

Conlee's College of Cosmetology

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General Information

FOREWORD

Information presented on the following pages is designed to acquaint the prospective student with the facilities, staff, faculty, and curriculum of Conlee's College of Cosmetology.

Privately owned and co-educational, the school offers training in the following areas:

- Cosmetology
- Instructor

Students learn in classroom situations that are taught by dedicated and qualified instructors, as well as through practical application. These courses are taught in English.

MISSION STATEMENT

Conlee's College of Cosmetology trains and prepares graduates for a career in the cosmetology and related fields.

HISTORY

Conlee's College of Cosmetology was established by Kay and Bill Conlee in 1973. The school is located in the Texas Hill Country, in Kerrville Texas. Conlee's College of Cosmetology is now under the guidance of Brian and Mary Benoit, owners of Emmanuel Salon in the Houston Area. Conlee's College of Cosmetology is positioned as a place to learn everything needed for a career in cosmetology, or as an instructor while obtaining the requirements to receive a license by TDLR.

OWNER

Brian Benoit – Director

Mary Benoit

FACULTY

Brandy Scoggins – Assistant Director/Financial Aid Administrator

Joseph Aguirre - Lead Instructor

Amy Barrett - Instructor

OBJECTIVES

The principal objective of the school is to seek a high level of perfection and distinction in its faculty, students and educational programs. Through quality in higher education, we are able to provide cosmetologists who will be successful and of service to their communities. The course of study and the activities are directed to provide a solid foundation for our graduates in the many opportunities available in the beauty industry. We realize our obligation to our students, alumni, and the community as we constantly seek more effective ways to meet these commitments.

ADMISSION PROCEDURES

A student may print an application for enrollment from the website (www.conleescosmo.com) or come to the school and pick one up between the hours of 9:00 a.m. and 4:00 p.m. Monday through Friday. Applications for enrollment will need to be turned into the school along with a \$25 application fee. Application fee allows the school to process the application for enrollment and has nothing to do with financial aid.

ADMISSION REQUIREMENTS

All applicants must demonstrate that they have proper motivation and qualifications to successfully complete the course.

- The school admits, as regular students (cosmetology student), persons having a high school diploma or a General Education Development (GED) certificate. All students must be over the compulsory high school age of seventeen (17).
- The school admits, as Instructors, persons having a high school diploma or a General Education Development (GED) certificate and a current and valid cosmetology Operator's license. All instructor students must be eighteen (18) years of age or older.
- Foreign Diplomas or Transcripts must be translated to English and evaluated from a recognized agency.
- Conlee's College of Cosmetology does not admit ability-to-benefit students.

All students wishing to enroll must complete an interview with the Admissions Representative

TEACHING AIDS

Instructors are supplied with the basic charts, diagrams, videos, CD's and DVD's needed to supplement both the classroom and laboratory work in each field of study.

PHYSICAL DEMANDS AND BENEFITS

Cosmetologists and Instructors can expect to stand for long periods. Standing for long periods can be hard on the feet and legs, shoes with proper support are beneficial. Professionals should take steps to ensure proper physical conditioning, as many activities related to the fields involve the use of arms and hands. Career Cosmetologists and Instructors often work long hours and at times miss breaks and meals. Benefits of career Cosmetologists and Instructors are: Insurance, vacation, profit sharing, sick pay, flexibility in hours, emotional rewards, personal gratification and making new relationships.

Accreditation and Licensing Information

ACCREDITATION

Accredited by: National Accrediting Commission of Career Arts & Sciences (NACCAS)

3015 Colvin St.
Alexandria, VA 22314
(703) 600-7600

Conlee's College of Cosmetology is authorized by the Texas Department of Licensing and Regulation (TDLR) to operate as a Cosmetology School in the State of Texas

TDLR Cosmetology Program
PO Box 12157
Austin, TX 78711
(800) 803-9202
www.tdlr.texas.gov

Conlee's College of Cosmetology is eligible to train:

Veteran Students (Chapter 13)
War Orphans and Widows (Chapter 35)
In-Service Veterans
Vocational Rehabilitation State of Texas Department of Assistive and Rehabilitative Services (DARS)

Conlee's College of Cosmetology is authorized under Federal Law to enroll non-immigrant alien students.

REQUIREMENTS FOR TDLR LICENSURE

To be eligible for a Cosmetology license, an applicant must do the following:

- 1) Pass a written and practical examination
- 2) Submit a completed application on a TDLR approved form
- 3) Pay the TDLR fees required in section 83.80 in the rules and regulations book
- 4) Be at least 17 years of age
- 5) Have obtained a high school diploma, or high school diploma equivalent, or have passed a valid examination administered by a certified testing agency that measures the person's ability to benefit from training. (Conlee's College of Cosmetology does not admit ability-to-benefit students.)
- 6) Have completed 1500 hours of cosmetology curriculum in a beauty culture school:

To be eligible for an Instructor license, and applicant must do the following:

- 1) Pass a written examination and practical demonstration of teaching skills required by TDLR
- 2) Be at least 18 years of age
- 3) Have obtained a high school diploma, or high school diploma equivalent
- 4) Pay the required TDLR fees
- 5) Hold a Cosmetology license and have completed 750 hours in methods of teaching the student

LICENSURE EXAM REQUIREMENT

TDLR has contracted with PSI Licensure: certification (PSI) to deliver its examinations.

