



2695 North Coria Brownsville, Texas 78520
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STUDENT COURSE CATALOG AND GENERAL INFORMATION

Welcome to Salon & Spa Institute! The purpose of this catalog is to help students make an informed choice regarding the training opportunities offered by Salon & Spa Institute, and to make clear the responsibilities and obligations of both the school and the student.

Let us be the first to congratulate you on making a great decision toward your future! Our goal is to give you a solid foundation in your education. Our team is prepared to give you a tour of the school and answer any questions you may have about our school and your education.

The goal of our organization is to fulfill the niche in the exciting cutting edge world of style and well being, with a comfortable and elegant atmosphere, where students and clients receive the best techniques and styles, and treatments that Salon & Spa has to offer.

We provide you with the tools and supplies to successfully complete your instruction. All we need is YOU and your commitment! We look forward to being a part of your successful and exciting career in the coming years, with everyone doing their part to execute a team spirit. Organization is paramount to the success of any well-run business, therefore we are starting the training by issuing this catalog to allow you to get answers to any questions you may have and lay the guidelines in writing to you as a valued student.

The tools and supplies to perform your instruction have all been supplied. Again, congratulations on your decision to join Salon & Spa Institute and good luck in the coming months!



*Salon & Spa Institute is accredited by:
National Accrediting Commission of Career Arts & Sciences*

OUR MISSION

At Salon & Spa Institute we aspire to inspire. Whether you're interested in a career in Cosmetology, Esthetics, or Instructor, our educators strive to provide the theoretical education, practical training, attitude, modeling and counseling necessary to inspire and enable each student to satisfactorily complete his or her course of study, pass the required state examination and secure employment in a cosmetology related field. Students here receive extensive hands-on training to empower their individual strengths.

ADMISSION POLICY

Salon & Spa Institute's Admissions Office adheres to the school's Mission. We offer equal opportunity for admissions regardless of race, age, sex, color, religion, national or ethnic origin. The school does not actively recruit students already enrolled in or attending another institution offering similar programs. Title IV Funding is available for students who qualify, and Title IV Funds are disbursed only to eligible students. Please see the Title IV Eligibility Requirements section of this catalog. This institution allows a student to reenter a program after they have withdrawn.

To be eligible for Admissions to the Salon & Spa Institute a student must:

- Be at least 17 years of age or older on the date of enrollment
- Have a High School Diploma, GED*, a State approved Home School Completion Certificate/Diploma, or a foreign diploma translated by a certified agency.
- Pay the required non-refundable (after the grace period) Registration Fee of \$100.00

Instructor Training - Only:

- Cosmetology Operator or Esthetics License and the requirements mentioned above.

* If you do not have a high school diploma and would like to obtain a GED so that you can attend our school, individuals must meet the following requirements in order to take a Preparation Course and GED Exam.

Must be at least 18 years of age or older (age requirements may vary, check with your local testing center for more details)

Must be a resident of the state of Texas

Must have withdrawn from a regular high school program for at least six months

Not a high school graduate

The exam consists of five different subject sections taken in 7.5 hours:

Language Arts - Writing

Language Arts - Reading

Mathematics (Part 1 and 2)

Science

Social Studies

The score ranges from a minimum of 200 to a maximum of 800 on each subject section. The minimum required on each section is 410.

The total minimum required for all subject sections is 2050. Individuals who fail the exam as a whole or a section may do retakes until successful completion.

GED Test and Preparation can be completed at any Texas official testing center at:

Brownsville Independent School District - BRNVSD - 0300

Chief Examiner: Rosalinda Amaro-Galarza

Email: ramaro@bisd.us

1625 Price Road, Brownsville, TX 78521

Telephone Number: (956) 548-8175 FAX Number: (956) 548-7904

Office Hours: M-F 8:00am-5:00pm

Test Days/Times: TU,W&TH 8:30am TU&W 1:30pm

Test Fees: \$85

Retest Fees: \$20

Available Languages: English , Spanish

For more information regarding testing and GED requirements, visit the Texas Department of Education website at:

www.tea.state.tx.us.

TRANSFER STUDENTS

We accept students wishing to transfer into Salon & Spa Institute. However, the same admission requirements apply. No more than 750 hours will be transferred. We will need to obtain proof of hours completed at previous institution and student will be charged at an hourly rate based on how many hours are needed. There is no transfer of hours between programs within the institute due to the Texas State Board Regulations.

TITLE IV ELIGIBILITY REQUIREMENTS

In order to determine eligibility for Title IV Federal Funds, students must comply with the Satisfactory Academic Progress Policy included in this catalog. Students must be enrolled at least halftime to receive assistance from the Federal Student Loan Programs. Students must certify they have not defaulted on a previous Title IV Loan, have not exceeded the annual and/or aggregate loan limits and does not have property subject to judgment lien for a debt owed to the United States and is not liable for a grant of Federal Perkins Loan overpayment.

Pell awards are prorated based on attendance.

The School does not provide campus-based aid programs.

The school works with the Veterans Affairs office and Title IV Federal Student Aid Programs; funding determinations are made directly through those agencies.

Guidelines for Federal Title IV eligibility is as follows:

1. Student has a verifiable Social Security number
2. Be a citizen or national of the United States; or provide evidence from the U.S. Immigration and Naturalization Service that he or she is a permanent resident of the United States; or is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident, be a citizen of the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau is eligible to receive funds under the FSEOG, and Federal Pell Grant programs
3. All male students age 18 and older (born after 1/1/1960) must complete Selective Service Registration
4. Student has no previous Title IV student loan default
5. Student has not exceeded annual or aggregate loan limits to date
6. A Conviction for any offense, during a period of enrollment for which a student was receiving Title IV program funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance.

Students with a state or federal drug conviction or possession or sale of illegal drugs must meet the following requirements to be eligible for assistance:

1. A student must resolve any drug conviction as outlined in 34 CRF 668.32: A federal or state drug conviction can disqualify a student for FSA funds.
2. The student self-certifies in applying for aid that he/she is eligible; the School will only confirm if we receive conflicting information.

3. A conviction that was reversed, set aside, or removed from the student's record, received when the student was a juvenile, unless she/he was tried as an adult are not considered.

All other convictions for sale (includes convictions for conspiring to sell drugs) and/or possession is subject to the following:

	Possession of illegal drugs	Sale of illegal drug
1 st Offense	1 year from date of conviction	2 year from date of conviction
2 nd Offense	2 year from date of conviction	Indefinite period
3+ Offense	Indefinite period	

If both offenses apply, 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. 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 agency or court

Be administered or recognized by federal or state-licensed: hospital, health clinic, or medical doctor.

VERIFICATION

Each year at least 30% of financial aid recipients are randomly selected for verification by the U.S. Department of Education. 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 returns and W-2 forms (student's, spouse, and/or parents/guardians), proof of untaxed income, housing allowances, etc. Students will be notified in writing of all documents required to fulfill this federal requirement. If after review by the Financial Aid Director there are any changes to the financial aid package, the student will be notified in writing.

