DuVall's School of Cosmetology
201 Harwood, Suite 218
Bedford, TX 76021

STUDENT HANDBOOK CATALOG

October 15, 2022

#23

Student Catalog and Handbook: #23, October 15, 2022
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Attached Addendum Includes

Holidays & Closings
Class Start Dates
Program Costs
Advisory Board
School Staff

Prospective students should review the institute's approved catalog for information in order to make an informed decision regarding a contractual agreement for enrollment. The Applicant indicates that he/she has received access to the catalog by signing for receipt of the url address on the Documents & Disclosures form.

MISSION STATEMENT AND GENERAL OBJECTIVES

DuVall's School of Cosmetology is dedicated to providing students with an enriched learning environment that empowers them to ***DISCOVER*** their passion for beauty and develop the professional and business ***SKILLS*** needed to succeed in the ***CREATIVE*** world of cosmetology arts and sciences; providing a quality education so the graduate is able to enter into a new career in Cosmetology or Esthetics.

School Objectives:

- Prepare students to take the state board exam in order to be eligible for entry-level employment in the field of cosmetology or esthetics.
- Learn to communicate effectively in order to build and maintain a clientele base.

OWNERSHIP, LICENSURE AND HISTORY

DuVall's School of Cosmetology, LLC is owned by Stacy Morgan, Managing Member, Dawn Callaway, Managing Member, and Michele Duvall, Managing Member. The telephone number is (817) 281-8819. The school is located at 201 Harwood Road, Suite 218, Bedford, Texas 76021.

The school is licensed by the **Texas Department of Licensing and Regulation (TDLR)**, PO Box 12157, Austin, Texas 78711-2157; 800-803-9202. The school has been accredited since 2009 by the **National Accrediting Commission of Career Arts and Sciences (NACCAS**), 3015 Colvin St., Alexandria, VA 22314, 703-600-7600. The campus is eligible by the United States Department of Education to participate in Title IV financial aid programs. Certain disclosures and information may be viewed on the URL website address, www.duvallschool.com. The school Director may be contacted during normal business hours to schedule an appointment to review certification documents and to obtain other consumer information regarding the institution and enrollment. The School's Administration Office also has information available on student body diversity, ethnicity, and gender of full-time students who receive Federal Pell Grants.

DuVall's School of Cosmetology, also referred to as DuVall's, or DSC, is a family-owned school dedicated to quality education and a vision for improvement of the cosmetology and esthetic industry. Throughout the school curriculum and culture are woven the tools and knowledge that the three owners found helpful as they developed their individual careers. Continuous learning and adapting to the change in trends spanning four decades motivated these businesswomen to invest their energies into providing an institution for others to learn, be inspired, and prepare for a profession in the beauty industry.

ASSESSMENT PLAN

The stated mission, goals and objectives, educational programs, and support services are assessed systematically by means of:

- Periodic student evaluations of the staff, programs and facility
- Periodic surveys of graduates, employers of graduates, and industry representatives as to the effectiveness of the instructional programs and support services
- Review of annual retention, licensure and employment rates
- Cooperative evaluation by staff during regular staff meetings regarding the institution's purpose, objectives and success
- Feedback annually from the Advisory Council comprised of industry professionals and employers from each of the fields for which training is provided
- Completion of an Institutional Self-Study for the school

The information received is used in formulating plans to maintain and improve the operation and outcomes of the institution

FACILITY

DuVall's School of Cosmetology offers a contemporary learning environment with:

- Approximately 11,920 square feet of space
- 4 Classrooms for theory and practical training
- 3 Client Student Training Service Center with equipment comparable to the beauty industry workforce
- 2 Admissions, 2 Administration and 1 Financial Aid Office
- An approx. 232 square foot Student lounge
- A Media Center and a Resource Center containing textbooks, publications, curricula, audio-visual equipment and visual aids, industry related journals, technology and computers

- Biometric timeclock used by students to record attendance
- Handicap accessibility

SCHOOL FACULTY

DuVall's School of Cosmetology instructors are licensed by the State of Texas and are successful professionals who may continue to work in salons and spas as time permits. A list of our faculty members can be found in the Catalog Addendum.

COMMITMENT TO PROGRAM INTEGRITY

The organization, employees, and any organization or person with whom the school has an agreement to provide educational programs, marketing, advertising, recruiting, or admissions services are required to abide by the rules and regulations set forth by the Department of Education, the Texas Department of Licensing and Regulation (TDLR) and our accrediting body the National Accrediting Commission of Career Arts & Sciences (NACCAS) regarding misrepresentation of the educational program, financial charges, or the employability of graduates.

PRESERVATION OF RIGHTS

No part of this catalog, curriculum or any written materials for DuVall's School of Cosmetology may be reproduced or used in any other form or by any means, graphic, electronic, mechanical, including photocopying, recording, taping, Web distribution, information storage or retrieval system without written permission of the owners of Duvall's School of Cosmetology. Any violations to the above policy will be subject to prosecution in a court of law.

RIGHTS RESERVED

DuVall's School of Cosmetology reserves the right to make changes in curriculum, tuition, regulations, policies, procedures or any other published information as conditions warrant. The school will notify the students of any policy change in writing.

ADMISSIONS AND ENROLLMENT

Duvall's School of Cosmetology (DSC) does not discriminate in its employment, admission, instruction, or ceremony policies on the basis of sex, race, age, color, ethnic origin, religion, financial status, veteran status, sexual orientation, gender identity, area of origin, disability or residence nor does the school recruit students already attending or admitted to another school offering similar programs of study. DuVall's is a private school and may refuse admission to anyone unless otherwise protected.

Admissions Eligibility Requirements:

- Provide documents that establish minimum age requirements:
  - Cosmetology and Esthetics students must be at least 16 years of age.
- Provide documents that establish Identity and Citizenship Eligibility
  - A Valid Driver's License or State Issued Identification Card
  - A Social Security Card or receipt issued by the Social Security Administration, with name that matches Driver's License or State Issued Identification Card.

  If these documents are unavailable, refer to other acceptable documentation as listed on Department of Homeland Security Form I-9
- Provide proof of one of the following educational pre-requisites
  - A high school diploma or transcript showing completion
  - A home school transcript showing state requirements have been met including good citizenship completion and written statement from the parent that administered the home schooling.
  - GED or other state approved High School Equivalency Test Results
  - A diploma or transcript showing successful completion of at least a two-year program that is acceptable for full credit toward a bachelor's degree; or for Associate Degree Programs.
  - Applicants possessing a Foreign High School Diploma must have the diploma Translated and Evaluated by a company recognized by the State of Texas.
- Additional pre-requisites apply for the following students
  - Applicants with previous cosmetology or esthetics education credits must request an evaluation prior to enrollment in order for transfer hours to be evaluated.
- Submit admissions paperwork including:

- Interview Sheet and Application for Enrollment
- Application to register with the state regulatory agency and pay $25 fee required by TDLR for all first-time applicants.
- Acknowledge receipt of information or access to information including campus crime statistics, drug and alcohol prevention policy, anti-harassment policy, catalog and student handbook, financial expectations, documentation and disclosure summary, etc.
- An Enrollment Agreement and pay a $50 non-refundable Application Fee

PROCEDURE FOR ACCEPTING HIGH SCHOOL DIPLOMAS

DuVall's School of Cosmetology will review and verify all High School Diplomas. Diplomas in question should be directed to the School Director or Asst. Director. The School Director or Asst. Director will verify the diploma. If the diploma is not verifiable the student will be required to provide documentation proving validity of the diploma or provide other educational pre-requisites, prior to entering school.

Applicants who graduated from an accredited Home School program must provide a home school transcript showing state requirements have been met including good citizenship completion, and a written statement from the parent that administered the home schooling stating that the student has completed a secondary school through home schooling.

Applicants who possess a foreign high school diploma must have the diploma Translated and Evaluated by a company recognized by the State of Texas to perform this service.

ABILITY-TO-BENEFIT

DuVall's School of Cosmetology does not admit ability-to-benefit students.

TRANSFER STUDENTS

Hours to be considered for transfer must be fully paid for and recognized by the Texas Department of Licensing and Regulation. The school will evaluate the student's skills to determine the student's entry level into the school. Full or partial credit may be given for transfer hours and academic work. Students wishing to transfer to DuVall's School of Cosmetology will be required to clock a minimum of program hours at DuVall's School of Cosmetology as specified below:

- Cosmetology 300 (700 maximum transfer hours received)
- Esthetics 400 (350 maximum transfer hours received)

RE-ENTRY STUDENTS

DuVall's School of Cosmetology encourages students who have previously withdrawn to return and complete their long term goals by re-entering school. Students wishing to re-enter must request approval from the School Director. The request will be reviewed, and a decision made within 21 business days of the request. A re-entry request may not be approved if the student was dismissed by the school as a result of disciplinary action. Students re-entering within 180 days of their withdrawal will re-enter in the same SAP status they earned at the time of withdrawal. Students re-entering after 180 days of their withdrawal will be treated as new students with transfer hours and new SAP checkpoints.

FINANCIAL COMMITMENT

Signing an Enrollment Agreement includes entering into a financial agreement payable through cash, check, money order, credit card, debit card, or determined eligibility for Title IV, HEA funds or other financial aid programs. Each student will meet with the Financial Aid Office to prepare an individualized financial plan to cover the cost of attendance using one or more of the above.

FEDERAL STUDENT AID ELIGIBILITY

To receive Federal Student Aid funds, a student must be qualified to study at the postsecondary level. All students wishing to apply for Federal Student Aid must be determined as eligible to Receive Title IV Funds. A complete list of qualifications for receiving Federal Student Aid (Title IV Funds) may be found in the school's financial aid office, some highlights include:

- Students must comply with the school's SAP policy included in the student catalog/handbook.
- A student must be enrolled at least half time to receive assistance from Stafford and PLUS loan programs.

- A student cannot be in default on any previous student loans and must certify that he or she is not in default on a loan made under any Title IV, HEA loan program; has not obtained loan amounts that exceed annual or aggregate loan limits made under Title IV, HEV loan programs; does not have property subject to a judgment lien for a debt owed to the United States and is not liable for a grant or Federal Perkins loan over payment.
- A student must have a valid social security number.
- Apply for financial aid using the Free Application for Federal Student Aid (FAFSA) at www.studentaid.gov and demonstrate financial need.
- A federal or state conviction for possession or sale of illegal substances received during a time period that a student was receiving Federal Student Aid may affect a student's eligibility for FSA funds.
- Citizenship and residency requirements must be met.
- Students must be enrolled as regular students in an eligible program in order to participate in the Federal Student Aid program.

