

CONSIDER YOUR **CAREER!**

DuVall's School of Cosmetology

201 Harwood, Suite 218
Bedford, TX 76021

STUDENT
**HANDBOOK
CATALOG**

September 9, 2026

#25

Student Catalog and Handbook: #25, September 9, 2026

Table of Contents

PAGE	SECTION		
3	Mission Statement & General Objectives	18	Scholarships
3	Ownership, Licensure, History	18	Financial Assistance
3	Assessment Plan	19	Rights and Responsibilities of Students Receiving Loans
3	Facility	20	Privacy Policy (FERPA) and File Access
4	School Faculty	20	Directory Information
4	Commitment to Program Integrity	21	Electronic Signature Policy
4	Preservation of Rights	21	Academic Advising
4	Rights Reserved	21	Americans with Disabilities (ADA) Policy
4	Admissions and Enrollment Requirements	21	Housing
5	Procedure for Accepting High School Diplomas	21	Anti-Harassment and Discrimination (Title IX) Policy
5	Ability-To-Benefit Policy	22	OSHA
5	Transfer Students	22	Vaccination
5	Re-Entry Students	22	Voter Registration
5	Financial Commitment	22	Campus Security and Crime Awareness
6	Federal Student Aid Eligibility	22	Firearms Policy
6	Class Calendar and Attendance	22	Drug & Alcohol Abuse Policy
6	Holidays	23	Dress Code
6	Inclement Weather	23	Electronic Device Policy
6	Make Up Time	23	Standards of Conduct
7	Campus Performance Statistics	25	Attendance Policy and Clocking In/Out
7	Program Outlines	26	Social Media Policy
7	Grading Procedures	26	Confidentiality Policy
8	Instructional Methods	26	Copyright Infringement Policy
8	Units of Instruction and Hours	27	Student Conduct and Disciplinary Policies
8	References	27	Advisement – Verbal or Written
9	Required Practical Experiences	27	Out of School Suspension
9	Cosmetology Course Outline	27	Dismissal – Termination
10	Cosmetology Student Kit	28	Grievance Policy
10	Esthetics Course Outline	28	Academic Advising
12	Esthetics Student Kit	29	Satisfactory Academic Progress (SAP) Policy
12	Kits and Books	30	Evaluation Point
12	Leave of Absence	30	Maximum Time Frame
13	Graduation Requirements	31	Determination of Progress Status
14	Transcripts	31	Warning / Probation / Appeal
14	Licensure Requirements	31	Financial Aid Warning
14	Career Opportunities	31	Failure to Meet SAP After Financial Aid Warning
14	Career Considerations	31	Financial Aid Probation
15	Employment Assistance	32	Appeal Process
16	Withdrawal Requirements	32	Appeal Requirements and Timeline
16	Refund Policy Regarding Tuition Charges	33	Re-establishment of SAP
17	Federal Return of Title IV Funds Policy	33	Reinstatement of Financial Aid
17	General Information Regarding Withdrawal	33	Incompletes, Repetitions, Non-Credit and Remedial Courses
		34	Memberships and Affiliations
			Catalog Addendum Includes
			Holidays & Closings
			Class Start Dates
			Book & Kit Lists
			Program Costs
			Localized Cost of Attendance Budgets
			Advisory Board
			School Staff

Prospective students should review the institute's approved catalog for information 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 addresses on the Document & 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 to be eligible for entry-level employment in the field of cosmetology or esthetics.
- Learn to communicate effectively 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
- Approximately 232 square feet 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. They have gained extensive knowledge through practical experience working in salons and spas, as well as additional training in their craft. 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 of 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 the name that matches their 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 prerequisites
 - A high school diploma or transcript showing a date of 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 hours must request an evaluation prior to enrollment 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 a \$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, 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. The School 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 a home school program must submit: Their home school transcript demonstrating that all state graduation requirements, including the good citizenship requirement, have been met. And a signed statement from the parent or guardian who administered the home school program certifying that the student has completed a secondary school education 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 (ATB) students.

