

NEW IMAGE

Beauty and Barber
School

STUDENT HANDBOOK

502 N. Expressway 77
Harlingen, TX 78550
(956)230-2242

January 1, 2025 6th Edition

TABLE OF CONTENTS

Mission Statement	2
Statement of Non-Discrimination	2
About New Image Beauty and Barber School	2
Tuition	2-3
Admissions Policy	3-4
Re-entry Policy	4
Transfer Student Policy	4
Distance Education Policy	4
Graduation Requirements	4-5
Student Academic Progress Policy	5-9
Hours of Operation	9
Student Schedule	9-10
Student Expectation	10
Student Salon & Classroom Rules	10-11
Requirements & Standards	11-15
Student Services	16
Stateboard Licensing	16
Refund Policy	17-18
Termination Policy	18-19
Request of Information Policy	19-20
Scholarship/ Promotion Policy	20
Grading System	20
Instructional Methods	20
Course/ Program Outline	20-28
Teach-out Policy	28
Institution Rights	28-29
Annual Report Outcomes	29
Licenses	29

1. Mission Statement:

New Image Beauty and Barber School will focus on providing students with information that will give them the ability to pass their state board exams and ensure success in a professional environment.

2. Statement of Non-Discrimination:

New Image Beauty and Barber School is an equal opportunity academy. New Image Beauty and Barber School does not discriminate on the basis of age, race, sex, color, creed, religion, ethnic origin in practices of admissions or employment.

3. About New Image Beauty and Barber School:

New Image Beauty and Barber School is owned and operated by Linda Campos and Michael Salinas. In 2015 Linda Campos and Michael Salinas partnered up to open an establishment of their own.

New Image Beauty and Barber School is located at 502 n. Expressway 77 Harlingen, TX 78550. It is over 6,000 square feet, equipped with a reception area, salon area, classroom area, conference room, shampoo area, facial room, manicuring room, dispensary, student lounge, storage room, men and women restrooms, and offices.

The school will be operated by Linda Campos and Michael Salinas. Linda Campos is the School Director and Michael Salinas is the General Manager. The School Director is in complete charge of the school, the staff, and your training. If any problems are related to your theory classes or your practical training, you should see your Instructor or School Director. You may request an appointment at any time.

School Director/Instructor: Linda Campos

Finance Director: Michael Salinas

Instructor: Amber Aguilera

Instructor: Tiffany Rangel

4. Tuitions:**Operator Tuition (1000 hrs):**

Tuition: \$15,000.00
 Registration Fee: \$100.00**
 Student Permit Fee: \$25.00**
 Student Kit: \$1300.00*
 Textbook and Digital Textbook: \$399.95
 Distance Education Identity Verification: \$0.00*
 Electronic Device: \$350.00*
 Uniform T shirts: \$54.00*
 Written Exam: \$55.00*
 Practical Exam: \$76.00*
 License: \$50.00*
Total: \$17,409.95

Class A Barber to Operator 300 Tuition (300 hrs):

Tuition: \$4,500.00
 Registration Fee: \$100.00**
 Student Permit Fee: \$25.00**
 Student Kit: \$375.00*
 Textbook and Digital Textbook: \$399.95

Eyelash Extension Tuition (320 hrs):

Tuition: \$4,800.00
 Registration Fee: \$100.00**
 Student Permit Fee: \$25.00**
 Student Kit: \$1300.00*
 Textbook and Digital Textbook: \$199.95
 Distance Education Identity Verification: \$0.00*
 Electronic Device: \$350.00*
 Uniform T shirts: \$36.00*
 Written Exam: \$55.00*
 Practical Exam: \$76.00*
 License: \$50.00*
Total: \$6,991.95

Class A Barber Tuition (1000 hrs):

Tuition: \$15,000.00
 Registration Fee: \$100.00**
 Student Permit Fee: \$25.00**
 Student Kit: \$1095.00*
 Textbook and Digital Textbook: \$399.95

Distance Education Identity Verification: \$0.00*
 Electronic Device: \$350.00*
 Uniform T shirts: \$36.00*
 Written Exam: \$55.00*
 Practical Exam: \$76.00*
 License: \$50.00*
Total: \$5,966.95

Operator to Class A Barber Tuition (300 hrs):

Tuition: \$4,500.00
 Registration Fee: \$100.00**
 Student Permit Fee: \$25.00**
 Student Kit: \$950.00*
 Textbook and Digital Textbook: \$399.95
 Distance Education Identity Verification: \$0.00*
 Electronic Device: \$350.00*
 Uniform T shirts: \$36.00*
 Written Exam: \$55.00*
 Practical Exam: \$76.00*
 License: \$50.00*
Total: \$6,541.95

Distance Education Identity Verification: \$0.00*
 Electronic Device: \$350.00*
 Uniform T shirts: \$54.00*
 Written Exam: \$55.00*
 Practical Exam: \$76.00*
 License: \$50.00*
Total: \$17,204.95

Esthetician Tuition (750 hrs):

Tuition: \$11,250.00
 Registration Fee: \$100.00**
 Student Permit Fee: \$25.00**
 Student Kit: \$1,200.00*
 Textbook and Digital Textbook: \$399.95
 Distance Education Identity Verification: \$0.00*
 Electronic Device: \$350.00*
 Uniform T shirts: \$36.00*
 Written Exam: \$55.00*
 Practical Exam: \$76.00*
 License: \$50.00*
Total: \$13,541.95 *Not approved by NACCAS

Tuition fees marked with * are non-refundable. Tuition fees marked with ** For veteran educational benefit recipient refer to veteran educational benefit recipient refund policy. All supplies, textbooks, uniforms, and any other kit item must be purchased through the institution. There will be a processing fee of \$100 to anyone who wishes to change their schedule. A replacement fee of \$5.00 will be charged to anyone who loses their student ID. Anyone requesting a transcript will be charged a \$10 transcript fee that must be paid at the time the transcript is being requested. Students will have a total of two (2) years from graduation date to schedule the written and practical exams before forfeiting the exam fees. Upon enrollment, students will receive uniform t-shirts. If a student wants or needs additional t-shirts, the student could purchase them at \$18 each.

* The estimated time it will take to complete the required amount of hours (including closures and holidays) for a course is as follows:

Operator (1000 hours)	40 to 67 weeks
Class A Barber to Operator 300 (300 hours)	12 to 20 weeks
Eyelash Extension (320 hours)	13 to 22 weeks
Class A Barber (1000 hours)	40 to 67 weeks
Operator to Class A Barber (300 hours)	12 to 20 weeks
Esthetician (750 hours)	30 to 50 weeks *Not approved by NACCAS

Payments are due on the first of every month. Acceptable payments are: cash, checks, money orders, and credit cards with a 4% processing fee. There will be a \$25 late fee for payments not made on time. Please make checks payable to New Image Beauty and Barber School. Any student that is late on tuition payments will not

be allowed to attend class until payment has been made.