CLASS CALENDAR AND ATTENDANCE

FULL TIME: All students enrolled full-time are scheduled to attend 35 hours per week, or 27 hours per week. Students are expected to comply with the schedule assigned by the school and attend theory class as required. Full time, 5 Day classes are scheduled Monday – Friday, 9am – 5pm. Discovery, Skills and Creative students are scheduled for a 60-minute lunch each day. 3 Day Cosmetology classes are scheduled Tues/Wed/Thur 9am – 7pm. All 3-day Discovery, Skills, and Creative Cosmetology are scheduled for two 30-minute breaks each day; however, the Skills or Creative students may adjust their breaks to be taken consecutively in order to accommodate client services, with prior approval from the Lead Instructor.

All students have the option of clocking in 10-minutes early for set-up time:

- Day Student - Optional 10 minute set up time 8:50am – 9:00am
- Night Student - Optional 10 minute set up time 5:20pm-5:30pm

PART TIME 17.5 hours per week: Students are expected to comply with the schedule assigned by the school and attend theory class as required. Esthetics Classes are scheduled from 5:30pm to 10:00pm Monday, Tuesday, Wednesday; 5:30pm to 9:30pm on Thursday.

HOLIDAYS

The school will be closed, and all classes cancelled on the following days: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Break (Thursday and Friday), Winter Break (December 24th through January 1st). Specific dates may be found in the Catalog Addendum and will be published at least 30 days in advance.

Each student will be granted an additional 15% of scheduled make up hours which will be calculated into their contract end date. The holidays stated above are not calculated as scheduled hours in the contract. Contract end dates will be re-calculated and adjusted, within fourteen (14) days, for any additional closings. A student will not incur over contract fees until they have exceeded the 15% of scheduled make up hours.

INCLEMENT WEATHER

The school may close due to inclement weather. Students are advised to go to website at Channel 8 at www.wfaa.com/closings Click on closings and view the Business Closings to obtain pertinent information regarding unexpected school closures or delayed opening due to weather or other extenuating circumstances.

MAKE UP TIME

At the end of the scheduled program hours, a student is provided an additional 15% of their contracted hours at no cost for make up time, or time missed due to absences. For instance, if a student contracts for 1000 hours of training, 150 makeup hours will be added to their regular schedule so that they have 1,150 hours of opportunity to complete the 1000 hours for the cost of 1000 hours of tuition. The makeup hours are available at the same schedule as the student's program hours. If a student has had more than 15% absences and therefore needs additional time to complete the program, overcontract charges will be applied after all free makeup hours have been consumed.

CAMPUS PERFORMANCE STATISTICS
The school tracks its annual performance with respect to student completion rate, graduate licensure rate, and gradate employment rate. The most current published rates may be obtained from the offices of the School Director or Admissions Representative or may be viewed on the school's website under Catalog Addendum.

PROGRAM OUTLINES
All programs offered by DuVall's School of Cosmetology follow similar procedures in that the same instructional methods apply, and the same grading procedures are followed for each program. All instruction and printed materials are presented in English. Those policies are stated here and considered to be an integral part of each of the program outlines contained in this section of the catalog. Each program will be divided into three levels of training as follows:

	Discovery	Skills	Creative
Cosmetology	**0-300 Hrs**	**300-750 Hrs**	**750-1000 Hrs**
Esthetics	**0-105 Hrs**	**105-450 Hrs**	**450-750 Hrs**

Discovery: In the introductory level of training, Students will focus on learning the underlying theory and the basic skills for providing client services. In addition, Students will identify short-term and long-term career goals and begin development of an action plan for achievement of those goals. The education is provided through interactive lecture, demonstration, technology, and hands-on practice. Discovery students will be advanced to Skills if they are meeting the following criteria:

- Student has passed all required test
- Student has completed all applications

Students not meeting requirements at the scheduled time may be allowed to progress to Skills with a remedial assignment plan. The academic staff will evaluate the student's knowledge and skill level and prescribe an individualized academic plan for the student. Students will attend Skills theory but while on the clinic floor they will work on their individualized academic plan which may include book learning, manikin applications, and client applications (if the student has accomplished at least 10% of their program hours), etc.

Skills: During this vital level of training, Students will develop and customize their skills to meet the needs of clients. They will perform skills in the client service center and become increasingly self-confident and proficient in their communication, consultation, and technical skills. The education is provided through interactive lecture, demonstration, technology, guest speakers, and hands-on practice. Skills students will be advanced to Creative if they are meeting the following criteria.

- Student has achieved the appropriate number of hours to progress to the next level
- Students has passed all required test and assignments
- Cosmetology student has completed 63% of program practical requirements
- Esthetic student has completed 60% of program practical requirements

Students who are not meeting the requirements in the beginning of the appropriate week will not be advanced until they have met the standards.

Creative: In this level of training, Students will master the creative skills necessary for success in the workplace and learn key business skills needed to be successful Salon and Spa Professionals. During this Level, Students will learn systems that top professionals are using to attract clients, increase sales, and grow their personal income. Successful completion of Creative will prepare them for immediate success and will dramatically improve their opportunities for employment upon graduation. Students will also focus on state board preparation, professional development, and career placement. The education is provided through interactive lecture, demonstration, technology, guest speakers, hands-on practice, and competency skills evaluation.

Alumni: Graduates begin an important relationship with the school as Alumni by providing documentation of licensure and employment in their chosen field.

GRADING PROCEDURES:
Students are assigned theory study and a minimum number of practical experiences.

- Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted, and

the performance must be repeated. Two comprehensive practical skills evaluations using detailed criteria will be conducted during the program of study and rated on a 100% scale (see Test Outs below). Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in practical skills evaluation criteria adopted by the school.

- Theory is evaluated after each unit of study (chapter tests). Students must make up failed or missed tests and incomplete assignments. Students must maintain a 75% theory grade average. Students who do not obtain a satisfactory score are required to re-take the test on another version of the test for that subject to obtain a satisfactory or better score. Students who miss a test due to absence receive a 0% grade. All students are encouraged to make up a failed or missed test within two weeks, but the school acknowledges that the student does have until course completion to ensure that all requirements are met.
- Students will complete two major tests outs simulating the state board test for licensure. It is the student's responsibility to pack the test out kit and be present at the scheduled time. The student will be notified a minimum of one week in advance of the scheduled test out date. If a student is absent or chooses not to test out on the date scheduled, they will receive a 0% on the scheduled Practical or Written section that was assigned and may not be on campus or clock hours that day. If the student is not present for the test out, or fails the test, they will be placed on a waiting list for the next available test opportunity. If a student misses two test out opportunities on a level, or if the school must arrange an unscheduled Practical test opportunity to accommodate a candidate for graduation who failed or missed a Practical test out, the student will be charged a $30 test out fee, payable prior to testing.

Numerical grades are considered according to the following scale:

WRITTEN and PRACTIAL TEST

A	93 -100	EXCELLENT
B	85 - 92	VERY GOOD
C	75 - 84	SATISFACTORY
D	0 - 74	NEEDS IMPROVEMENT; DOES NOT MEET STANDARDS

INSTRUCTIONAL METHODS:

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive Student participation. Audiovisual aids, guest speakers, projects, activities, and other related learning methods are used for program delivery.

UNITS OF INSTRUCTION AND HOURS:

The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of this Program Outline. Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, Students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program.

REFERENCES:

A comprehensive library of references, periodicals, books, texts, websites, and audio/video tapes are available to support the program of study and supplement the Students' training.

REQUIRED PRACTICAL EXPERIENCES:

Students are required to complete an established number of practical experiences for satisfactory skills development and graduation. Practical experiences may be completed on manikins, models, or clients. The requirements listed by category are the minimum number of experiences that each student must successfully complete prior to graduation. More practical experiences may be scheduled by the instructor based on training needs and clientele volume.

All assignments must be completed by each Student as agreed upon in the Enrollment Agreement. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory or better. The instructor will initial block(s) on the Practical Grade Record form for each project completed in the applicable category. A block will only be initialed if the skill performed is considered satisfactory or better. Practical skills are evaluated according to published criteria.

COSMETOLOGY COURSE OUTLINE:

1000 HOURS – FULL TIME 29 WEEKS; 3 DAY 38 WEEKS

Description: The primary purpose of the Cosmetology Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Cosmetology or related career field. The US Department of Labor's Standard Occupational Classification (SOC) code for the Cosmetology program is 12.0401. Click on the link below to find occupations that the COSMETOLOGY program prepares students to enter, along with links to occupational profiles.
http://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cip=12.0401

Objectives: Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice proper grooming and effective communications skills and visual poise.
- Understand employer employee relationships and respect the need to deliver worthy service for value received.
- Perform the basic manipulative skills including hair styling, shaping, lightening, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, pedicures, and nail extensions.
- Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's best overall look.
- Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in cosmetology and related fields.

Curriculum:

Hours	Subject - Unit
800	**HAIR CARE:** Cutting, Styling, coloring, chemical textures, and related theory and application; business skill; professional development and salon management; health; safety; and laws
100	**NAIL CARE:** Manicuring and related theory and applications, business skills; professional development and salon management; health; safety; and laws
100	**SKIN CARE:** Facials, hair removal, and related theory and application; business skills; professional development and salon management; health; safety; and laws
1000	**TOTAL HOURS**

COSMETOLOGY PROGRAM PRACTICAL EXPERIENCES

Requirements	Category Definitions
400	**INFECTION CONTROL:** The act of preventing the growth of germs and bacteria or destroying them. Students must perform daily **sanitation** tasks on implements, equipment and facilities to prevent the spread of disease and bacteria.
400	**CLIENT PROTECTION:** The act of properly draping clients for the applicable service and other procedures for the purpose of protecting the safety and welfare of the client.
400	**HAIR SERVICES:** To include shampooing, thermal styling, wet styling and finger waving, pressing, and cutting.
50	**CHEMICAL REFORMATION:** All forms of chemically reforming the hair including restructuring, permanent waving, or chemically relaxing/straightening the hair.
100	**HAIR COLORING:** Temporary, Semi-permanent, and permanent color including tints, toners, frosts, bleaches, tipping, highlighting, dimensional hair coloring, other forms of creative hair coloring and mixing.

