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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 Student 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.

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 and verified for U.S. High School Equivalency by an outside, certified agency.
- Pay the required non-refundable (after the grace period) Registration Fee of \$100.00
- If enrolling under the Texas Department of Assistive & Rehabilitative Services, you must meet the above conditions as well as any other specific conditions established by that agency.

Student Instructor - 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 POLICY

We accept students wishing to transfer into Salon & Spa Institute. However, the same admission requirements apply. No more than 750 hours will be transferred for the Cosmetology course and 375 hours for Esthetics and Student Instructor courses. 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.

RE-ENTRY STUDENTS POLICY

A student is allowed to re-enroll after they have withdrawn. The student will be subject to a pro-rated tuition based on the tuition in effect at the time of re-enrollment. The student will also be subjected to all fees in effect as well as be charged a \$250.00 re-enrollment fee. The student returns in the same progress status at which he or she left.

COURSE OFFERINGS

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

COSMETOLOGY-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.	Hair coloring: 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

PRACTICAL 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

STUDENT 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

COURSE COSTS

Cosmetology

Tuition	\$18,275.00
Registration Fee:	\$ 100.00
State Permit/Uniform*	\$ 130.00
Total	\$18,505.00

Esthetics

Tuition	\$ 9,800.00
Registration Fee:	\$ 100.00
State Permit/Uniform*	\$ 130.00
Total	\$10,030.00

Student Instructor 750

Tuition	\$ 5,900.00
Registration Fee:	\$ 100.00
Uniform*	\$ 105.00
Total:	\$ 6,105.00

*Uniform includes: Smock with school logo, pants, t-shirt with school logo, student identification badge, and school locker.

COURSE BOOKS, STUDENT SUPPLIES & EQUIPMENT

Salon & Spa Institute students are required to have course books, & student supplies/equipment. The student has the option to purchase these items from Salon & Spa Institute or can purchase on their own. They understand if they purchase the items themselves, they must meet the criteria and requirements set by Salon & Spa Institute and they must have course books on the first day of class and the kit 30 days after their start date for full time or 45 days after their start date for part time.

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 (\$24.37 per hour for Cosmetology, \$26.14 for Esthetics and \$15.73 for Student Instructor). If a student drops or withdraws and wishes to return to Salon & Spa Institute to continue course studies, a \$250 re-enrollment fee will be charged. A \$5.00 fee will be charged for each additional student identification badge.

FEDERAL CONSUMER INFORMATION AID & 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. (Pages 10-11) 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 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.

REFUND/CANCELLATION POLICY¹

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

¹ Applies to all terminations for any reason by any party, including student decision, course cancellation, or school closure

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:

- 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
- 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
- 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 prorate 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 WITHDRAWALS

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.

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 have been 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.

LEAVE OF ABSENCE

An authorized leave of absence (LOA) is a temporary interruption of training. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. 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 or other unforeseen circumstances.

In order for an LOA to qualify as an approved LOA

1. The request must be made in advance of the leave and in writing. The reason for the leave must be specified and there must be a reasonable expectation that the student will return from the LOA. This request must also include the student's signature.
2. An LOA can be a minimum of five days and a total maximum of 180 days in any 12-month period;
3. 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 because of the accident and an end date will be noted that will not exceed the 180 day maximum. The LOA may be granted in these types of circumstances, as long as the reason for the decision is documented and the request form the student is collected at a later date.
4. A contract addendum will be written to acknowledge the leave and there will be a new contract end date stipulated that will extend out the same number of days as the leave of absence. This addendum must be signed and dated by all parties. In the event the student is unavailable for signature due to the unforeseen circumstance, the school will maintain documentation in the file explaining the sequence of events.
5. LOA has no effect on the "Satisfactory Academic Progress Standard" and the student will return from the LOA in the same status upon which he or she departed.
6. No extra-instructional charges will incur during the leave of absence; No additional charges either administrative or instructional will be assessed to the student regardless of LOA timeframe and number of LOA's.
7. Should a student not return from a leave of absence, he or she will be terminated effective the documented date of return and the school refund policy will go into effect. *The institution is required to take attendance therefore the refund is calculated based on the student's last date of attendance.*
8. The LOA together with any additional leaves of absence may not exceed 180 days in a 12 month period.
9. An LOA is not required during a scheduled school break, however, this break may occur during an LOA.
10. A student granted an LOA that meets these criteria will not be considered withdrawn and no refund calculation is required at that time.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

I. GENERAL INFORMATION/DETERMINATION OF PROGRESS

The following policy is applicable to all students enrolled. It is applied consistently to all students in any 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 Student 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 must have a cumulative GPA of a 70%/C or higher and/or the ability to graduate in order to receive Title IV Funds, if applicable.