REASONABLE ACCOMMODATIONS

Reasonable accommodations will be made on an individual basis. However, it is the responsibility of persons with disabilities to seek available assistance and make their needs known at the time of enrollment. Documentation to support the disability must be provided to the school at the time of the request. Information pertaining to an applicant's disability is voluntary and confidential. If this information is supplied, it will be used to overcome the effects of conditions that limit the participation of qualified disabled students. If applicants or students feel that they have been the subject of unlawful discrimination, they may notify the school director by phone, in person, or in writing. Prompt action will be taken to resolve the conflict.

COURSE OFFERINGS

Salon & Spa Institute offers the following courses of study: Cosmetology/Operator (1500 hours), Esthetics (750 hours), and Instructor (750 hours).

COSMETOLOGY/OPERATOR CURRICULUM 1500 HOURS

1.	Haircutting, styling and related theory	500 hours
2.	Hair coloring and related theory	200 hours
3.	Cold waving and related theory	200 hours
4.	Orientation, rules and laws	100 hours
5.	Manicuring and related theory	100 hours
6.	Shampoo and related theory	100 hours
7.	Chemistry	75 hours
8.	Salon management and practices	75 hours
9.	Hair and scalp treatment and related theory	50 hours
10.	Chemical hair relaxing and related theory	50 hours
11.	Facials and related theory	50 hours

PRACTICAL APPLICATIONS

Each cosmetology student must complete practical applications of the curriculum according to the school’s published minimum practical applications or by the following schedule, whichever is greater.

A.	Client Protection		600 applications
B.	Hairdressing; Arranging, cutting, updos, shampooing, curling, flat iron and finger waving		600 applications
C.	Sanitation		500 applications
D.	Haircoloring: Temporary, semi-permanent, permanent, bleaching and dimensional coloring, and color formulas		100 applications
E.	Chemical Hair Services: Minimum of 5 services in each category 1. restructuring 2. permanent waving 3. straightening and relaxing		100 applications
F.	Facials: Minimum of 5 services in each category 1. skin analysis 2. manipulation and massage 3. skin care 4. removal of hair by wax, tweezers, or depilatories 5. make-up and brow arch		30 applications
G.	Scalp and Hair Treatments		30 applications
H.	Manicuring and pedicuring		30 applications

The above practical applications may be performed on a mannequin, a student or a client, and mock applications may be used when appropriate and necessary. It shall be the responsibility of the student to keep a record of the number of practical applications performed and shall be verified by an instructor signature.

ESTHETICS CURRICULUM 750 HOURS

1.	Facial Treatment, Cleansing, Masking, Therapy	225 hours
2.	Anatomy and Physiology	90 hours
3.	Electricity, Machines, and Related Equipment	75 hours
4.	Makeup	75 hours
5.	Orientation, Rules and Laws	50 hours
6.	Chemistry	50 hours
7.	Care of Client	50 hours
8.	Sanitation, Safety, and First Aid	40 hours
9.	Management-Salon and practices	35 hours
10.	Superfluous Hair Removal	25 hours
11.	Aroma Therapy	15 hours
12.	Nutrition	10 hours
13.	Color Psychology	10 hours

PRACTIAL APPLICATIONS

We also require the following practical applications to be completed prior to graduation:

A. Client Protection	60 applications
B. Cleansing	50 applications
C. Steaming	50 applications
D. Massage	50 applications
E. Mask	50 applications
F. Makeup	30 applications
G. Hair Removal	30 applications
H. Electricity, Machines and Related Equipment	30 applications

INSTRUCTOR CURRICULUM

750 HOURS

A) Lesson Plans	140 hours
B) Methods of Teaching	180 hours
C) Classroom Management	90 hours
D) Evaluation Techniques	90 hours
E) State Laws & Forms	60 hours
F) Visual Aids Prep & Use	60 hours
G) Learning Theory	100 hours
H) Orientation, Rules & Laws	30 hours

SCHOOL FACILITIES

The Salon & Spa Institute is a standalone facility consisting of approximately 12,000 square feet. Our building is an open concept with a warm and inviting atmosphere. We feature 16 hairstyling stations, 6 luxurious pipeless pedicure stations, and 4 manicure stations, all in a clean and relaxing environment. To ensure privacy, our Spa area has individual rooms for massages and skin care treatments. We also have 2 reception areas, administrative offices, 4 classrooms, and restrooms with showers.

GRADING SYSTEM

Students are graded in theory and practical areas. Students must pass all tests with a 70% or it must be retaken. Our grading scale is as follows:

A	=	90-100%
B	=	80-89%
C	=	70-79%
Failing	=	69% or below

GRADUATION REQUIREMENTS/DOCUMENT AWARDED

In order to meet the completion/graduation requirements of Salon & Spa Institute and be awarded a certificate of completion, students must complete all (1) hourly requirements, (2) all testing requirements with a 70% or better, (3) must meet the financial obligations or have made financial arrangements, and (4) Pass the written and practical State Board exams.

ASSISTANCE IN EMPLOYMENT OPPORTUNITIES

Although we cannot guarantee employment, upon completion, we will assist you in any way possible to seek and obtain employment. In fact, we assist you in job placement prior to graduation through different instructional techniques, including résumé writing, interviewing techniques through role-playing and salon visits. Salon owners and managers also come to the school to conduct mock interviews. We go on field trips, job fairs and hair shows. We provide

you with guidance on professional appearance through example. We also post job opportunities in the classrooms and in the break area.

Current Program Completion - 59.74%
 Current Program Placement/Employment Rate - 64.44%
 Licensure Rate - 100%

CAREER OPPORTUNITIES

Once a student completes the Cosmetology, Esthetics, or Instructor course, and receives a license, he/she will have several career opportunities available to him/her. Some examples of career choices are:

Cosmetology Field

Color/Perm Specialist Salon/Spa Owner
 Make-up Artist Platform Artist
 Extension Specialist Retail Specialist
 Facial Specialist Salon Manager
 Scalp & Hair Specialist

Education Field

Cosmetology Instructor State Board Inspector
 School Owner State Board Member
 School Director

CURRENT WAGE INFORMATION

Hairstylist and Cosmetologist found at www.careeronestop.org

State and National Wages as of 2015:

Location	Pay Period	2015				
		10%	25%	Median	75%	90%
United States	Hourly	\$8.47	\$9.21	\$11.38	\$15.95	\$22.79
	Yearly	\$17,600	\$19,200	\$23,700	\$33,200	\$47,400
Texas	Hourly	\$7.96	\$8.77	\$10.74	\$14.87	\$20.93
	Yearly	\$16,600	\$18,200	\$22,300	\$30,900	\$43,500

National Data Source: [Bureau of Labor Statistics, Occupational Employment Statistics Survey](#)

State Data Source: [Texas Wage Information](#)

State and National Trends

United States	Employment		Percent Change	Projected Annual Job Openings *
	2014	2024		
Hairdressers, Hairstylists, and Cosmetologists	597,200	655,600	+10%	21,210

Texas	Employment		Percent Change	Projected Annual Job Openings *
	2014	2024		
Hairdressers, Hairstylists, and Cosmetologists	37,390	45,880	+23%	1,700

National Data Source: [Bureau of Labor Statistics, Occupational Employment Statistics Survey](#)

State Data Source: [Texas Wage Information](#)

¹Job Openings refers to the average annual job openings due to growth and net replacement.