10	**SCALP and HAIR TREATMENTS:** Scalp manipulations and massage, conditioning treatments, scalp lotions and astringents.
10	**NAIL CARE:** Plain and hot oil manicures, pedicures, tips, overlays, sculptured nails, re-bases, wrapping, polishing.
10	**SKIN CARE:** Skin analysis and care, plain facials, mask facials, facial manipulations and massage, exfoliation, makeup application, hair removal, brow arching, waxing, lash/brow tinting.
10	**BUSINESS ADMINISTRATION:** Evaluation of business administration performance including reception desk procedures, inventory, telephone technique, salon business projects, salon field trip reports, etc.
1390	**TOTAL POINTS**

COSMETOLOGY STUDENT KIT:

DSC - COS Student Kit Cost Summary

ITEM / DESCRIPTION

Book Bundle: Milady Standard Cosmetology Text Book; 14th Edition: ISBN 978-0-357-37890-8 Milady Standard Cosmetology Theory Workbook; 14th Edition ISBN 978-0-357-37892-2 Milady Standard Cosmetology Exam Prep; 14th Edition ISBN 978-0-357-37910-3 Milady Standard Foundations, 12th Edition, ISBN 978-1-337-09525-9 Milady Standard Foundations, 12th Edition, ISBN 978-1-337-09527	$651
DuVall's Haircutting & Lash Manual	$40.00
Cosmetology Kit	$983.00
Manikin-Textured Hair	$95.00
Eyelash Kit	$119.00
Dermalogica COS Kit	$100.00
Shears: Thinning Shear & Feather Razor	$250.00
Flat Iron (Farouk G2 Iron)	$130.00
Make-Up Brush Set	$90.00
Black Apron	$58.00
DSC Cutting Cape	$48.00
MAC Pro Student Membership	$15.00
ASCP / AHP / ANP Membership	$15.00
State Board Test Out Kit	$381.00
Subtotal	$2,975.00

ESTHETICS COURSE OUTLINE:

750 HOURS – FULL TIME 22 WEEKS; PART TIME 43 WEEKS

Description: The primary purpose of the Esthetics Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level positions as an Esthetician or related career level. The US Department of Labor's Standard Occupational Classification (SOC) code for the Esthetics program is 12.0409. Click on the link below to find occupations that the ESTHETICS program prepares students to enter, along with links to occupational profiles.

http://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cip=12.0409

Objectives: Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice proper grooming and effective communications skills and visual poise.
- Understand employer employee relationships and respect the need to deliver worthy service for value received
- Perform the basic manipulative skills required for facial massage, effective use of required implements and equipment, proper application of corrective makeup, unwanted hair removal, and lash/brow tinting.
- Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in esthetics and related career positions.

Curriculum:

Hours	Subject - Unit
50	**ORIENTATION:** New Student Orientation; rules, laws and regulations.
40	**INFECTION CONTROL:** Sanitation, safety, and first aid; Types and classifications of infectious organisms (bacteria, viruses, molds, fungus); Growth and reproduction of infectious organisms; Infections and their prevention; Immunity and body defenses; Decontamination and infection control; Physical and chemical agents.
35	**SALON MANAGEMENT AND PRACTICES:** Professional ethics, conduct and attitude; Professional organizations; trade shows, and publications; state sales tax requirements; Career opportunities and placement. OSHA regulations concerning hazardous materials communications. Knowledge and understanding of TDLR Rules and Regulations.
90	**ANATOMY AND PHYSIOLOGY:** Cells, tissues, and organs; Body systems; Basic principles of nutrition; Overview of bones and muscles of the head, face, and neck.
75	**ELECTRICITY, MACHINES, AND RELATED EQUIPMENT:** Nature of electricity, two types of electricity, electrotherapy and their uses; electromagnetic radiation; five types of light therapy and their benefits; high-frequency.
50	**CHEMISTRY AND RELATED THEORY:** Forms and properties of matter; Elements, compounds, and mixtures; Chemical reactions and solutions; the pH scale; FDA laws governing hair care products; Product safety.
50	**CLIENT CARE:** Developing excellent skills in client consultation, client care, and customer service.
10	**NUTRITION:** Nutritional guidelines, general health and fitness.
10	**COLOR PSYCHOLOGY:** Color theory and how color affects attitude, personality and image.
15	**AROMA THERAPY:** The use of essential oils; purposes, cautions, common uses.
25	**SUPERFLUOUS HAIR REMOVAL AND RELATED THEORY:** Tweezing, Depilatory lotions; Waving; Bleaching of facial hair
225	**SKIN CARE, FACIAL TREATMENTS AND RELATED THEORY:** facial treatment, cleansing, masking, therapy; Skin analysis and care, plain facials, mask facials, facial manipulations, exfoliation, hair removal, brow arching, waxing, lash/brow tinting.
75	**MAKEUP AND RELATED THEORY:** Makeup application: daytime, evening, corrective makeup techniques
750	**TOTAL HOURS**

ESTHETICS PROGRAM PRACTICAL EXPERIENCES

Requirements Category Definitions

200	**INFECTION CONTROL:** The act of preventing the growth of germs and bacteria or destroying them. Students must perform daily sanitation tasks on implements, equipment and facilities to prevent the spread of disease and bacteria.
260	**SKIN CARE:** Skin analysis and care, plain facials, mask facials, facial manipulations, exfoliation, makeup application, hair removal, brow arching, waxing, lash/brow tinting, microdermabrasion, chemical peels, and LED light treatments.
40	**BODY PROCEDURES:** Body exfoliation (wet or dry); Back treatments.
40	**SUPERFLUOUS HAIR REMOVAL:** Tweezing, Depilatory lotions; Waving; Bleaching of facial hair, sugaring.
200	**CLIENT COMMUNICATIONS:** Evaluated presentations of Student's ability to interact with the client, build client retention, obtain referrals and upgrade tickets.
10	**BUSINESS ADMINISTRATION:** Evaluation of business administration performance including reception desk procedures, inventory, telephone technique, salon business projects, salon field trip reports, etc.
750	**TOTAL POINTS**

ESTHETICS STUDENT KIT:

DSC - ESTI Student Kit Cost Summary

ITEM / DESCRIPTION	
Book Bundle:	$648.00
Milady Standard Esthetics: Fundamentals, 12th Edition: ISBN 978-1-337-09502-0 Milady Standard Esthetics Fundamentals Work Book, 12th Edition: ISBN 978-1-337-095504-4 Milady Standard Foundations Textbook, 12th Edition ISBN 978-1-337-09525-9 Milady Standard Foundations Work Book, 12th Edition ISBN 978-1-337-09527-3	
Make-Up Workbook	$50.00
DuVall's Esthetics Handbook	$45.00
Dermalogica "The Book"	$20.00
Dermalogica Kit	$360.00
MAC Pro Student Membership	$15.00
ASCP Membership	$15.00
Lash Kit	$119.00
Make Up Brush Set	$90.00
Tweezers	$18.00
Black Apron	$58.00
State Board Test Out Kit	$332.00
Subtotal	$1,770.00

KITS AND BOOKS

Students are responsible to purchase a DuVall's School of Cosmetology Kit, or comparable items for their specified program. Kits are issued in Discovery and are required for use throughout the program of study. All Cosmetology and Esthetics kits are recommended to remain at the school during the course of study as it is a requirement for meeting program completion, as well as being prepared at all times to provide outstanding customer service to our clients. A Student is required to be prepared each day with their complete student kit. Refusal of a client due to not being prepared or missing kit items will result in being sent home for the day. Students are issued lockers with the capacity to use a combination lock, and trolleys are lockable. Students are responsible to keep the kit and trolley items locked at all times, on a day to day basis, whether clocked in or out, and during absences for any reason, including Leave of Absences or suspensions. The school is not responsible for missing, lost, or stolen personal, kit or trolley items. Students are responsible for their kit and trolley items, and at any time if an item is missing a student has the following options:

- Purchase a new or used item from the school if the school has one in stock. The item must be paid for at the time of purchase, no charges or postponement of payment is acceptable.
- Clock out. The student must obtain a replacement kit item (same brand or model) as the missing item and obtain instructor approval before clocking in (same day or following days).

LEAVE OF ABSENCE POLICY

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. An LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. Students must request a Leave of Absence in writing stating the reason for the leave, provide verifiable documentation, and submit all documents to the Campus Director for approval. An approved LOA extends the student's contract end date and maximum time frame calculated for Satisfactory Academic Progress by the same number of calendar days. No fees are associated with an LOA. Reasons for an LOA are limited. Any other need for absences is expected to be covered by the 15% make up hours allowed for "normal absences" referred to on the enrollment agreement. Students are cautioned to use this time wisely and save it for emergencies that may arise.

A Leave of Absence may be requested and will only be granted for the following criteria:

- Medical issues and circumstances meeting criteria covered under the FMLA (Family & Medical Leave Act of 1993, etc.)
- Financial Stress resulting in the inability to meet tuition or over-contract responsibilities
- Required extended Court Appearances or Jury Duty
- Institutionalization of the student
- Military Deployment
- Bereavement for the following relationships (including step- and in-law): Spouse, Parent, Child, Grandparent, Sibling
- A catastrophic event affecting a widespread community (example COVID-19, tornado, or other natural disasters)

Complete and specific verifiable documentation supporting the reason and the time frame requested must be submitted with the request form. In order for a Leave of Absence to be approved there must be a reasonable expectation that the student will return. The Campus Director or designee will approve Leave of Absences for the above reasons within a reasonable time frame.

The school may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the request is made and required documentation provided within 14 calendar days of the first day of absence. The school will document the request and will collect the request form from the student at a later date. The beginning date of the approved LOA would be the first date the student was unable to attend class because of the unforeseen circumstance.

The student may request an adjustment of the scheduled return date in writing to the Campus Director. Verifiable documentation may be required. If approved, the Campus Director will adjust the scheduled return date by the number of days of the extension or early return requested. The maximum number of days for the combined LOAs may not exceed 180 days in any one twelve (12) month period.

If the student is a Title IV recipient, the student will be informed of the affects that failure to return from a Leave of Absence. This includes the reduction or expiration of the student's repayment grace period on any student loans.

Upon the student's return the student must see the Campus Director or designee to complete a contract addendum extending the contract end date by the same number of calendar days in the LOA. A student who has been granted an LOA will be considered withdrawn if he/she does not return to class on the scheduled return date.

GRADUATION REQUIREMENTS

Students must meet the following requirements in their program of study to qualify for graduation and be issued a certified Final Transcript of Hours and Diploma:
(1) Successfully completing all levels of study, required tests and practical assignments
(2) Passing required written and practical test out examinations
(3) Completing the program of study according to regulatory requirements
(4) Complete all exit paperwork and attended an exit interview
(5) Complete all required theory hours scheduled for the duration of the program of study regardless of whether all required tests have been taken and passed
(6) Satisfactorily fulfill all financial obligations owed to the school.

Upon completion of the program of study and all graduation requirements, a DuVall's School of Cosmetology diploma for the applicable program of study will be awarded. After all graduation requirements have been met and the scheduled program has ended, the school will provide a graduate from the school a time to assist the student in scheduling the licensing exams, during which the school will provide payment for the fee for the first written and practical state licensing exam fees. Upon obtaining a valid license, the graduate may engage in his or her chosen field for compensation.

TRANSCRIPTS

Official and Unofficial transcripts are available from the office of the School Director. Transcripts will be issued within 30 days of the receipt of request and may be obtained from the administrative office at a charge of $10 per transcript. Transcripts will only be released to the student or to other entities when the student has given specific written authorization. Transcripts may not be released until the student has completed all required exit paperwork, attended an exit interview, and made satisfactory arrangement for payment of all debts owed to the school as approved by the Director.