QUANTITATIVE REQUIREMENT:

1. All students must attend 67% of the scheduled hours of attendance at the reporting period 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.
3. Students who exceed the maximum time frame will convert to cash-pay status.

II. LOSING AND REGAINING ELIGIBILITY:

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 Probation Status if certain terms are met (see details below). All students are provided access to the SAP report at the regularly scheduled evaluation periods.

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 first 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 re-establish satisfactory academic progress and/or paid Title IV funds, if applicable, 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.

III. 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 and the refund calculation will be figured based on the student's last date of attendance. (See Leave of Absence Policy Page 10).

IV. 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.

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, including but not limited to the accrediting agency of the school. All institutional records related to accreditation must be maintained from the effective date of the most recent grant or removal of accreditation and in accordance with state and federal law. 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 minor 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.

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.

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 pipe less 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.

HOUSING

Salon & Spa Institute does not offer housing.

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.

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.

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.

DRESS CODE POLICY

Salon & Spa Institute students are required to have their hair styled and make-up applied, Salon & Spa Institute uniform, ID badge, and closed toe shoes prior to and while attending class and/or on an off campus field trip event unless advised by instructor. Caps or hats are not part of the school uniform. Friday attire is the Salon & Spa Institute uniform or jeans and black Salon & Spa Institute black t-shirt. Jeans are only allowed on Fridays unless otherwise approved by the School Director. Violations of the dress code will result in a student being sent home to correct attire.

TIME CLOCK POLICY

Each student is responsible for clocking in and out and writing the time on the attendance sheet. These sheets are used to verify in the event of time clock failure or power outage. If a student is in the break room, out of the facility for lunch/break (including smoking) or going to their cars to get something, student must be clocked out. If a student is clocked in during break/lunch the result will be: 1. Verbal Warning 2. Written Warning 3. Suspension

CELL PHONE POLICY

Cell phones are not allowed to be out when you are in the classroom and cell phones are not allowed on the clinic floor. Student is to inform their family, daycare, children's school, etc. to call Salon & Spa Institute Reception Desk of an emergency for which the student will be notified immediately. Cell phones will be allowed only with the instructor's approval to take before and after pictures of the student's work or for a presentation. If a student is on a cell phone while in class or has cell phone out on the clinic floor the result will be: 1. Verbal Warning 2. Written Warning 3. Suspension.

STANDARDS OF CONDUCT

Salon & Spa Institute is committed to conducting its business with the highest standards of honesty, integrity, and fair play. Salon & Spa Institute expects the students to conduct themselves in a professional manner at all times. Action must be taken to ensure that services provided by the school are provided and administered in manner consistent with the School's standards of conduct. Examples of such conduct include, but are not limited to:

- Conducting business in an honest and ethical manner and encouraging the same ethical behavior of others
- Complying with all policies, procedures and applicable laws and regulations
- Treating fellow employees, clients, visitors, and others in a professional, courteous and respectful manner.
- Refraining from behavior or conduct deemed offensive or undesirable, or which would bring the School, its employees, its clients, or student's own reputation into question
- The school reserves the right to request that discussion of school salon or spa practices, speaking ill of other students and clients is not allowed.
- Posting derogatory information/opinions on social media about Salon & Spa Institute is considered insubordination.
- Foul or abusive language is forbidden anywhere within this facility.
- All students must make available all tools and equipment necessary that was issued by the school, for daily practice and for client services.
- Being unprepared for class or to provide client services is grounds for immediate dismissal for the day.
- 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.
- 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.

CAMPUS PERFORMANCE STATISTICS (2015)

Current Program Completion - 70.31%

Current Program Placement/Employment Rate - 62.79%

Licensure Rate - 100%

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.