TRANSFER STUDENTS

Hours to be considered for transfer must be fully paid for and recognized by the Texas Department of Licensing and Regulation (TDLR). The school will evaluate the students' 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 number of program hours at DuVall's 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 from their program of study to consider re-enrollment and continue working toward the completion of their educational and career goals.

Students wishing to re-enter must request approval from the School Director. The request will be reviewed, and a decision will be made within 10 business days of the request. A re-entry request may not be approved if the student was dismissed by the school because of disciplinary action.

- Students who re-enter the program within 180 days of their last date of attendance will return under the same Satisfactory Academic Progress (SAP) status they held at the time of withdrawal. The student's original Enrollment Agreement will remain in effect. An addendum to the Enrollment Agreement will be completed to update the contract end date.
- Students who re-enter the program after 180 days of their last date of attendance will be considered a new student for enrollment purposes, with previously completed hours evaluated as transfer hours. A new Satisfactory Academic Progress (SAP) evaluation will be established based on the actual hours contracted with the school. The student must complete a new Enrollment Agreement that reflects all current school policies, tuition rates, and regulatory requirements in effect at the time of re-entry.

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 Federal Direct Loans and/or the Federal Direct PLUS loan program.
- 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 a financial need.
- Citizenship and residency requirements must be met.
- Students must be enrolled as regular students in an eligible program 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 Tuesday/Wednesday/Thursday 9am – 7pm. All 3-day Discovery, Skills, and Creative Cosmetology are scheduled for two 30-minute breaks each day.

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 in 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.

INCLEMENT WEATHER

The school may close due to inclement weather. Students are advised to go to the Channel 8 website at www.wfaa.com/closings Upon arriving at the website students can obtain pertinent information regarding unexpected school closures or a delayed opening due to weather or other extenuating circumstances. Notices of closure will also be announced on Instagram/Facebook as well as BAND. In the event of a closing for weather all contract end dates are evaluated and adjusted as necessary so as not to penalize the student. All contract end dates will be reviewed and adjusted within fourteen (14) days.

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, over contract 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 graduate employment rate. The most current published rates may be obtained from the office 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	0-280 Hrs	280-770 Hrs	770-1000 Hrs
Esthetics	0-140 Hrs	140-595 Hrs	595-750 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 lectures, demonstration, technology, and hands-on practice. At the end of Discovery, the Student will be advanced to the Skills phase.

Students who have outstanding requirements at the point when they advance to Skills will do so 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. The student will advance to Skills theory. While on the clinic floor they may 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).

Skills: During this vital level of training, students will further develop and expand their skills to meet the needs of clients. They will perform services in the client salon or spa and become increasingly self-confident and proficient in their communication, consultation, and technical skills. The education is provided through interactive lectures, demonstrations, technology, guest speakers, and hands-on practice. At the end of the Skills, students will advance to the Creative phase. For a student to advance to Creative they will need to meet the following criteria:

- Students have achieved the appropriate number of hours to progress to the next level
- Students have passed all required tests and assignments; or are working on an individualized academic plan to successfully make up all outstanding tests and assignments
- Cosmetology students have completed 63% of program practical requirements
- Esthetics students have completed 60% of program practical requirements

Creative: In this final level of training, Students will master the expert level of 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 hours will prepare a Student for immediate success and will dramatically improve their opportunities for employment upon graduation. Students will focus on state board preparation, professional development, and career placement. The education is provided through interactive lectures, demonstrations, technology, guest speakers, hands-on practice, and competency skills evaluation.

Alumni: Upon completion of the required program hours, graduates are encouraged to promptly begin the testing and licensure process. Graduates are responsible for submitting documentation verifying their licensure and employment in their respective fields.