LICENSURE REQUIREMENTS

Any person is eligible to receive a license as a Cosmetologist or an Esthetician, who submits proof that he/she is at least 17 years of age; has obtained a high school diploma or its equivalent; has completed the required clock hours in an approved school for the applicable program; has paid the required fees; and has passed the examination conducted by the Texas Department of License and Regulations/PSI to determine his fitness to receive a license.

Cosmetologists and Estheticians in the State of Texas must obtain 4 hours of continuing education bi-annually for license renewal.

DuVall's School of Cosmetology does not guarantee licensure or eligibility for licensure to any student.

CAREER OPPORTUNITIES

Welcome to the world of Cosmetology! You are at the threshold of opportunity. Apply yourself and the possibilities are limitless. As you begin, you may not know whether you prefer working with hair, skin, nails or instructing. Enter the classroom with an open mind as you begin your program of study. The following vocations are options you may want to consider upon graduation. Other occupational opportunities can be viewed at the United States Department of Labor links shown below.

COSMETOLOGY http://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cip=12.0401

Professional Stylist	Platform Artist	Product Representative
Skin Care Specialist	Nail Technician	Salon Manager
Makeup Technician	Platform Artist	Salon Owner

ESTHETICS http://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cip=12.0409

Skin Care Specialist	Makeup Technician	Product Representative
Salon Owner	Salon Manager	Platform Artist
Theatrical Makeup Artist	Aroma therapist	Retail Specialist

Avenues in these areas of specialization could also include journalism, advertising, marketing, or research and development with the right continuing education and opportunities. TRAINING is the important first step to an enjoyable, successful career in one of the above areas. If you like to work with people, and have the aptitude for the field, a cosmetology education may be a pathway to a secure income and a solid future

CAREER CONSIDERATIONS

The school feels that students interested in pursuing a career in cosmetology, esthetics or a related field should consider all aspects of such a decision. Persons who want to become professionals in this field must:

- Have finger dexterity and a sense of form and artistry
- Enjoy dealing with the public and be able to follow a client's direction
- Keep abreast of the latest fashions and beauty techniques
- Work long hours while building a personal clientele in order to earn the desired income
- Make a strong commitment to the educational process and complete the program of study
- Learn the skills necessary to operate a personal business

In addition, applicants and students should be aware that:

- The work can be arduous and physically demanding because of long hours standing with hands at shoulder level or sitting over a nail technician's station or esthetician's chair.
- A personal investment may be required for advertising and promotions such as printing of business cards.
- There will be exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used incorrectly.
- The practice of safety and sanitation is essential for effective and successful performance within the industry.
- Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon).
- Persons with criminal records may not be eligible for licensure by the state. Individuals should request a TDLR review of their criminal background **before** applying for enrollment at DuVall's School of Cosmetology. TDLR may not consider for licensure as a Cosmetologist an applicant who has a conviction for crimes involving prohibited sexual conduct or involving children as victims, and crimes against the person such as homicide, kidnapping and assault.

EMPLOYMENT ASSISTANCE

While DuVall's School of Cosmetology cannot guarantee employment for graduates, assistance in finding employment in the student's field of study is provided by posting area job openings and networking recommendations. Students also receive training regarding professionalism, portfolio and resume development, the application process, effective interview skills, and job search skills. The school encourages qualified students to obtain salon sponsors to mentor them throughout their program. This is an excellent opportunity for the student to obtain professional salon exposure, secure future employment and make the transition from school to work with ease.

WITHDRAWAL REQUIREMENTS

Students who withdraw from enrollment prior to program completion should:

- Complete all required exit paperwork and attend an exit interview;
- Satisfy all debts owed to the school or make satisfactory arrangements for debts owed to the school as approved by the Financial Aid Officer or Director.
- Complete a locker check.

Completed hours will be forwarded to the state board within ten (10) days. Only those hours that have been fully paid for will be marked as paid with the state. Withdrawal requirements noted above must be met, before an official

or unofficial transcript will be released to the student or other institutions. If all withdrawal requirements are met, a certified Final Transcript of Hours will be available to the student for a fee of $10.00.
Students who withdraw from enrollment will have 45 days from the student's date of withdrawal to obtain any books, kit items, or personal belongings left at the school. Any items remaining after 45 days will be considered abandoned and will be disposed of.

TRANSFER POLICY
Students wishing to transfer to DuVall's School of Cosmetology will be required to clock a minimum of 300 hours in the Cosmetology program or 400 in the Esthetics program. The school will evaluate the Student's skills to determine the number or hours that will be accepted and at what level he/she will be required to enter. The school may give credit for all or part of the applicant's previous training provided the hours are recognized as paid by the Texas Department of Licensing and Regulation. Transfer Students must comply with the class level they are assigned as a result of the skills evaluation.
In addition, such Students must meet all regular entrance and registration requirements. If approved for enrollment, or approved on probationary terms, tuition will be calculated using the current per hour cost plus the applicable application and permit fees.

All transfer and re-entry Students must be properly registered with the state regulatory agency. Student Applicants should submit available transcripts from all previous Cosmetology schools that show subjects completed, cumulative attendance average, grade point average and practical applications completed prior to evaluation for credit for previous training. The Director of Education or designee will review previous hours and any transcripts submitted and conduct a practical evaluation to form a recommendation regarding acceptance of transfer hours. The Director of Education or designee and School Director will determine the amount of transfer hours the school will accept. Credit for previous training must be requested before a student enrolls. The Student will not be granted credit for previous training after classes have begun.

Any current student who requests to transfer from one program to another, may do so by making a request to the School Director or Asst. Director. The student will be advised regarding the number of hours that are allowed to be transferred, financial repercussions, and timing of the transition. If approved, the withdrawal calculation from the current program will be adjusted to charge for the scheduled hours only through the end of the day of the last day of attendance in that program. The student will be required to complete all admissions and financial paperwork required for the new program, pay the Application and Permit Fees for the new program, if applicable, and make satisfactory arrangements for any balance due from the previous program. The school will request TDLR to transfer the number of applicable hours to the student's new program.

RE-ENTRY POLICY
Former Students of DuVall's School of Cosmetology who have withdrawn and wish to re-enter, must request approval from the School Director. The request will be reviewed and a decision made within 21 days of the request. A student may be accepted for re-entry on probation with specified criteria required. All re-entering students will be charged an Application Fee of $50. Any replacement kit items and/or books will be charged at the individual purchase price reflected in the catalog. Students who have withdrawn or have been terminated twice within the first 50% of the program may not be considered for re-enrollment. If student has withdrawn or has been terminated after completing 50% of the course, the student will be allowed to re-enter any time during the forty-eight (48) month period following the date of withdrawal or termination. However, students who have been terminated may be required to wait 30 days. Any Re-entering Student may be accepted for Re-entry on probationary terms.

- Students re-entering within 180 days of their Last Day of Attendance will re-enter in the same SAP status they earned at the time of his/her withdrawal and shall retain the same contract they previously signed. An addendum to the prior Enrollment Agreement will be completed, adjusting the Contract End Date to include the appropriate number of scheduled hours remaining, and any other applicable changes.
- Students re-entering after 180 days of their Last Day of Attendance will enter as a new student with transfer hours with new SAP evaluations based on the actual hours contracted with the school. This student will enter into a new Enrollment Agreement subject to all changes that have been made since their prior enrollment. The Contract Period will be calculated by adding 15% of make up hours to the total hours the student needs to complete the program. Tuition will be calculated for the remaining hours at the current per hour rate. The school will evaluate prior period charges and may, on a case by case basis, authorize a

portion of the charge to be written off upon graduation to reflect a fair and equitable overall program charge. However, satisfactory arrangement must be made for any previous charges that remain on the account.

REFUND POLICY REGARDING TUITION CHARGES

A 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 the Enrollment Agreement. This policy follows the requirements set forth by the Texas Department of Licensing and Regulation (TDLR). This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

- Applicants not accepted by the school shall be refunded all monies paid to the school.
- If a student entered into this Agreement 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, the student is entitled to a full refund of money paid by the student.
- If student (or in the case of a student under legal age, his/her parent or guardian) cancels the Enrollment Agreement in writing within three (3) business days of signing, excluding Saturdays, Sundays and legal holidays, all monies collected by the school will be refunded, even if the student has begun classes.
- If a student cancels the Enrollment Agreement more than three (3) business days after signing but prior to starting classes, a refund of all monies paid to the school will be refunded, less the $50 application fee.
- For cancellations, the cancellation date will be determined by the postmark on written notification, or the date the cancellation is delivered to the school in person.
- For withdrawals, the effective date of the termination for refund purposes will be the earliest of: (a) the last date of attendance; (b) the date the student was terminated from the school; (c) the date the school received written notice of withdrawal in person; (d) the postmark on the written notice of withdrawal; or (e) 14 consecutive calendar days after the last day of attendance.
- If a student on an approved leave of absence notifies the school that he/she will not be returning, the date of withdrawal will be the earlier of the date of expiration of the leave of absence or the date the student notifies the school that he/she will not be returning.
- A student who enrolls and begins classes but withdraws ~~from~~ or is terminated from the course of training before completion of the course, the following schedule of tuition earned by the school applies:

Percent of scheduled course time	Refund of total tuition due student
0 .01 - 10%	90% refund
10.01 - 20%	80% refund
20.01 - 25%	75% refund
25.01 - 50%	50% refund
Over 50%	No refund

Any monies due the applicant or student shall be refunded within 30 days of the determination that a student has withdrawn, whether officially or unofficially, as defined above. All refunds are calculated on the student's last day of attendance.

In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled and instruction has begun, the school will provide a pro rata refund or participate in a teach-out agreement. If the course is canceled subsequent to a student's enrollment and before instruction has begun, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled and the school ceases to offer instruction for that course after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or provide completion of the hours; or participate in a Teach-Out Agreement; or provide a full refund of all monies paid.

This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (i.e. extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

The Return of Title IV, as defined by the 1998 Amendments to the Higher Education Act of 1965, applies to any student receiving federal financial aid and who withdraws on or before 60% point of the payment period. The percentage of Title IV that has been earned is equal to the percentage of payment period or period of enrollment that the student completed by the withdrawal date (documented last day of attendance). The number of calendar days in the period of

enrollment is divided by the number of calendar days completed. Breaks between sessions of five calendar days or more are not included in either number. The percentage is calculated out to four decimal places and then rounded to the third decimal place (Example: 45 days/101 days = .4455 or 44.6%). If withdrawal date is after the completion of more than 60% of the period of enrollment, student has earned 100% of the Title IV funds and no refund is due. If the amount of Title IV that the student has earned (as calculated) is less than the amount of Title IV that was disbursed, the difference must be returned within 45 days to the appropriate program.

If you receive Title IV student financial assistance you are subject to the Federal Return to Title IV (R2T4) Refund Policy and special rules apply when you withdraw or are terminated. These rules are independent of the school's Institutional Refund Policy. Thus, there may be cases where the school is required by the government to return Title IV funds even though such funds are needed to pay your institutional charges. In all cases, you remain responsible for paying Institute charges as determined by the refund policy.