Once the student has been approved by TDLR for testing, the student is responsible for contacting PSI to register and schedule an appointment to take the examination.

TDLR AND PSI CONTACT INFORMATION

The student's license application and documentation must be sent to:

Texas Department of Licensing and Regulation

PO Box 12088

Austin, TX 78711-2157

(512) 463-6599 or (800) 803-9202

www.license.state.tx.us

email: cosmetologists@license.state.tx.us

All questions and requests for information pertaining to the examination should be directed to PSI

PSI Licensure: certification

3210 E. Tropicana

Las Vegas, NV 89121

(800) 733-9267 Fax (702) 932-2666

www.psiexams.com

REQUIRED IDENTIFICATION AT EXAMINATION SITE

The student must provide one (1) form of identification. The identification must be a VALID form of government-issued identification (driver's license, state ID, passport), which bears their printed name, photograph, and date of birth. Identification provided must match the name provided by TDLR, as listed on your Student Permit, to PSI upon eligibility. Failure to provide the required identification may result in forfeiting the examination fee.

Schedules and Class Information

All classes start on the second Tuesday of the month, and orientation is held the Monday before the first day of class.

COURSES, TUITION AND FEES

Training in Cosmetology prepares students for occupations as salon owners, salon employees, or beauty supplies sales. We offer a Instructor course to licensed cosmetologists preparing them to work either at a beauty school or a state or private college.

Course tuition may be paid in full, in advance, or in installments on or before the beginning of each month.

Fees for application, permit, drop/termination, examinations, over contract and classroom supplies are not included in tuition.

Cosmetology

Fulltime/ Day

5-Day: Monday through Friday 9:00 a.m. to 4:00 p.m

3-Day: Wednesday through Friday 8 a.m to 7:00 p.m.

Tuition \$15,000.00

Books/Student Kit \$2,000.00

Registration Fee \$125.00

Total \$17,125.00

Course Description: Students will receive training in the art and science of cosmetology.

Course Length: 1500 Clock Hours. Full time course to be completed in no less than 45.62 weeks and no more than 52 weeks.

Instructor

Fulltime/ Day

5-Day: Monday through Friday 9:00 a.m. to 4:00 p.m

3-Day: Wednesday through Friday 8 a.m to 7:00 p.m.

Tuition \$7150.00

Books \$300.00

Registration Fee \$125.00

Total \$7,575.00

Course Description: Students will receive training which focuses on licensed Cosmetologist becoming an Instructor.

Course Length: 750 Clock Hours. Full time course is to be completed in no less than 22 weeks and no more than 29 weeks.

School Delays and Cancellations

Listen to radio station 94.3 REV and 92.3 The Ranch for news of school closing due to inclement weather. We will follow Kerrville ISD when schools are canceled or delayed. Postings of closures or delays will also be sent out in a message via email and/or text to every student and will be posted on social media.

Scheduled time missed due to school delays and or cancellations must be made up within 30 calendar days.

METHODS OF PAYMENT

1. Cash
2. Deferred Payment Plan
 - a. Make a down payment of \$250. Cost of kit is due when school starts. Remaining balance is to be paid monthly (10 monthly payments) while student is in school. No interest is charged.

3. Financial Aid Programs (Federal Pell Grant Program, other Federal, State, or Private) with any remaining balances paid by either Option 1 or Option 2.

ADDITIONAL COSTS- Not included in Tuition

- A \$25 application fee will be charged to process the enrollment application.
- Classroom supplies (notebook, pens, pencils, paper, etc.)
- Two (2) passport sized pictures are needed to be placed on the student permit. A \$25 State Board Permit Fee.
- Students can purchase a roll around (Trolley) if they wish to use.
- The cosmetology course requires an end of course fee to the state of Texas of \$52 for the written examination fee and a \$74 fee for the practical examination. The Instructor course requires a fee of \$52 for the written examination and a \$72 for the practical examination. Examinations will be booked and paid for through PSI. Cosmetology State Licensure Application fee \$50 and Instructor State Licensure fee \$60.
- If it takes longer to finish the required course hours and or practical requirements than the given contracted amount, an over contract fee is charged at \$10 per additional hour, or if the student is required to make up theory hours at the end of the course the charge for any additional time at Conlee's College of Cosmetology will be \$10 per hour.
- A student may be terminated from school for unsatisfactory progress in attendance, academics, not following the rules and policies/procedures, repeated unprofessional attitude or conduct, the consumption of alcoholic beverages or the use of illegal drugs during school hours, and non-payment of school charges. A student can withdraw or drop form the course. There is a \$150 drop fee for withdrawals and terminations.

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:

Cosmetology: maximum time allowed is a schedule amount of 2250 clock hours

Instructor: maximum time allowed is a scheduled amount 1125 clock hours

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

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

Students who go past the contracted date of completion will be in maximum time frame status and will be charged the over the contract fee per hour still needed.

ACADEMIC CALENDAR

Conlee's College of Cosmetology operates year-round. Conlee's College of Cosmetology observes and is closed for the following holidays.

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

Day after Christmas

New Years Eve

Grading Information

Grades are given and students must maintain a grade point average of 75 or above to be considered making satisfactory progress.