GRADING PROCEDURES:

Students are assigned to theory study and have 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 (referred to as a test-out) using detailed criteria will be conducted during the program of study and rated on a 100% scale. 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.
- Certain practical assignments are categorized as advanced or specialty training (ie. resurfacing peels or all over color combined with full highlights). Other practical assignments will be graded as specialty points (SP) by the educator when deemed to be more complex or advanced. Specialty or advanced practical's may be completed throughout the student's Skills and Creative hours.
- 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 exam on a different 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 their 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 during the scheduled test out. If the student is not present for the test out, or fails the test, they will be placed on the 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 learning within the applicable units of study. In addition, students learn career and employment information including professional ethics, effective communication 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 materials 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 track a student's point on their 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 37 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 entry level positions in Cosmetology or related career fields. The US Department of Labor's Standard Occupational Classification (SOC) code for the Cosmetology program is 12.0401. Visit the website address 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 communication skills and visual poise.
- Recognize the responsibilities of the employer-employee relationship and consistently provide professional, ethical, and high-quality service.
- Perform 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

912	HAIR CARE: Cutting, styling, coloring, chemical textures, and related theory and application; business skill; professional development and salon management; health; safety; and laws
44	NAIL CARE: Manicuring and related theory and applications, business skills; professional development and salon management; health; safety; and laws
44	SKIN CARE: Facials, hair removal, and related theory and application; business skills; professional development and salon management; health; safety; and laws
1000	TOTAL HOURS

Hours Subject – Unit

700	Hair Care theory and related practice: Anatomy and physiology; Diseases and disorders of the skin, scalp, hair and nails; Chemistry (haircoloring, chemical waving, and relaxing); Haircutting; Hairstyling; Hair and scalp treatments, scalp massage; Hairweaving, extensions; Chemical textures and applications; Infection control, sterilization and sanitation, health, safety, first aid, laws and rules; Tools and equipment; Business skills and establishment management. Skin Care and related theory: Body hair removal, face and neck massages and facials, make-up application; Infection control, sterilization and sanitation, health, safety and first aid, laws and rules; Tools and equipment; Business skills and establishment management. Nail Care and
------------	---

	related theory: Manicuring and pedicuring, artificial nails; Infection control, sterilization and sanitation, health, safety and first aid, laws and rules; Tools and equipment; Business skills and establishment management.
300	Specialty Practice and related theory: Advanced hair service techniques; Advanced chemical reformation services; Advanced hair coloring processes; Advanced nail care services.
1000	TOTAL HOURS

COSMETOLOGY PROGRAM PRACTICAL EXPERIENCES

Requirements	Category Definitions (Specialty Practice will be labeled SP on Student Progress Report)
200	HAIR SERVICES: To include shampooing, thermal styling, blow dry styling, wet styling, and cutting.
100	SPECIALTY HAIR SERVICES: To include pin curls, arranging, dressing, sets with rollers, updo's, specialty styles (silk press, hair pressing, finger waves, cornrows, braiding, curtain bangs), removing length/bulk with use of razors and thinning shears.
20	CHEMICAL REFORMATION: All forms of chemically relaxing/straightening the hair.
15	SPECIALTY CHEMICAL REFORMATION: To include curl reformation, specialty perms, and restructuring of the hair.
45	HAIR COLORING: Temporary, semi-permanent, demi-permanent, and permanent color including tints, toners, frosts, bleaches, tipping, highlighting, lowlighting, dimensional hair coloring, other forms of creative hair coloring and mixing.
45	SPECIALTY HAIR COLORING: To include balayage, ombre, vivid colors, color retouch/all over color with a highlight/lowlight application, money pieces and color corrections.
10	SCALP and HAIR TREATMENTS: Scalp manipulations and massage, deep conditioning treatments, split end treatments, and shine treatments.
10	NAIL CARE: Basic manicures and pedicures, polishing.
10	SPECIALTY NAIL CARE: To include deluxe manicure/pedicure services, nail art, tips, overlays, sculptured nails, and wrapping.
10	SKIN CARE: Skin analysis and after care procedures, basic facials, facial manipulations and massage, exfoliation, makeup application, hair removal, brow arching, waxing, lash/brow tinting.
20	BUSINESS ADMINISTRATION: Evaluation of business administration performance, salon business projects, salon field trips, daily cleaning/sanitation duties.
485	TOTAL POINTS

