



2020/2021
COURSE
CATALOG

Table of Contents

Effective November 6, 2020

Addresses of Agencies	9
Administrative Staff & Faculty	10
Admission Requirements	4
Attendance Policies	6
Campus Crime Statistics	9
Compensation and Physical Requirements	15
Costs of each Program: Tuition, Fees & Other Costs	4-5
Course Cancellation and School Closures	8
Employment Assistance Policy	8
Enrollment Agreement	11
Facilities & Equipment	3
Financial Aid & Scholarships	5-6
Grading System	16
Graduation & Licensing Requirements	7
Graduation, Placement and Pass/Fail Rates	15
History	3
Leave of Absence Policy	6
Length of Programs and Units Taught	3-4
Makeup Work	7
Mission of Institution	3
Refund Policy	14
Right to Privacy & Release of Information	8
Satisfactory Progress Policy	16
School Calendar	6-7
Student Advising Services	9
Tardies	6
Termination Policy	8

Addendum 1 – What to Bring When You Enroll

Addendum 2 – On Your First Day...Orientation

Central Texas Beauty College

Temple Campus

History

Central Texas Beauty College (referred to from time to time as “CTBC”) has been graduating successful cosmetologists for over 30 years. Mr. Robert Painter has owned Central Texas Beauty College since 1983. The main campus is located at 1400 N. Mays St., Round Rock, Texas 78664. A branch campus is located at 2010 S. 57th Street, Temple Texas 76504. Mr. Robert Painter began his cosmetology career in 1951. He graduated from The University of Texas in 1971 with a Bachelor’s degree in Business Administration. Mr. Painter is the sole owner of CTBC, Inc., and he oversees operations of both the Round Rock and Temple locations of Central Texas Beauty College.

Mission of Institution

At Central Texas Beauty College, we are vested in empowering individuals to become dedicated, well-educated professionals who are leaders in their field – creatively and financially.

Facilities & Equipment

Central Texas Beauty College was designed to simulate the salon environment, and is fully-equipped with 38 working stations and hydraulic chairs, 5 dryer stations and 1 steamer, and 3 shampoo stations with reclining chairs. Our nail room contains 6 manicuring stations and 4 mobile manicuring tables, 2 pedicuring stations, 2 UV gel light system, an LED gel light system, a Steri-dent dry heat sterilizer, an airbrush system, 2 nail drills, and 1 waxing station. Our facial room is equipped with a facial machine, towel warming cabinet and other supplies for advanced training.

The school also maintains one large classroom and one off-site classroom just a few yards away. The rooms are equipped with whiteboards and a television, projector, and a DVD player. A break room with two microwaves and one refrigerator is located adjacent to the classrooms. The Temple campus also maintains lockers that are available to students to store their personal belongings.

Men’s and women’s rest rooms, a coffee maker and vending machines with drinks and snacks are available to clients as well as students.

Cosmetology Course	1000 hours
Unit	Hours
Hair care: Cutting, styling, coloring, chemical textures, and related theory and application; business skills; professional development and salon management; health; safety; and laws	800 hours
Nail care: Manicuring and related theory and applications, business skills; professional development and salon management; health; safety; and laws	100 hours
Skin care: Facials, hair removal, and related theory and application; business skills; professional development and salon management; health; safety; and laws	100 hours

Advanced Cosmetology Course	1500 hours
Unit	Hours
Hair care: Cutting, styling, coloring, chemical textures, and related theory and application; business skills; professional development and salon management; health; safety; and laws	800 hours
Nail care: Manicuring and related theory and applications, business skills; professional development and salon management; health; safety; and laws	100 hours
Skin care: Facials, hair removal, and related theory and application; business skills; professional development and salon management; health; safety; and laws	100 hours
Advanced Cutting & Styling: Study of various cutting systems to achieve the most intricate of looks and styles, including the use of advanced tools, various methods of hair extension and wig-making applications	150 hours
Advanced Color: An intensive look into the theory of color formulation for a complete understanding; in-depth product knowledge with a variety of color lines to further formulating success. Hands-on application of the latest trends and techniques, including balayage, foilyage, ombres, vivids. Color correction theory and methods	200 hours
Advanced Skin care: Further understanding of the structure and layers of the skin, diseases, disorders and environmental impact on the skin. Practical learning of body waxing, sugaring, eyelash extensions and facial peels	100 hours
Advanced Nail care: Advanced nail treatments and related theory, including gel manicures, hard gels, polygel applications, acrylic and dip nail systems	50 hours

Manicuring Course	600 Hours Total
<u>Unit</u>	<u>Hours</u>
Procedures	320
Bacteriology, sanitation and safety	100
Professional practices	80
Arms and hands	70
Orientation, rules, laws and preparation	15
Equipment, implements and supplies	15

Instructor Course	750 Hours Total
<u>Unit</u>	<u>Hours</u>
Lesson Plans	140
Methods of Teaching	180
Classroom Management	90
Evaluation Techniques	90
State Laws and Forms	60
Visual Aids Preparation and Use	60
Learning Theory	100
Orientation, Rules and Laws	30

Costs of Each Course: Tuition, Fees & Other Costs

<u>Course</u>	<u>TDLR Permit Fee</u>	<u>Registration Fee</u>	<u>Mandatory Books & Supplies</u>	<u>Tuition</u>	<u>Total Cost</u>
Cosmetology 1500	\$25	\$100	\$925	\$10,500	\$11,550
Cosmetology 1000	\$25	\$100	\$925	\$7,000	\$8,050
Manicuring	\$25	\$100	\$875	\$4,100	\$5,100
Instructor	\$0	\$100	\$400	\$4,600	\$5,100

Each course requires Milady course materials, “the Premier Source for Education Resources in Cosmetology, Esthetics, Barbering, Nail Technology, Makeup, Massage Therapy, Salon & Spa Management and Business Training,”¹ a uniform, and a supply kit, which must be purchased from CTBC.