5. Admissions Policy:

Students enrolling in all programs must be at least 16 years of age and have documented proof, and provide either: a high school diploma or it's equivalent, a transcript showing high school completion, or a certificate of attainment, a state-issued credential for secondary school completion if homeschooled; or demonstrate the Ability to Benefit.

In order to be admitted on the basis of his or her ability to benefit, a student shall complete prior to admission, complete a nationally recognized, standardized, or industry developed test that measures the applicants aptitude to successfully complete the program or course to which he or she has applied.

The school requires verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

6. Re-entry Policy

If a student withdraws or is terminated from a course, and wishes to reenter, he/she must submit an enrollment agreement along with a down payment and reentry fee of \$1000. All hours that were previously earned must be paid in full. Tuition will be charged at the current hourly rate for the remaining hours of the course and any other applicable fees. To receive credit for previously completed practical work or grades, the student must provide the institution with a transcript at the time of enrollment.

For VA students that wish to re-enter, A new enrollment agreement must be submitted. The student will have all hours earned and charged credited to them.

7. Transfer Students:

New Image Beauty School does not recruit students who are enrolled in another institution or have been admitted to any other school offering similar programs. Students who wish to transfer to New Image Beauty and Barber School after withdrawing from other cosmetology or barber schools are welcome to apply. There is a \$100 fee for all transfer students.

A list of hours completed must be submitted prior to enrollment. New Image Beauty and Barber School may give credit for previous hours of training at their discretion. All other requirements will vary in accordance to the amount of hours needed to complete the program. Credit for written and practical exams will be given with the appropriate documentation from previous institution attended. Appropriate documentation includes but is not limited to: transcript, report card, or email from the Director or the previous institution attended.

8. Distance Education Policy

The programs offered at the institution will be considered to be hybrid classes. Information will be delivered via both, in school and through distance education. Distant education hours will be completed using Milady's Cima Software. Students are required to have access to an electronic device and internet in order to take advantage of the distance education portion of the program. A maximum of 50% of the programs' total hours will be completed in Cima. To verify the identity of students accessing Cima, the institution will assign each student a unique access code. This code is not to be shared with anyone. Distance education will only be for theory part of the training.

9. Graduation Requirements

In order for a student to complete a program, the student must:

- a. Complete all phases of study.
- b. Complete required test, practical/laboratory assignments; pass a final written and practical examination.
- c. Complete the course of study according to State Board Requirements.
- d. Complete all exit paperwork.
- e. Attend an exit interview.
- f. Meet all financial obligations.

Upon completing a course, each individual will receive a Final Report Card/ transcript showing all requirements have been completed. Students who participate in the graduation ceremony that will be held once a year will receive a diploma. The maximum time given to every student to complete each course is no longer than 150% of the course length.

Student must schedule written and practical exams and apply for their license with 2 years of graduation date to avoid forfeiting exams and license fees.

**Students using veterans' benefits will have attendance monitored until the time the student drops, graduates, or completes the program. Unsatisfactory attendance will be reported to the DVA even if the VA student has completed the required number of hours and no refund is due the student and/or refund sources. Therefore, the attendance policy (20% of the total program and/or being absent five [5] consecutive days) will apply throughout the student's stay in school. All violations of the attendance policy will be reported to DVA on VA Form 22-1999b within 30 days at such time the student exceeds the allowed number of absences.

10. Student Academic Progress Policy

(The institution is currently not eligible to offer Title IV Funding).

The Satisfactory Academic Progress Policy applies to all students enrolled in a NACCAS-approved program and is applied consistently to students enrolled in fulltime and part time schedules. 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. This policy requires the institution to notify students of any evaluation that impacts the student's eligibility for financial aid, if applicable. (The institution is currently not eligible to offer Title IV Funding).

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Operator:

1st Evaluation Period- 450 scheduled hours and 18 weeks for full time or 30 weeks for part time
2nd Evaluation Period- 900 scheduled hours and 36 weeks for full time or 60 weeks for part time

Class A Barber:

1st Evaluation Period- 450 scheduled hours and 18 weeks for full time or 30 weeks for part time
2nd Evaluation Period- 900 scheduled hours and 36 weeks for full time or 60 weeks for part time

Eyelash Extension:

1st Evaluation Period- 160 scheduled hours and 6.4 weeks for full time or 10.66 part time

Operator to Class A Barber:

1st Evaluation Period- 150 scheduled hours and 6 weeks for full time or 10 weeks for part time

Class A Barber to Operator 300:

1st Evaluation Period- 150 scheduled hours and 6 weeks for full time or 10 weeks for part time

Esthetician: *Not approved by NACCAS

1st Evaluation Period- 375 scheduled hours and 18 weeks for full time or 30 weeks for part time 2nd

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

Evaluations are done based on scheduled hours and 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.

ATTENDANCE (QUANTITATIVE) 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 academic progress is stated below:

COURSE SCHEDULED HOURS, WEEKS, AND MAXIMUM TIME ALLOWED

Course	Total Hours and Weeks to Graduate on Time for Full Time (25hrs wkly)	Total Hours and Weeks to Graduate on Time for Part Time (15hrs wkly)	Maximum Time Frame to Graduate for Full Time (25hrs wkly)	Maximum Time Frame to Graduate for Part Time (15hrs wkly)
Operator	1000 Hours 40 Weeks	1000 Hours 67 Weeks	1500 Hours 60 Weeks	1500 Hours 100 Weeks
Class A Barber	1000 Hours 40 Weeks	1000 Hours 67 Weeks	1500 Hours 60 Weeks	1500 Hours 100 Weeks
Esthetician	750 Hours	750 Hours	1125 Hours	1125 Hours

	30 Weeks	50 Weeks	45 Weeks	75 Weeks
Eyelash Extension	320 Hours 11 Weeks	320 Hours 16 Weeks	480 Hours 16 Weeks	480 Hours 24 Weeks
Operator to Class A Barber	300 Hours 10 Weeks	300 Hours 15 Weeks	450 Hours 15 Weeks	450 Hours 23 Weeks
Class A Barber to Operator 300	300 Hours 10 Weeks	300 Hours 15 Weeks	450 Hours 15 Weeks	450 Hours 23 Weeks

*Esthetician Course Not approved by NACCAS The institution operates all programs according to a schedule of 900 hours per academic year of instruction.

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

Students who have not completed the course within the maximum timeframe will be terminated by the. Students may re-enter as cash pay.