COSMETOLOGY STUDENT KIT:

Current items in the kit can be found in the Catalog Addendum

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 facial manipulative skills, safety, and sanitation knowledge 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.
- Recognize the responsibilities of the employer-employee relationship and consistently provide professional, ethical, and high-quality service.
- Perform the basic manipulative skills required for facial massage, effective use of required implements and equipment, proper application of makeup, unwanted hair removal, and lash/brow tinting.
- Apply the technical information and related matter to assure sound judgments, decisions, and understanding of 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

70	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.
140	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; Knowledge and understanding of TDLR Rules and Regulations. CLIENT CARE: Development of skills in client consultation, client care, and customer service.
70	ANATOMY AND PHYSIOLOGY: Cells, tissues, and organs; Body systems; Overview of bones and muscles of the head, face, and neck.
35	ELECTRICITY, MACHINES, AND RELATED EQUIPMENT: Nature of electricity, two types of electric based treatment procedures, electrotherapy and its uses; electromagnetic radiation; five types of light therapy and its benefits, and high frequency.
35	CHEMISTRY AND RELATED THEORY: Forms and properties of matter; Elements, compounds, and mixtures; Chemical reactions and solutions; the pH scale; FDA laws governing skin care products; Product safety.
35	NUTRITION: Nutritional guidelines, general health and fitness.
70	SUPERFLUOUS HAIR REMOVAL AND RELATED THEORY: Tweezing, Depilatory lotions; Waxing.
225	SKIN CARE, FACIAL TREATMENTS AND RELATED THEORY: Facial treatments, skin analysis, cleansing, masking, and proper after care; Basic facials, chemical peels, microdermabrasion, facial manipulations, exfoliation; Hair removal, brow arching, waxing, lash/brow tinting.
70	MAKEUP AND RELATED THEORY: Makeup application: for day and night looks, corrective makeup techniques, airbrush; COLOR PSYCHOLOGY: Understanding how the different colors influence human emotions, behavior, and decision making.
750	TOTAL HOURS

Hours Subject – Unit

450	Theory and related practice: Anatomy and physiology; Skin diseases and disorders; Skin analysis; Facial machines and related equipment; Basic facials; Chemistry; Superfluous hair removal and related theory; Sanitation rules and laws; Business management; Cleansing, masking, and facial after care; Electricity based therapy implements; Superfluous hair removal; First aid, health and safety; Makeup.
300	Specialty Practice and related theory: Advanced facial treatments, Body treatments, Chemical exfoliation; Hair removal with the utilization of devices; Makeup; Semi-permanent eyelash extension applications.
750	TOTAL HOURS

ESTHETICS PROGRAM PRACTICAL EXPERIENCES

Requirements Category Definitions (Specialty Practice will be labeled SP on Student Progress Report)

30	SKIN REVITALIZING/CLASSIC FACIAL: Includes skin analysis and care; Cleansing, facial manipulations, exfoliation, massage procedures, masking, and moisturization.
30	DEEP CLEANSING FACIAL: Includes skin analysis and care; Cleansing, masking, moisturizing, ventouse usage, and high frequency.
30	MICRODERMABRASION: Includes skin analysis and care; Cleansing, masking, and moisturizing, and utilization of a crystal or diamond tip.
20	SPECIALTY CHEMICAL EXFOLIATION: Includes use of the ampule; Anti-Aging Facial, Micro Peel facials, T1/T2 facials; Exfoliant Accelerator 35; Patch test.