Before becoming a licensed cosmetologist, manicurist or instructor, it is mandatory that students pass a written exam (\$50), practical exam (\$74) and pay a license fee of \$50 (Instructors: \$60), which must be renewed every two years. Continuing education is required.

Central Texas Beauty College accepts payments by check, money order or credit card. Extra instructional charges may be charged by CTBC for training extending past the contracted completion date. The fee is \$7.00/hour for the Cosmetology program, \$6.83/hour for the Manicuring Program and \$6.13/hour for the Instructor Program.

Admission Requirements

Central Texas Beauty College requires its students to meet the following criteria:

- * **Application:** Submit CTBC Application, which can be provided by the Administration or found on our website at www.centraltexasbeautycollege.com.
- * **Age Requirements:** Submit documentation (birth certificate, driver’s license, state issued ID or passport) showing that you are at least 16 years of age or older (18 years of age or older for Instructor Course). You must be 17 years of age to be eligible for a cosmetology operator or manicuring license. You must be 18 years of age to be eligible for an instructor’s license.
- * **Educational Requirements:** Submit documentation demonstrating completion of high school or its equivalent (high school diploma or transcript, GED, evidence of completion of home schooling, or evidence of a passing score on a standardized exam exhibiting “the ability to benefit from the training.”). A foreign

¹ Milady website.

diploma must be translated into English and confirmed that it is the academic equivalence to a U.S. high school diploma. Please note that students admitted under the “Ability to Benefit” standards are not eligible for Federal Student Aid.

- * **Additional Instructor Requirements:** Students enrolled in the Instructor Course must also have a valid Texas Cosmetology or Manicurist license.
- * **Transfer Student Information:** Transfer students will receive credit for hours received at and released by other schools or states in accordance with Texas state law, and the program cost will be adjusted accordingly. Transfer students must submit transcripts and lab grades from their previous enrollment. TDLR will evaluate a student’s previous training from another state and give the student credit for education that meets applicable criteria. Central Texas Beauty College will evaluate a student’s previous training from another institution within the State of Texas against our course requirements, and may grant full or partial credit for such previous training, in the Administration’s sole discretion. There is a possibility that no transfer credit may be granted in either case. Transfer students with 1000 or more previous hours must pass the State Board written exam prior to their enrollment at our institution, as well as a practical exam given by our institution.
- * **Re-enrolling:** CTBC maintains written records of the previous education and training of each student enrolled at this institution for up to seven years. Students transferring between Central Texas Beauty College campuses or re-enrolling will complete a new enrollment agreement, which may reflect any applicable tuition increases or other program changes, and will remain in the same satisfactory academic progress status applicable at the time of their previous withdrawal.
- * **Non-Discrimination:** Central Texas Beauty College does not discriminate on the basis of sex, age, disability, race, color, ethnic origin, religion, creed, national origin, marital status, sexual orientation, or membership in other protected groups, as defined by local, state or federal law.

Paying for Your Education

Pell Grants

Central Texas Beauty College is accredited for Federal student financial aid from the Department of Education and NACCAS and offers Pell Grants to qualifying students for courses at least 600 hours in length. Eligibility is based on financial need according to Federal Regulations. Any student who wishes to apply may do so with the Financial Aid officer at the campus where he or she intends to enroll or may do so online at www.fafsa.ed.gov, entering School Code 013984 into Step Six of the application. Certain attendance and academic standards must be met in order to maintain eligibility for Federal funding, which are further explained in the CTBC Satisfactory Progress Policy. Please request a copy of the School’s Consumer Information Booklet and Federal Student Aid Policies and Procedures Manual for more information regarding our financial aid services, or find it online at www.centraltexasbeautycollege.com. Students already receiving aid from other approved courses may be counseled by the Financial Aid Office regarding funding and the disbursement schedule.

Payment Plans

Monthly payments for students making payments out of pocket are due by the 10th of each month, and payment terms must be approved by a member of the Administrative Staff. *See the page titled “What to Bring When You Enroll” attached to this Catalog as Addendum I for suggested monthly payments.* There is no interest or carrying charges on tuition payments, but a service charge may be assessed for late payments.

GI Bill®

CTBC is also approved for Veteran’s training. Please note: The Veterans Administration will not pay benefits to Veteran students past 1500 scheduled hours for the Cosmetology course, 600 scheduled hours for the Manicuring course, or 750 scheduled hours for the Instructor course.

Texas Workforce Commission

CTBC accepts certain Texas Workforce Commission Programs, including the Vocational Rehabilitation Program (formerly the Texas Department of Assistive and Rehabilitative Services, “DARS”).