ACADEMIC (QUALITATIVE) 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 (the computer system will reflect completion of the practical assignment as a 100% rating). 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 text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% or higher to graduate. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100 EXCELLENT

80 - 89 VERY GOOD

70 - 79 SATISFACTORY

0 - 69 BELOW STANDARDS – UNSATISFACTORY

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 be able to view their Satisfactory Academic Progress Determination forms by logging in to their student portal of the student information software. If SAP is not being met, the student will need to sign and return the Satisfactory Academic Progress Determination form. All evaluations will be completed within seven (7) school business days following each established evaluation period. Students deemed not maintaining Satisfactory Academic Progress 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 academic progress while 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, if applicable, students may be deemed ineligible to receive Title IV funds. (The institution is currently not eligible to offer Title IV Funding).

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic 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. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of 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. (The institution is currently not eligible to offer Title IV Funding).

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period. (The institution is currently not eligible to offer Title IV Funding).

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to 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.

REENTRY POLICY

If a student withdraws or is terminated from a course, and wishes to reenter, he/she must submit an enrollment agreement along with a down payment. All hours that were previously earned must be paid in full. Tuition will be charged at the current hourly rate for the remaining hours of the course and any other applicable fees.

For VA students that wish to re-enter, A new enrollment agreement must be submitted. The student will have all hours earned and charged credited to them.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, 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 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. 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 and federal financial aid will be reinstated, if applicable.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned 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.

11. Hours of operation:

New Image Beauty and Barber School is open Monday-Friday from 9am to 8:30pm and Saturdays by appointment only.

12. Student Schedule:

A person who is interested in enrolling in a course at New Image Beauty and Barber School, may do so any day of the week during normal business hours. Classes will start monthly on the first Monday available. Schedules MAY alternate between Monday thru Friday and Tuesday thru Saturday. Schedules are as follows:

Operator, Class A Barber, Class A Barber to Operator 300, Operator to Class A Barber:

Full-Time:	9am-2pm	Part-Time:	9am-12am
25 Hrs wkly	2pm-7pm	15 Hrs wkly	2pm-5pm
			5:30pm-8:30pm

Eyelash Extension and Esthetician:

Full-Time:	9am-2pm	Part-Time:	9am-12am
25 Hrs wkly	2pm-7pm	15 Hrs wkly	2pm-5pm
			5:30pm-8:30pm

Hybrid Schedule is 4 Days a week:**Full-Time: 9-3:15pm****Part-Time: 9-12:45pm
2-5:45pm**

*Esthetician Course Not approved by NACCAS

**All hours missed due to absences, tardy, suspensions, or leaving early need to be made up before the expiration of the student's contract. Hours missed due to closures, holidays, or approved leave of absences do not need to be made up.*

New Image Beauty and Barber School may need to close for unexpected events such as unfavorable weather conditions. When this occurs, the Director of the school will immediately notify all students and employees via phone call, text message, or through social media outlets. All hours missed due to closure will need to be made up.

Business will not be conducted on:

New Year's Day

Martin Luther King Jr. Day

President's Day

Spring Break

Good Friday

Easter

Juneteenth

Independence Day

Summer Break (4th week of July)

Labor Day

Columbus Day

Veteran's Day

Thanksgiving Week

Christmas Eve thru New Year's Eve

13. Student Expectations/ Desired Characteristics:

Once enrolled in a program at New Image Beauty and Barber School, students must be fully prepared to begin their training. Since you are in training to become a professional, it is required to behave as one. Professionalism will play a major role in your training. You must choose your words carefully, think before you act, be well educated in your field, and always have a neat appearance. It is important to respect the people around and to ensure that you do not bring any personal issues with you. Violation of anything in the handbook will result in receiving an Advisement Form and/ or suspension/termination.

14. Student Salon and Classroom Rules (Code of Conduct):

1. Be on time for class. There are consequences for being tardy. If you are going to be late or absent you must call to notify your instructor. If students are late on the day of an exam, there will be a 10 point deduction on the final grade.
2. Follow scheduled lunch and breaks, unless working with a client.
3. Follow all TDLR Rules and Regulations.
4. Always practice proper sanitation procedures. Daily/ weekly duties will be assigned to every student. Students are expected to clean up after themselves and keep work areas sanitary at all times.

5. Respect peers, instructors, yourself, and staff members. If a student is being disrespectful or disruptive, the student will be sent home.
6. Do not use profanity.
7. Follow appropriate dress code. If a student does not follow the dress code, the student could be asked to clock out. Student must arrive with their hair and makeup done. Students will not be given time to work on themselves during class. Students will have the opportunity to have personal services done when assigned work has been complete and with the permission of their instructor.
8. Disinfect/ sanitize any area you use before moving on to another area.
9. Never refuse to do a service that is assigned to you. Doing so could result in 3 day suspension. If you are going to be absent on a day when you have an appointment, make arrangements with a peer to provide the service to that client. Not showing up on a day when you have an appointment an appointment scheduled could result in a 10 day suspension.
10. Service all clients to the best of your ability. Side conversations are not allowed while working on a client. You must be focused on the service you are performing at all times.
11. Be a team player. Have a positive and cooperative attitude.
12. No gossiping.
13. Personal or school issues will not take place in class, or in student salon area. If a problem should arise, the student must go to a manager or instructor to correct the problem.
14. Be prepared for your training every day. This includes, but is not limited to, lecture, hands on, demonstrations, and any new training. Side conversations are not allowed during lecture or demonstrations. You must be focused on your education at all times.
15. Bring all kit items to school every day. This includes books. Each student is responsible for their own kit. Lost, stolen, misplaced or broken items must be replaced by the student in a timely manner. Borrowing from other students or the dispensary is **NOT** allowed. If you are not prepared for class, you will be clocked out and will lose your hours.
16. Complete all assignments in the allotted time. It is the student's responsibility to obtain any missed assignments or exams. Make up exams will be scheduled at the discretion of the instructor.
17. Food and drinks are not allowed in class or in the student salon.
18. Always perform proper draping when working on practical work.
19. Do not take things that don't belong to you.
20. No cheating.
21. Cell phones should only be used on breaks or lunch.
22. Students must sign in if they are having a service done at all times.
23. Students must be off the clock if they are working on themselves. If students are using school product, they must sign in even if they are off the clock working on themselves.
24. Students making up hours must work on practical work.
25. Students must clock in and out for themselves. If a student leaves the building, he/ she must clock out. Students must also sign in and out.

15. Requirements and Standards:

A. Breaks & Lunches:

The class instructor will schedule breaks and lunch. Students who take extra time on their breaks will be clocked out. It is the responsibility of the students to return to class on time.

B. Food & Drinks:

Food and drinks are not allowed in the reception, student salon, or classroom areas. Food and drinks are only permitted in the lounge area.