REFUND/CANCELLATION POLICY

CANCELLATION POLICY (Section 1602.457)

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

- (1) Cancels the enrollment agreement or contract not later than midnight of the third day after the date the agreement or contract is signed by the student, excluding Saturdays, Sundays, and legal holidays
- (2) Entered into the enrollment agreement or contract because of a misrepresentation made:
 - (A) In the advertising or promotional materials of the school
 - (B) By an owner or representative of the school

REFUND POLICY (Section 1602.458)

- (1) The holder of a private beauty culture school license shall maintain a refund policy to provide for the refund of any unused part of tuition, fees, and other charges paid by a student who, at the expiration of the cancellation period established under Section 1602.457:
 - (A) Fails to enter the course of training
 - (B) Withdraws from the course of training
 - (C) Is terminated from the course of training before completion of the course.
- (2) The refund policy must provide that:
 - (A) The refund is based on the period of the student's enrollment, computed on the basis of course time expressed in scheduled hours, as specified by an enrollment agreement, contract or other document
 - (B) The effective date of the termination for refund purposes is the earliest of:
 - (i) The last day of attendance, if the student is terminated by the school
 - (ii) The date the license holder receives the student's written notice of withdrawal
 - (iii) 10 school days after the last date of attendance
 - (C) The school may retain not more than \$100 if:
 - (i) Tuition is collected before the course of training begins
 - (ii) The student fails to withdraw from the course of training before the cancellation period expires

Withdrawal or Termination of Student (Section 1602.459)

- (a) If a student begins a course of training at a private beauty culture school that is scheduled to run not more than 12 months and, during the last 50 percent of the course, withdraws from the course or is terminated by the school, the school:
 - (1) May retain 100 percent of the tuition and fees paid by the student
 - (2) Is not obligated to refund any additional outstanding tuition

- (b) If a student begins a course of training at a private beauty culture school that is scheduled to run not more than 12 months and, before the last 50% of the course, withdraws from the course or is terminated by the school, the school shall refund:
- (1) 90 percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the course, whichever period is shorter;
 - (2) 80 percent of any outstanding tuition for a withdrawal or termination that occurs after the first week or first one-tenth of the course, whichever period is shorter, but within the first three weeks of the course
 - (3) 75 percent of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the course but not later than the completion of the first 25 percent of the course
 - (4) 50 percent of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the course
- (c) 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 TO TITLE IV/REFUND REPAYMENTS POLICY

This policy applies to all recipients of Federal Title IV Financial Aid Funds. Students that are no longer attending the school may still owe funds to the school to cover unpaid tuition. Additionally, the school may attempt to collect any funds from a student that the school was required to return as a result of this policy.

The school is required to calculate how much federal aid may be retained or disbursed for a student who withdraws prior to the end of a payment period. The calculated amount is referred to as "Return of Title IV Funds" (R2T4). The calculation of Title IV Funds earned by the student has no relationship to the student's tuition and fees that may be owed to the school. All students subject to this policy are determined according to the following definitions and procedures, as prescribed by regulation.

The school has 45 days from the date the school determines the students withdrew to return all unearned funds for which it is responsible. The school will notify the student in writing of the amount of funds that must be returned. The school will advise the student and/or parent that they have 14 calendar days from the date the school sent the notification to accept a post-withdrawal disbursement for funds that have not been disbursed but are eligible to be used for tuition and fees. If a response is not received from the student and/or parent within the permitted time frame or the student declines the funds, the school will return any earned funds being held from Title IV Programs. All post-withdrawal disbursement must occur within 90 days of the date the student withdrew.

WITHDRAWAL BEFORE 60%

The school must perform a R2T4 to determine the amount of earned aid up through the 60% point in each payment period and use the Department of Education's prorated schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

WITHDRAWAL AFTER 60%

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, the school will still calculate eligibility for a post-withdrawal disbursement.

CALCULATING R2T4

Title IV Funds are earned in a prorated manner on a per diem clock hour's basis up to the 60% point in the payment period. Title IV Aid is viewed as 100% earned after that point in time. The school is required to determine the earned and unearned Title IV Aid as of the date the student ceased attendance based on the amount of time the student was scheduled to be in attendance.

In accordance with Federal Regulations, when Title IV Financial Aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order: Unsubsidized Direct Loans, Subsidized Direct Loans and Direct PLUS loans, followed by Federal Pell Grants. The calculation steps are outlined in the following example:

1. Calculate the percentage of Title IV Aid earned by the student.
$$\frac{18 \text{ (completed days)}}{118 \text{ (scheduled days)}} = 15.3\% \text{ (% of completed calendar days within the payment period)}$$
2. Calculate the dollar amount of Title IV Aid earned by the student.
$$15.3\% \times \$2,805.00 = \$429.17 \text{ (Amount of aid earned by student)}$$
3. If this amount is greater than the total Title IV Aid disbursed for the payment period, a Post-Withdrawal Disbursement will be calculated; if the amount is less than the amount of Title IV Aid disbursed, the difference will be returned to the Department of Education.

POST WITHDRAWAL DISBURSEMENT

If a student earned more aid than was disbursed to him/her, the institution may owe the student a post-withdrawal disbursement which must be paid as soon as possible but no later than 90 days from the date the school determined the student withdrew for loans and no later than 45 days from the date the school determined the student withdrew for grants. The school is required to notify the student in writing within 30 days of the date it determined that the student withdrew that he/she is eligible for a post-withdrawal disbursement of Title IV Loan Funds.

However, if the student (or parent in the case of a PLUS Loan) is eligible to receive a post-withdrawal disbursement of loan funds, the student or parent borrower must first confirm in writing whether he/she accepts/declines all or some of the loan funds offered as a post-withdrawal disbursement. A post-withdrawal disbursement of Federal Grant Funds does not require student acceptance or approval and the grant funds may be applied directly to the student's account in order to satisfy tuition and fees, or to the student. The school will seek the student's authorization to use a post-withdrawal disbursement for all other educationally-related charges in addition to tuition and fees.

The school is required to return the amount of Title IV Funds for which it is responsible no later than 45 days after the Date of the Determination of the date of the student's withdrawal.

OVERPAYMENTS

Any amount of the unearned grant funds that a student must return directly is called an overpayment. The amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with the school and/or the Department of Education to return the unearned grant funds, failure to do so will result in no additional Title IV Aid.

OFFICIAL WITHDRAWALS

To officially withdraw from the school, the student must initiate the withdrawal process by contacting the School Director. The school's Cancellation & Refund Policy and RT24 will apply to withdrawn students in accordance with the date provided on the written withdrawal notice and will be effective the date the notice is received.

UNOFFICIAL WITHDRAWAL

Termination of a student is defined as no longer attending and is absent for 10 calendar days, whether by the student's voluntary withdrawal or dismissal by the school as disciplinary action; the last date of attendance will be used for the Cancellation & Refund Policy and RT24 calculations.