COSMETOLOGY

- **Grading Procedures:** Class attendance and participation are mandatory. Students are required to be prepared for class with textbooks, notebooks, pen or pencil, assignments and any additional items that are assigned. Students are graded in three areas: academic learning, practical learning and student salon experience. Academic learning is assessed through tests, workbooks, and other assignments given from textbooks. Practical learning is assessed through hands on completion of assigned work. Student salon experience is assessed through professionalism, organization, salon duties.
- **Instructional Method:** The course will use lectures, demonstrations and student participation. Students will demonstrate their competency in cosmetology theory and practice through mannequin repetitions and clinic activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other teaching techniques. Instructors are required to critique and grade the student's work.
- **Course Goals:** Our goal is to train the student for entry-level employment as a colorist, sales representative, hair stylist, platform artist, salon manager or a salon owner.
- **Course Reference Materials:**
Pivot-Point Fundamentals Cosmetology Book Set:
13 Cosmetology Coursebooks, Cosmetology Study Guide, Cosmetology Exam Prep Book
- **Course Content:** Students will be taught behaviors and people skills such as: communication, salesmanship, job readiness and professionalism as well as the TDLR required content.

Orientation and TDLR Rules and Regulations	100 Hours
Shampoo & Related Theory	100 Hours
Hair/Scalp Treatment & Related Theory	50 Hours
Hair Cutting/Shaping/Styling & Related Theory	500 Hours
Cold Waving & Related Theory	200 Hours
Chemical Relaxing & Related Theory	50 Hours
Hair Coloring & Related Theory	200 Hours
Manicuring & Related Theory	100 Hours
Facials & Related Theory	50 Hours
Chemistry	75 Hours
Salon Management & Practices	75 Hours

INSTRUCTOR

- **Grading Procedures:** Class attendance and participation are mandatory. Students are required to be prepared for class with textbooks, notebooks, pen or pencil, assignments and any additional items that are assigned. Students are graded in two areas: academic and practical learning. Academic Learning is assessed through tests and book assignments. Practical learning is assessed through hands on completion of assigned work.
- **Instructional Method:** The course will use lectures, demonstrations and student participation. Students will demonstrate their competency in instructor theory and practice hands on teaching methods, and educational activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other teaching techniques. Instructors are required to critique and grade the student's work.
- **Course Goals:** Our goal is to train the student for entry-level position as an Instructor of Cosmetology.
- **Course Reference Materials:**
- Milady Master Educator ISBN #9781285713762
- **Course Content:** The student must complete the following to be eligible to take and pass the board exam and obtain licensing.

Orientation, Rules and Laws	50 Hours
Instruction, Theory and Lab/Clinic Operation	350 Hours
Teaching and Lab/Clinic Management	350 Hours

Academics

ACADEMIC PROGRESS EVALUATIONS

Students are evaluated for Satisfactory Academic Progress as follows:

- Cosmetology 450, 900, 1200 clocked (actual) hours
- Instructor 375, 750 clocked (actual) hours

*Transfer Students- Midpoint of the 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.

MAKE-UP POLICY

Students may make up assignments missed due to absences before or after class. Students have one day per day absent to turn in missed assignments.

TUTORING

Faculty and Staff are available for tutoring assistance. Arrangements for tutoring should be made with your instructor. Instructors are available 15 minutes before class and from 4:00 p.m. to 7:00 p.m. on Thursdays.

PROGRESS REPORTS

Progress reports are records of a student's academic progress that lists their GPA. Students are given a updated progress report every month. A student can request progress reports at other times from the Assistant Director. Requests will need to be in written format and will be processed within 2 business days of the request.

If a student feels that there is a discrepancy with a grade he or she will need to see the Instructor of the class in question within 10 days of the progress report. If the Instructor determines that a grade needs to be changed, the Instructor will forward a request to the Assistant Director and a new progress report will be issued within 2 business days.

Financial Aid

Conlee's College of Cosmetology is an eligible institution under the Pell Grant Program. A free application for Federal Student Aid may be completed online at www.fafsa.ed.gov. To receive financial aid, a student must maintain satisfactory progress in attendance and academics. The financial aid office is open 9:00 a.m. to 4:00 p.m. Monday through Friday.

SATISFACTORY ACADEMIC PROGRESS (SAP)

The following policy is applicable to all Students enrolled. SAP will be measured at the following actual clock hours, which Conlee's College of Cosmetology recognizes as a payment or evaluation period:

- Cosmetology 450 hours, 900 hours, and 1200 Hours
- Instructor 375 Hours

Students who meet the minimum requirements for attendance and/or academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation.

Students who do NOT meet the minimum requirements for attendance and/or academic performance are considered to NOT be making satisfactory academic progress and are no longer eligible for Title IV program funds, unless the student is being placed on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

Students receive a written SAP evaluation at each measurement of SAP and are advised of their financial aid eligibility.

SAP evaluation periods are based on actual contracted clock hours with the school.

Course incompleteness, transfer clock hours, repetition and non-credit remedial courses have no effect on SAP.

QUALITATIVE ACADEMIC REQUIREMENT

Maintain a cumulative academic average of 75% or better at the end of each progress report period. The School uses the following grading scale:

A = 100 - 90

B = 89 - 80

C = 79 - 75

74 and Below is Unsatisfactory

Students enrolled in an educational program of more than two academic years must have a cumulative GPA of 75% or higher and/or the ability to graduate in order to receive.