Scholarships

Central Texas Beauty College may award a scholarship each year to a graduating high school senior according to the guidelines proscribed by the particular school district. Central Texas Beauty College accepts other scholarships and fee waivers applicable to private, for-profit institutions. Other scholarship information may be found on our website at www.centraltexasbeautycollege.com.

More information about the financial programs listed above may be obtained by contacting the Financial Aid officer at the campus where the student intends to enroll.

School Calendar

New classes begin eight times a year. The registration process should be completed at least one week prior to starting. Students interested in financial aid should come in to apply three weeks ahead of time as to not delay processing. The financial aid officer will be happy to answer any questions you may have about the process.

Classes begin at 8:30am and end at 5:00pm Monday through Friday. The School is closed on weekends. Lunch breaks are thirty (30) minutes each day. Upon notification to your educator, students may take a 10-minute break in the morning and afternoon.

New classes in 2021 will begin January 6, February 24, April 21, June 9, July 28, September 15 and November 3. Instructor classes begin on the preceding Monday of each new class date. *An Enrollment Checklist and further orientation information is attached to this Catalog as Addendum 1 and 2.*

2021 School holidays are Martin Luther King Day, March 15, 2021 – March 19, 2021 for Spring Break, Memorial Day, Independence Day, Labor Day, a three day Thanksgiving break, and December 20, 2021 – January 3, 2022 for Winter Break.

Attendance Policies, Tardies, Makeup Work & Leave of Absence Policy

Central Texas Beauty College grants enrollment for full-time students only. The School maintains exact attendance of all students through a computerized time clock system. Students are required to sign an attendance agreement stating the hours they intend to be present, and must adhere to such agreement at all times unless otherwise authorized by the Administration. Full-time enrollment is considered 120 hours per month or 30 hours per week. Unsatisfactory progress resulting from failure to meet attendance requirements may result in warning or probation status for that student. If the student still fails to meet satisfactory progress in attendance by the next evaluation point, the student may be dismissed from the program. *Please see the Central Texas Beauty College Satisfactory Progress Policy on Page 16 of this Catalog for further details.*

You must notify the School administration before 9:30 am if you are going to be absent or arrive later than your scheduled time. Tardiness will be subject to disciplinary action as it demonstrates a lack of consideration for your School, your clients and your colleagues.

A student may have an absence excused if they call in to the office before 9:30am and submit an excuse in writing from a doctor or other professional. A student is unexcused when he or she does not call or calls after the appropriate time, and disciplinary action may result.

Students missing assignments or tests are allowed to make up their work within five days of their return to school without being penalized. Points will be deducted for any work turned in incomplete.

Leave of Absence (LOA) Policy

A student can be granted a leave of absence from the program due to mitigating circumstances such as illness, a family members' death, or important business elsewhere, so long as the School is notified in advance in writing with the reason, the approximate length of the LOA and the student's signature (unless unforeseen circumstances prevent advance notification, and in such case the reason must be documented by the School, the written request must be collected at a later date, and the beginning date is the first date the student was unable to attend), and there must be a reasonable expectation that the student will return from the LOA. A student's leave of absences cannot exceed 180 days in any 12-month period. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. A student not returning from the LOA or taking an unapproved LOA will be

withdrawn from the course, and the date of withdrawal determination for the purpose of calculating a refund shall be the last date of attendance.

If enrollment is temporarily interrupted for an LOA, the student will return to the School in the same progress status as prior to the leave of absence. Days elapsed during an 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. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. Additional institutional charges will not be assessed as a result of the LOA.

Graduation, Licensing & Placement

Graduation Requirements:

Students will be eligible for the State Board examination upon the following:

- Completion of the required hours of training: **1500** hours (50 weeks) for the Advanced Cosmetology Course; **1000** hours (34 weeks) for the Cosmetology Course; **600** hours (20 weeks) for the Manicuring Course; or **750** hours (25 weeks) for the Instructor Course.
- Making satisfactory progress in their theory and practical grades.
- Payment in full of all out-of-pocket tuition and fees owed to the School or upon satisfactory payment arrangements being made.

Upon completion of the training and upon meeting all graduation requirements, a student will be given a diploma, which indicates that the program of training has been satisfactorily completed as described above. His or her hours will then be submitted by the Administration to the Texas Department of Licensing and Regulation.

Graduates of our programs have the ability to find occupations in the following categories:

<u>As a Cosmetologist:</u>	<u>As a Manicurist:</u>	<u>As an Instructor:</u>
Hair Stylist	Nail Technician	Educator
Esthetician/Makeup Artist	Salon Manager or Owner	State Inspector
Nail Technician	Beauty Supply Owner	Product Trainer
Print or Film Artist	Educator	Distributor Sales Consultant
Color Technician	State Inspector	Hair Stylist
Platform Artist	Manufacturer Representative	Esthetician
Salon Manager or Owner	Product Trainer	Nail Technician
Cosmetology Commissioner	School Owner	School Owner
State Inspector	Distributor Sales Consultant	Salon Manager or Owner
School Owner	Print or Film Artist	Beauty Supply Owner
Distributor Sales Consultant		Print or Film Artist

Licensing Requirements:

An applicant for a license under the Texas Department of Licensing and Regulation requirements is entitled to the license if the applicant:

- (1) Meets the applicable eligibility requirements;
- (2) Passes the applicable written and practical examinations;
- (3) Pays the required fees;
- (4) Has not committed an act that constitutes a ground for denial of the license; and
- (5) Submits an application on a form prescribed by TDLR.