10	SPECIALTY BACK TREATMENT: Includes skin analysis and care; Cleansing, exfoliation, masking, and moisturizing.
10	SMALL AREA WAX: Includes waxing of the eyebrows, forehead, lip, chin or cheeks, under arms, toes, fingers, or any small area wax application.
10	SPECIALTY MED/LARGE AREA WAX: Includes waxing of the upper arm and leg, lower arm and leg, chest, full arm, full leg, full back wax application.
10	LASH/BROW TINT: Includes any tinting on the lashes or brows.
10	MAKEUP APPLICATION: Includes basic makeup application, application of eyelash strips or tabs.
10	SPECIALTY MAKEUP APPLICATION: Includes artistic makeup, makeup application via airbrush, and semi-permanent eyelash extensions.
10	MASSAGE PROCEDURES: Includes massage services of the hands, neck, and shoulders.
10	SPECIALTY ADD-ON SERVICES: Includes serums, high frequency, extractions, galvanic treatments, red light therapy, and hot stones.
20	CHAPTER ASSIGNMENTS: Includes chapter and lesson worksheets, vocabulary, and product knowledge.
20	BUSINESS ADMINISTRATION: Includes the evaluation of business administration performance, salon business project, field trips, daily spa duties, setting up/breaking down of the spa, and disinfection of steamers and equipment.
230	TOTAL POINTS

ESTHETICS STUDENT KIT:

Current items in the kit can be found in the Catalog Addendum

KITS AND BOOKS

Students are responsible for purchasing a student kit through DuVall's School of Cosmetology, or comparable items for their specified program. Kits are issued in Discovery and are required for use throughout the program of study. It is recommended that all Cosmetology and Esthetics kits remain at the school for the duration of enrollment. Kit items are needed daily for client services, and for practical student experiences. 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 ability to use a combination lock to protect their valuables, and Cosmetology trolleys are lockable. Students are responsible for keeping their kit and trolley items secured 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, it is advised to always keep your property locked up. The school is not responsible for missing, lost, or stolen personal, kit or trolley items. Students are responsible for keeping track of their kit and trolley items, if items are 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 until the missing or lost kit items can be replaced. Once a replacement is obtained the instructor should verify the item is comparable.

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 the 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. Unless otherwise permitted, the students' request should be signed and dated. 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 the student is on leave. There are no fees associated with taking an LOA. A student who has an approved LOA in place is not considered to have withdrawn and no Return of Title IV or Refund Calculation will be completed. The reasons that a student may request an LOA are limited. A leave of absence is designed to protect a student's active enrollment status when experiencing an ongoing circumstance within the eligible criteria where there is a reasonable expectation that the situation is temporary and the student will return within the required time frame. All other needs for absences are expected to be covered by the 15% of additional time that is included in the Enrollment Agreement. Students are cautioned to use this time wisely and save it for emergencies that may arise.

A student may be granted no more than eight (8) Leave of Absences' (LOAs) in any 12-month period. Each LOA must be a minimum of three (3) calendar weeks. The cumulative duration of all approved LOAs may not exceed 180 calendar days in a 12-month period.

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 (ie. a pandemic, 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. For a Leave of Absence to be approved there must be a reasonable expectation that the student will return. The Campus Director 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 is provided within 14 calendar days of the first day of absence. The school will document the request and collect the LOA form from the student later. 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 by contacting 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.

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

Upon the student's return to class the student must see the Campus Director 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. If a student is withdrawn for failure to comply with the LOA policy, the student's withdrawal date will be considered their last date of attendance for purposes of calculating any applicable refunds.

GRADUATION REQUIREMENTS

To qualify for graduation and receive a diploma certifying successful completion of the prescribed program of study, students must meet all of the following requirements:

- Successful completion of the Discovery, Skills, and Creative phases of the program, including all required theory, practical assignments, and examinations associated with each phase.
- Pass all required written and practical final (test-out) examinations.
- Complete the program of study in accordance with all applicable regulatory requirements.
- Complete all required graduation documentation and, if applicable, participate in a Federal Direct Loan exit counseling session.
- Complete all clock hours required for the program of study.
- Satisfy all financial obligations owed to DuVall's School of Cosmetology.