QUANTITATIVE ATTENDANCE REQUIREMENT

All Students must attend 67% of their educational program in no longer than 150% of the published length of the program as measured in clock hours as determined by the program.

Course	Min Hours	Max Hours
Cosmetology	1500	2250
Instructor	750	1125

Transfer hours from another institution that are accepted towards a student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted.

LOSING AND REGAINING ELIGIBILITY

WARNING STATUS

Students who fail to meet minimum requirements (67% cumulative attendance or a 75% GPA) for attendance and/or academic progress at the end of a payment period will be placed on a Warning. A student on Warning may continue to receive assistance under the Title IV programs for one payment period despite a determination that the student is not making satisfactory Academic Progress. The student will be given direction on what needs to be done to bring their GPA and/or attendance up to meet Satisfactory Academic Progress by the next scheduled disbursement. Warning status may be assigned without an appeal and requires no action from the student. If a student is making SAP at the end of the Warning period, they shall be returned to normal SAP status with no loss of Title IV eligibility.

If the student is not meeting Satisfactory Academic Progress at the end of the Warning Period the student will put on probation for one payment period and will not be eligible to receive future Title IV Disbursements. Financial Aid Probation status can be appealed by the student and the student must follow Conlee's College of Cosmetology's written appeal process.

APPEAL PROCESS

A Student who wishes to appeal a loss of Title IV eligibility must submit a written request to the Director within ten (10) days of being notified that they are in a non-satisfactory progress status. The basis on which a student may file an appeal is: death of a relative; or an injury; or illness of the student; or other special circumstance.

The student must describe in writing any unusual circumstance(s) that the student believes deserve special consideration. The student must provide supporting documentation as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation period. Once the Director receives the appeal, they will evaluate the appeal to determine if the standards can be met by the next evaluation period and if, necessary, develop an academic plan and provide a decision within ten (10) business days. The Director will notify the student in writing of the decision and that decision is final.

PROBATION STATUS

If Probation Status is successfully appealed the Student will regain Title IV eligibility for the eligible payment period only. Students who regain SAP at the next evaluation period are considered as meeting SAP and will have regained full eligibility. Those who are not making SAP by the next evaluation period will continue to be ineligible to receive Title IV funds without the option to appeal.

REINSTATEMENT OF AID

The reinstatement of aid is limited to the period under evaluations. Students making SAP by the conclusion of the Warning or Probation period will be removed from the Warning/Probation status and will regain eligibility for Title IV aid.

Refund Policy

Conlee's College of Cosmetology, applies the same refund policy to all students regardless of their chosen method of payment (i.e. Self-Pay or Title IV).

INSTITUTIONAL REFUND POLICY

Section 1602.457

Cancellation and Settlement Policy from Texas Department of Licensing and Regulation (TDLR)

Conlee's College of Cosmetology follows the following cancellation and settlement policy that provides a full refund of money paid by a student if the student:

- (1) cancels the enrollment agreement or contract not later than midnight of the third day after the date the agreement or contract is signed by the student, excluding Saturdays, Sundays, and legal holidays; or
- (2) 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.

Section 1602.458. Refund Policy

Conlee's College of Cosmetology holds the following refund policy to provide for the refund of any unused part of tuition, fees, and other charges paid by a student who, at the expiration of the cancellation period established under Section 1602.457:

- (1) fails to enter the course of training;
- (2) withdraws from the course of training; or
- (3) is terminated from the course of training before completion of the course.

The refund is based on the period of the student's enrollment, computed on the basis of course time expressed in scheduled hours, as specified by an enrollment agreement, contract, or other document 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) 10 school 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.

Section 1602.459. Withdrawal or Termination of Student

If a student begins a course of training at Conlee's College of Cosmetology 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.

If a student begins a course of training at a private beauty culture school that is scheduled to run not more than 12 months and, before the last 50 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.

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.

- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: kit, extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
- All refunds comply with mandated policies according to Texas Department of Licensing and Regulations. Under mitigating circumstances tuition refund could exceed the minimum tuition adjustment.

TITLE IV CALCULATIONS

Title IV funds are earned in a prorated manner on a per diem clock hours basis up to the 60% point in the payment period. Title IV aid is viewed as 100% earned after that point in time. The school is required to determine the earned and unearned Title IV aid as of the date the student ceased attendance based on the amount of time the student was scheduled to be in attendance. In accordance with federal regulations, when Title IV financial aid is involved, the calculated amount of the R2 T4 Funds is returned in the following order: Unsubsidized Direct Loans, Subsidized Direct Loans, Direct PLUS loans followed by Pell Grants. The calculation steps are outlined in the following example:

Calculate the percentage of Title IV aid earned by the student. 175 Scheduled hours = 38.9% (% of scheduled hours within the payment period (450 hours)).

Calculate the dollar amount of Title IV aid earned by the future student. $38.9\% \times \$4547.50$ (Total of Title IV aid that could be disbursed) = \$1768.98 (amount of aid earned by the student)

If this amount is greater than the total Title IV aid disbursed for the payment period, a Post-Withdrawal Disbursement will be calculated; if the amount is less than the amount of Title IV aid disbursed, the difference will be returned to the Department of Education.

