FIRST AID**

A basic first aid kit is located at the reception desk and in the administrative office areas. It contains:

- Bandages
- Gauze
- Tape
- Antiseptic
- Saline Solution

In the case of an accident, illness or cut, an instructor should be notified immediately. The instructor will assist in determining the extent of the injury and whether it is something that can be treated in the school with the first aid kit. In the case of a minor cut, the wound will be cleaned, and a bandage applied. In the case of something more serious, it will be recommended that the student or client seek medical attention. If a client has sustained an injury on the premises, he/she will be accompanied to the doctor or hospital by the school director. All relevant facts pertaining to the incident will be recorded on an Incident Report form and reported to the corporate management on the day of the occurrence.

#### **WEAPONS POLICY**

Houston Training School has a ZERO TOLERANCE weapons policy. No student, employee, or visitor to the school grounds or school sponsored activity, shall carry/possess a weapon. Violation of this policy will result in immediate dismissal and referral to the appropriate law enforcement agency for possible prosecution.

#### **FIRE PREVENTION AND SAFETY**

Each employee must always be alert to protect the school, students, and patrons from fire hazard. Report any dangerous situations to the school director immediately. Smoking is not allowed.

Procedure in Case of Fire: Reporting fires, personnel, student and patron evacuation, first aid, and firefighting are important responsibilities. If proper procedures are followed, losses and injuries can be minimized or eliminated. The maintenance and protection of property is important; however, the safety of students, patrons, and employees will be considered first in all cases.

In the event of a fire, the fire department is notified immediately. Give the name of the school, the address, nature of the fire (what is burning), and the name of the person reporting the fire.

Evacuation in case of fire, natural or other disasters, is controlled by the school director, utilizing trained employees for assistance. Evacuation will be done in the same manner as the

fire drills that are conducted in your school periodically, using the same paths of exits that have been practiced. Alternative methods of exit must be planned in case the exit is blocked.

Personnel may remain in the building to fight the fire ONLY if it is detected in time to be contained safely. All personnel will attend training to familiarize themselves with all firefighting apparatus throughout the school. All personnel must know where all exit doors and fire extinguishers are located and be able to effectively operate the extinguishers.

Fire extinguishers must be serviced once a year or after each use of the extinguisher. Extinguishers should be installed away from potential fire hazards and near an escape route. Although there may be exceptions, the majority of extinguishers work with the following directions:

PULL THE PIN  
AIM THE NOZZLE  
SQUEEZE THE HANDLE  
SWEEP FROM SIDE TO SIDE AT BASE OF FIRE UNTIL EXTINGUISHED

If there is a fire, evacuate immediately and call the fire department. Then fight the fire only if it is a small fire. If the fire gets too large, get out of the building. Close doors to slow the fire's spread. Stay between the fire and an exit. Do not let the fire block your escape path in case it goes out of control.

Fire prevention: The following safety precautions should be observed every day:

1. Never leave school while clothes dryer is in operation.
2. Never store flammable items with hot water heater or in laundry.
3. Make sure that hot water heater area is free of trash and debris.
4. Clean filter in clothes dryer after each use.
5. Make sure that no electrical equipment is on at the end of the day.
6. All small electrical items should be unplugged at the end of the day.
7. Electrical circuits should not be overloaded.

Most fires in a school are electrical in nature and easy to control. If a fire occurs, make sure everyone is safe, then contact the corporate management and a decision will be made at that time whether to close the school.

### **ROBBERY, BURGLARY, VANDALISM, THEFT PROCEDURES**

To establish guidance and uniform procedure in the event that a robbery takes place, the following guidelines are set:

1. No employee or student will attempt to physically resist or stop any persons attempting to rob them. Employees will comply with the robber's request or demands.
2. The police should be called as soon as the robber/assailant leaves the premises.
3. It is important that the scene of the crime be secured so no evidence, such as fingerprints, etc., will be lost.
4. Try to remember the face, clothing, speech, any apparent scars, marks or tattoos, or other physical characteristics of the robber to give a good description to the police. All employees involved should be especially attentive in observing physical characteristics that could be used to identify individuals. Remember WHO, WHAT, WHEN, WHERE, WHY AND HOW.
5. If the robber is armed, note which hand the weapon is in.
6. If it is safe to do so, send someone outside to see which way the robber departed, or the vehicle in which he departed. You would need to observe the color, make, license, year, and body style of the vehicle.