For the purpose of determining a refund calculation, you will be considered to have withdrawn when any of the following occur: (1) You notify the school of your intention to withdraw; (2) The school terminates your enrollment agreement; or (3) you fail to attend classes for 14 consecutive calendar days. The school will refund monies due to the appropriate party(ies) within 45 days from the date upon which your withdrawal has been determined.

If a student has been determined to have withdrawn because of non-attendance, the time frame for completing a R2T4 calculation begins 14 consecutive calendar days after the student's last date of attendance.

Refund calculations are complex. For further information, catalog and visit our Financial Aid office. Earning and Returning Title IV Funds: Special rules apply for withdrawals of certain Title IV federal student aid recipients. (Title IV aid includes federal Pell Grants, federal direct loans, and federal PLUS loans, etc.) If you officially withdraw or are terminated by the school, the last date of attendance will be used to calculate both refunds and the Return of Title IV Funds (if the latter is necessary). If a student stops attending and makes no formal withdrawal request**,** the last date of attendance will be used in all withdrawal calculations as the last date of the student's obligation.

GENERAL INFORMATION REGARDING WITHDRAWAL

For general information about the school students may contact the School's Director. For an example on how the calculation is determined for Title IV funds and other financial questions the student may contact the Financial Aid Office. The settlement calculation of final charges (addressing the refund of tuition charges) and the calculation of Title IV funds the student is eligible to retain on their account (return of Title IV calculation) are two separate calculations and may not be equivalent.

Withdrawals/Drops – Official vs. Unofficial:

To officially withdraw from the school, the student must initiate the withdrawal process by contacting the School Director. Termination of a student who is no longer attending is an unofficial withdrawal, whether it is by the student's voluntary choice or a dismissal by the school. In all cases, the last date of attendance will be used for the Withdrawal/Drop Record and Account Settlement Calculation as well as the R2T4 calculation.

Students absent fourteen (14) consecutive calendar days with or without contact will be withdrawn from school. For reporting to governing agencies, the student withdrawal/drop day definitions will apply:

- Determination Date – the date the student notified the school administration of their intent to terminate enrollment OR the 14th consecutive calendar days after the student's last day of attendance OR the date the school administration determined to terminate the student's enrollment due to failure to obtain Satisfactory Academic Progress requirements, failure to provide payment either through cash payment methods or provision of documents required by the financial aid office, Disciplinary, or other reason.
- Last Date of Attendance – the date the student last recorded a complete in and out transaction on the time clock or field trip form.
- Processing Date – the date school administration processes transactions within the school or with governing agencies such as TDLR or DOE.

A student may rescind his or her official notification to withdraw by filling a written statement to the Director that he or she is continuing to participate in academically- related activities, and intends to complete the term (payment period) for which payment of Title IV fund would be received. The rescission of withdrawal is negated if the

student subsequently ceases to attend prior to the end of the payment period. The withdrawal date then is the student's original date of withdrawal.

Failure to return from an LOA:
If a student does not return on their scheduled return date from a documented Leave of Absence, DuVall's School of Cosmetology will unofficially withdraw the student. The determination date will be the earlier of; a) the date the student notified the school of their intention not to return or b) the scheduled return date. The last day of attendance will be the last day time was clocked prior to the LOA.

SCHOLARSHIPS

The school offers tuition discount scholarships at various times. When such a scholarship is available, all eligible candidates are invited to complete the application and supply any requested documentation. DuVall's School of Cosmetology Financial Aid offices actively pursues scholarship information which our students may be eligible for. Please check with the Financial Aid Office for information regarding any open or upcoming scholarships.

FINANCIAL ASSISTANCE

Program charges consist of Tuition, Kit/Books and an Application Fee. The student is given a book and kit list at the time of enrollment, to provide them an opportunity to purchase the books and/or kit items on their own from vendors such as Dermalogica, Cengage Learning, Amazon, and/or their local beauty supply store. Note that any self-purchased kit items must be approved by DuVall's School of Cosmetology one week prior to start date and must be available on the 1st day of class.

Specific costs for each course offered can be found in the current Catalog/Student Handbook Addendum. If an applicant has questions regarding financial aid or other consumer information, he/she may contact the School Director or the Financial Aid Office during regular business hours.

Each course has been scheduled for completion within an allotted time frame. The school has reserved space, equipment, and instructors for student training. If a student does not graduate within their specified contract period, additional training / over-contract charges will apply. The over contract charges must be paid prior to clocking in, or as per a payment plan approved by the School Director or Assistance Director. The over contract charges are also detailed in the enrollment agreement. The school may, at its option and without notice, prevent the student from attending class until the applicable unpaid balance is satisfied.

The student's tuition may be paid by cash, check, credit card, debit card, money order or through financial aid, which is defined as assistance that the student has been or will be awarded from approved Federal and/or State Agencies, Instructional or other scholarship(s), grant or Institutional loan programs. Such programs may require approval of credit history and/or require a co-signer. For students who withdraw from enrollment prior to course completion, the institutional charges for the program will be adjusted based on the scheduled hours elapsed, beginning on the student's first day of attendance and ending on the student's last physical day of attendance.

The student and/or family of a dependent student may apply for Title IV funds by completing a Free Application for Federal Student Aid (FAFSA). The Financial Aid office will work with the student and the family (if applicable) to determine eligibility for grants and loans, prepare a Financial Aid Package, and assist with any requirements such as a Master Promissory Note. The EFC (Expected Family Contribution) calculation done by the Department of Education CPS is based upon the FAFSA information and will be used to determine the amount of Pell Grant and Subsidized Direct Loan (need-based) aid the student may be eligible to obtain. Unsubsidized Direct Loan and Direct Parent plus Loan (non-need based) may be available to complete the Financial Aid Package. Financial Aid will be calculated by the Academic Year (900 hours and 26 weeks), with disbursements scheduled for the beginning and midpoint of each Academic Year.

If the FAFSA is selected for verification by the Department of Education the school will inform the student regarding documents or forms needed. The Verification Worksheet provided by the school's Financial Aid office, along with any verification documents required by the Department of Education must be submitted to the school within 15 days. The school retains the right to validate any information in the FAFSA that it deems necessary.

Upon receipt of funds, the school will notify the student or parent (for a Direct Plus loan) within 30 days of the receipt of funds. If there is a credit balance due to Title IV funds for the award year, the balance will be released to the student within 14 days of the receipt of the Title IV funds.

RIGHTS AND RESPONSIBLITIES OF STUDENTS RECEIVING LOANS

Any student receiving a Direct Loan must complete Entrance Counseling prior to the first disbursement being made. Exit Interviews will be conducted, or information delivered upon graduation or withdrawal. Both Entrance and Exit Interviews are conducted for the purpose of explaining the Rights and Responsibilities of the Borrower, including debt management tools and tax benefit information. Students are encouraged to develop a budget based on minimum salary requirements. All student loans may be placed in an in-school deferment status during the time the student is enrolled at least half-time. Other deferments and forbearance eligibility questions may be addressed with the funding source. For information regarding general financial assistance the borrower may contact the Director of Finance or Financial Aid Administrator.

PRIVACY POLICY (FERPA) AND FILE ACCESS

In compliance with the **Family Educational Rights and Privacy Act of 1974,** DuVall's School of Cosmetology follows policies that:

- guarantee each Student (or parent/guardian if the Student is a dependent minor) access to that Student's records;
- require written consent from the Student or guardian for release of records in response to each third-party request unless otherwise required by law;
- "Directory information" is not published by DuVall's School of Cosmetology;
- provide and permit access to Student and other school records as required for any accreditation process initiated by the institution or accrediting agency.

Access to records must be arranged in advance and a staff member must be present while the records are being reviewed. Copies of file documents may be obtained at a cost of fifteen cents per copy. Cumulative education records are maintained for a minimum of five years after graduation or termination. The school makes its Student files available to accrediting, regulatory and other governing agency representatives who have the legal right to examine such files for compliance reviews. No portion of a file may be removed or reproduced without the permission of the owner of the school as all material and records contained therein are property of the school.

ELECTRONIC SIGNATURE (SOFT SIGNATURE) POLICY

A student, and in the case of a minor, a parent, may submit signed documents by electronic means on certain documents required for admissions, financial aid, and leave of absences after the school has authenticated the sender's identity. Documents must be able to be printed or viewed as accurately as if they were paper records. The documents must include all of the terms and conditions contained in the comparable paper records. Any document not accepted by the school as meeting these terms will be required to be wet-signed. Certain documents, including but not limited to, a paper FAFSA, an Enrollment Contract, and a Contract Addendum, may not be eligible to be received electronically.

EVALUATIONS AND ACADEMIC ADVISING

Students are advised regarding progress and achievement on a monthly basis. Advising regarding licensing regulations, reciprocity and employment and continuing education opportunities is available to Students as it is needed. The administration office has a list of agencies for referral if a Student needs other assistance. Regular progress evaluations include advisement regarding the Student's progress in attendance, theory, practical skills, communication skills, retail activity, online portfolio development and personal development. Student strengths and areas needing improvement are identified and plans for needed improvement are discussed.

AMERICANS WITH DISABILITIES (ADA) POLICY

DuVall's School of Cosmetology does not discriminate in admissions or access to our programs based on disability. If you would like to request academic adjustment or auxiliary aids, please contact the ADA Compliance Coordinator. You may request academic adjustments or ancillary aids at any time. The Compliance Coordinator is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act (ADA) of 1990.

Applicants, who are persons with disabilities, as defined in paragraph 103.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. DuVall's School of Cosmetology will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

ADA Coordinator: Campus Director administration@duvallschool.com 817-281-8819

HOUSING
DuVall's School of Cosmetology does not provide institutional housing for attending Students. However, if an applicant needs assistance in finding local housing, the school will refer the applicant to the appropriate agency.

ANTI-HARRASSMENT AND DISCRIMINATION (TITLE IX) POLICY
DuVall's School of Cosmetology is committed to providing a school environment free of unlawful harassment or discrimination. School policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, the school prohibits discrimination based on sex which includes sexual harassment and sexual violence, and the school has jurisdiction over Title IX complaints. Students are required to sign an Anti-Harassment Policy prior to starting classes.
The school's anti-harassment policy applies to all persons involved in the operation of the school, and prohibits unlawful harassment by any employee of the school, as well as students, customers, vendors or anyone who does business with the school. If further extends to prohibit unlawful harassment by or against students.
If you believe that you have experienced or witnessed harassment or sexual violence, notify your instructor or the Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. Instructors will refer all harassment complaints to the Title IX Coordinator. To aid in the investigation your complaint should include all details of the incident, names of the individuals involved and names of any witnesses.
Title IX Administrator: Campus Director administration@duvallschool.com 817-281-8819

OSHA
The United States Department of Labor of Occupational Safety and Health Administration requires the school to advise its Students of the chemicals used in cosmetology and related training. During Orientation the Student will learn about the importance of safety in the work place and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study Students are apprised of the various chemicals used and safe practices that apply. In addition, a complete file containing Material Safety Data Sheets for the chemicals used at the school is available in the administration office.