Cosmetology – Scheduled Hours	Refund to Funding Agency or Student	Student Owes School
.01 to 35.00 Hours	90%	10%
35.01 to 105 Hours	80%	20%
105.01 to 375 Hours	75%	25%
375.01 to 750 Hours	50%	50%
750.01 to 1500 Hours	0	100%

Instructor – Scheduled Hours	Refund to Funding Agency or Student	Student Owes School
.01 to 35.00 Hours	90%	10%
35.01 to 105 Hours	80%	20%
105.01 to 188 Hours	75%	25%
188.01 to 375 Hours	50%	50%
375.01 to 750 Hours	0	100%

POST WITHDRAWAL DISBURSEMENT

Conlee's College of Cosmetology will offer any post-withdrawal disbursement of loan funds in writing within 30 days of the date of the school's determination that the student withdrew. If a response is received by the student or parent within 30 days that allows the school to make all or a portion of the post-withdrawal disbursement, Conlee's College of Cosmetology will disburse the funds within 180 days of the date of determination.

The school must disburse any Title IV Pell grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the school determined the student withdrew and disburse any loan funds a student accepts within 180 days of the date the school determined the student withdrew.

Title IV funds **not** subject to verification apply.

NSLDS (National Student Loan Data System) is available at www.nslds.ed.gov where borrower's loan history can be reviewed. You may also contact them directly at 1-800-4-FED-AID

The Ombudsman's Office (1-877-557-2575) is a resource for borrowers when other approaches to resolving Student loan problems have failed.

RETURN TO TITLE IV (R2T4) POLICY

This policy applies to all recipients of Federal Title IV Aid. Students that are no longer attending the School may still owe funds to the School to cover unpaid tuition. Additionally, the School may attempt to collect any funds from a Student that the School was required to return as a result of this policy. The School is required to calculate how much Federal Aid may be retained or refunded on behalf of the Student who withdraws. The calculated amount is referred to as "Return of Title IV Funds" (R2T4). The calculation of Title IV funds earned by the Student has no relationship to the Student's tuition and fees that may be owed to the School. The School has 45 days from the date the School determines the Student withdrew to return all unearned funds for which it is responsible. The School will notify the Student in writing of the amount of funds that must be returned. If a student provides all documents required for verification after withdrawing and in time for the institution to meet the 30-day Return deadline, Conlee's College of Cosmetology will perform the R2T4 including all Title IV aid for which the student has established eligibility

WITHDRAWAL AT OR BEFORE 60%

The School must perform a R2T4 to determine the amount of earned aid up through the 60% point in each payment period and use the Department of Education's formula to determine the amount of R2T4 funds the Student has earned at the time of withdrawal. A R2T4 will be due for anyone scheduled at 60% or less of their payment period.

WITHDRAWAL AFTER 60%

For a Student who withdraws after the 60% of their payment period, there are no unearned funds. The Student has earned 100% of the Title IV funds he or she was scheduled to receive during that payment period. The School will still calculate eligibility for a post-withdrawal disbursement.

Student Services/Student Policies

STUDENT RESPONSIBILITIES

It is expected of all students that they show sufficient determination in attaining goals set by Conlee's College of Cosmetology. It is also the student's responsibility to make sure that he/she clocks in and out. If a student forgets to clock in or out, the student will lose those hours. It is the student's responsibility to take care of his/her supplies and personal belongings. It is the student's responsibility to follow all rules, regulations, policies and procedures.

STUDENT SERVICES

Conlee's College of Cosmetology does not have housing available.

We offer career and academic counseling. Students experiencing personal problems can be referred with a number of off campus organizations. Off campus organizations are also listed on bathroom doors for privacy. Individual advising occurs periodically throughout the course. These sessions help Instructors determine student progress and identify those students who may need additional assistance. Problems not resolved in Instructor-student sessions may be referred to the Assistant Director.

JOB PLACEMENT POLICY

Conlee's College of Cosmetology does not guarantee employment to any student. However, the school is available to all graduating students for employment assistance in their related field. Services offered include reviewing resumes, scheduling interviews, posting help wanted advertisements on the bulletin board and one-on-one notification of positions that might be available. Representatives from salons in the surrounding areas come to the school frequently to promote their benefits, etc.

OCCUPATIONS AVAILABLE TO GRADUATES

There are many job opportunities and occupations available to students upon completion of Conlee's College of Cosmetology's programs.

Students that graduate from the Cosmetology program, and also receive their state license, have the opportunity to work in a licensed shop as a licensed cosmetologist. Students that graduate the Cosmetology program have the skill set which allows them to potentially work in areas of cosmetology supply, retail, beauty, or sales.

Students who graduate from the Instructor course, and who also receive their state license, have the opportunity to work at private or public schools that carry licensed cosmetology programs.

Conlee's College of Cosmetology does not guarantee employment.

REMEDIAL, NONCREDIT AND REPETITIONS

Conlee's College of Cosmetology does not offer noncredit, remedial courses, or repetitions, English as a Second Language (ESL) courses or repetitions.