Notwithstanding any other law, TDLR may determine that a person is not eligible for a license based on his or her criminal history or other information that indicates that the person lacks the honesty, trustworthiness, and integrity to hold a license issued by TDLR. If you feel this may be an issue, you may ask a member of the Administration for a TDLR form that you can send to TDLR to find out in advance if you will qualify.

Employment Assistance Policy:

Although CTBC cannot guarantee employment after graduation, we offer employment assistance to all graduates seeking employment in occupations related to their course of training. All students are provided with training to prepare professional resumes and to prepare for employment interviews. At a student's request, we will assist our students in contacting employers. Area employers frequently post job opportunities in our student lounge and on our Facebook page (www.facebook.com/beautycollege), and they contact the School frequently to seek out our graduates. Graduates are encouraged to maintain contact with the School and follow-up with the School on current employment or employment needs.

Termination Policy

In the event of a termination for any reason, the School will perform a Title IV refund calculation for any excess Federal Student Aid received by the student, if any, and calculate any refunds owed the student or any balance owed the School in accordance with the Refund Policy listed on Page 14 of this Catalog.

Attendance:

A student with unexcused absences for ten (10) consecutive business days will be dropped from the program.

Conduct:

Any action by a student that interferes with normal classroom activity or clinic operation will be cause for dismissal. The student dismissed shall be furnished a written statement that outlines reasons for such action. A student dismissed for misconduct will not be permitted to re-enroll. You will be issued a copy of the complete rules and regulations of the School during your first day of orientation. The Texas Department of Licensing and Regulation issues each enrolled student a copy of the complete TDLR rules and regulations by mail.

By Student:

If a student feels that he or she cannot continue his or her course of training for any reason, student should discuss the matter with the Administration. Terminations by students must be done in writing. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

Course Cancellation and School Closures:

In the event that a course is no longer offered, or the School is permanently closed, students enrolled shall be entitled to a prorated refund according to the Refund Policy listed on Page 14 of this Catalog. Students shall be notified well in advance in order to make other arrangements.

Right to Privacy & Release of Information

Student files are private and no information contained in such files will be released to any person that is not authorized by law to access these files. This authorization includes representatives from the U.S. Department of Education (including compliance auditors), the National Accrediting Commission of Career Arts & Sciences, the Texas Department of Licensing and Regulation, the Texas Workforce Commission and the Veteran's Administration. Central Texas Beauty College guarantees the student the right to see his or her files in private in the presence of one of more administrators. The parent or guardian of a dependent minor shall also have the right to see the student's file in the presence of the student and one or more administrators. Central Texas Beauty College requires written consent each time from the student or guardian of a dependent minor before releasing any student information in response to a third party request, other than as outlined above.

Student Advising Services

Housing

Dormitories are not available; however, we can help arrange suitable living quarters in adequate housing or be able to recommend suitable accommodations.

Counseling Services

The Director of Student Affairs is available for student counseling, placement and other personal services for the benefit of the students. Students are encouraged to discuss any issues that might affect schooling or future employment. The Director of Student Affairs and the Administration has information for the students about drug/ alcohol abuse, domestic violence, as well as financial assistance. The School will provide a list of organizations that can assist a student with basic needs including shelter, food, and financial assistance. Information regarding counseling services from area clinics will also be made available to students.

Addresses of Agencies

National Accrediting Commission of
Career Arts & Sciences (NACCAS)
3015 Colvin Street
Alexandria, Virginia 22314
P: (703) 600-7600

Texas Department of Licensing & Regulation (TDLR)
920 Colorado St.
Austin, Texas 78701
P: (512) 475-2871

Campus Crime Statistics

2019 – Temple campus

Crime	On Campus	Non-Campus	Public Property
Criminal Homicide	0	0	0
Sex Offenses – Forcible	0	0	0
Sex Offenses – Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Arrests for Liquor, Drug and Weapons Possession	0	0	0
Disciplinary Action for Liquor, Drug and Weapons Violations	0	0	0
Hate Crimes	0	0	0

A copy of the Campus Safety and Security Policy of Central Texas Beauty College, which contains information regarding the last three years, will be provided to you upon request and is available on our website at <http://www.centraltexasbeautycollege.com>. Students may obtain more information about campus security at <https://ope.ed.gov/security>.

CENTRAL TEXAS BEAUTY COLLEGE

Administrative Staff & Faculty

Board of Directors

President & Founder –
Mr. Robert O. Painter

**Executive Vice President,
Academic Affairs –**
Mrs. Marie Painter

Director (Round Rock) –
Ms. Jennifer Painter-Beillon

Director (Temple) –
Mrs. Edith Ingalsbe

Assistant to the Directors –
Ms. Shannon Cato

Educators

Round Rock

Mrs. Tamitha Barnes
Mrs. Renee Gross
Ms. Virginia Lake
Ms. Manuela Lindsey
Ms. Katie Nguyen
Ms. Celeste Stiller
Ms. ViTina Whalon-Moore
Mr. Billy Williams

Temple

Ms. Melissa Benitez
Mr. Larry Groseclose
Mrs. Donna Hogg
Mrs. Edith Ingalsbe
Mrs. Minunette Jackson
Ms. Jennifer Wittkopp

Front Office Coordinators
(Round Rock) –
Mrs. Iris Borrego &
Ms. Jocelyn Painter

Front Office Coordinator
(Temple) –
Ms. Rachel Roper

A
D
M
I
N
I
S
T
R
A
T
I
V
E
C
O
O
R
D
I
N
A
T
O
R
S

Central Texas Beauty College Enrollment Agreement

This Enrollment Agreement (this "Agreement") is entered into by and between Central Texas Beauty College (the "School"), and _____ ("Student") on _____, 202__.