C. Phone Calls:

All cell phones and electronic devices must be silenced or turned off during school hours and can only be used during breaks and/or lunch in the lounge area or outside the building. Personal phone calls are not allowed without permission from an instructor or manager.

D. Alcohol & Drugs & Weapons:

New Image Beauty and Barber School is a drug free facility. The use of alcohol or drugs is not allowed on the premises. Alcohol or drugs are not allowed in the building. Any illegal substance is not allowed in the building. Weapons are strictly prohibited. Students who are caught with weapons, illegal substances, or alcohol on school grounds or at a school related activity will be subject to termination.

E. Kit Items & Personal Belonging:

Every student is issued a kit. The student kit contains the necessary implements and equipment to perform daily assignments, and the text book that will be used throughout the course. It is the responsibility of the student to replace any broken, damaged, or misplaced items immediately. Students must have the student kit in their possession every day. Kit items will not be issued to anyone who is (1) Late on Monthly Payments (2) On probation for Academic or Attendance progress. It should be clean, organized, and must remain sanitary at all times. Be sure to sanitize items that were used before storing them to avoid contamination. All personal belongings should be left at home or stored in your vehicle. Do not leave any items unattended.

F. Extra Supplies:

There will may be a few out of pocket expenses that will need to be made by every individual. The instructor will notify you with enough notice what you will need to purchase and by when. If at any time you are unable to make these expenses, you must notify your instructor or a manager of the school to make arrangements so that you don't miss out on any part of your training.

G. Individual services:

If a student wants to get a service done, he/she must first get permission from his/her instructor, and ensure that they are not behind on class work or practical work. Anyone receiving a service must sign in at all times. There may be a discounted price that the student must pay if using product from the school. If a client comes in while a student is getting a service done, and there is no one else available to service that model, the student must stop working to provide the service the model. **Any student refusing to service a client will be immediately sent home for 3 days and will lose out on their hours.**

H. Dress Code:

Students must maintain a professional appearance at all time. Student uniforms are black bottom garments with a black shirt or with uniform t-shirt. Jeans with uniform t-shirt are allowed on approved days only. Shoes must be closed all the way around. Uniform must be clean, neat, and pressed. Hair and makeup must be done for women and men must have facial hair neat and trimmed. Open toe shoes are not allowed. No inappropriate clothing will be allowed. Students who do not follow the dress code will be sent home to correct it and will lose their hours.

I. Tardy Policy:

If you are going to be tardy, you must call your instructor or the school, not another student, to let them know you will be late. Being late more than 5 times in one month could result in a suspension. The student could lose 10 points per exam if the student has an unexcused absence or unexcused late start. Being late or tardy when you have appointments scheduled could result in a 10 day suspension.

J. Attendance Policy:

Hours are tracked using an electronic scan time clock. Each student must clock in and out for him/her self. Students are required to attend the scheduled number of weekly hours on their enrollment agreement. Any hours missed must be made up as soon as possible. To make up hours, student needs to get approval from the director and will work on making up the missed assignments. If a student is going to be absent, they must notify their instructor or the school. All absences are considered unexcused, unless accompanied by a doctor's excuse. If a student is absent and provides the institution with a doctor's excuse, the absence will be considered excused. The absent hours, excused or unexcused, must be made up. A student that is absent for 14 consecutive days, will be terminated from the program. Students will be given a total of 40 weeks (for full-time) or 67 weeks (for part-time) to complete their hours for the Operator and Class A Barber course, 13 weeks (for full-time) or 22 weeks (for part-time) to complete their hours for the Eyelash Extension course, and 12 weeks (for full-time) or 20 weeks (for part-time) to complete their hours for the Operator to Class A Barber and Barber to Operator courses. The expected graduation date may change due to unexpected closures. If a student exceeds their graduation date by 10% or more, they will be required to pay extra instructional fees for the additional hours of training at \$15.00 each hour. Payment arrangements must be made with the Director of the School at that time.

**Students receiving VA benefits will be monitored until the time the student drops, graduates, or completes the program. Unsatisfactory attendance will be reported to DVA even if the VA student completes the required number of hours and no refund is due to the student and/ or refund source. Therefore, the attendance policy (20% of the total program and/or being absent for 5 consecutive days) will apply throughout the student's stay in school. All violations of attendance policy will be reported to the DVA on a VA form 22-1999b within 30 days at such time the student exceeds the allowed number of absences.

All absences will be considered unexcused except those accompanied by a doctor's excuse.

K. Leave of Absence Policy:

A Leave of Absence is when a student is granted time off due to an emergency or medical issues

that makes attending school impossible. An emergency could be a death in the family, or an ill family member that needs to be cared for. When a student is granted a Leave of Absence their contract period (graduation date) will be extended by the same number of calendar days taken in the LOA. A student's contract period will be extended by the same number of calendar days taken in the LOA. These changes will be documented with an Addendum to the enrollment agreement that must be signed by all parties.

The student is still enrolled in the school, and will not be charged extra for these hours. Hours missed during a leave of absence do not need to be made up. A student will not be assessed any additional charges as a result of requesting a Leave of Absence. No more than 2 leaves of absence will be granted to any student. A student will not be granted a Leave of Absence if the Leave of Absence, together with any additional LOAs previously granted, exceed a total of 180 days in any 12 month period. A student granted a LOA in accordance with the institution's policy is not considered to have withdrawn and no refund calculation is required at that time. To request a Leave of Absence, the student must:

1. Complete and sign a Leave of Absence form and submit it to the Director. Unless unforeseen circumstances prevent the student from doing so, a request for Leave of Absences should be done in advance.
2. Be meeting Academic Progress.
3. Be approved by the Director.
4. Request a minimum of 14 days but not more than 30 days.

Student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA. The student's withdrawal date for the purpose of calculating a refund, will be the student's last date of attendance.

VA students will not be certified during their leave of absence.

If a student does not return from their Leave of Absence within 30 days, the student will be terminated from the program.

L. Make-up Work & Exams:

Students should always follow their schedules to ensure they do not fall behind on hours, practical work, or exams. All practical work missed must be made up in a timely manner. Make-up exams are required and will be scheduled at the discretion of the instructor. It is the student's responsibility to communicate with the instructor and make arrangements to make-up any missed exams or practical work. Being late and/or absent will result in loss of 10 points.

M. Student Grievance:

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should submit the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final

resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.

4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process. If the student needs to contact TDLR, they may do so at the following:

Texas Department of Licensing and Regulation

PO Box 12157

Austin, TX 78711

www.tdlr.texas.gov

1-800-803-9202/ 5124636599

N. Student Duties & Responsibilities:

As part of the training, every student will be assigned a weekly duty. A Duties List will be posted at the beginning of every week. The list will show each student's name next to the duty/duties they are expected to do every day for that week. All names will be rotated to be fair. Students are not to leave for the day until all duties have been performed.