CAREER OPPORTUNITIES

Once a student completes the Cosmetology, Esthetics, or Student 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	

Student Instructor Field

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

Esthetics Field: Make-up Artist, Facial Specialist, Platform Artist, Retail Specialist, Spa Owner, Salon Manager

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

State and National Wages as of 2015:

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.

HOURS OF OPERATION

School hours are Monday through Friday from 8:30am through 10:00pm and Saturdays from 9:00am - 3:00pm.

SCHOOL CALENDAR/HOLIDAYS FOR 2017

We practice open enrollment. We observe the following holidays and vacation days:

Charro Days: 02/24/2017

Spring Break: 03/13/2017 - 03/17/2017

Easter: - 04/14/2017 & 04/17/17

Memorial Day: 05/29/2017

Independence Day: 07/04/2017

World Hair Show: 9/18/2017

Thanksgiving: 11/20/2017-11/24/2017

Christmas & New Year: 12/22/2017-

01/05/2018

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.)

SCHOLARSHIPS & TUITION DISCOUNTS

We do not offer scholarships but may provide a Tuition Discount of \$2,000.00 to family members of owners and staff. Students returning to Salon & Spa Institute to take the Student Instructor course, and couples or 2 family members living in the same household will also be provided a Tuition Discount of \$2,000.00.

SALON & SPA INSTITUTE SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

GENERAL INFORMATION/DETERMINATION OF PROGRESS

Salon & Spa Institute follows the Title IV Eligibility Requirements as stated below:

The following policy is applicable to all students enrolled. It is applied consistently to all students in any 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 Student 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

1. 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

2. Students must have a cumulative GPA of a 70%/C or higher and/or the ability to graduate in order to receive Title IV Funds, if applicable.

QUANTITATIVE REQUIREMENT

1. All students must attend 67% of the scheduled hours of attendance at the reporting period 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.
3. Students who exceed the maximum time frame will convert to cash-pay status.

STUDENT ADVISING & COUNSELING

Student will be advised and counseled periodically on their attendance based on their contract end date. Student contract completion date and contract percentage calculation is based on 100% attendance rate through the expiration of student contract and has no bearing on student Satisfactory Academic Progress (SAP) requirements for Title IV Eligibility.

If the student has not completed their course hours by the contract expiration date, they will be charged double their contract tuition rate for each hour remaining (\$24.37 per hour for Cosmetology, \$26.14 for Esthetics and \$15.73 for Student Instructor).

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.

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. Any student arriving at school after 9:15 a.m. will have to set up dispensary until instructor has ended theory. Student may enter class after theory. 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

It is the responsibility of the student to make arrangements with their instructor for any make-up work or tests they have missed.

MAKE UP HOUR POLICY

Students can make-up hours with administrative approval.

1. Student will request a Make-up Hour form from administration*.
2. Student will fill out the top part of the Makeup Hour form and turn in to Instructor who is assigned on Salon Floor for signature.
3. Administration will check students total hours attended before signing the approval.

4. Students making up hours will report to Salon Floor area in uniform and show Makeup Hour Form to the assigned Salon Floor Instructor.
5. Salon Floor Instructor will sign Makeup Hour Form upon leaving Salon Floor area.
6. Student is responsible for bringing their student kit to Salon Floor area and working on clients or assigned task.
7. Instructor will return completed Makeup Hour forms to administration.

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)

3015 Colvin Street, Alexandria, VA 22314 USA

Telephone: (703) 600-7600

Fax: (703) 379-2200

<http://www.naccas.org>

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 minors 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 you 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.