LEAVE OF ABSENCE

A student may request a Leave of Absence (LOA). Prior to the start of the leave, a student must request the leave in writing. This leave is granted at the discretion of the administrative staff. Reasons approved for leave may include illness of student or immediate family member, auto accident, maternity leave, as well as other reasons not listed.

The request for leave must be signed and accompanied by documentation supporting the need for the Leave of Absence. Such documentation may include an explanation of existing circumstances from a doctor, lawyer, or counselor citing need for the Leave of Absence. In the event the student cannot make the request in advance (i.e., due to a car accident or other unforeseen circumstance), then the school may still allow a leave. The beginning of the leave will be determined as the first date the student was unable to attend the institution due to the unforeseen circumstance and an end date will be noted that will not exceed the 180 day maximum.

A student who has been absent from school and has been granted a Leave of Absence by the school is not considered to have withdrawn from school. If approved, the official leave will extend the contract period by the same number of days designated in the leave document or actually used by the student. No re-entry fee will be charged if the student returns to class on or before the first class day scheduled after the termination of the Leave of Absence. The Leave of Absence and any additional approved leaves of absence may not exceed a total of 180 days in any twelve-month period.

The Leave of Absence involves no additional charges by the school to the student, the enrollment agreement will be automatically extended by the length of the LOA, and the student agrees to re-enter on the designated date. The student will be dropped as of the last day of attendance should they not return from the LOA. The school's refund policy will be in effect, and any outstanding balance due the school will be due immediately.

THE SCHOOL'S RESPONSIBILITIES REGARDING R2T4

- Provide student with the information given in this policy
- Identify any student who is affected by this policy and complete the Return of Title IV Funds calculation for the students
- Return any Title IV funds that are due the Title IV Programs

THE STUDENT'S RESPONSIBILITIES REGARDING R2T4

- Return funds to the Title IV Program that were disbursed to any student for which the student was determined to be ineligible via the Return of Title IV Funds calculation.

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

SCHOOL CALENDAR/HOLIDAYS FOR 2016

Classes start the first Monday of every Month unless it is a holiday. We observe the following holidays and vacation days:

Charro Days: 02/26/2016

Spring Break: 03/14/2016 - 03/18/2016

Easter: - 03/25/2016

Memorial Day: 05/30/2016

Independence Day: 07/04/2016

World Hair Show: 9/19/2016

Columbus Day: 10/10/2016

Veterans Day: 11/11/2016

Thanksgiving: 11/21/2016-11/25/2016

Christmas & New Year: 12/22/2016-01/04/2017

CLASS SCHEDULE

- 35 hours per week Full Time
(School hours are Monday through Friday 8:30 a.m. to 4:30 p.m. including lunch & breaks)
- 25 hours per week Half Time
(School hours are Monday through Friday 8:30 a.m. to 2:00 p.m. including lunch or 5:00 p.m. to 10:00 p.m.)

FERPA

FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and access to student educational records. FERPA rights apply to students and parents/guardians of a dependent minor student; a student is a person who is, or has been, in attendance at the School, regardless of the person's age. Under FERPA, a student has a right to:

- Inspect and review his or her educational records
- Request to amend his or her educational records
- Have some control over the disclosure of information from his or her educational records

The directory information made available by the school is:

- Name (maiden, other, preferred, primary)
- Address (all known)
- Telephone (all known)
- Date of Birth
- Birth Location
- Course
- Dates of Attendance
- Degrees & Awards Received
- Most Recent Previous Educational Institution Attended

FERPA also authorizes disclosure of this information without the student's consent under certain circumstances. Directory information will be provided to the public upon request unless the student files a request with the school asking to be excluded from the directory or from any other requests for open directory information from outside entities. A student may update access to their information by contacting a school employee and filing a request to be excluded from the directory or from any other requests for open directory information.

According to FERPA, some non-directory student records may not be released without prior written consent from the student. A record is any information recorded in any way, including but

not limited to handwriting, print, tape, film, microfilm, microfiche, and digital image. Educational records are all records that contain information that is directly related to a student and that are maintained by an educational agency or institution or by a party acting on its behalf. Educational records do not include the following:

- Sole possession records (those records kept in the sole possession of the maker which are used only as a personal memory aid and are not accessible or reviewed by any other person except a temporary substitute for the maker of the record)
- Medical or psychological treatment records that include but are not limited to records maintained by physicians, psychiatrists, and psychologists
- Employment records, provided that employment is not contingent upon being a student
- Law enforcement records

The school will disclose information from a student's education record without the written consent of the student to staff members who require access to educational records in order to perform their legitimate educational duties; officials of other schools in which the student seeks or intends to enroll; and in connection with a student's application for, or receipt of, financial aid; and state, federal, and accrediting agencies as required.

Under FERPA, students have a right to see, inspect and request changes to their educational records. Upon request, the School shall provide a student access to his or her educational records except for financial records of the student's parents or guardian; and confidential letters of recommendation where the student has signed a waiver of right of access. Educational records covered by FERPA normally will be made available within ten (10) days of the request. All records are to be reviewed by students in the presence of a staff member. The contents of a student's educational records may be challenged by the student on the grounds that they are inaccurate, misleading, or otherwise in violation of the privacy rights of the student by submitting a written statement to the school.

It is the policy of the school that it will maintain the FERPA disclosure code in effect at the time of a student's last term of enrollment for former students. Furthermore, the school will honor a request from a former student, not re-enrolled, to add or delete a non-disclosure request.

FERPA rights cease upon death. However, it is the policy of the school that no records of deceased students be released for a period of five (5) years after the date of the student's death, unless specifically authorized by the executor of the deceased's estate or by next of kin.

If students believe that their FERPA rights have been violated, they may contact the Family Policy Compliance Office at the Department of Education, 400 Maryland Ave SW, Washington DC 20202-5920. Additional information is available at www.ed.gov/policy/gen/guid/fpco/.

PARENT RIGHTS UNDER FERPA

At the post-secondary level, parents have no inherent right to access or inspect their son's or daughter's educational records, including final grades, grades on exams, and other information about academic progress. This information is protected under FERPA and parents do not have access to it unless the student has provided written authorization, or unless the student is a dependent as defined in Section 152 of the Internal Revenue code of 1954.

Students can give written permission of access to their educational record by completing the Privacy Release Authorization Form and remitting it to the school director.

In emergency or crisis situations, the school may release non-directory information if the institution determines that the information is necessary to protect the health or safety of the student or other individuals.

SCHOLARSHIPS & TUITION DISCOUNTS

We do not offer scholarships but may provide a Tuition Discount to family members of owners and staff at the school director's discretion. Students returning to Salon & Spa Institute to take the Instructor Course, and couples or 2 family members living in the same household will also be provided a Tuition Discount.

HOUSING

Salon & Spa Institute does not offer housing.

ADVISING

The administrative and instructional staff members at Salon & Spa Institute are available to help you in any way possible as you make your way through your course of study. If you are having difficulty fulfilling your academic, attendance or financial obligations, we encourage you to come and speak with any of us so we can design a plan to help you through any challenges you are facing. We also have a list of outside referral agencies available to you in the event the problem(s) you are facing is/are outside our level of expertise. This list is posted in the break area as well if you would prefer seeking out help anonymously. Please know that anything you tell us will remain confidential.