DRESS CODE - COSMETOLOGY STUDENTS

Conlee's College of Cosmetology Student Dress Code is based on industry standards in the careers for which our students are preparing and is intended to promote consistency and uniformity within the school. Students are expected to dress professional and fashionable, using good taste and judgement in matters concerning dress and appearance, with the following specific requirements:

- Solid black pants secured at the waist – ankle length or longer.
- Solid black skirts or dresses secured at the waist that are no shorter than right below the knee.
- Solid black, form-fitting/skin tight pants, such as leggings and tights are ONLY acceptable when worn under a top, dress or skirt that is no shorter than right below the knee.
- Solid black, sleeved tops or Conlee's College of Cosmetology logo of appropriate length and fit.
- Black shoes or boots with closed toe and closed heel.
- All hairstyling, makeup and facial hair must be professional and be complete prior to 9:00 a.m.
- All clothing must be neat, clean and free of wrinkles. Excessive wear (holes, stains, frayed hems, etc.) is not acceptable.
- Shirts with logos other than Conlee's College of Cosmetology are not acceptable.
- Denim jeans, sweat pants, yoga pants, sweat shirts, overalls, hoodies, hoods, baseball type caps, and visors are not acceptable. Hats may be worn if they are professional and match the students outfit.
- Tattoos are allowed as long as they do not show images of nudity, profanity, violence or are gang related.
- NO skin or undergarments may be visible between the shirt and pant or skirt/dress. Abdomens, armpits, bottoms, shoulders, cleavage, lingerie and undergarments must always be covered.
- Accessories can consist of jewelry, belts, neck scarves and decorative hair accessories of any color.
- Students that have applied and been approved for the "Row of Excellence" may follow the above requirements or wear tops that are any combination of black, white and gray tops. Black pants, skirts and dresses still follow requirements above.
- The Instructors, Assistant Director and Director have the final say on dress code; if they deem the attire is unprofessional the student will be required to correct their attire to follow with the professional attire. Students must wear a name tag at all times.

DRESS CODE - INSTRUCTOR

Students are expected to use good taste and judgment in matters concerning dress and appearance. Neat, clean and appropriate attire creates the professional image that Conlee's College of Cosmetology always wishes to portray and your attire must reflect professionalism. To have all students present a consistent and professional appearance the following policy is to be followed:

- Business attire and closed toe shoes
- Skirts and dresses must be no shorter than top of the knee; capri pants must be no shorter than mid-calf.
- Tattoos are allowed as long as they do not show images of nudity, profanity, violence or are gang related.
- All clothing must be of appropriate length and fit and cannot show any cleavage or abdomen.
- All hairstyling and make-up must be professional and complete prior to arrival at school.
- The Instructors, Assistant Director and Director have the final say on dress code; if they deem the attire is unprofessional the student will be required to correct their attire to follow with the professional attire.

STUDENT ORIENTATION

All incoming students will receive an orientation prior to the beginning of school. This orientation is required for all incoming students and will discuss our mission, values, student policies, the curriculum and how you will progress through the program. Orientation is generally held the Monday before the first day of school unless another date is set in advance between the student and Assistant Director.

GRADUATION REQUIREMENTS

Students must complete the required hours for the course of instruction, and all practical applications must be completed. All students must have completed all financial obligations before graduation. Once all requirements are met the student will be awarded a school diploma.

LIBRARY

Conlee's College of Cosmetology has a library that is maintained by keeping current reference materials, publications and DVD's. The library provides students with reference materials for self-initiated study.

STUDENT KIT AND SUPPLIES

PELL Grant eligible students will receive books within the first week of school. The school has kits available for student use until they receive their own personal kits. Students must pay the agreed upon amount for their kit or receive their first disbursement of PELL Grant before they will receive their kits.

SCHOLARSHIPS

No scholarships are available.

LUNCH AND BREAKS

Students must take a 30 minute lunch break daily. Two 15-minute breaks per day are given. First break is given around 10:00 a.m. and second break is given at 2:00 p.m. Lunch and breaks cannot be combined. Students must clock out for all lunches and breaks.

PHONES AND SOCIAL MEDIA

Cell phones are not allowed on the clinic floor, at the front desk area, in the dispensary or in the classroom. Cell phones can only be used when clocked out for lunch or break and must stay in the break room. Exceptions can be if the student wants to take a before and after picture of a client to post on social media. Student must have the client's permission to take AND post any picture. Student must also have permission from the instructor to take a before and after picture. Any picture taken of clients and posted on social media has to have Conlee's College of Cosmetology tagged in the post. Phone has to be put away immediately after picture is taken.

The business phone can only be used for personal use in case of emergencies.

POLICIES AND PROCEDURES

CHANGE OF ADDRESS/PHONE NUMBER

Conlee's College of Cosmetology requires that all students notify the Assistant Director when their address or telephone number changes*. Notifications can be made by submitting a written request to initiate the change. A student's recorded address will be automatically updated if correspondence is returned to Conlee's College of Cosmetology by the United State Postal Service with an address correction.

*If a students phone service provider changes a request needs to be made to update as well. Automated text messages are sent out for important dates, events and any school closures or delays.

LEAVE OF ABSENCE POLICY

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a students is not in academic attendance. Leaves of Absences can be granted in cases of emergency or medical problems with doctor notification, which cause attendance to be impossible or impractical, in the case of pregnancy or new mothers, and for any student that is called into active duty for the military. In some cases a doctors note will be required for a leave of absence to be granted.