OWNERSHIP & LICENSURE

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
 3015 Colvin Street
 Alexandria, VA 22314
 (703)600-7600 Fax: (770) 396-3790 NACCAS

ADMINISTRATIVE STAFF AND FACULTY

Rusty Brechot	-----	School Owner*
Mark Johnson	-----	School Owner*
Bonnie Emerson	-----	Chief Operations Officer
Robin Brechot	-----	Executive Director
Samuel Avila	-----	School Director
Jessica Lopez	-----	Administrative Director
Deborah L Parrish	-----	Controller
Rosie Amador	-----	Financial Aid Director
Amy Flores	-----	Admissions Representative
Alma Leticia Espinosa	-----	Cosmetology Instructor
Gicela Galvan	-----	Cosmetology Instructor
Nora Arguelles	-----	Esthetics Instructor
Rebecca Chapa	-----	Cosmetology Instructor
Amy Gonzalez	-----	Receptionist
Raina Mancillas	-----	Receptionist
Mary Rodriguez	-----	Custodian

(All instructors can are involved in teaching the Student Instructor course)

*Institute of Esthetics & Cosmetology, LLC

NON-SMOKING FACILITY

The school is a non-smoking building. Student may smoke outside in designated areas during breaks. Front entrance of building is considered an inappropriate smoking area.

When smoking or otherwise using tobacco or similar products outside, do not leave cigarette butts or other traces of litter or tobacco use on the ground or anywhere else. Dispose of any litter properly in the receptacles provided for that purpose.

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.

ALCOHOL AND DRUG PREVENTION POLICY

Salon & Spa Institute in its policies supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol by anyone on Salon & Spa Institute property or as a part of any Salon & Spa Institute activity is prohibited. Students taking prescribed or over-the-counter medication which may affect one's ability to function should so inform Campus Security Authorities (Salon & Spa Institute Administrative Staff).

Health risks generally associated with alcohol and drug abuse can result in but are not limited to a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes and thought disorders. The use of alcohol and other drugs represents a serious threat to health and the quality of life. More than 25,000 people die each year from drug-related accidents or health problems. With most drugs, it is possible that users will develop psychological and physical dependence. The health risks associated with the use of illicit drugs and the abuse of alcohol are:

Alcohol

Alcohol use may produce short-term effects that include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain; ulcers; gastritis; malnutrition; delirium tremens; and cancer. Over time, beer, wine, and wine coolers, as well as hard liquor, often cause dependency and may be fatal. Alcohol combined with many types of drugs can prove to be a deadly mixture.

Cannabis (Marijuana, Hashish, Hash, etc.)

Cannabis use impairs short-term memory comprehension, concentration, coordination and motivation. Cannabis may also cause paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco smoke. The tar in marijuana is a highly irritating carcinogenic. The way in which marijuana is smoked - deeply inhaled and held in the lungs for a long period - enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect. Long term use may develop psychological dependence.

Cocaine/Crack

Cocaine use stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, insomnia, loss of appetite, hallucinations, paranoia, seizures and death due to cardiac arrest or respiratory failure. Chronic use can cause ulceration of the mucous membrane in the nose. Cocaine can produce psychological dependency, a feeling that the user cannot function without the drug. Crack or free-base rock, a concentrated form of cocaine, is extremely

potent. Its effects are felt within ten seconds of administration. Cocaine use may lead to death through disruption of the brain's control of heart and respiration.

Amphetamines/Stimulants (speed, uppers, crank, caffeine, etc.)

Stimulants speed up the nervous system and can cause increased heart and breathing rates, elevated blood pressure, dilated pupils, decreased appetite, headaches, blurred vision, dizziness, sleeplessness, anxiety, hallucinations, paranoia, depression, convulsions and death due to a stroke or heart failure. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. In addition to the physical effects amphetamines and other stimulants, users report feeling restless, anxious, and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucination, delusions, and paranoia.

Narcotics (heroin, methadone, morphine, opium, codeine, Demerol, etc.)

The use of narcotics initially produces feelings of euphoria often followed by drowsiness, nausea and vomiting. An overdose may result in convulsions, coma and death. Tolerance to narcotics develops rapidly and dependence is likely.

The use of unsterilized syringes may result in transmission of diseases such as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and death.

Depressants (Quaaludes, downers, valium, etc.)

The use of depressants can cause both physical and psychological dependence. It can slow down the central nervous system and can cause decreased heart and breathing rates, lowered blood pressure, slowed reactions, confusion, distortion of reality, convulsions, respiratory depression, coma and death. Regular use over time may result in tolerance to the drug, leading the user to increase the quantity consumed. When regular users stop taking depressant drugs, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety to convulsions and death. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems have been associated with these children. The combination of depressants and alcohol can increase the effects of the drugs, thereby multiplying the risks

Hallucinogens (PCP, angel dust, LSD, etc.)