As part of the training, every student will be assigned a Responsibility. A Responsibilities List will be posted at the beginning of every week. Students will be given responsibilities and will be rotated to be fair and to give every student the opportunity to learn tasks related to such responsibility.

O. Dispensary:

The supplies that will be used on clients will be stored in the student dispensary. Students are responsible for the proper up keep of the dispensary and supplies in it. The students are also responsible for washing, folding, and storing towels and linens.

P. Receptionist:

A receptionist will be scheduled on a Responsibilities List every week. The student assigned the Receptionist responsibility will be responsible for working as a receptionist that day. Some tasks

include, answering phones, greeting clients, inputting guest information etc.

Q. Grounds for Termination:

School may terminate a student's enrollment if student is; absent for 14 consecutive days, not meeting Satisfactory Academic Progress, fails to return to school the day they are scheduled to return from a Leave of Absence, enrolled in more than one cosmetology school at a time, fails to follow state laws, rules, and regulations, for immoral or improper conduct; noncompliance with educational requirements, Standards of Conduct, General Policies, Enrollment Agreement, Any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft.

16. Student Services:

New Image Beauty and Barber School offers assistance and guidance to the students throughout their training and after graduation. The institution provides career counseling such as, types of jobs available in the industry, compensation methods, budgeting and filing taxes. The students are also assisted in preparing resumes and going through mock interviews. Students are encouraged to talk to the instructors if they need assistance in any way. The institution offers contact information of different Professional Assistance providers to all students. Students are assisted with **Job Placement** while in school and after they have graduated. When employers are searching for employees the institution will make every attempt to notify any graduate looking for a job. While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on professionalism to be able obtain and retain employment after graduation. Graduates are encouraged to keep contact with the school and follow-up for current employment needs. Every possible effort will be made by the school to expose students to professionals in the field. Our aim is to make students aware of the many professional opportunities available to them. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

The following career opportunities exist:

- | | |
|----------------------------|---|
| 1. Hair Stylist/ Barber | 8. School Counselors |
| 2. Salon Coordinator | 9. Sales Representatives |
| 3. Barber Shop Manager | 10. Advanced Training Educators |
| 4. Salon/Barber Shop Owner | 11. Salon Division Managers |
| 5. School Instructors | 12. Skin Care Specialists |
| 6. School Directors | 13. Make-up Artists/ Lash Technician/ Nail Tech |
| 7. School Owners | 14. Dermatologist Assistant |

*You must be physically able to withstand the physical demands of the industry, such as: walking, standing, and sitting for long periods of time, repetitive movements in the hands, forearms, and arms, etc. Some employers will require certain prerequisite such as, but not limited to: being licensed, experience in the position you are applying for, retailing, a client base, and at times specific certifications which may or may not be offered by the employer.

17. State Board Licensing Requirements:

When the student completes the required hours of attendance he/she will be able to take the written portion of the State Board Exam. After meeting all graduation requirements and passing the stateboard written exam, the student could take the practical portion of the State Board Exam. Once both State Board Exams have been passed the graduate will be eligible to receive their license. If a student fails any portion of the State Board Exam, he/she must pay the fee and retake the exam until he/she receives a passing grade. New Image Beauty and Barber School will assist with the process of completing applications for exams and license.

18. Refund Policy:

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Official cancellation or withdrawal shall occur on the earlier of the dates that:

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

In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.

2. A student cancels his/her enrollment after three business day of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee of \$100, and the student permit fee of \$25.
3. A student notifies the institution of his/her withdrawal in writing.
4. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
5. A student is terminated or expelled from the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days).
6. Cancellation date will be determined by the postmark on written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are 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 acceptable to the department. The effective date of the termination for refund purposes is the earliest of:

- (A) the last date of attendance, if the student is terminated by the school;
- (B) the date the license holder receives the student's written notice of withdrawal; or
- (C) 14 consecutive days after the last date of attendance; and

the school may retain not more than \$100 if:

(a) tuition is collected before the course of training begins; and

(b) the student fails to withdraw from the course of training before the cancellation period expires.

- (a) If a student begins a course of training 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; and
 - (2) is not obligated to refund any additional outstanding tuition.
- (b) If a student begins a course of training that is scheduled to run not more than 12 months and, before the last 50 percent 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; and
 - (4) 50 percent of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the 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.
 1. In case of an illness or disabling accident, death in the immediate family, or circumstances beyond the control of the student, the school will make a settlement, which is both fair and reasonable.
 2. If the school is permanently closed and no longer offering instruction after the student has enrolled, the student shall be entitled to pro-rata refund of tuition.
 3. If a course is canceled subsequent to a student's enrollment, the school has the option to provide a full refund of all monies paid or reschedule the course.
 4. Each student is required to complete the total number of hours in the maximum time allotted. Absenteeism allowed for each student is 10% of contract hours. *After the contract period has expired, an extra fee per hour based on the current tuition rate will be charged to the student. These charges must be paid in full before graduation or issuance of diploma.* Emergency situations of absenteeism will be discussed and reviewed with the School Director. After 14 consecutive days of absence without formal notification from the student, the School will have cause to terminate the student.
 5. A Leave of Absence may be requested, in writing, by the student. Refer to the School Catalog for further information.

** For veteran educational benefit recipient refer to veteran educational benefit recipient refund policy

**The following refund policy will be applied to all veteran educational benefit recipient. In the event the VA eligible person fails to enter the course, or withdraws, or is discontinued therefrom at any time prior to completion of the approved program length for VA students, the amount charged to the student for tuition, fees, and other charges for the completed portion of the course shall not exceed \$10.00 (only if a registration fee is charged) plus the approximate pro rata portion of the total charges for tuition, fees,

and other charges that the length of the completed portion of the course bears to its total length. The completed portion is the total number of days the student was scheduled to attend (from first to last date of attendance) multiplied by the scheduled hours of attendance per day. Refunds will be totally consummated within forty (30) days after termination.

19. Termination Policy

If a student is terminated for not meeting academic progress or breaking the code of conduct, the student may be readmitted after one year has elapsed. If a student is terminated due to consecutive absences, but is meeting academic progress, the student may be allowed to reenter the following month. The re-entry policy will be enforced for ALL terminated students.

20. Request of Information Policy

Students and parents/ legal guardians of dependent minors have the right to review a student's academic records. Prior to the release of information, a written Authorization Form – Release of Information must be given to the Director of the institution. Records/ student files will be made available within 45 days of receiving the Authorization Form. At the time the file is being reviewed, the Director or another school official must be present. Items in student file or record will not be removed.