(name) (date)

NOW, THEREFORE, for and in consideration of the premises described below, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. Programs; Required Hours/Weeks; Tuition & Fees. Hours to Train: _____

<u>Course</u>	<u>Length of Program</u>	<u>TDLR Permit Fee</u>	<u>Registration Fee</u>	<u>Books & Supplies</u>	<u>Tuition</u>	<u>Total Cost</u>	<u>Check Appropriate Box</u>
Advanced Cosmetology	1500 hrs 50 weeks	\$25	\$100	\$925	\$10,500	\$11,550	<input type="checkbox"/>
Cosmetology	1000 hrs 34 weeks	\$25	\$100	\$925	\$7,000	\$8,050	<input type="checkbox"/>
Manicuring	600 hrs 20 weeks	\$25	\$100	\$875	\$4,100	\$5,100	<input type="checkbox"/>
Instructor	750 hrs 25 weeks	\$0	\$100	\$400	\$4,600	\$5,100	<input type="checkbox"/>
Transfer/ ReEntry Students Program:	Accepted Hours: _____						<input type="checkbox"/>
	_____ weeks	\$0	\$100	\$ _____	\$ _____	\$ _____	<input type="checkbox"/>

2. Extra Institutional Charges. Each course has been scheduled for completion within an allotted time frame. A grace period of approximately 10% has been added to the calculated completion date for each course. The School has reserved space, equipment, and the licensed instructors for each student and course. Student agrees that course hours required in excess of the Contract Term (Section 5) shall be paid at a cost of \$ _____ per clocked hour.

3. Testing and Licensing Fees. Before becoming a licensed cosmetologist, manicurist or instructor, students must pass a written exam (\$50), practical exam (\$74) and pay a license fee of \$50 (Instructors: \$60), which must be renewed every two years. Continuing education is required.

4. Tuition Payment Terms & Methods; Truth in Lending Statement. Tuition is charged by the School according to payment period and the concentration and difficulty of instruction. The payment periods and percentage of tuition charged by the School are outlined below for students attending the full course. Transfer students' payment periods shall be modified in accordance with this schedule and the number of hours such students must obtain to graduate.

<u>Payment Period</u>	<u>Percentage of Tuition Charged by the School</u>
<u>Advanced Cosmetology Students</u>	
1. 0-449 clocked hours/15 weeks	33%
2. 450-899 clocked hours/15 weeks	33%
3. 900-1199 clocked hours/10 weeks	17%
4. 1200-1500 clocked hours/10 weeks	17%
<u>Cosmetology Students</u>	
1. 0 - 500 clocked hours/17 weeks	50%
2. 501 - 1000 clocked hours/17 weeks	50%
<u>Manicuring Students</u>	
1. 0-299 clocked hours/10 weeks	60%
2. 300-600 clocked hours/10 weeks	40%
<u>Instructor Students</u>	
1. 0-375 clocked hours/13 weeks	60%
2. 375-750 clocked hours/13 weeks	40%

FINANCIAL ASSISTANCE STUDENTS: Students receiving aid or grants will have their tuition arranged between the agency, Student and the School. The financial aid year is July 1 through June 30 of the next year. Each disbursement from the Pell Grant program will typically be received by the School at the beginning of each payment period described above.

SELF-PAY STUDENTS: Unless otherwise agreed in writing by the School, Student agrees to make payments to the School no later than the tenth (10th) day of each month hereafter in accordance with the following payment schedule (**PLEASE INITIAL WHERE APPLICABLE**):

___ Advanced Cosmetology Course (1500 hours): \$1,000.00 down payment, with ten equal payments of \$1,055.00 each.

___ Cosmetology Course (1000 hours): \$1,000.00 down payment, with eight equal payments of \$881.25 each.

___ Manicuring Course: \$1,000.00 down payment, with four equal payments of \$1,025.00 each.

___ Instructor Course: \$800.00 down payment, with five equal payments of \$840.00 each

There are no interest or finance charges assessed on the sum being financed. The cost of credit is included in the price of the goods and services offered herein. Student understands that the School accepts payments in the form of cash, check, money order or credit card.

5. Contract Term; Start Date and Completion Date. (PLEASE COMPLETE)

a. Student's starting date is _____, 202__.

b. Student's calculated completion date is _____, 202__.

6. Class Schedule. The hours of operation are Monday through Friday, 8:30am to 5:00pm. Central Texas Beauty College only offers full-time programs, therefore Student understands and agrees that Student must attend a minimum of 30 hours per week unless alternate arrangements have been made pursuant to such Student's Attendance Agreement.