REGULATORY AGENCIES

Consumer Protection Division

P.O. Box 12548, Austin, TX 78711, Toll-Free: (800) 621-0508.

Texas Department of License and Regulation (TDLR)

920 Colorado, Austin, TX, 78701; Mailing address is P.O. Box 12157, Austin, TX, 78731

Telephone: (512) 463-6599

Toll-Free (in Texas): (800)803-9202

Fax: (512) 463-9468

<http://www.license.state.tx.us/contact.htm>

National Accrediting Commission of Career Arts & Sciences (NACCAS)

4401 Ford Ave., Suite 1300, Alexandria, VA 22302-1432 USA

Telephone: (703) 600-7600

Fax: (703) 379-2200

<http://www.naccas.org>

ATTENDANCE POLICY

The student agrees to be punctual and will not, except for emergency or medical reasons, be excused from school. A student will be terminated when absent for 10 consecutive calendar days. The school will attempt to contact the student before termination.

TARDINESS

All students are expected to attend on their regularly scheduled time. Theory is given every morning and class assignments are scheduled daily. You must speak to your instructor when arriving late to class or late for your student salon and student spa services. Please meet with

your instructor to become familiar with the class schedule. All students will be allowed to attend the rest of the day as long as they have permission granted by their instructor.

If you are running late from your regularly scheduled time, you must notify the school so your instructor and your clients are notified. If the client wishes he/she will be assigned to another student to accommodate their time. All students will be allowed to attend the rest of the day as long as they have permission granted by their instructor.

EXCUSED VS UNEXCUSED ABSENCES

Every student gets extra time worked into his or her schedule. There is no excused vs. unexcused absence policy in the traditional sense.

MAKE-UP WORK

If you miss a test, you will need to make arrangements with your instructor.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

GENERAL INFORMATION/DETERMINATION OF PROGRESS

The following policy is applicable to all students enrolled. It is applied consistently to all students in a program and attendance schedule (i.e., full-time or part-time). It is provided prior to enrollment so that applicants can understand the SAP requirements. SAP will be measured at the following **scheduled** hours to ensure that an evaluation occurs no later than the midpoint of the academic year or the course, whichever occurs sooner:

Cosmetology 450, 900 and 1200 Hours Esthetics and Instructor: 150 and 375 Hours

Students are provided with access to the SAP evaluations at the designated intervals.

Course incompleteness, repetition, non-credit remedial courses have no effect on SAP.

QUALITATIVE REQUIREMENT: Maintain a cumulative academic average of 70% or better at the end of each progress report period. The school uses the following grading scale:

90- 100 A

80 - 89 B

79- 70 C

69 - BELOW STANDARDS - UNSATISFACTORY

1. Students enrolled in an educational program of more than two academic years must have a cumulative GPA of a 70%/C or higher and/or the ability to graduate in order to receive Title IV Funds.

QUANTITATIVE REQUIREMENT:

1. All students must attend 67% of the scheduled hours of attendance to be in compliance.
2. Students must complete his/her educational program in no longer than 150% of the published length of the program as measured in clock hours as determined by the program.

LOSING AND REGAINING ELIGIBILITY:

FINANCIAL AID WARNING STATUS

A student who meets the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation. A

student deemed as not making SAP at the reporting period will be automatically placed in a Financial Aid Warning Status and the student will be notified in writing of any potential impact to financial aid, if applicable. At this point, no action is required by the student and they may continue to receive Title IV Funds for one additional payment period. Students who are making SAP at the next reporting period are considered as meeting SAP and have regained full eligibility. Those who are not making SAP may be placed on Financial Aid Probation Status (see details below). Any student that wants access to their SAP report, may request it from the Financial Aid Director.

FINANCIAL AID PROBATION STATUS

The school may allow for the status of probation for students who are not considered meeting SAP requirements if: a) The institution evaluates the student's progress and determines that the student did not make SAP during the warning period; and b) the student prevails upon appeal of a negative progress determination prior to being placed on probation; and c) The institution determines the SAP standards can be met by the end of the subsequent evaluation period; or d) the institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the SAP requirements by a specific point within the maximum time frame established for the individual student.

Students who are making SAP at the next reporting period are considered as meeting SAP and have regained full eligibility. Those who are not making SAP will be ineligible to receive Title IV Funds. A student must meet SAP prior to having eligibility reinstated.

APPEAL PROCESS

If a student wishes to appeal a negative SAP determination for the possibility of being placed on probation, the student must submit a written request. The reasons for which a student may appeal include death of a relative, an injury or illness of the student or other allowable special circumstances. The student must submit any applicable documentation and explain what has changed in the student's situation that will allow the achievement of SAP at the next evaluation. The results of the appeal will be documented and placed in the student's file.

REINSTATEMENT OF AID

Reinstatement of aid is limited to the payment period under evaluation. Prior payment periods in which the student was determined ineligible for aid will not be included in the student's reinstatement of eligibility. A student may be paid Title IV funds for the payment period in which he/she resumes satisfactory academic progress. A student who does not achieve the minimum standards is no longer eligible for Title IV funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation as described above.

LEAVE OF ABSENCE AND RETURNING STUDENTS

If enrollment is temporarily interrupted for a Leave of Absence (LOA), the student will return to School in the same progress status as prior to the LOA. Hours elapsed during a LOA will extend the student's contract period and maximum time frame by the same number of days taken in the LOA and will not be included in the student's cumulative attendance percentage calculation. Students who fail to return from an LOA will have an Unofficial Withdrawal on the date they were scheduled to return from the LOA. (See Leave of Absence Policy Page 11).

TRANSFER HOURS AND SAP

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

CONDUCT

1. The school reserves the right to request that discussion of Salon/Spa practices, speaking ill of other students and clients is not allowed.
2. Posting derogatory information/opinions on social media about Salon & Spa Institute is considered insubordination.
3. Foul or abusive language is forbidden anywhere within this facility.
4. All students must make available all tools and equipment necessary that was issued by the school, for daily practice and for client services.
5. Being unprepared for class or to provide client services is grounds for immediate dismissal for the day.
6. The school reserves the right to request that professionalism is to be strived at all times toward all clients, fellow peers and staff, at school and away from school.
7. Cell phones are only allowed in student break rooms. The phone at the front desk is for emergency use only. If there is an emergency call for a student, a staff member will notify the student in person.

TERMINATION POLICY

- (a) Nonpayment - within one month (if payment arrangements have not been made)
- (b) If a student is found with drugs or alcohol on the premises, they will immediately be dismissed. They will not be considered for re-enrollment.
- (c) If a student misses 10 consecutive calendar days the student will be terminated.
- (d) If a student is disorderly and refuses to follow rules, is insubordinate to school staff, refuses to follow regulations and school policies, the student will be terminated.