Upon successful completion of the program of study and fulfillment of all graduation requirements, students will be awarded a DuVall's School of Cosmetology diploma for the applicable program. After all graduation requirements

have been satisfied and the student's scheduled program has concluded, the school will assist graduates with scheduling their state licensing examinations. DuVall's School of Cosmetology will pay the fees for the graduate's first written and practical state licensing examinations. Graduates are responsible for the fees required for issuance of their state license.

TRANSCRIPTS

Official and unofficial transcripts are available upon request through the School Director's office. Transcripts will be processed and issued within 10 business days of receipt of the request. A fee of \$10.00 will be charged for each transcript requested. Official transcripts will be released only to the student or to a third-party authorized in writing by the student, in accordance with applicable privacy laws and school policy.

LICENSURE REQUIREMENTS

Any person is eligible to receive a license as a Cosmetologist or 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 Licensing and Regulation (TDLR)/PSI to demonstrate their qualifications for licensure.

In Texas, cosmetologists and estheticians are required to complete 4 hours of approved continuing education every two years to renew their licenses. The required coursework includes 1 hour of sanitation, 1 hour of human trafficking awareness, and 2 hours of approved elective topics chosen by the licensee from subjects authorized by the Texas Department of Licensing and Regulation (TDLR).

Please note that completion of a program at DuVall's School of Cosmetology does not guarantee a student's eligibility for licensure or the issuance of a professional license.

CAREER OPPORTUNITIES

A license in cosmetology or esthetics can open the door to a wide range of rewarding career opportunities within the beauty and wellness industry. Whether pursuing a career in a salon, spa, medical spa, education, retail, product sales, or business ownership, licensed professionals can build a fulfilling and diverse career. Each student begins their educational journey with unique goals and aspirations. Some enter the program with a clear vision of a specialty they wish to pursue, while others are eager to explore many of the career paths the profession has to offer.

At DuVall's School of Cosmetology, students receive a comprehensive education designed to build a strong foundation in technical skills, professionalism, and industry knowledge. Through hands-on training and classroom instruction, students develop the confidence, creativity, and practical experience needed to succeed in today's beauty industry. This well-rounded education prepares graduates for a variety of career opportunities while helping them discover and cultivate their individual talents, interests, and professional goals.

The career opportunities listed below are intended to illustrate some of the many career opportunities available to licensed cosmetologists and estheticians. It is not an all-inclusive list, and graduates are encouraged to explore all specialties and professional pathways throughout the beauty and wellness industry.

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

Salon Manager	Beauty Influencer	Brand Ambassador
Salon Owner	Nail Technician	Celebrity Stylist
Platform Artist	Cosmetology Instructor	Independent Contractor

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

Skin Care Specialist	Waxing Specialist	Beauty Consultant
Spa Owner	Salon Manager	Brand Ambassador
Makeup Artist	Brow Artist	Esthetics Instructor

CAREER CONSIDERATIONS

Prospective students considering a career in cosmetology or esthetics are encouraged to carefully evaluate the opportunities and responsibilities of the profession. Success in the beauty and wellness industry requires a combination of technical ability, creativity, professionalism, and a commitment to lifelong learning. Individuals pursuing a career in this field should be prepared to:

- Develop the manual dexterity, coordination, and artistic skills necessary to perform beauty services with precision.
- Enjoy working with people and provide exceptional customer service while listening to and meeting clients' needs and expectations.
- Stay current with evolving beauty trends, techniques, products, and industry standards through continuing education and professional development.
- Dedicate the time and effort required to build a loyal clientele and establish a successful career.
- Commit to successfully completing the educational program and meeting all academic and practical training requirements.
- Develop the business, communication, and professional skills needed to manage or operate a salon, spa, or independent beauty business.