In the event that the student believes items in record/ file are inaccurate, misleading, or in violation of the student's privacy rights. The student must submit to the director in writing, why they believe information is inaccurate. New Image Beauty and Barber Cosmetology will make a determination on the student's request for amendment within 30 days of the request. If the School agrees that the information is inaccurate, misleading or otherwise in violation of the privacy of the student, the institution will amend the record accordingly and inform the parent or eligible student in writing that the record was amended. If the institution decides not to amend the record, the student has a right to a hearing within 30 days of the denial. The Director will notify the parent or eligible student of the date, time, and place of the hearing.

The decision of the hearing will be sent to the parent or eligible student in writing and will be based solely on the evidence presented in the hearing. If the decision to amend the record is determined, the parent or eligible student has the right to place a statement in the student's file contesting the information in the record.

School staff members and administrators who the school deems to have a "legitimate educational interest" have access to student's information as required to perform duties that are specific to their position.

The FERPA regulations include exceptions where the school may disclose personally identifiable information from the student's file without prior written consent. The institution provides access to student and other school records to its accrediting agency, if applicable, without the need for written consent.

School officials or employees with legitimate educational interest also have access to student records or file.

All student files will be kept in a fire proof, locked filing cabinet on site for a minimum of 6 years.

Files contain all documentation regarding but not limited to pre-enrollment, financial aid packaging, academic & practical paperwork and graduation documentation.

An authorization for Release of Information is not required by students, prospective students or guardian(s) of dependent minors wishing to review their own records or for legal or accreditation purposes, a student or parent/guardian of dependent minors may review the students' record by contacting the School Director(s) to make an appointment.

Students and parents/ guardians of dependent minors may provide access to third parties.

The release of records to authorized third parties such as government agencies and NACCAS will be provided.

21. Financial Assistance & Scholarship/ Promotions Policy

Although the institution does not currently offer Title IV funding, the institution does offer financial assistance from the VA and Texas Workforce Commission to those who qualify. Contact information is as follows:

VA

Texas Workforce Commission

If a scholarship or promotion is offered to a student, the student must complete the program without a breach of the contract to avoid termination of the scholarship or promotion.

22. Grading System

Students are graded on their knowledge of the textbook, classroom theory, and practical/clinic work. Throughout the program written and/ or practical exams will be given at the end of each chapter. Students will be given State Board Mock Exams to help with preparation for licensure. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least three comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100 EXCELLENT

80 - 89 VERY GOOD

70 - 79 SATISFACTORY

0 - 69 BELOW STANDARDS – UNSATISFACTORY

23. Instructional Methods:

New Image Beauty and Barber School uses Milady's Standard Cosmetology Book, Milady's Standard Barbering 6th Edition, and The Essential Guide to Lash Extension Technology, and Milady's Mindtap software program. In the classroom students work on book work and practice on the mannequin. When the students are scheduled to be in the student salon, they will work on practical work. When students are in the student salon, they will be responsible for making client appointments and having client requests. The course also includes preparation for salon/spa entry through a segment of salon/spa business, developing resumes and interviewing skills. Students are also trained and prepared in Mock State Board licensing applications and evaluations.

24. Course/Program Outlines:

Operator (1000 Hours)

Course Description: In this course students will learn the basic standards of hair, skin, and nail care. Students will learn to work with clients and experience real salon situations. They will become familiar with selling retail items, upselling service tickets, telephone and soft skills. The course is measured in clock hours. Students will have to complete the required number of clock hours and distance education hours for each subject listed in the Curriculum Outline. Minimum course length, as mandated by the state of Texas is 1000 clock hours.

Curriculum Outline:

Subject	Distance Education	Lecture	Hands On	Total
Hair Care: Including business: Texas laws and rules; customer service; salon/ shop management; professional ethics and image; safety, sanitation, related practices and theory; and hygiene and good grooming	200 hours	180 hours	420 hours	800 hours
Nail Care	25 hours	7.5 hours	67.5 hours	100 hours
Skin Care	25 hours	7.5 hours	67.5 hours	100 hours

Method of Instruction: This course is taught using the Milady Standard Cosmetology, 14th Edition textbook and Milady's Cima software system. Each course consist of lecture, demonstrations, and practical work. Written and practical exams will be used to test the students' knowledge and progress.

Course/Program Objectives: In this course students will gain the knowledge required to secure employment in a beauty or barber shop. Students will learn what is expected of them from employers and licensing agencies.

Grading Procedures: Students are graded on their knowledge of the textbook, classroom theory, and practical/clinic work. Throughout the program written and/ or practical exams will be given at the end of each chapter. Students will be given 3 State Board Mock Exams to help with preparation for licensure. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least three comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100 EXCELLENT

80 - 89 VERY GOOD

70 - 79 SATISFACTORY

0 - 69 BELOW STANDARDS – UNSATISFACTORY

Class A Barber (1000 Hours)

Course Description: In this course students will learn the basic standards of hair, skin, and barbering techniques. Students will learn to work with clients and experience real barber shop situations. They will become familiar with selling retail items, upselling service tickets, telephone and soft skills. The course is measured in clock hours. Students will have to complete the required number of clock hours and distance education hours for each subject listed in the Curriculum Outline. Minimum course length, as mandated by the state of Texas is 1000 clock hours.

Curriculum Outline:

Subject	Distance Education	Lecture	Hands On	Total
Basics: anatomy and physiology; disorders of the skin, scalp, hair and nails; chemistry (haircoloring, chemical waving, and relaxing); bacteriology, sterilization and sanitation; safety, first aid, and sanitation; barber implements, tools, equipment and related theory; and history of barbering	37.5	11.25 hours	101.25 hours	150 hours
Practice: shaving; mustaches and beards; haircutting; hairstyling; hair and scalp treatments, scalp massage; safety, first aid, and sanitation; hairweaving, extensions, and wigs; face and neck massage and treatments; facial hair removal; manicuring; chemistry (haircoloring, chemical waving, and relaxing); and razor techniques, safety, first aid, and sanitation	187.5	56.25 hours	506.25 hours	750 hours
Business: Texas barber laws and rules; customer service; barbershop management; professional ethics and image; safety, sanitation, related practices and theory; and hygiene and good grooming.	25	7.5 hours	67.5 hours	100 hours

Method of Instruction: This course is taught using the Milady Standard Barbering, 6th Edition textbook and Milady's Cima software system. Each course consist of lecture, demonstrations, and practical work. Written and practical exams will be used to test the students' knowledge.

Course/Program Objectives: In this course students will gain the knowledge required to secure employment in a beauty or barber shop. Students will learn what is expected of them from employers and licensing agencies.