OTHER RULES AND REGULATIONS

- a. All students are expected to attend his/her scheduled hours, including attending theory, every day. If you will not be attending class for the day, you must notify the school immediately. Please leave a message with the receptionist. Your instructor will be notified of your absence and any scheduled appointment will be rescheduled with another student.
- b. All students are to eat, snack and drink in the student break room after clocking out. Never at any time is anyone allowed to be eating anything, smoking in front of clients, or hanging out in areas where clients are present. Keep in mind that clients and mirrors are everywhere and your choice of words can be heard.
- c. No type of intoxicant is to be consumed on premises during school hours and school grounds. Arrival to school under the influence of any type of chemical stimulant or depressant will be grounds for immediate dismissal and/or termination of contract.

REMEMBER:

- The Client is the boss.
- Maintain a constant vigil of your surroundings and your work area. Keep your work area tidy and clean at all times. Sanitation practices are a must at all times.
- In a true salon spa environment you will be encountering different work scenarios. We encourage students to begin practicing their retail skills, client retention and professional ethics at all times.
- Refusal of a client is grounds for immediate dismissal for the day.
- Refusing a client in a salon spa environment encourages bad habits and decreases your opportunities for potential income.
- Your style is the key to effective service. You must convey to your client that you are there for them and them alone. Make your client feel important. Never ignore or react as though you are not willing to go that extra mile or two for them. Listen to what your client wants and needs, then suggest/recommend but don't insist.

- Leave your problems, bad days, and bad attitudes outside the school doors. This is to be a friendly and relaxing atmosphere for both you and your clients.

SCHOOL SANITATION AND DUTIES POLICY

Salon & Spa Institute strives to be a clean facility. With your help we can continue to provide a clean and sanitary establishment in which both students and clients can enjoy. Every day you will be assigned a cleaning duty. This is part of your sanitation daily grade. It will consist of the following:

Laundry	Classrooms	Pedicure Area	Manicure Area
Break Room	Clinic Floor Stations	Mirrors	Hooded Dryers
Shampoo Bowls	Dispensary	Guest Services	Restrooms

With this routine you will be able to complete your course with the best quality training and sanitation standards that top the beauty industry. You will be used to teamwork and role-playing in salons and spas.

STAFF AND FACULTY

*	Rusty Brechot	-----	School Owner*
*	Mark Johnson	-----	School Owner*
*	Samuel Avila	-----	School Director
*	Robin Brechot	-----	Executive Director
*	Deborah L Parrish	-----	Controller
*	Rosie Amador	-----	Financial Aid Director
*	Bonnie Emmerson	-----	Marketing & Public Relations Director
*	Amy Flores	-----	Assistant Director/Admissions Representative
*	Alma Leticia Espinosa	-----	Cosmetology Instructor
*	Gicela Galvan	-----	Cosmetology Instructor
*	Manuel Miranda	-----	Cosmetology Instructor
*	Nora Arguelles	-----	Esthetics Instructor
*	Martha Ramirez	-----	Receptionist
*	Raina Mancillas	-----	Receptionist
*	Mary Rodriguez	-----	Custodian

*Institute of Esthetics & Cosmetology, LLC

COURSE COSTS

Cosmetology

Tuition	\$18,275.00
Registration Fee:	\$ 100.00
Books & Kit	\$ 2,900.00*

Total	\$21,275.00
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Esthetics

Tuition	\$9,800.00
Registration Fee:	\$ 100.00
Books & Kit	\$ 800.00*

Total	\$10,700.00
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Instructor 750

Tuition	\$ 5,900.00
Registration Fee:	\$ 100.00

Total:	\$6,000.00
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*SSI offers these items at a competitive market rate however students have the option to purchase books and supplies on their own.

PAYMENT OPTIONS

The school accepts checks, money orders, credit card payments and financial aid to qualified students.

OTHER FEES

If you have not completed your course hours by your contract expiration date, you will be charged double your contract tuition rate for each hour remaining, with a new expiration date to complete the remaining hours. Discounts may be applied at the discretion of the school owners, school director, or the executive director. If a student drops or withdraws and wishes to return to SSI to continue course studies, a \$250 re-enrollment fee will be charged. We offer a 2 week student graduate refresher course; \$500 for SSI students and \$1,000 for non-SSI students. At the time of enrollment, each student will be given their student identification "free of charge". A \$5.00 fee will be charged for each additional student identification.

NON-SMOKING FACILITY

The school is a non-smoking building.

VACCINATION POLICY

Salon & Spa Institute complies with the State of Texas requirements for vaccinations. At this time Texas does not require any vaccinations prior to or during enrollment in its programs.

EMERGENCY PROCEDURES

The school has four (4) fire extinguishers located in the hallways and throughout the facility. There are 4 Exit doors; front and back and two along the south classrooms in the event of an evacuation. Students and employees are shown all exits during their initial tour of the campus and evacuation plans are hanging in each hallway. Please familiarize yourself with the quickest and safest exit available to you should there be an emergency. Students are advised to evacuate

the premises in an orderly fashion and it is mandatory that all students meet at the end of the parking lot at the corner of Coria and Wildrose (the furthest point from the building) where the school will conduct a roll call to establish every student has evacuated the building. Students will be notified by school personnel when it is safe to return. In the event of an emergency call 911 immediately and notify the school director if possible.

FINANCIAL ASSISTANCE

Financial Assistance is available to those who qualify. Please see page 3 for more information.

All students have the following rights and responsibilities:

The student has the right to ask the school:

- The name of its accrediting and their licensing organizations
- About its programs; its instructional, laboratory, their physical facilities, and their faculty
- What the cost of attending is, and the institutions policies concerning refunds and return to Title IV (R2T4) to students who drop out
- What financial assistance is available including information on all federal, state, local, private and institutional financial aid programs
- What the procedures and deadlines are for submitting an application for each available financial aid program
- How it determines a student's eligibility and need for financial aid
- How much of your financial need, as determined by the school, has been met
- To explain each type and amount of assistance in your financial aid package
- What the interest rate is on any student loan you have, the total amount you must repay, when a student must start repaying
- Deferment of repayment or forbearance for certain defined periods, if you qualify and if you request deferment or forbearance
- Provide written information on student's loan obligations and information on your rights and responsibilities as a borrower
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed
- How the school determines when and whether you are making satisfactory progress (SAP) and what happens if you fail to maintain SAP. How failing to maintain SAP affect your Title IV eligibility
- What special facilities and services are available to student with disabilities and how to request a reasonable accommodation

It is the student's responsibility to:

- Review and consider all the information about the school program before enrolling
- Pay special attention to the application process for Federal Student Financial Aid, complete it accurately, and submit it on time to the right place. Errors on the FAFSA can delay or prevent your receiving aid timely
- Know and comply with all deadlines for applying and reapplying for aid
- Provide all enrollment and verification documentations, corrections, and/or new information requested by either the Financial Aid Director or the agency to which you submitted the application
- Notify the school of any information that has changed since you applied
- Read, understand, and keep copies of all forms you were asked to sign
- Ensuring you are aware that you must start making monthly repayment on your student loan after your grace period ends, unless you have a deferment or forbearance. When you sign your Master Promissory Note (MPN), you are agreeing to repay your loan
- Attend an exit interview at the time you leave the school to determine the net balance of your account with the school as well as the net balance of any student loan

- Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student). If you have student loans, you must notify your lender of these changes
- Understand your school's refund policy
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment agreement
- Understand that you may be responsible and have liability for portions of Title IV Funds returned by the institution on your behalf
- Understand that there could be liabilities when errors are made as a result of inconsistent information provided by the student and result in funds being awarded that a student was not eligible for are advanced to you or credited to your school account.