7. Equipment. The School agrees to provide and furnish all necessary specialized equipment and instruments that are necessary for the Student's course of training. Books and the supplies contained in the kit must be paid for by Student no later than the first day of training. Any lost equipment, books or uniforms must be replaced at the expense of the Student.

8. Graduation Requirements. Student will be eligible for the State Board examination upon (a) completion of the required hours of training – 1500 hours for Advanced Cosmetology, 1000 hours for Cosmetology, 600 hours for Manicuring, and 750 hours for Instructor, (b) the attainment of satisfactory progress in his or her theory and practical grades, and (c) the payment in full of all out-of-pocket tuition and fees owed to the School or upon satisfactory payment arrangements being made. The written examination for Cosmetology may be taken once Student completes 900 hours.

9. Employment Assistance. The School offers no guarantee of placement after graduation but will assist Student in contacting employers, preparing resumes and practicing for employment interviews when requested by Student.

10. Rules and Regulations. Student agrees to maintain regular attendance during the period of training in accordance with Student's Attendance Agreement and abide by all rules and regulations contained in the Student Handbook received on the first day of class, as amended from time to time. Student will be given reasonable extensions of time to report to the School in the case of illness or any act of God that would necessitate delay.

11. Termination Policy. The School may expel Student if Student is absent from the School campus for ten (10) consecutive days and not on a leave of absence approved by the School Administration. Any action by Student that interferes with normal classroom activity or clinic operation will also be cause for expulsion. Any student expelled shall be furnished a written statement that outlines the reasons for such action. Any student expelled for misconduct will not be permitted to re-enroll.

Student agrees that if for any reason he or she cannot continue his or her course of training, Student will discuss the matter with the School Administration. At that time, the School agrees to issue Student a written release, provided Student has complied with the School's refund policy as stated in the Terms and Conditions attached to this Agreement. In no event shall Student be held liable for any amounts in excess of the tuition payments due representing Student's period of enrollment as determined in accordance with the attached Terms and Conditions.

12. Terms and Conditions. The Terms and Conditions attached hereto as Exhibit 1 are made a part of this Agreement.

13. Law Governing. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas.

14. Successors and Assigns. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, legal representatives, successors and assigns.

15. Severability. This Agreement is intended to be performed in accordance with, and only to the extent permitted by, all applicable laws, ordinances, rules and regulations. If any provision of this Agreement or the application thereof to any person or circumstance shall, for any reason and to any extent, be invalid or unenforceable, but the extent of such invalidity or unenforceability does not destroy the basis of the bargain among the parties hereto as expressed herein, the remainder of this Agreement and the application of such provision to other persons or circumstances shall not be affected thereby, but rather shall be enforced to the greatest extent permitted by law.

BY MY SIGNATURE BELOW, I HEREBY ACKNOWLEDGE THAT I HAVE RECEIVED, READ AND UNDERSTOOD THIS AGREEMENT AND FURTHER ACKNOWLEDGE THAT I HAVE INITIALED (APPROVED) ANY CHANGES TO THIS AGREEMENT AGREED TO BY THE SCHOOL.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____
(If Student is a dependent minor)

Not binding until accepted by an authorized representative of Central Texas Beauty College as follows:

_____ Date: _____
Authorized Representative

Central Texas Beauty College
www.centraltexasbeautycollege.com

2010 S. 57th St.
Temple, Texas 76504
P: (254) 773-9911
F: (254) 773-9912
Email: temple57@sbcglobal.net

1. These Terms and Conditions are attached to and made a part of the Enrollment Agreement (the "Agreement"). Student and the School have herein set out a complete description of services the School is to furnish and for which Student is to pay. Such descriptions as to classes and hours, conduct and schedule may be augmented by bulletins and other notices to Student by the School.
2. Student agrees to attend classes regularly on schedules as may appear on such bulletins and notices, to prepare all lessons and perform all duties incident there to and to abide by all rules of the School as may now exist or as may be changed or come into existence from time to time.
3. Student may be expelled or suspended for violation of any of these or the rules listed separately. No termination fee will be charged.
4. Any dependent minor will require a guarantor who will be liable to the School for the fees agreed to in this Agreement if Student should default in any payments thereof. This provision may be waived by written agreement between Student, such guarantor and the School.
5. This Refund Policy pertains to all students enrolled; some students may be eligible for pro-rata refunds; however, the policy that most benefits the Student is used. Please see Administration for further clarification, if needed.