In order to be placed on Leave of Absence, the student must:

1. Complete and sign the Leave of Absence Request Form in advance, unless unforeseen circumstances prevent the student from doing so.
2. Must state the reason for the Leave of Absence (LOA) request
3. Be approved by the financial aid office
4. Must be in Satisfactory Progress
5. Leaves must be a minimum of 14 days and must not exceed a total of 180 days in a 12-month period.

For a student on a leave of absence the date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the school that the student will not be returning. 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.

Student's may not arbitrarily decide to "take" a leave of absence.

There will be no additional charges for a LOA. If the student fails to return or contact Conlee's College of Cosmetology's Financial Aid Office on the documented return date, the student will be considered to have withdrawn from school as of that date the student began the LOA. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

For federal aid recipients, the students payment period is suspended during the Leave of Absence and no federal financial aid will be disbursed to the student while they are on a Leave of Absence. Upon the student's return the student will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed. If the student is a Title IV loan recipient, the student will be informed of the effects that the student's failure to return from a leave may have on the student's loan repayment terms, including the expiration of the student's grace period. A contract addendum will be completed upon return from the LOA to extend the contract end date by the applicable number of days.

In special circumstances, the school may grant a leave of absence to a student in the case of an emergency, such as a car accident or other medical issue that would prevent the student from requesting the leave of absence prior to the incident occurring. In these cases, the school will document the reason for granting the leave of absence after the incident has occurred. The beginning date of the leave of absence will be based on the first date it has been determined that the student cannot come to class due to the accident or medical situation.

In order to grant a Leave of Absence there must be the expectation that the student will be returning to school. A student who is granted a Leave of Absence that meets these criteria is not considered to have withdrawn and no refund calculation is required at that time.

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 to reflect the new contract end date.

RECRUITING POLICY

Conlee's College of Cosmetology does not recruit students already attending or admitted to another school offering a similar program of study.

TRANSFER POLICY

A student wishing to transfer into Conlee's College of Cosmetology must furnish a transcript from the prior school to Conlee's College of Cosmetology showing: enrollment period, hours completed, and practical requirements completed (if available). Students will pay the current hourly tuition rate and enrollment fee. Conlee's College of Cosmetology will accept all earned hours. The transfer student is required to have the same books and equipment as used at Conlee's College of Cosmetology.

A student transferring out of Conlee's College of Cosmetology will need to notify the assistant director in writing. A copy of the student's re-cap sheet showing practical requirements completed and a transcript showing enrollment period, hours completed, and whether or not tuition is paid in full will be given to the student or to the new school as requested. Transcripts will not be released if the student still owes a balance at the school. Hours will *not* be released until the student has paid their account in full per student's contract.

REENTRY POLICY

Students who leave the school and later wish to return will return in the same standing in which they left. Students who left not in good standing may be readmitted at the professional judgment of the Director.

FACILITIES AND EQUIPMENT

Conlee's College of Cosmetology has a classroom and separate sections on the clinic floor for beginning and advanced students, a dispensary, and offices for counseling. There is a library including DVD's for basic and advanced hair designing, haircutting, iron curling, blow drying, permanent waving, facials, make-up, hair relaxing, wigs, hairpieces and other related cosmetology subjects. These materials are used as teaching aids by the instructors and as reference materials for the students.

STUDENT'S RIGHT OF ACCESS/STUDENT RIGHT OF PRIVACY

In accordance with The Family Educational Rights and Privacy Act (FERPA), Conlee's College of Cosmetology has put in place the following policies and/or procedures. This policy was designed to protect the privacy of educational records, to establish the right of students or guardian of a dependent minor student to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. This is a notice of students' basic rights under the law, and explains certain procedures for Conlee's College of Cosmetology's full compliance with the law.

Students or guardians of a dependent minor student may inspect and review their education records upon written request to the Assistant Director. Students or guardian of a dependent minor student should complete the Request to Review Records/Release of Student Information form each time the student or guardian needs to access personal student information, which is available in the Assistant Directors office, identifying as precisely as possible the records they wish to inspect. The Assistant Director will arrange for access as promptly as possible and will notify the student or guardian of a dependent minor student of the time and place where the records may be inspected and/ or copied. Access will be allowed no more than 30 days after receipt of the written request. When a record contains information about more than one student, the student or guardian of a dependent minor student may inspect and review only the records that relate to him/her.

Conlee's College of Cosmetology reserves the right to refuse to permit a student or guardian of a dependent minor student to inspect the following records:

1. The financial statement(s) of the student's parents.
2. Education records containing information about more than one student, in which case Conlee's College of Cosmetology will permit access only to that part of the record that pertains to the inquiring student. (May seek release from other student(s) to reveal record).
3. Those records which are excluded from the FERPA definition of education records.

Conlee's College of Cosmetology reserves the right to refuse to provide copies of educational records (not required to be made available under FERPA) if the student has an overdue financial obligation to Conlee's College of Cosmetology, or if there is an unresolved disciplinary or academic dishonesty action against the student. Conlee's College of Cosmetology will disclose to third parties information from a student's education/financial records only with the written consent of the student, except in cases allowable under FERPA (including legal and accreditation purposes).