Grading Procedures: Students are graded on their knowledge of the textbook, classroom theory, and practical/clinic work. Throughout the program written and/ or practical exams will be given at the end of each chapter. Students will be given 3 State Board Mock Exams to help with preparation for licensure. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least three comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100 EXCELLENT

80 - 89 VERY GOOD

70 - 79 SATISFACTORY

0 - 69 BELOW STANDARDS – UNSATISFACTORY

Class A Barber to Operator 300 (300 Hours):

Course Description: In this course students will learn the basic standards of hair, skin, and nail care. The main focus will be on the cosmetology subjects students didn't get to learn while enrolled in a Class A Barber course. Students will learn to work with clients and experience real salon situations. They will become familiar with selling retail items, upselling service tickets, telephone and soft skills. The course is measured in clock hours. Students will have to complete the required number of clock hours and distance education hours for each subject listed in the Curriculum Outline. Minimum course length, as mandated by the state of Texas is 300 clock hours.

Prerequisite: To enroll in this course, student must obtained a current Texas Class A Barber license.

Curriculum Outline:

Subject	Distance Education	Lecture	Hands On	Total
Haircutting, styling and related theory	7.5 hours	3.75 hours	18.75 hours	30 hours
Hair coloring, and related theory	12.5 hours	5.75 hour	31.75 hours	50 hours
Permanent waving, chemical relaxing and related theory	7.5hours	3.75 hours	18.75 hours	30 hours
Orientation, rules and laws	5 hours	2.5 hours	12.5 hours	20 hours
Manicuring and related theory	12.5hours	5.75 hours	31.75 hours	50 hours
Shampoo and related theory	2.5 hours	0.75 hours	6.75 hours	10 hours
Chemistry	5 hours	2.5 hours	12.5 hours	20 hours
Salon Management and practices	2.5 hours	0.75 hours	6.75 hours	10 hours
Hair and scalp treatment and related theory	1.25 hours	.375 hours	3.375 hours	5 hours
Facials and related theory	18.75 hours	9.625 hours	46.625 hours	75 hours

Method of Instruction: This course is taught using the Milady Standard Cosmetology, 13th Edition textbook and Milady's Cima software system. Each course consist of lecture, demonstrations, and practical work. Written and practical exams will be used to test the students' knowledge.

Course/Program Objectives: In this course students will gain the knowledge required to secure employment in a beauty or barber shop. Students will learn what is expected of them from employers and licensing agencies.

Grading Procedures: Students are graded on their knowledge of the textbook, classroom theory, and practical/clinic work. Throughout the program written and/ or practical exams will be given at the end of each chapter. Students will be given 1 State Board Mock Exams to help with preparation for licensure. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least three comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100 EXCELLENT

80 - 89 VERY GOOD

70 - 79 SATISFACTORY

0 - 69 BELOW STANDARDS – UNSATISFACTORY

Operator to Class A Barber (300 Hours)

Course Description: In this course students will learn the basics of hair, skin, and nail care. The main focus will be on the cosmetology subjects students didn't get to learn while enrolled in a Class A Barber course. Students will learn to work with clients and experience real salon situations. They will become familiar with selling retail items, upselling service tickets, telephone and soft skills. The course is measured in clock hours. Students will have to complete the required number of clock hours and distance education hours for each subject listed in the Curriculum Outline. Minimum course length, as mandated by the state of Texas is 300 clock hours.

Prerequisite: To enroll in this course, student must obtained a current Texas Cosmetology Operator license.

Curriculum Outline:

Instruction in theory, consisting of:	Distance Education	In School	Total
(A) History of barbering	.25 hours	.75 hours	1 hours
(B) Barber laws and rules review: Including Business: Texas laws and rules; customer service; salon/ shop management; professional	.25 hours	.75 hours	1 hours

ethics and image; safety, sanitation, related practices and theory; and hygiene and good grooming			
(C) Implements, honing, and stropping	1.25 hours	3.75 hours	5 hours
(D) Shaving	1.25 hours	3.75 hours	5 hours
(E) Men's haircutting and tapering	1.25 hours	3.75 hours	5 hours
(F) Beard and mustache trimming and design	.25 hours	.75 hours	1 hours
(G) Haircolor review	.25 hours	.75 hours	1 hours
(H) Permanent waving and relaxing review	.25 hours	.75 hours	1 hours
(I) Manicuring and nail care review	.25 hours	.75 hours	1 hours
(J) Facial treatments and skin care review	.25 hours	.75 hours	1 hours
(K) Anatomy and physiology review	.25 hours	.75 hours	1 hours
(L) Blow-dry styling review	.25 hours	.75 hours	1 hours
(M) Shampooing and conditioning review	.25 hours	.75 hours	1 hours
Instruction in practical work, consisting of:	Distance Education	In School	Total
1. Men's haircutting and tapering	41.25 hours	123.75 hours	165 hours
2. Shaving, mustache and beard trimming	21.25 hours	63.75 hours	85 hours
(C) Haircoloring	1.25 hours	3.75 hours	5 hours
(D) Permanent waving and relaxing	1.25 hours	3.75 hours	5 hours
(E) Facial Treatments	1.25 hours	3.75 hours	5 hours
(F) Shampooing and conditioning and blow-dry styling	1.25 hours	3.75 hours	5 hours
(G) Manicuring	1.25 hours	3.75 hours	5 hours
Total	75 hours	225 hours	300 hours

Method of Instruction: This course is taught using the Milady Standard Barbering, 6th textbook and Milady's Cima software system. Each course consist of lecture, demonstrations, and practical work. Written and practical exams will be used to test the students' knowledge.

Course/Program Objectives: In this course students will gain the knowledge required to secure employment in a beauty or barber shop. Students will learn what is expected of them from employers and licensing agencies.

Grading Procedures: Students are graded on their knowledge of the textbook, classroom theory, and practical/clinic work. Throughout the program written and/ or practical exams will be given at the end of each chapter. Students will be given 1 State Board Mock Exam to help with preparation for licensure. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least three comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade

average of 70% prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100 EXCELLENT

80 - 89 VERY GOOD

70 - 79 SATISFACTORY

0 - 69 BELOW STANDARDS – UNSATISFACTORY

Eyelash Extension (320 Hours)

Course Description: In this course students will learn the basic standards of eyelash extensions including: eye shapes, contraindications, and materials used for eyelash extensions. Students will learn to work with clients and experience real salon situations. They will become familiar with selling retail items, upselling service tickets, telephone and soft skills. The course is measured in clock hours. Students will have to complete the required number of clock hours and distance education hours for each subject listed in the Curriculum Outline. Minimum course length, as mandated by the state of Texas is 320 clock hours.