VACCINATION POLICY
Currently there is not any vaccinations required

VOTER REGISTRATION
Students are encouraged to exercise their right to vote. Voter Registration forms may be found in the Financial Aid Office.

CAMPUS SECURITY and CRIME AWARNESS
DuVall's School of Cosmetology is committed to providing students with a safe environment in which to learn and to keep students well-informed about campus security. In accordance with the Crime Awareness and Campus Security Act of 1990, the institution collects campus crime statistics and prepares a report for distribution to all students, employees and applicants for enrollment or employment. It is hoped that the institution's comprehensive policy will help combat violence in the workplace and on campus.
The school publishes and distributes the annual campus security report to all current students and employees directly by hand delivery. The complete Campus Security, Crime Awareness and Drug Free Workplace Policy are re-distributed after its revision each October 1st. A copy of all reports may be obtained from the administrative office at DuVall's School of Cosmetology or at the bottom of the school's website www.DuvallSchool.com.

FIREARMS POLICY
No handguns, firearms, or knives are permitted on the physical premises of DuVall's School of Cosmetology or on an activity sponsored by the school (such as a field trip or fundraising event). This is inclusive of the school campus, buildings, and parking lot. 30.06 and 30.07 signs are posted at the entrance. Additional information regarding Texas Penal Code 46.03 is available from the Campus Director office.

DRUG AND ALCOHOL ABUSE POLICY

DuVall's School of Cosmetology fully supports the prevention of drug and alcohol abuse. The school has certified to the Department of Education that it operates a drug free campus. A list of agencies and phone numbers is maintained in the administration office and is provided to any Student requesting assistance in this area. More information on drug and alcohol abuse prevention can be found in the Administrative office at Duvall's School of Cosmetology and at the bottom of the school's website www.DuvallSchool.com.

DRESS CODE

Student Associates of DuVall's School of Cosmetology are professionals in training for a career in the beauty and image industry. The grooming and image habits developed now will impact your career success. It is essential that you practice professionalism at all times. The Administration reserves the right to determine if a student meets dress code requirements and projects a professional image. The Administration will make the final determination. Students who are not in dress code may not be allowed to clock in until compliance has been met.

Dress Code is as follows for all students

TOPS – Solid White or Solid Black

- Any applique', sequins, embellishments, stitching, etc. must be of the same color as the top
- If Layered all layers must be the same (white on white, black on black, including vests and jackets)
- See through / Lace tops must be accompanied with a camisole or tank top of the same color, no sleeveless (cut outs in sleeves must still cover armpits) – armpits, midriff and cleavage must be covered*
- JACKETS – if worn within the building, solid white or solid black, zippers, buttons, drawstrings, and other closures must be black, white or metallic colored

PANTS/ SKIRTS/ CAPRIS/ YOGA PANTS/ JEANS/ LEGGINGS – solid black, any material except sweat pants

- Color – Any applique', sequins, embellishments, stitching, etc. must be the same color as the material. Waistband, seams, etc. may not be a contrasting color
- Length – All pants must be below-knee length. Skirts must remain at fingertip length (when bending over must not be exposed)*
- No baggy with exposed underwear
- No holes or frays

SHOES – black, closed-toe (stitching, logos, sole accent color ok, laces and shoe material black)

APRONS – must be worn at all times while in the building – issued clothing such as aprons may not be altered

ACCESSORIES – jewelry, scarves, hats, belts, socks, etc. may be any color but must not impede on client services. This does not include leggings, waistbands, etc.

GROOMING – make-up applied and hair styled*

FINGER NAILS – must be groomed in a way that will not impede on client services

SENIORS – may layer black and white and will receive a gray apron

* Image is a large part of the industry that we are proud to be a part of. Students are entrusted to exercise good judgment in dressing professionally. As instructors are responsible for teaching professionalism, if a student's choice in dress is inappropriate in the instructor's judgment, the student will be required to clock out and change. Students meeting the criteria for the **Creative Student Program** will be presented a Grey Apron. Wearing the Grey Apron is a privilege and students are required to meet and maintain the rules and standards to wear the Grey Apron. All dress code rules above apply to the Grey Apron.

Students may wear on their **Graduation Day** professional clothing of their choice as long as they are in accordance with general dress code requirements with the exception of color requirements; students may wear open toed shoes and sleeveless tops or dresses on Graduation Day.

If the school policy is not followed or if there is a question about a student's attire and is deemed inappropriate the student may be sent home to change. The Administration reserves the right to make the final decision regarding any article of clothing that is deemed questionable.

ELECTRONIC DEVICE POLICY

Cell phones, iPods, iPads, etc. are part of our everyday life and must be handled in a professional manner. The guidelines for use at school by students are specified below. As with all things, the instructor is in charge of the educational area, both classroom and clinic floor, so if an instructor requests something to be put away for any reason, including but not limited to the amount of time the student has spent on that activity, the student is expected to immediately comply. Failure to do so will result in progressive disciplinary measures.

General for all devices:

- The school provides you a locker (and for cosmetology students a cart) with capacity to lock. If you bring it, you alone are responsible for it.
- Charge it at home. The school's outlet plugs and breakers are reserved for business purposes to provide for the educational and clinic floor use. The additional cords look cluttered. (exception – student break room – at your own risk if you leave it unattended)
- Create your own hot spot. Internet use is available in the student media station. Students are restricted from using the school's WIFI.
- No earbuds at any time – on or off the clock (exception – after entering and before leaving the breakroom. Not at any time walking thru the building)
- No volume on iPad or phones except in the breakroom or outside.
- No verbal conversations except in the breakroom or outside. In other words, if you must talk on the phone, you must clock out and go to the designated areas. There will be no verbal phone conversations in the classrooms, on the clinic floors, in the restrooms, at the lockers, or in the lobby – only in the breakroom or outside.
- Students bringing an electronic device on school property will be responsible for their device. Duvall's will not be liable for lost, stolen or damaged devices.

iPods

- There is currently no acceptable use or place for an iPod at school. (exception – after entering and before leaving the breakroom. Not at any time walking thru the building)

iPads / Notebooks / Tablets

- Testing
  - Never taken out or visible at any time.
- During Theory
  - To be used as an educational tool at the request or with the approval of the instructor.
- During Clinic Floor Time
  - With a Customer
    - Take pictures
    - Use as reference as pertains to their consultation, service, or care
  - Not With a Customer
    - Use pertaining to program of study
    - No gaming

Cell Phones

- Testing
  - Never taken out or visible at any time.
- During Theory
  - To be used as an educational tool at the request or with the approval of the instructor.
- During Clinic Floor Time
  - With a Customer
    - Take pictures
    - Use to monitor time
    - Use Calculator

- Use as reference as pertains to their consultation, service, or care
- If a notification is received while with a client it needs to be ignored until a time that you are not engaged with the client (dispense or processing). The client is to receive your full attention.

- Not With a Customer
  - Use pertaining to program of study
  - No gaming
  - A personal notification may be received, responded to, or created as an interruption to an educational activity. This privilege is not to be interpreted as a constant ongoing process. Do your business and get back to what you're supposed to be doing.

STANDARDS OF CONDUCT

These Standards of Conduct are established for the specific purpose of promoting an enriched learning environment for all students, as well as providing outstanding customer service to DuVall's clients. Developing efficient work habits, a positive attitude and definite goal orientations during training will enhance your potential for success.

1. Attend all classes according to the assigned schedule including theory classes even if all required tests are completed.
2. Arrive for classes on time. If more than 7 minutes late for a theory class, a Student is considered tardy unless determined otherwise by the Director. The Students may not be allowed to clock in, attend class, enter the salon or spa training area, or media station until a scheduled class break. In order to receive time for the day, students must clock in before:
   - Daytime schedule 1:00pm
   - Evening schedule 7:00pm
3. Complete all assigned theory, practical and clinic assignments in the designated time frames including any assignments required to establish eligibility to retake failed exams or take missed exams. It is ultimately the student's responsibility to contact the instructor regarding makeup exams, however, the instructor may assign designated times for the student to work on completion of the exams.
4. Notify a staff member within 7 minutes of scheduled check in time of absenteeism or tardiness so that proper arrangements can be made to service clients that may be scheduled.
5. Follow time clock procedures by clocking in and out to accurately reflect hours in attendance including but not limited to:
   - 5-Day students must take a 60 min lunch break during their scheduled time (not multiple breaks equivalent to 60 min or early departure). Shorter lunch breaks may be approved to accommodate client service by the Floor Manager but will be considered an exception not normal policy.
   - 3 day students must take two 30 minutes breaks during their scheduled time. To accommodate client services the Skills and Creative students may take consecutive breaks with Floor Manager approval.
   - Student must be clocked out when entering the break room or exiting the building for any reason and for any amount of time.
   - Field Trip – clock in and out by signing and accurately recording time on a form in the possession of the instructor. Students must be in dress code during the field trip.
   - No Student may clock in or out for others.
6. Obtain permission from a staff member to leave the facility for any reason other than assigned lunch time and closing. Documentation may be requested to verify the need for an absence. Students are expected to attend regular scheduled hours. It is imperative that students' attendance is reliable in order to enable timely program completion, accomplish thorough and complete training in all subjects, and ensure excellent customer service to DuVall's clients. Failure to comply will result in progressive discipline action.
7. Comply with scheduled lunch breaks. Scheduled lunch breaks may not be skipped in lieu of late arrival or early departure. Failure to return from lunch at the scheduled time is considered an attendance violation as discussed in the previous statement.
8. Students may NOT smoke, eat or drink or store food or drink other than in the designated areas. Only bottled water or water in a clear (not colored) covered container is allowed in the classroom or at the student station. When additives are added to the water, it is no longer water. Anything other than water in the approved

container must be stored, eaten, or drunk in the designated break area and the student must clock out to eat or drink it.