A student or guardian of a dependent minor student who believes that information contained in the education records is inaccurate, misleading, or in violation of their privacy rights may request in writing that the records be amended. A student or guardian of a dependent minor student should identify the part of the record she/he wants changed and specify why it is believed to be inaccurate, misleading, or in violation of privacy rights. A decision will be reached and the student or guardian of a dependent minor student will be informed within a reasonable amount of time after receiving the request. If the decision is not to amend the record(s), the student or guardian of a dependent minor student has the right to a hearing.

The hearing will be conducted by a School official who does not have a direct interest in the outcome of the hearing. The hearing will be held within a reasonable amount of time after it is requested notifying the student in advance, of the date, place, and the School official will make a decision in writing based on the evidence presented at the hearing including a summary of the evidence and the reasons for the decision.

If the School official supports the complaint, the education record will be amended accordingly, and the student or guardian of a dependent minor student will be so informed. If the School official decides not to amend the education record, a student or guardian of a dependent minor student has the right to place in the education records a statement commenting on the challenged information and/or stating the reasons for disagreeing with the decision. This statement will be maintained as part of the education record as long as the contested portion is maintained, and whenever a copy of the education record is sent to any party, the student's statement will be included. Conlee's College of Cosmetology's policy statement implementing FERPA is maintained by, and available for review in the Assistant Director's office. Students or guardian of a dependent minor student should address questions, concerns, or problems to the Assistant Director's Office. Students or guardian of a dependent minor student may file complaints regarding alleged failure of to comply with FERPA with The Family Policy Compliance Office, US Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5920; (800) 872-5327

SAFETY REQUIREMENTS

All students must follow all safety precautions when working with chemicals, heat, light, electricity, and all implements. All chemical product packing contains descriptions of safety procedures which must be strictly followed. Care must be taken to completely sanitize all metal implements and other items before each use. Sharp implements must be handled with care so as not to cut oneself or a client. All safety procedures and directions in instructional materials must be strictly adhered to during all services and procedures. The use of proper sanitation is required to avoid the transmission of disease, and services involving chemicals and/or the application of heat demand constant vigilance.

All work areas must always be maintained in a sanitary condition. Closed toe shoes must always be worn. Protective gloves must be worn when performing any chemical service. All Federal, State and local rules and regulations pertaining to public safety and hygiene as they apply to cosmetology services must be followed.

RIGHTS RESERVED

Conlee's College of Cosmetology reserves the right to add or withdraw any course and to make changes in curriculum, tuition, regulation, or any other published information as conditions warrant.

Conlee's College of Cosmtiology has no responsibility for loss or damage to students work, supplies or any other personal property. Students should keep personal items in their cubbies. Students are required to replace immediately any supplies or equipment that is lost, stolen or broken.

ATTENDANCE AND ABSENCE POLICIES

Conlee's College of Cosmetology created an attendance and absence policy that will be found in a work and career environment, and students will learn the discipline of regular and prompt attendance as well as the skills involved for the chosen field. When a student moves from a school into a job, the employer will be very interested in dependability and punctuality.

Students are scheduled to attend 6 hours of school a day. All absences will be documented.

Students absent five (5) consecutive scheduled course days without contact will be immediately dismissed, regardless of attendance rate on the 6th scheduled day.

Absences should only result from exceptional circumstances and/or reasons, i.e., serious illness, court appearances, etc.

Conlee's College of Cosmetology encourages a 75% or higher attendance rate. Students with an attendance rate below 75% will be placed on restriction and will undergo counseling to help improve attendance rate.

Students absent ten (10) consecutive regularly scheduled course days with contact will be dismissed from the school on the 11th scheduled day of nonattendance.

TARDINESS

Students must report to class on time. Students are allowed to clock in at 8:45 a.m. At 9:01 a.m. students are considered tardy. If the student is not clocked in by 9:15 a.m. then the student will not be able to clock in until noon.

INTERNAL GRIEVANCE POLICY/PROCEDURE

This Internal Grievance Policy/Procedure has been established to protect the interest of all parties that have or may become associated with the institution. The institution encourages anyone that fails to understand the practices or feels the practices of an institution fail to meet and/or exceed standards of professional ethics, published mission statement, or state licensing agency to take the following actions:

- Take the issue(s) to the person (Assistant Director or Director) in charge at the time of such occurrence. In most cases, issues and/or grievances are resolved through oral communications.
- If a satisfactory resolution is not achieved in this manner, the complaint should follow the following procedure.
- The complaint /grievance must be in writing and signed by the complainant.
- The complaint must be delivered via certifiable mail to the school or the complaint may be personally delivered to the Assistant Director/Director.

The complaint must state in its entirety the issues on which a complaint is being filed. Upon receipt, the complaint will be discussed and reviewed with the Assistant Director, Director and instructors. If requested the reviewers will meet with the complainant within ten (10) business days to review and discuss possible solutions. Within fifteen (15) business days of having received the complaint, the school will provide the complainant with a written response outlining the school's final decision (this decision may not be appealed). The written decision shall be delivered to the complainant's last known address or the complainant may pick up the document from the school administrator and sign an acknowledgment of having received the response. If a satisfactory resolution is not achieved and the process noted above, the complainant may file the complaint (must be original format filed with the school) with the state licensing agency (TDLR address noted; page 5 of school catalog). If resolution is still not achieved, the complaint may be filed with the accrediting agency (**NACCAS**). (Address noted; page 5 of school catalog).