TITLE IV

A current year FAFSA (Free Application for Federal Student Aid) is required to be completed prior to a determination of eligibility for all Title IV funds and prior to each new award year. Directions to complete this application, an MPN (Master Promissory Note), and Entrance Counseling are located on the “Directions to Apply for Federal Student Aid”, the US Department of Education’s annual publication of “Funding Education Beyond High School: The Guide to Federal Student Aid” and Direct Loan Basics for Students” available in the Student Resource Center and/or Financial Aid Office; or:

FAFSA Information Center 1-800-433-3243

FAFSA Website www.studentaid.ed.gov.

The school currently participates in the Pell Grant, Stafford Direct Loan and Parent PLUS Direct Loan programs. The school does not coordinate but will certify veterans, state, local government and private funding sources.

Need Based Aid (Pell Grant and Stafford Subsidized Loan) Calculation:

COA (Cost of Attendance) - EFC (Expected Family Contribution) = Need Eligibility

Non-Need Based Aid (Unsubsidized Stafford and Parent PLUS Loan) Calculation:

COA - EFA (Expected Financial Assistance/all other aid) = Non-Need Eligibility

COA = Budget - each student receiving an Award Letter estimating Title IV Eligibility will be assigned a Budget. The COA includes the following items: Tuition & Fees, Room and Board, Transportation, Misc/Personal, Books/Supplies and Other items such as special circumstances or expenses related to disabilities.

The school does not offer private education/institutional loans, nor does the school have preferred lender arrangements. Should a student insist on seeking a Private Educational Loan, loan certification will only be provided after a student has demonstrated need and exhausted all Federal Student Aid eligibility and a Private Education Loan Application Self-Certification must be completed.

Students who borrow a Stafford Loan while attending the school must complete Direct Loan Entrance Counseling before funds will be certified.

Exit Counseling must be completed by all students who receive Title IV Direct Loans before graduating or withdrawing from school. If a student is unavailable to complete at the school a package a Direct Loan Exit Counseling Guide will be mailed to them for completion.

Counseling may be provided in person (individually or in groups), using audiovisual materials US Department of Education Publications and/or online. Student borrowers should be advised to

complete online exit counseling or come to the counseling session at the school shortly before graduating, or ceasing at least half-time enrollment.

Due to a class size fewer than 50 students the school does not release the gender and ethnicity of enrolled, full-time students who are enrolled or receive Title IV; doing so would lead to individually identifiable student recipients and violate their right to privacy. In addition to information published in this catalog details on Student Body Diversity, Federal Student Aid Recipient Details and Program Costs can be found on the College Navigator Website at www.nces.ed.gov/collegenavigator.

NSLDS (National Student Loan Data System) is available at www.nsls.ed.gov where borrower's loan history can be reviewed. Students without Internet access can identify their loan holder by calling 1-800-4-fed-aid. The borrower will be made aware that the information on the NSLDS site is updated by schools and the Department of Education and may not always have the most current information available. Information is accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

The Ombudsman's office is a resource for borrowers when other approaches to resolving student loan problems have failed at 1-877-557-2575.

CONSTITUTION DAY

The school celebrates Constitution Day on or near September 17 of each year as required www.constitutionday.com.

VOTER REGISTRATION

Students are encouraged to register and vote in state and federal elections. Voter Registration and Election Date information for the State of Texas can be found at: www.sos.state.tx.us.

The Elections Division of the Secretary of State's Office is open from 8:00 a.m. until 5:00 p.m. weekdays. The Elections Division is also open during the hours that the polls are open on all uniform election dates (2nd Saturday in May and 1st Tuesday after the 1st Monday in November), on the primary and primary runoff election dates (1st Tuesday in March of even-numbered years and 2nd Tuesday in April following the primary), and the dates on which special statewide and federal elections may be ordered. Answers to questions on election law and procedures may be obtained by telephoning the Elections Division toll-free at 1.800.252.VOTE (8683) or direct at 512.463.5650.

To be eligible to register to vote in Texas, a person must be:

- A United States citizen
- A resident of the Texas county in which application for registration is made
- At least 18 years old on Election Day
- Not finally convicted of a felony, or, if so convicted must have (1) fully discharged the sentence, including any term of incarceration, parole, or supervision, or completed a period of probation ordered by any court or (2) been pardoned or otherwise released from the resulting disability to vote
- Not determined by a final judgment of a court exercising probate jurisdiction to be (1) totally mentally incapacitated or (2) partially mentally incapacitated without the right to vote

Registering to vote is easy in Texas. Official applications to register to vote are postage-paid by the State of Texas. In most Texas counties, the County Tax Assessor-Collector is also the County Voter Registrar. In some counties, the County Clerk or County Elections Administrator registers

voters. You may obtain an application from the school, the Secretary of State's Office, libraries, many post offices, or high schools. Or, you may download an informal application, but you will be required to affix a stamp before mailing. You may also register to vote when you apply for or renew your driver's license.

The application must be received in the County Voter Registrar's office or postmarked 30 days before an election in order for you to be eligible to vote in that election. You will receive a voter registration certificate in the mail after the County Voter Registrar has processed your voter registration application. Upon receipt of the voter registration certificate, sign it, fold it and keep it in your wallet and take it to the polls with you when you vote.

All voters who registered to vote in Texas must provide a Texas driver's license number or personal identification number issued by the Texas Department of Public Safety or the last four digits of your social security number. If you have not been issued any of these numbers, then you must state that fact on the application by checking the designated box.

A voter who has not been issued a driver's license or social security number may register to vote, but such voter must submit proof of identification when presenting himself/herself for voting or with his/her mail-in ballots, if voting by mail. These voters' names are flagged on the official voter registration list with the annotation of "ID." The "ID" notation instructs the poll worker to request a proper form of identification from these voters when they present themselves for voting. Acceptable identification includes:

- Driver's license or personal identification card issued to the person by the Department of Public Safety or a similar document issued to the person by an agency of another state, regardless of whether the license or card has expired
- Form of identification containing the person's photograph that establishes the person's identity
- Birth certificate or other document confirming birth that is admissible in a court of law and establishes the person's identity
- United States citizenship papers issued to the person
- United States passport issued to the person
- Official mail addressed to the person by name from a governmental entity
- Copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the voter
- Any other form of identification prescribed by the Secretary of State

VOTER REGISTRATION CERTIFICATE

- Once you apply, a voter registration certificate (proof of registration) will be mailed to you within 30 days
- Check your certificate to be sure all information is correct (if there is a mistake, make corrections and return it to the voter registrar immediately)
- When you go to the polls to vote, present your certificate as proof of registration
- You may vote without your certificate by signing an affidavit at the polling place and showing some other form of identification (for example; driver's license, birth certificate, copy of electric bill)
- If you lose your certificate, notify your County Voter Registrar in writing to receive a new one
- You will automatically receive a new certificate every two years, if you haven't moved from the address at which you are registered.