9. Comply with the published dress code and practice proper hygiene and grooming at all times. Students not in compliance with dress code may not be allowed to clock in until coming into compliance or they may be asked to clock out and change into dress code before attending classes.
10. Self-applications do not receive educational credit. Students are to come to school dressed and groomed and are expected to use their own personal products away from the clinic floor to touch up their hair or make-up. Kit items and clinic floor supplies are for educational services only.
11. Follow all state laws and regulations at all times while on the school premises.
12. Understand that training involves sanitation, cleanliness and care of equipment. Students are responsible for personal work stations and work area. Daily assigned sanitation duties must be evaluated before clocking out each day. State Board requires all Students to follow Sanitation rules and practices at all times.
13. Practice courtesy, respect, and professionalism at all times when dealing with other students, clients, visitors to the school and staff.
14. Discuss only ethical and professional subject matter during school hours and refrain from using profanity.
15. Be fair and honest; never stealing; refrain from the willful destruction of property.
16. Refrain from having personal visitors to the school. Guests will be asked to remain in the lobby or leave unless they are scheduled for a clinic service. Inside and outside break areas are reserved for students and staff only.
17. Participate in curriculum related activities at all times when clocked in. Students are to remain in their respective areas and may not enter other classes in session. Excessive time in the Student break area is not allowed. Students who are not clocked in may not linger in the facility.
18. Refrain from using the business phone for incoming or outgoing calls without the express permission of a staff member or at designated times. Personal calls are limited to 3 minutes.
19. Observe and adhere to the Electronic Device Policy details listed separately. All verbal phone calls must take place off the clock in the break area or outside.
20. Park only in the designated areas for Student parking. Front row parking is reserved for client use. The school does not provide parking for its Students.
21. Know all pricing and service policies of the school and the name, purpose, benefits, procedures and cost of products.
22. Record all client service information and obtain all required signatures.
23. Recommend and prescribe appropriate services and retail products to each client assigned in order to develop professional skills.
24. Respect the front desk and lobby as a business area. Conduct your business and do not loiter. No students are permitted behind the counter.
25. Strive to continually upgrade abilities through education and practice.
26. Do not discuss confidential information with other parties (i.e., contract details, disciplinary action, and private administrative or advisement sessions).
27. Students are not allowed to be disrespectful to any staff member at DuVall's School of Cosmetology. Students are required to follow instructors' directions during the client consultation and client service.

Rules and boundaries are set in an effort to provide a quality working and learning environment, adhere to the governing agencies the school must abide by, and provide excellent customer service to clients. Students not abiding by the rules will be subject to progressive disciplinary action. Not abiding by the rules may lead to receipt of verbal or written advisements, out of school suspension, enrollment status probation or dismissal from school.

ATTENDANCE POLICY:

Students clock-in and out each day to record hours of attendance. It is the Students responsibility to verify their status as present or absent. Failure to do so may result in loss of hours. To receive clock hour credit the student must clock in when arriving at school and when leaving school, and when leaving or returning from lunch and/or breaks. Full Time Students are required to take a 60-minute lunch each day. Shorter lunch breaks may be approved by instructor. Students must be clocked out when taking a break or at lunch. Students must clock out when exiting the building or entering the break room for any reason and for any amount of time.

It is imperative that students' attendance is reliable in both Theory and Clinic in order to enable timely program completion, accomplish thorough and complete training in all subjects, and ensure excellent customer service to DuVall's clients. Failure to comply with minimum expectation will result in progressive disciplinary action.

Minimum expectation for Theory and/or overall attendance is 67% in any given month. Attendance is measured at monthly Academic Advising as well as evaluations of Satisfactory Academic Progress. A student may be placed on probation for either unsatisfactory monthly attendance average, cumulative attendance average, or theory attendance average. As with any probation, if the student fails to correct the problem by the end of the probationary period, he or she will be placed on a second probationary period. Failure to correct the problem by the end of the second probationary period will result in progressive disciplinary measures, including termination.
Students are required to notify the front desk/teacher via phone, Facebook, or in person in advance if they are not going to be present during any time they are scheduled to be in school. Failure to communicate in advance may be addressed with progressive discipline measures including verbal and written advisement, suspension, probation, and termination. Absenteeism affecting customer service to DuVall's clients will have more severe consequences. If a student declines to perform any service or activity for which they are assigned, they must clock out and leave the school property for the day.

SOCIAL MEDIA POLICY

Social media and networking are encouraged as a tool of the industry. In an effort to keep things professional, DuVall's has chosen to participate as a Bloom Circle Premium Partner School and has provided every student and staff member a bloom circle account in which to interact with for industry-related media. Staff members and Students may connect to other social media accounts the school has accounts with (Facebook twitter, Pinterest, LinkedIn, etc.), but staff are restricted from directly connecting to active student's accounts and vice versa. These accounts are advertisement for the school and available for any of our staff, students, customers, potential customers and business associates to participate in, therefore we ask everyone to refrain from venting about school situations on any social media. Please direct your concerns through the proper channels to handle them. Any negative publicity regarding the school will be requested and expected to be removed.

CONFIDENTIALY POLICY

Information about contract, disciplinary actions, advisements, etc., may not be shared with other parties. In addition, all student advisement or conversations between any student and administration is confidential and private. Do not discuss your contract or interaction with other parties among fellow students. Violation of this policy may lead to corrective action, up to and including termination.

COPYRIGHT INFRINGEMENT POLICY

Copyright infringement is the act of exercising, without permission or legal authority, exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer sharing, may subject the student to civil and criminal liabilities. For more information, please visit www.copyright.gov. Students who engage in illegal downloading or uploading of files, unauthorized peer-to-peer sharing of files, or unauthorized distribution of copyrighted materials using the school's technology system shall be subject to the school's rule enforcement policy resulting in no less than in school suspension.

DISCIPLINARY POLICIES

Although this is adult education, all adults realize that there are organizational structures and guidelines that are required. It is our desire that the student would accept the authority and leadership of the faculty and staff and come into compliance upon making a student aware of a breach of compliance. However, if necessary, further action will be taken by the School. Action may include advisement, sending the student home for the rest of the day, out of school suspension, probation, or termination. Each violation is subject to case by case basis and will be handled in that manner. Every student will be made aware of the violation, plan of action that will be determined and signed off on by the staff, instructor, or administration involved, and document time frame of resolution. The student has an opportunity to sign acknowledgement of the receipt of this determination, however, the student's acceptance or rejection to sign the receipt does not change the decision or action that the school representative determined. TDLR violations are serious and will be handled in that manner according to their regulations. TDLR violations will not be given a verbal write up due to the severity. Multiple violations of any kind may result in termination, whether they are for the same issue or not. Students must understand that any infraction of the Standards of Conduct, General Policies or the Enrollment Agreement could result in <u>any</u> of the following disciplinary actions:

ADVISEMENT – VERBAL OR WRITTEN:
A conversation or written advisement of the expectation of conduct.

OUT OF SCHOOL SUSPENSION:
Enrollment may be immediately suspended for 1 to 13 days for an infraction of the Standards of Conduct or General Policies at the discretion of the school administration. No adjustment of scheduled hours is made regarding contract dates or cumulative attendance percentages. Students who commit multiple infractions may be terminated from school.

DISMISSAL - TERMINATION:
Enrollment may be terminated at the discretion of school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the institution or for any of the following reasons:

- Non-conformance with the Standards of Conduct, General Policies, or Enrollment Agreement
- Non-conformance with the state laws and regulations governing Schools and Students
- Non-compliance with the school's Satisfactory Academic Progress Policy
- Multiple infractions
- An action that causes or could cause bodily harm to a client, visitor, student or employee of the school
- Theft (theft of services; theft from the school including equipment, products, or kit items; theft from students, staff, clients, or visitors)
- Engaging in the manufacture, distribution, dispensation, possession or use of drugs or alcohol
- Immoral or improper conduct
- Willful destruction of school property
- Absent fourteen (14) consecutive calendar days with or without contact.

Disciplinary decisions may be appealed by submitting a clear, concise written statement containing all pertinent data and facts. The appeal will be reviewed by the school administration and the Student will be notified of the decision within 30 days of the receipt of the appeal. Students are encouraged to voice their grievances with School Director or the Owners by means of the Institution's Grievance Procedure. Concerns which are not made known to the applicable management personnel cannot be effectively addressed in a timely manner.

GRIEVANCE POLICY
In accordance with the institution's mission statement, DuVall's School of Cosmetology 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 or request an appeal at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine frequency, nature, and patterns of complaints for the institution. The information will be used in evaluating institutional effectiveness and outcomes. Contact the campus administration office to obtain the designated form and detailed procedures for how to properly register a grievance/appeal.
In the event a student has a concern or grievance that cannot be resolved with the School's Administration or the student believes the school is in violation of accreditation requirements the student can pursue the matter by contacting the agency listed below, if the grievance is within the scope of that agency's authority:

National Accrediting Commission of Career Arts & Sciences
3015 Colvin St.
Alexandria, VA 22314
(703) 600-7600
or
Texas Department of Licensing and Regulation
P.O. Box 12157
Austin, TX 78711
(512) 463-6599

ACADEMIC ADVISING
To determine academic progress, students are assigned theory study and a minimum number of practical performances. Theory is evaluated after each unit of study. Practical performances are evaluated as completed

and counted toward course completion ONLY when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in practical skills evaluation criteria adopted by the School. Students must maintain a cumulative theory grade average of at least a C or 75% and pass a written and practical final exam prior to graduation. Students should make up failed or missed tests and incomplete assignments within 2 weeks. Numerical grades are given on the following scale:

WRITTEN and PRACTICAL GRADES

A =	93- 100	Excellent
B =	85 - 92	Very good
C =	75 - 84	Satisfactory
D =	0 - 74	below standards – Unsatisfactory

Students are advised regarding progress and achievement on a monthly basis. Areas of focus for academic advising include attendance, grade point average, practical skills, communication skills, and personal development. Student strengths and areas needing improvement are identified and a plan of action is discussed.

Advising regarding licensing, regulations, reciprocity, employment and continuing education opportunities is available to students as it is needed. The administration office has a list of agencies for referral if a student needs other assistance.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Satisfactory progress in both attendance and academic work is a requirement for all students enrolled in DuVall's School of Cosmetology. Federal regulations require all schools participating in state and federal financial aid programs to monitor SAP. These standards are applicable to all students attending DuVall's School of Cosmetology, regardless of their source of funding, and are provided to each student prior to enrollment. SAP evaluation periods are based on actual contracted hours at the institution.

DuVall's School of Cosmetology requires all students to maintain Satisfactory Academic Progress (SAP) as established by this school, in order to continue to matriculate at the school and to continue to be eligible to participate in the federal government's Title IV financial aid programs. These standards apply to all students, regardless of the source of the student's funding, and to all students, regardless of their status (full-time or part-time). All students must comply with the following standards:

- All students must maintain a cumulative academic average of "C" (75% or better on all tests, work projects, practical applications) and other required course work. The school has established a minimum acceptable level of academic progress equivalent to a C or 75% grade point average in both written and practical skill requirements.
    - Numerical grades are considered according to the following scale:

      WRITTEN and PRACTIAL TEST

      A 93 -100 EXCELLENT
      B 85 - 92 VERY GOOD
      C 75 - 84 SATISFACTORY
      D 0 - 74 NEEDS IMPROVEMENT; DOES NOT MEET STANDARDS
- A student must maintain an average cumulative attendance of 67% or better. The attendance percentage is determined by dividing the total hours completed by the total number of hours scheduled.
    - Credit hours from another institution that are accepted toward the student's education program must count as both completed and scheduled hours when calculating the cumulative attendance ratio.
- In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness.
- All students must complete the program within 150% of the published length of the program. The time frame will be measured in terms of scheduled hours.
    - A leave of absence will extend the student's contract period, and maximum time frame, by the same number of days in the leave of absence.
    - All credit hours at the institution and transfer credit hours must be counted toward the 150% eligibility.