- (A) Central Texas Beauty College maintains a cancellation and settlement policy that provides a full refund of all money paid by Student if:
 - (1) Student cancels the enrollment agreement no later than midnight of the third business day after the date on which the agreement is signed by the prospective student, and demands his or her money back in writing, regardless of whether Student has started training. Notice of cancellation and the demand for refund must be in writing, and the cancellation date will be determined by the postmark of written notification or the date it is delivered in person to the School; or
 - (2) Student entered into the enrollment agreement because of a misrepresentation made in the advertising or promotional materials of the school or by an owner or representative of the School.
- (B) Central Texas Beauty College maintains a refund policy for the refund of the unused part of tuition, fees, and other charges assessed Student if Student fails to enter the course of training, withdraws from the course of training or is terminated from the course of training after the expiration of the cancellation period established under Subsection (A) of this section. The policy provides that:
 - (1) A refund is based on the period of Student's enrollment computed on the basis of course time expressed in scheduled hours.
 - (2) All books, equipment, and prepayment items are the property of Student if they have been paid for by Student.
 - (3) If tuition has been collected before the course of training begins and Student cancels the enrollment agreement after three business days of signing such agreement but prior to entering classes, Student is entitled to a refund of all tuition paid to the School less the registration fee in the amount of \$100.
 - (4) The effective date of the termination for refund purposes is the earliest of:
 - a. The last date of attendance if Student is terminated by the School; or
 - b. the date the Student notifies the School of his/her withdrawal in writing, as determined by the postmark date or the date the notice is delivered to the School in person; or
 - c. the date that a student on an approved leave of absence notifies the School that he/she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date Student notifies the School that Student will not be returning.
 - d. 10 school days after the last date of attendance. Unofficial withdrawals for clock hour students are determined through monthly monitoring of our timeclock computer.
- (C) TDLR Section 1602.459 states that if Student begins a course of training at a private beauty culture school that is scheduled to run not more than 12 months and, (i) during the last 50 percent of the course, withdraws from the course or is terminated by the School, the School may retain 100% in tuition and fees paid by Student and is not obligated to refund any additional outstanding tuition, OR (ii) before the last 50 percent of the course, withdraws from the course or is terminated by the School, the School shall refund the following percentages of any outstanding tuition to Student:

HOURS COMPLETED OF TOTAL PROGRAM HOURS

Time in Course	Amount of Total Tuition Refunded to Student
Less than 1 week	90%
1 week – 3 weeks	80%
3 weeks – 25%	75%
25% - 50%	50%
50.1% and over	0%

This policy is mandatory for all courses at Central Texas Beauty College

- (D) Students withdrawing after 50 percent of the course has been complete, the School must allow that student to re-enter at any time during the 48-month period following the date of withdrawal or termination; however, students expelled from the program for behavioral issues may not re-enter.
- (E) A refund owed under this section must be paid no later than the 30th day after the date on which Student becomes eligible to the refund. If a refund is not made within the period required by this policy, the School shall pay interest on the refund for the interval beginning with the first day following the expiration or the refund period and ending with the day immediately preceding the date the refund is made. The TDLR commissioners of education annually shall establish the level of interest at a level sufficient to provide a deterrent to the retention of student funds. The commission may exempt School from such payment of the interest if School makes a good faith effort to refund the tuition but is unable to locate the Student.
- (F) If the School cancels a course after instruction has begun, the students enrolled shall be entitled to a prorated refund based on the hours accepted by another school. If the School closes permanently after students have enrolled and instruction has begun, the students enrolled shall be entitled to a prorated refund based on this Refund Policy.

GRADUATION, PLACEMENT AND PASS/FAIL RATES

Central Texas Beauty College – Combined by Campuses and Programs:

Licensed	100.0%
Graduated	57.61%
Placed	80.95%

Central Texas Beauty College – Temple (by program):

Cosmetology –

Licensed	100.0%
Graduated	56.0%
Placed	85.71%

Manicuring –

Licensed	100.0%
Graduated	90.0%
Placed	100.0%

Instructor –

Licensed	100.0%
Graduated	100.0%
Placed	100.0%

COMPENSATION AND PHYSICAL REQUIREMENTS

Compensation: When you become a licensed professional you will find that there are many ways a cosmetologist can be compensated. Many large chain salons will give the stylist a guaranteed minimum salary with a monthly commission after they cover their salary or draw. The percentage of commission can be from 40% to 60% of the gross production of the cosmetologist. For example, if you have a salary of \$1,000 a month and are paid 50% of your gross production of \$4,000, the commission percentage would be: $50\% \times \$4,000 = \$2,000.00$. Adding that to your monthly salary, your total wages for the month would be \$3,000.

Another way a cosmetologist may be paid is a straight percent of their production. An example would be if they have a production of \$1,000.00 in a week and they are on a 50% commission rate then their salary for the week would be \$500.00. The salon takes out the tax withholding and the Social Security of .0765%.

Another alternative for the cosmetologist is booth rental. The cosmetologist makes arrangements to rent a station and pays a negotiated amount of rent per week. This can be a burden for a stylist without a clientele because the rent is due regardless of the amount you make. You are also responsible for your own withholding, social security tax and self-employment tax.

Physical Requirement of the Profession: The cosmetology profession requires long hours and may be physically demanding. There are some physical ailments associated with this profession. They include Carpal-Tunnel Syndrome, which is the pinching of the nerves in your wrist, tendonitis, back strain, and muscle strain to name a few. More information on this subject can be obtained through your Cosmetology textbook.