Hallucinogen use interrupts the functions of the part of the brain that controls the intellect and instincts. Use of hallucinogens may result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure. Chronic users of PCP report persistent memory problems and speech difficulties. In later stages, chronic users often exhibit paranoid and violent behavior and experience hallucinations. Large doses of PCP may produce convulsions, coma, heart and lung failure, or ruptured blood vessels in the brain. Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The physical effects may include dizziness, weakness, tremor, nausea, and drowsiness. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline, and psilocybin. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even after the use has ceased.

Designer Drugs

Underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be hundreds of times stronger than the drugs that they are designed to imitate. Examples of these types of drugs include but are not limited to: Ecstasy, PCP, LSD, GHB, and Ketamine. The narcotic analogs can cause symptoms such as those

seen in Parkinson’s disease; uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or perspiration, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucinations, and impaired perception.

Anabolic steroids

Anabolic steroids seriously affect the liver, cardiovascular and reproductive systems. The use of steroids can cause sterility in males and females as well as impotency in males.

Tobacco/Nicotine

Use of tobacco and/or nicotine causes death among some 480,000 people in the United States each year due to smoking-related coronary heart disease and approximately 160,000 from cancer. Lung, larynx, esophagus, bladder, pancreas and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are 10 times more likely among smokers.

Legal Sanctions

OFFENSE	MINIMUM PUNISHMENT	MAXIMUM PUNISHMENT
Manufacture or delivery of controlled substances (drugs)	Confinement in the Texas Department of Corrections (TDC) for a term of no more than 10 years or less than 2 years, or confinement in a community correctional facility for no more than one year, and a fine not to exceed \$10,000	Confinement in the TDC for life or for a term of no more than 99 years or less than 20 years, and a fine not to exceed \$500,000
Possession of controlled substances (drugs)	Confinement in jail for a term of no more than 180 days, and a fine not to exceed \$2,000 or both	Confinement in TDC for life or for a term of no more than 99 years, or less than 10 years, and a fine not to exceed \$100,000
Delivery of marijuana	Confinement in jail for a term of no more than 180 days, and a fine not to exceed \$2,000 or both	Confinement in TDC for life or for a term of no more than 99 years, or less than 15 years, and a fine not to exceed \$250,000
Possession of marijuana	Confinement in jail for a term of no more than 180 days, and a fine not to exceed \$2,000 or both	Confinement in TDC for life or for a term of no more than 99 years, or less than 10 years, and a fine not to exceed \$250,000
Driving while Intoxicated (Includes intoxication from alcohol, drugs or marijuana)	Confinement in jail for a term of no more than two years or less than 72 hours, and a fine not more than \$2,000 or less than \$100	Confinement in jail for a term of no more than two years or less than 30 days, or confinement in TDC for a term of not more than 5 years or less than 60 days, and a fine of not more than \$2,000 or more than \$500
OFFENSE		MAXIMUM PUNISHMENT
Public Intoxication		A fine not to exceed \$200
Adults and minors who make alcohol available to minors or buy alcohol for minors		A fine up to \$2,000, confinement in jail for up to 180 days or both
Adults who sell alcohol to a minor		A fine up to \$4,000, confinement in jail for one year or both

Referral and Hotline Information

The school does not offer professional counseling services but offers the following resource information:

- National Institution on Drug Abuse (M-F, 8:30 a.m.-4:30 p.m.) 1 -800-662-HELP (4357)
- American Council on Alcoholism Help-line 1-800-527-5344
- National Council on Alcoholism 1-800-622-2255
- Cocaine Helpline 1-800-COCAINE
- Reach-Out Hotline 1-800-522-9054
(Alcohol, drug-crisis, intervention, mental health referral)
- National Suicide Prevention Hotline 1-800-273-8255
- National Sexual Assault Hotline 1-800-656-HOPE (4673)

TITLE IX DISCRIMINATION & HARASSMENT ON THE BASIS OF SEX POLICY

A new provision of the Student Right to know act states that schools must notify students on where they can obtain information in regards to sex offenders who must register with the state. Students may obtain this information by contacting their local Police Departments or the Texas Sex Offenders Database at <https://records.txdps.state.tx>