### **PROCEDURES FOR BURGLARY OR VANDALISM**

1. Call the police immediately
2. Take a sight inventory to ascertain what is missing and/or damaged.
3. Notify the corporate office.
4. Be careful not to disturb any physical evidence

5. Give police any information you may have on persons who might be involved.
6. Obtain a copy of the police report and forward to the corporate office immediately.  
Approximate cost is \$2.00.

### **TIMELY WARNING & EMERGENCY NOTIFICATION STATEMENT**

Under the Clery Act (20 U.S.C. state § 1092) and its implementing regulations, Houston Training Schools, Inc, through designated personnel, is responsible for issuing a “timely warning” if a crime has been reported and HTS determines there is a serious or continuing threat to the campus community. In addition, HTS is required to send an “emergency notification” if there is an immediate threat to the health or safety of students or employees occurring on campus.

The decision to issue a “timely warning” or an “emergency notification” will be decided on a case-by-case basis in compliance with the Clery Act and after consideration of available fact. The issuance of a timely warning may depend on the nature of the crime, the continuing danger to the campus community, and possible risk of compromising law enforcement efforts. Similarly, the issuance of an emergency notification depends upon the particular health or safety threat. HTS will, without delay, consider the safety of the community, determine the content of the notification and initiate the emergency notification, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The Campus Director will determine if an ongoing or continuing threat is a serious situation on campus, such that a timely warning should be issued. In addition, the President of HTS also has the authority to decide that an emergency notification should be issued.

If a “timely warning” or “emergency notification” is deemed necessary, it will be issued by the Campus Director, through any or all of the HTS Faculty. The warning will also be posted near the time clock, on the HTS website or other HTS web resources. Please pay careful attention to both types of warnings as they are designed to provide information that will enable you to take action to protect yourself. In the event of an emergency notification, a follow up message(s) will also be provided via the methods previously described to keep the campus community reasonably informed of the status of the event.

Anyone with information that may warrant a timely warning, or an emergency notification should report the circumstances to the HTS Campus by phone or in person.

HTS is required to test its emergency notification methods. Typically, such tests will be conducted at least twice per year. Tests will be conducted by the Campus Director and will include information advising that it is a “TEST.” These tests are designed to prepare you in case there is an actual emergency

ADDENDUM  
COST OF ATTENDANCE

COSMETOLOGY	\$12,850
COSMETOLOGY INSTRUCTOR	\$6,850
MANICURE	\$7,300
ESTHETICIAN	\$9,100
EYELASH EXTENSION	\$3,380

## EYELASH EXTENSIONS PROGRAM OUTLINE

TEXTS: Nova Lash Textbook

**PROGRAM DESCRIPTION:** The primary purpose of the Eyelash Extensions program is to train the student in basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary for entry level positions as an Eyelash Extension Specialist or related career avenue.

**PROGRAM OBJECTIVES:** Upon completion of the program of training and all program requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence
2. Practice proper grooming, poise and effective communication skills.
3. Understand employer/employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills required for eyelash extensions.
5. 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 or related career fields.

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

**GRADING:** Students are assigned theory study and a minimum number of Practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to written procedures and performance standards established by the state licensing agency. Students must maintain a theory grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

WRITTEN:	90 – 100A	PRACTICAL:	4	Excellent
	89 – 80B		3	Very good
	79 – 70C		2	Satisfactory
	69 – below Failing		0 – 1	Unsatisfactory

EYE LASH EXTENSIONS PROGRAM UNITS	HOURS
<b>ORIENTATION, THEORY, MISCELLANEOUS</b> Limited to Orientation, state laws, regulations, professional image, first aid, chemistry, electricity, job seeking, ethics  The following subjects to include related theory, anatomy, physiology, preparation, skill procedures, practices, products, materials and implements, analysis, client consultations, client record keeping and safety.	65
<b>STERILIZATION, SANITATION, BACTERIOLOGY</b> Public sanitation, methods, chemical agents, types, classifications, bacterial growth, infections	43
<b>EYELASH EXTENSIONS</b> History, Best Practices, Adhesives, Eye Health and Diseases, Face Shapes, Eye Shapes and Placement, Extensions Application, Sanitation, Infection Control, Salon Business	185
<b>SALON BUSINESS</b> Salon opening, business plan, written agreements, regulation, laws, salon operations, policies, practices, compensation, payroll deductions, telephone use, advertising, sales/communications, public relations, insurance, salon safety, health	27
<b>TOTAL HOURS</b>	<b>320</b>
	(13 weeks)

The above hour requirements must be met in each category in addition to all other licensing requirements to be eligible for the state examination.

A diploma is awarded upon successful completion of the program.

ENGLISH  
 ISB# 978098506200