Safety Requirements of the Profession: Comfortable shoes and clothing is a must. Wear a protective mask when filing your acrylic nail customer. Wear rubber gloves during some chemical services and some trimming of nails and feet with sharp instruments. Keep your shears and razor in good operation and use them with care. Any nicks or cuts should be medicated and protected immediately. The Texas Department of Licensing and Regulation (TDLR) oversees the cosmetology industry and sets the standards for health, safety and sanitation. TDLR performs periodic inspections of salons and will issue fines and penalties for any violations of its rules and regulations.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the School. It is printed in the Catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS (based on full-time schedules)

Students are evaluated for Satisfactory Progress as follows:

Advanced Cosmetology 450, 900, 1200 actual hours

Cosmetology 450, 900 actual hours

Manicuring 300 actual hours

Instructor (750 Hour course) 375 actual hours

- Transfer Students – Midpoint of the actual contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course or Academic Year, whichever comes first. An Academic Year is 900 clock hours in length.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the School will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

<u>COURSE</u>	<u>MAXIMUM TIME ALLOWED</u>	
	<u>WEEKS</u>	<u>SCHEDULED HOURS</u>
Advanced Cosmetology (Full time, 30 hrs/wk) - 1500 Hours (50 weeks)	75 Weeks	2250
Cosmetology (Full time, 30 hrs/wk) – 1000 Hours (34 weeks)	51 Weeks	1530
Manicuring (Full time, 30 hrs/wk) - 600 Hours (20 weeks)	30 Weeks	900
Instructor (Full time, 30 hrs/wk) - 750 Hours (25 weeks)	37.5 Weeks	1125

The maximum time allowed for transfer students who need less than the full course requirements students will be determined based on 67% of the scheduled hours.

Students who have not completed the course within the maximum time frame may continue as a student at the institution on a cash pay basis.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to written procedures and set forth in a practical skills evaluation criteria adopted by the School. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100 EXCELLENT

85 - 92 VERY GOOD

70 - 84 SATISFACTORY

69 and below UNSATISFACTORY

I - INCOMPLETE

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Progress Determination at the time of each of the evaluations and a monthly progress report so that they can monitor their progress before each evaluation point. Students deemed not maintaining Satisfactory Progress at any evaluation point may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and an academic plan, if necessary.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be notified in writing that they may be placed on probation and will only be considered to be making satisfactory progress during the probationary period IF the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY PROGRESS

Students may re-establish satisfactory progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

INTERRUPTIONS, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to the School in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory progress and is eligible for probationary status, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the School within 10 days on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. Supporting documentation must include a narrative statement, a doctor's note, an obituary, a counseling record or similar supporting documents. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed, the student will be placed on probation, and Title IV aid will be reinstated, if applicable.

INCOMPLETES, NONCREDIT AND REMEDIAL COURSES

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

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours from another institution that are accepted toward his or her educational program will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

CENTRAL TEXAS BEAUTY COLLEGE

HOURS OF OPERATION: 8:30am – 5:00pm Monday – Friday

2010 South 57th St Temple, Texas 76504 (254) 773-9911

www.centraltexasbeautycollege.com

temple57@sbcglobal.net

WHAT TO BRING WHEN YOU ENROLL:

- APPLICATION FOR ADMISSION
- FINANCIAL AID APPLICATION
 - 20___ / ___ TAX RETURN
 - AFFIDAVIT OF INCOME RECEIVED (non-tax filer statement)
- PROOF OF EDUCATION
 - HIGH SCHOOL DIPLOMA
 - G.E.D.
 - VALID COSMETOLOGY LICENSE
- PROOF OF CITIZENSHIP
 - SOCIAL SECURITY CARD
 - DRIVER'S LICENSE OR TEXAS IDENTIFICATION
 - BIRTH CERTIFICATE
 - PERMANENT RESIDENT CARD IF AN ELIGIBLE NON-CITIZEN
- FEES TO START CLASSES (depends on results of FAFSA)
 - \$ _____
- TYPICAL PAYMENT PLAN FOR SELF-PAID STUDENTS (those not covered in full by our financial aid programs)
 - ADVANCED COSMETOLOGY COURSE — \$1,000.00 down (with 10 **monthly** payments of \$1,055.00)
 - COSMETOLOGY COURSE — \$1,000.00 down (with 8 **monthly** payments of \$881.25)
 - MANICURING COURSE — \$1,000.00 down (with 4 **monthly** payments of \$1,025.00)
 - INSTRUCTOR COURSE — \$1,000.00 down (with 5 **monthly** payments of \$820.00)

ORIENTATION DATE: _____

START DATE: _____

On Your Orientation Day at Central Texas Beauty College...

- Be here at 8:30 am.
- Please reserve the front area of the parking lot for clients.
- Bring paper and pen.
- Make sure we have your HS diploma or GED certificate, social security card, driver's license, permanent resident card and your payment.
- Plan to be here for at least 3-4 hours on Orientation Day.
- Dress comfortably but in accordance with the CTBC Dress Code (below). You will be given your uniform during Orientation.

- CTBC Dress Code:
 - The CTBC uniform consists of the CTBC t-shirt and black pants or black skirts that are no shorter than below the knee. Blue jeans are not acceptable student attire.
OR
 - You may wear a sleeved smock that is completely buttoned or zipped up with black pants or black skirts that are no shorter than below the knee.

 - You may wear a black apron, vest or smock over a black shirt to protect your clothing.

 - For your protection and safety, you must wear comfortable, closed shoes with socks or hose. No house slippers or high heels are permitted for safety reasons.

 - Additional shirts may be purchased for \$16-20 each.

 - No hats, caps, or other headgear may be worn in the School unless for religious or cultural reasons.

 - Students should strive to look like a Professional Hairstylist, Manicurist or Instructor. Looking and dressing professionally are an important part of feeling professional!