Curriculum Outline:

Subject	Distance Education	Lecture	Hands On	Total
Orientation, rules and laws	2.5 hours	1.5 hours	6 hours	10 hours
First aid and adverse reactions	3.75 hours	3 hours	8.25 hours	15 hours
Sanitation and contagious disease	5 hours	3.75 hours	11.25 hours	20 hours
Safety and client protection	2.5 hours	1.5 hours	6 hours	10 hours
Eyelash growth cycles and selection	5 hours	3.75 hours	11.25 hours	20 hours
Chemistry of products	1.25	.75 hour	3 hours	5 hours
Supplies, materials, and related equipment	2.5 hours	1.5 hours	6 hours	10 hours
Eyelash extension application	47.5 hours	36 hours	106.5 hours	190 hours
Eyelash extension isolation and separation	3.75 hours	3 hours	8.25 hours	15 hours
Eye Shape	3.75 hours	3 hours	8.25 hours	15 hours
Professional image/ salon management	2.5 hours	1.5 hours	6 hours	10 hours

Method of Instruction: This course is taught using the Milady Advanced Services Eyelashes 1st Edition textbook and Milady's CIMA software system. Each course consist of lecture, demonstrations, and practical work. Written and practical exams will be used to test the students' knowledge.

Course/Program Objectives: In this course students will gain the knowledge required to secure employment as an Eyelash Extension Technician. Students will learn what is expected of them from employers and licensing agencies.

Grading Procedures: Students are graded on their knowledge of the textbook, classroom theory, and practical/clinic work. Throughout the program written and/ or practical exams will be given at the end

of each chapter. Students will be given 1 State Board Mock Exams to help with preparation for licensure. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least three comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100 EXCELLENT

80 - 89 VERY GOOD

70 - 79 SATISFACTORY

0 - 69 BELOW STANDARDS – UNSATISFACTORY

Esthetician (750 Hours) *Not approved by NACCAS

Course Description: In this course students will learn the basic standards of skin care. Students will learn to work with clients and experience real salon situations. They will become familiar with selling retail items, upselling service tickets, telephone and soft skills. The course is measured in clock hours. Students will have to complete the required number of clock hours and distance education hours for each subject listed in the Curriculum Outline. Minimum course length, as mandated by the state of Texas is 750 clock hours.

Curriculum Outline:

Subject	Distance Education	Lecture	Hands On	Total
Anatomy & Physiology: Skin Diseases, Disorders, and Analysis	45 hours	45 hours	45 hours	90 hours
Machine & Related Equipment: Multifunction and Microderm	37.5 hours	37.5 hours	37.5 hours	75
Chemistry: Product Knowledge	25 hours	25 hours	25 hours	50 hours
Care of Client: Consultation, Take Home Products and Skin Types	25 hours	25 hours	25 hours	50 hours
Superfluous Hair Removal & Related Theory: Waxing, Tweezing, Depilatories	12.5 hours	12.5 hours	12.5 hours	25 hours
Removal Using Devices or Preparation: Lasers and Depilatories	5 hours	5 hours	5 hours	10 hours
Sanitation, Laws & Rules: Orientation, TDLR Laws & Rule Books	25 hours	25 hours	25 hours	50 hours
First Aid, Health & Safety: Exposure Incident	20 hours	20 hours	20 hours	40 hours
Business Management: Resume and Compensation Methods	17.5 hours	17.5 hours	17.5 hours	35 hours
Facial Treatments: Cleansing,	62.5 hours	62.5 hours	62.5 hours	125 hours

Masking & Related Theory				
Advanced Facial Treatments	50 hours	50 hours	50 hours	100 hours
Makeup & Related Theory	37.5 hours	37.5 hours	37.5 hours	75 hours
Semi Permanent Eyelash Extension Application	12.5 hours	12.5 hours	12.5 hours	25 hours

Method of Instruction: This course is taught using the Milady Standard Esthetics: Fundamentals, 12th Edition textbook and Milady's CIMA software system. Each course consist of lecture, demonstrations, and practical work. Written and practical exams will be used to test the students' knowledge and progress.

Course/Program Objectives: In this course students will gain the knowledge required to secure employment in a beauty or barber shop. Students will learn what is expected of them from employers and licensing agencies.

Grading Procedures: Students are graded on their knowledge of the textbook, classroom theory, and practical/clinic work. Throughout the program written and/ or practical exams will be given at the end of each chapter. Students will be given 3 State Board Mock Exams to help with preparation for licensure. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least three comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100 EXCELLENT

80 - 89 VERY GOOD

70 - 79 SATISFACTORY

0 - 69 BELOW STANDARDS – UNSATISFACTORY

25. Teach Out Policy:

In the event that the Institution permanently closes, and/or ceases to offer instruction after student have been enrolled, or if a Program is cancelled after students have enrolled, and instruction has begun, this Teach Out Plan will comply with the following requirements after the pro-rata refund calculation has been made for all student involved.

The Institution acknowledges that in the event of an actual Closure the Institution:

- A. Will determine the date the last student should complete their course and remain open until that date.
- B. The Institution will satisfy any outstanding financial obligations to Local, State, or Federal providers of financial aid.
- C. Will notify NACCAS in accordance with Section 4.12 of the NACCAS Rules of Practice and Procedure.
- D. Will provide NACCAS a list of the students who were enrolled at the time of the Closure, including arrangements made for each student affected. (The Institution will not participate in Teach-Out Agreements).

E. Will put all relevant information regarding the Closure on its website and all social media customarily used by the Institution to communicate with the students and/or public.

F. Will comply with all applicable State and/or Federal laws regarding record maintenance.

G. Will provide to NACCAS, Texas Department of Licensing and Regulation, and all enrolled students the name and contact information of the custodian of the Institution's files and the address of where those files will be kept.

H. Will immediately provide all enrolled students with a copy of the NACCAS "How to Locate an Accredited Institution within your Field of Study" document.

The institution will not participate in any Teach-Out Agreements

26. Institution Rights:

The institution reserves the right to limit the enrollment of any program and make any changes in the provisions of this catalog document when such action is deemed to be in the best interest of the student or the institution. These provisions may include, but are not limited to, organizations, fees, program offerings, curriculum, courses and requirements.

27. Annual Report Outcomes:

The most recent annual report outcomes are as follows:

For the Year of 2023

Graduation Rate: 88.57%

Job Placement Rate: 75.00%

Licensure Rate: 100.00%

28. Licenses:

This institution is licensed by:

Texas Department of Licensing and Regulations

1-800-803-9202/ 512-463-6599

POBox 12157

Austin, Texas 78711

This institution is accredited by:

NACCAS (National Accrediting Commission of Career Arts & Sciences)

3015 Colvin St.

Alexandria, VA 22314

703-600-7600

(956) 2302242

(956) 6483579

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