Salon & Spa Institute (Salon & Spa Institute) is committed to complying with all laws that prohibit discrimination on the basis of sex in admission to, employment with, and otherwise in the operation of its educational program and activities. Among the applicable laws, Title IX of the Education Amendments of 1972 prohibits sex discrimination and sexual harassment in schools. In compliance with Title IX, Salon & Spa Institute is committed to ensuring that all its students have equal opportunity to benefit from our program and activities, and that all its employees enjoy equal employment opportunity, free from sex discrimination and sexual harassment. The protections of Title IX also extend to third parties. Salon & Spa Institute has developed this Title IX policy and the associated processes to ensure that all complaints of sex discrimination and sexual harassment—whether brought by students, employees, or third parties—are promptly investigated and, where a violation is found, that Salon & Spa Institute takes action to end the conduct, prevent its recurrence, and address its effects.

Salon & Spa Institute will not tolerate any form of sexual harassment, assault or violence, whether committed by a stranger or an acquaintance. Such behavior is a violation of the standards of the community and may be a criminal act under Texas Law. This policy is intended to promote a community free of sexual misconduct, and to offer a process for reporting and addressing violations of the policy.

SEX DISCRIMINATION

Sex discrimination means treating an individual or group less favorably than another based upon the sex or gender of that individual or group. For students, it involves conduct or statements that deny the student(s) an equal opportunity to fully benefit from the school's program and activities. For employees, it involves conduct or statements that deny the employee(s) an equal opportunity in employment.

SEXUAL HARASSMENT

Sexual harassment is one form of sex discrimination. Sexual harassment is unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person's employment or education, unreasonably interfered with a person's work or educational performance, or creates an intimidating, hostile or offensive working or learning environment.

Sexual harassment is defined by the sexual nature of the conduct or communication, not the gender of the individuals involved. Therefore, it may be perpetrated by and against individuals of either gender, and between individuals who are of the same gender. The determination of

what constitutes sexual harassment will vary with the particular circumstances. Uncivil conduct or common profanity generally do not meet the definition of sexual harassment, except where sexual in nature and so severe or pervasive as to deny or limit the individual's ability to participate in or benefit from the school's program (in the case of a student) or to enjoy equal employment opportunity (in the case of an employee). A series of incidents may constitute sexual harassment, even if one of the incidents on its own would not rise to the level of harassment. At the same time, a single or isolated action may constitute sexual harassment when that action is sufficiently severe.

While hostile-environment sexual harassment may encompass a wide range of conduct, some examples of specifically prohibited conduct include:

- Acts of verbal, non-verbal, or physical aggression, intimidation or hostility based on sex or sex stereotyping
- Use of offensive or demeaning terms that have a sexual connotation
- Objectionable physical closeness, behavior, actions, or contact
- Inappropriate or repeated suggestions regarding, or invitations to, social engagements or events, whether or not Salon & Spa Institute related
- Suggestions, express or implied, that the terms or conditions of enrollment or employment may depend on the granting of sexual favors
- Actions relating to a student's or employee's status with Salon & Spa Institute which is in fact impacted by providing or refusing to provide sexual favors
- Jokes or remarks of a sexual nature
- Showing or sending materials that have a sexual content or are of a sexual nature (such as cartoons, articles, pictures, etc.), by e-mail, interoffice mail, internet or otherwise.

This list is not exhaustive. Salon & Spa Institute reserves the right to determine whether particular conduct violates its Title IX policy or is otherwise inappropriate under other policies. All people subject to this policy—including employees, students, and third-parties—are expected to treat the others with whom they interact in connection with their employment, education, or presence at Salon & Spa Institute with respect at all times.

In determining whether certain conduct creates a hostile environment in violation of this policy, Salon & Spa Institute considers all relevant circumstances. Relevant factors may include, but are not limited to:

- The degree to which the conduct has affected one or more person's education and/or employment
- The type, frequency, and duration of the conduct
- The identity of and relationship between the alleged harasser and the subject or subjects of the harassment
- The number of individuals involved

The totality of the circumstances will be considered in determining whether a hostile environment exists.