- Students re-entering within 180 days of their withdrawal will re-enter in the same SAP status they earned at the time of withdrawal. Students re-entering after 180 days of their withdrawal will be treated as new students with transfer hours and new SAP checkpoints.
- Students must meet the following requirements in their program of study to qualify for graduation:
    - Successfully complete all levels of study, required tests and practical assignments
    - Pass a final written and practical examination
    - Complete the program of study and hours according to regulatory requirements
    - Make satisfactory arrangements for all debts owed to the school.

The Satisfactory Academic Progress Policy contains the following elements:

- Attendance Progress Evaluations
    - Cumulative Attendance Percentage
    - Maximum Time Frame
- Academic Progress Evaluations
- Determination of Progress Status
- Warning /Appeal/Probation
- Re-establishment of Satisfactory Progress
- Reinstatement of Financial Aid
- Course incompletes, withdrawals, or repetitions do not apply and have no effect upon the institution's satisfactory academic progress standards.

Evaluation Point:

Students are evaluated **at the end of each payment period in an academic year.** A payment period is based on actual hours completed and is defined to be the mid-point and end point of each academic year (900 hours and 26 weeks). For students with Transfer Hours or Students Re-Entering their program outside 180 days of their last date of attendance where the number of hours remaining is less than a full academic year, the payment period will be at the mid-point of each partial academic year. Students are evaluated at the following evaluation points.

1000-hour program:

- 450 completed hours
- 900 completed hours
- 950 completed hours

750-hour program:

- 375 completed hours

Evaluation points for students with transfer hours shall be calculated based on the actual contracted hours with DuVall's School of Cosmetology. Students are provided copies of their evaluations at each evaluation period.

Maximum Time Frame

The time frame in which a student must complete the educational program they have enrolled in that may not be more than 150% of the published length of the educational program.

Published Program Hours	**Maximum Time Frame 150% scheduled weeks**	**Maximum Time Frame 150 % scheduled hours**
COSMETOLOGY-1000 HOURS		
1000 FT -- 35 hrs/week; 29 weeks	43 Weeks	1500
1000 FT 3 Day --27 hrs/week; 37 weeks	56 Weeks	1500
ESTHETICS -- 750 HOURS		
750 FT – 35 hrs/week; 22 weeks	33 Weeks	1125
750 PT -- 17.5 hrs/week; 43 weeks	65 Weeks	1125

The maximum time allowed for transfer students and reentry students who need less than the full course requirements will be determined based on 67% of the scheduled hours of the current enrollment contract. For a Leave of Absence, the contract end date will be extended by the number of days in the Leave (LOA) thereby also

extending the end date of the maximum time frame. A student that has met Maximum Time Frame is withdrawn from the institution and an instructional Refund Calculation is completed.

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at each evaluation point are considered to be making Satisfactory Academic Progress until the next scheduled evaluation. Students who have not met cumulative attendance and the grade point average required are considered not meeting Satisfactory Academic Progress. Status remains the same until the next evaluation point. An evaluation form will be kept on file for each evaluation point and is available to the student upon request. The final transcript shall be considered the final evaluation form for a graduate. Students determined not to be making Satisfactory Academic Progress will receive written notification.

WARNING / PROBATION / APPEAL

Students who fail to meet minimum requirements (67% cumulative attendance and 75% GPA) at the end of a payment period will be placed on a **Financial Aid Warning**. Any student on Financial Aid Warning may continue to receive assistance under the Title IV HEA programs for one payment period. Consecutive warnings are prohibited.

It is expected that a student will use the Financial Aid Warning payment period to correct the Attendance and or GPA issues and be restored to the status of accomplishing Satisfactory Academic Progress. However, if the student is not meeting Satisfactory Academic Progress at the end of the Financial Aid Warning Period:

- The student will not be eligible to receive Title IV, HEA funds but may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification failure to meet SAP for two consecutive payment periods.
    - The student may appeal and if the appeal is granted, the student will be placed on **Financial Aid Probation** for one payment period. Any student on Financial Aid Probation may continue to receive assistance under the Title IV HEA programs for one payment period only, however, in order to be eligible to retain the funds on account the student must regain SAP at the next evaluation point. Failure to do so will result in refunding the Title IV HEA funds and the student will be required to make satisfactory payment arrangements.
- Regardless of how the account balance is satisfied, the student will be on probationary status throughout the next payment period and in order to continue their enrollment at the school will be required to meet specific criteria of an Improvement Plan to assist them in regaining SAP and Title IV eligibility.

APPEAL PROCESS:

If a student is determined to not be making satisfactory academic progress due to cumulative attendance percentage, grade point average, or maximum time frame, and if it is mathematically possible for the student to improve the results to the minimum standards required to meet Satisfactory Academic Progress by the next evaluation point, the student has the right to appeal the determination. Grounds for appeals for failure to meet Satisfactory Academic Progress are limited to death of a relative, injury or serious illness of a student, or other extreme special circumstances. They are not to be confused with an excess of normal absences.

1. The school will provide the student within 10 days following the action of the school, a written statement of fact, which is the basis of the action of the school.
2. The Appeal must be done within 10 days of the receipt of such written notice. Students choosing to remain in school while requesting an appeal will be responsible for charges accrued whether or not the appeal is granted.
3. The student may appeal the action of the school by requesting such appeal in writing to the School Director along with supporting documentation showing the reasons why the decision should be reversed and request a re-evaluation. The appeal must include:
    - Why he/she failed to make SAP (Appeals for failure to meet Satisfactory Academic Progress are limited to death of a relative, injury or serious illness of a student, or other extreme special circumstances).
    - Supporting verifiable documentation
    - An explanation of what has changed that will allow the student to make SAP at the next evaluation point.

- A suggested plan of action to accomplish the SAP minimum standards by the next evaluation point and a statement of personal commitment to follow an agreed upon plan.

4. The student has a right to make a personal appearance before the School Director.
5. Should a student fail to appeal the decision, the decision will stand.
6. Notification of the school's action on the appeal will be retained in the student file and will be sent to the student within 30 days.
    - If denied, the reason will be stated.
    - Should the student prevail upon appeal, they will be placed on Financial Probation. The student is still considered NOT making Satisfactory Academic Progress, but will be eligible for Title IV, HEA funds for that payment period.

LEAVE OF ABSENCE OR WITHDRAWAL

All students who have withdrawn or taken a leave of absence and choose to re-enter into a course, within 180 days of their last day of attendance, will be placed under the same satisfactory or unsatisfactory progress status prevailing at the time the student withdrew or went on a leave of absence.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements at the next evaluation point.

REINSTATEMENT OF FINANCIAL AID

Title IV, HEA funds will be reinstated to qualified students who have received a financial aid probation as a result of a successful appeal or who have re-established satisfactory academic progress by meeting the minimum cumulative attendance and academic requirements at the end of a payment period and are able to complete their program within the maximum time frame.

INCOMPLETES, REPETITIONS, NONCREDIT AND REMEDIAL COURSES

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

MEMBERSHIP AND AFFILATIONS

American Association of Cosmetology Schools (AACS)

AACS is a Non-profit Educational Association that brings together all facets of the Cosmetology Industry (students, individuals, instructors, and merchants); to further the education of Cosmetology Arts and Sciences. AASC represents the cosmetology institutions and students before Congress, the Department of Education and State Legislatures.

NACCAS

National Accrediting Commission of Career Arts and Sciences is a national agency for the institutional accreditation of postsecondary schools and departments of cosmetology arts and sciences, including specialized schools.

Associated Hair Professionals, Associated Skin Care Professionals, Associated Nail Professionals

DuVall's School of Cosmetology students are provided access to a website builder and matching email address. ASCP, ASHP, and ASNP also includes marketing material, an on-demand video education library along with a resume builder. Students will also get access to invitation and discounts to industry events along with an ASCP student life monthly e newsletter.

Dermalogica Partnership School

The Esthetics program is enhanced by partnering with Dermalogica, a provider of the highest level of technical and theoretical skills in the skin care industry. Dermalogica professional skin care products and techniques are used daily in the spa.

DermaMed Solutions

DermaMed Solutions, a leading manufacturer of high-quality microdermabrasion equipment and clean clinical skincare, offers an Aesthetic Education Award for students who are passionate about skincare. DuVall's Esthetics students and applicants are eligible to apply for an award of up to $1000 by completing all the application requirements listed on website. Awards are given twice each year. The DermaMed Solutions Aesthetic Education Award is presented to the chosen applicant interested in attending, or already enrolled at an accredited aesthetic

program, who expresses their passion for the skin care industry, and shares the core values of DermaMed Solutions.

Mid-Cities Pacesetters Rotary Club

DuVall's School of Cosmetology is a Corporate Member of the local Rotary, joining forces to promote the advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

HEB Chamber of Commerce

The HEB Chamber is an association of businesses working together to improve the quality of life and economic climate in our area. DuVall's is pleased to participate as a member of the local Chamber of Commerce

NICHE
Connect to your future school and compare rankings, reviews, and statistics of similar colleges through Niche. Access a list of scholarship opportunities or get matched by eligibility to select scholarships. Browse guidance regarding selecting a college, applying for financial aid, and getting the most out of your college experience

TDLR
DuVall's School of Cosmetology is authorized by TDLR to operate as a Cosmetology School in the State of Texas. Compliance inspections may be held every 6 months, and proof of inspection specifying results is posted in the lobby. All instructors are licensed by TDLR, and students obtain a permit and must comply with TDLR guidelines. Hours clocked by students are reported to TDLR monthly.

TRADE ADJUSTMENT ASSISTANCE (TAA)
Trade Adjustment Assistance (TAA) and Alternative Trade Adjustment Assistance (ATAA) help trade-affected workers who have lost their jobs as a result of increased imports or shifts in production out of the United States. Certified individuals may be eligible to receive one or more program benefits and services depending on what is needed to return them to employment.

Texas Workforce Solutions – Vocational Rehabilitation Services
DuVall's School of Cosmetology is an approved training facility of Texas Workforce Solutions – Vocational Rehabilitation Services, under the umbrella of TWC. Applicants should first establish their eligibility for assistance through TWS VR counselors . The VR Team and DuVall's School of Cosmetology work together to support the student's success throughout the enrollment process and career training.

MAC
DuVall's School of Cosmetology students are eligible to participate in MAC Pro Student Program, a paid-for membership program open to individuals attending an eligible school.

CHI
As a Chi Partner School DuVall's uses the latest, most updated flat-iron made by Chi. Chi is a provider of educational classes in the classroom as well as at events such as hair shows, showcasing both techniques and product knowledge.