If you move within the same county simply go to the Secretary of State's web site and change your address online or promptly notify the County Voter Registrar, in writing, of your new address by: Correcting your current voter registration certificate on the back and returning it to the County Voter Registrar

- Filling out a new voter registration application form and checking the "change" box
- Making simultaneous changes to your driver's license and voter registration when you apply for or update your driver's license.

You will receive a new certificate with your new address. You will be able to vote in your new precinct 30 days after your change of address is submitted. If you miss the deadline (30 days before an election), you may vote in your former precinct as long as you still reside in the political subdivision conducting the election.

Your residence is located in a specific "precinct," which is an area within the county. There are many precincts within a county. The place where you will vote on Election Day is located in your precinct. There may be combined precincts in order to accommodate joint local elections; therefore, in some elections you may vote outside your designated precinct. The County Clerk or County Elections Administrator can give you the specific location of your polling place, or you can check on-line to see if the County Clerk or Elections Administrator has that information posted. The Secretary of State's Office may also provide polling place information at the "Where do I vote" link on its webpage prior to the primary, primary runoff and November uniform election date elections.

If you move to another county you must re-register. Fill out a new application and mail it, or take it in person, to the Voter Registrar of your new county. You may not register online if you move from one county to another. You will be registered 30 days after your application is submitted. You will receive a new certificate.

After changing residence to another county, a person may be eligible to vote a "limited" ballot in his/her new county of residence on candidates or issues common to the old and new counties. A "limited" ballot may be voted only during early voting by personal appearance or by mail (not on Election Day) if:

- The person would have been eligible to vote in the county of former residence on Election Day if still residing in that county
- The person is registered to vote in the county of former residence at the time the person offers to vote in the county of new residence
- A voter registration for the person in the county of new residence is not effective on or before Election Day

Promptly notify the County Voter Registrar, in writing, of the name change using the same steps as for IF YOU MOVE WITHIN THE COUNTY. You will receive a new certificate 30 days after your name change notice is submitted. You may continue to vote during this period. If you do not have your certificate in hand, you may sign an affidavit at the polls and present a form of identification.

FOR MORE INFORMATION:

- Secretary of State's Office toll-free at 1.800.252.VOTE (8683)
- Your local County Clerk: <http://www.co.cameron.tx.us/countyclerk/>
- Your local County Elections Administrator: <http://www.co.cameron.tx.us/election/>
- Your County Voter Registrar: http://www.co.cameron.tx.us/election/voter_information.htm

Secretary of State
Elections Division

P.O. Box 12060
Austin, Texas 78711-2060
512.463.5650 or
1.800.252.VOTE (8683)
Fax 512.475.2811
TTY 7.1.1

Federal Election Commission

999 E Street, N.W.
Washington, D.C. 20463
1.800.424.9530

Texas Ethics Commission

P.O. Box 12070
Austin, Texas 78711-2070
512.463-5800
1.800.325.8506

COPYRIGHT AND COMPUTER USE POLICY

The School supports enforcement of copyright law for the protection of its employees as both creators and users of copyright protected works. The School requires that staff and students comply with federal law regarding the use of copyright protected materials. In addition, in the spirit of promoting "the progress of science and the useful arts," the school supports the fair use for such purposes as criticism, comment, news reporting, teaching scholarship or research and reproduction of copyrighted materials (including multiple copies for classroom or library use), for educational purposes as outlined in the federal Copyright Law (PL94-553).

ADMINISTRATIVE RULE

1. This administrative rule is based upon the original Copyright Act of 1976 and the amendments added by the Digital Millennium Copyright Act signed into law in 1998.
2. This administrative rule applies to all staff and students who make use of materials created by entities other than themselves. This includes but is not limited to materials used for classroom teaching, out of class presentations, online distribution, professional conferences, homework assignments, electronic transmission and for school publication.
3. Copyright issues dealing with intellectual property created by staff and students are covered in the administrative rule on intellectual property.
4. The School considers the educational environment to consist of traditional on-campus instruction.
5. Staff and students are expected to comply with copyright law and to apply the fair use criteria to each use of material of which they are not the originator.
6. Unauthorized peer-to-peer file sharing, illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system.
7. The only software programs, other than students' projects, to be used on systems in the school are those products for which the school owns a valid license or the school may legally use. Copying the school's software from the computer system is considered theft and is a serious offense. Copying or modifying school software and/or borrowing software from the labs is not permitted. If you have a question, please see the system administrator.

In compliance with the Section 512(2)(c)(2) of Chapter 5, Title 17 of United States Code, the School shall have a DESIGNATED AGENT "to receive notifications of claimed infringement" and "other contact information which the Register of Copyrights may deem appropriate." The designated agent for the School will be the School Director.

FAIR USE

Fair Use is the use of a copyrighted work for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research.

In determining whether the use made of a work in any particular case is a fair use, the factors to be considered shall include:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes
2. The nature of the copyrighted work
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole
4. The effect of the use upon the potential market for or value of the copyrighted work.

The school encourages staff and students to be diligent in the application of the fair use criteria. Through diligent application, school constituents and the School avail themselves of protection from infringement by establishing "reasonable grounds for believing that his or her use of the copyrighted work was a fair use" according to Sections 107 and 504c of United States Code title 17.

CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

SCHOOL DISCIPLINARY ACTIONS

Disciplinary action may be taken in the event that the provisions of this guideline are violated. The administration has sole discretion in determining what action, if any, will be taken against persons violating the provisions of this guideline. Handling of violations to this guideline may vary according to the particular situation. Where the use of the computer is an integral part of the instructional program, violators need to be disciplined immediately and regain access to the computer so that instruction may continue. Disciplinary action may range from a verbal reprimand to legal action.

GRIEVANCE POLICY

Student grievances should be handled promptly and in the following manner:

1. Discuss the problem with the appropriate instructor or staff member.
2. If unsatisfied, the student may submit a formal grievance to the school director. All grievances must be in writing and any documentation must be provided, as applicable.
3. A decision will be made by school officials and the decision/resolution will be submitted formally in writing to the complainant within fifteen (15) business days. The decision will be final.
4. If the complainant is not satisfied with the decision of the school officials, the student may contact:

Salon & Spa Institute is licensed by:

Texas Department of Licensing and Regulations
P.O. Box 12157
Austin, Texas 78711
(512) 463-6599
Toll-Free (in Texas): 800-803-9202

Salon & Spa Institute is accredited by:

National Accrediting Commission of Career Arts and Sciences
4401 Ford Ave. Suite 1300
Alexandria, VA 22302
(703)600-7600 Fax: (770) 396-3790

MISREPRESENTATION

In the unfortunate event the school receives a written allegation or complaints from a student enrolled at the school, a prospective student, the families of a student or prospective student, and/or a governmental official it is the policy of this school that the school director will respond in writing and copy the appropriate agencies within 30 days.

TRUE AND CORRECT STATEMENT

The information contained in this Catalog and its supplements is true and correct as of publication.