SEXUAL ASSAULT

Sexual assault is a form of sexual harassment. A range of conduct falls into the category of sexual assault, including without limitation sexual violence, sexual battery, sexual coercion, rape, or other sexual contact involving force, threat, or intimidation.

TITLE IX POLICY REPORTS & COMPLAINTS

Any student, employee or other person who believes that he or she has been subjected to any form of sex discrimination, sexual harassment, or sexual assault in violation of this policy should make a complaint. Salon & Spa Institute takes all such complaints seriously. Salon & Spa Institute strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation for the proof of a criminal offense. Salon & Spa Institute also encourages each complainant to put his or her complaint in writing,

providing a detailed description of the alleged events that are the basis for the complaint and a list of witnesses to the events. Salon & Spa Institute strongly encourages any person who wishes to make a complaint under this policy to bring that complaint directly to Salon & Spa Institute's Title IX Coordinator. However, a student may also bring such a complaint to the Campus Security Authorities (Salon & Spa Institute Administrative Staff), school instructor, or anyone with whom he or she is comfortable. Likewise, an employee may bring such a complaint to their immediate supervisor, another manager, or the Campus Security Authorities. In each case, the complainant should understand that the complaint will be forwarded to the Title IX Coordinator.

An assault should be reported directly to local police and/or Campus Security Authorities. Upon request, Campus Security Authorities will assist victims in reporting incidents of sexual assault to local police. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers.

At times, Salon & Spa Institute employees may have knowledge of conduct (by witnessing it or, alternatively, by hearing a second-hand report about the conduct) that may constitute a violation of this Title IX policy. When the witnessed or reported conduct is perpetrated against a student, any Campus Security Authorities who possesses that knowledge is expected to immediately report the matter to their supervisor and the Title IX Coordinator, even if the individual making a report requests that no action be taken.

Employees who fail to meet this reporting expectation will be subject to disciplinary action, up to and including termination.

Salon & Spa Institute seeks to handle each complaint and investigation with professionalism and discretion. A fair and effective investigation often requires that the details of the complaint and/or the identity of the complainant be shared with those individuals involved in and/or interviewed in the investigation. Such individuals will, however, are expected to maintain the confidentiality of the matter to the extent possible. Before beginning an investigation, Salon & Spa Institute will seek consent of the complainant to proceed with the investigation and identify him or her in connection with the complaint. If the complainant requests that no investigation occur or that his or her name not be disclosed, Salon & Spa Institute will: Weigh the request(s) against its broader responsibility to provide an environment free from sex discrimination, sexual harassment, and sexual assault for all, considering the totality of the circumstances (the seriousness of the alleged harassment, whether there have been other harassment complaints about the same individual, etc. and inform the complainant whether it can comply with the request(s).

Students who are found to be participating in any form of sexual harassment will be subject to disciplinary action, including but not limited to suspension or dismissal from school. If you believe you have been sexually assaulted, your first priority should be to get to a place of safety. During Salon & Spa Institute's investigation of sexual assault allegations, both accused and accuser have the right to have others present during proceedings and to be informed of the outcome of disciplinary proceedings. If a final determination is made that any student of Salon & Spa Institute is found to be committing acts of sexual misconduct in violation of the law on Salon & Spa Institute property or at Salon & Spa Institute events, they shall be subject to, at a minimum, the referral to counseling and automatic and immediate suspension or dismissal from school. Salon & Spa Institute imposed sanctions are additional to any legal actions taken by local, state or federal authorities. Student victims have the option to change their academic situation after an alleged sexual assault, if such changes are reasonably available.

Title IX Coordinator will document all reports and complaints of sex discrimination, sexual harassment, and sexual assault and establish a protocol for keeping records related to such incidents.

The Campus Security Authorities in conjunction with outside organizations and agency assistance are available to assist with carrying out the provisions of the state and federal requirements.

Campus Security Authorities refers to Salon & Spa Institute Administrative Staff.

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 pages 3-4 for more information.

ALL STUDENTS HAVE THE FOLLOWING RIGHTS & 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 & 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
3015 Colvin Street
Alexandria, VA 22314
(703)600-7600 Fax: (770) 396-3790 NACCAS

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.