Prospective applicants and students should also be aware of the following considerations related to careers in cosmetology and esthetics:

- Many beauty professionals spend extended periods standing, performing repetitive hand movements, or maintaining positions that require physical stamina and endurance.
- Building a successful career may require personal investments in professional tools, continuing education, marketing materials, and business development, particularly for individuals who are self-employed or operate their own business.
- Beauty professionals routinely work with a variety of products and chemicals. Proper training, safe handling practices, adequate ventilation, and the consistent use of sanitation and safety procedures are essential to protecting both clients and practitioners.
- Maintaining high standards of sanitation, infection control, and workplace safety is a fundamental responsibility of every licensed professional and is essential to providing quality services.
- Compensation within the beauty industry varies based on the employer, geographic location, experience, clientele, and employment arrangement. Compensation may include hourly wages, salary, commission, a combination of salary and commission, booth or suite rental, or independent contractor arrangements.
- Individuals with certain criminal convictions may be ineligible for licensure by the Texas Department of Licensing and Regulation (TDLR). Applicants with a criminal history are strongly encouraged to request a criminal history evaluation from TDLR before enrolling to determine whether their background may affect eligibility for licensure. Certain offenses, including crimes involving prohibited sexual conduct, offenses involving children as victims, and certain violent crimes against people, may impact an individual's eligibility for licensure.

EMPLOYMENT ASSISTANCE

While DuVall's School of Cosmetology cannot guarantee employment upon graduation, the school is committed to supporting students in their transition from the classroom to the workplace. Career assistance is provided through job postings, networking opportunities, and referrals to area employers seeking qualified graduates.

Throughout their program, students receive instruction in professional development, including resume and portfolio preparation, employment applications, interviewing techniques, professional communication, and effective job search strategies. These skills are designed to help graduates confidently pursue employment opportunities within the beauty and wellness industry.

DuVall's School of Cosmetology also encourages qualified students to establish relationships with salon or spa professionals who can serve as mentors during their education. Mentorship provides valuable industry exposure, opportunities to build professional relationships, and insight into salon operations. For many students, these

experiences can lead to future employment opportunities and help facilitate a successful transition from school to a professional career.

WITHDRAWAL REQUIREMENTS

Students who withdraw from enrollment prior to completing their program of study are required to complete the following procedures:

- Complete all required withdrawal documents and participate in an exit interview, if applicable.
- Satisfy any outstanding financial obligations owed to the school or make approved arrangements for repayment through the financial aid department or School Director.
- Complete a locker inspection and remove all personal belongings.

All clock hours earned by the student will be reported to the Texas Department of Licensing and Regulation (TDLR) within ten (10) business days of the withdrawal date. The school is required to maintain accurate records regarding the student's financial account status, including whether the account is paid in full or has an outstanding balance.

Official and unofficial transcripts will be provided to the student or other authorized officials with the student's written consent. A fee of \$10.00 per transcript will apply.

Students who withdraw from enrollment will have forty-five (45) days from the official withdrawal date to retrieve any textbooks, kit items, supplies, or personal belongings remaining on school premises. Items not claimed within this timeframe are subject to disposal.

REFUND POLICY REGARDING TUITION CHARGES

A refund is based on the period of the students' 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 who are not accepted by the school shall receive a full refund of all monies paid to the school.
- If a student enrolls as a result 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 all monies paid.
- If a student (or parent/guardian of a student under legal age) cancels the Enrollment Agreement in writing within three (3) business days of signing, excluding Saturdays, Sundays and legal holidays, all monies paid to 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, all monies paid will be refunded, less the \$50 application fee.
- For cancellations, the official cancellation date will be determined by the postmark date of written notification, or the date written notification is delivered to the school in person.
- For withdrawals, the effective date of termination for refund calculation purposes will be the earliest of: (a) the student's last date of attendance; (b) the date the student was terminated by the school; (c) the date written notice of withdrawal is received by the school in person; (d) the postmark date of written notice of withdrawal; or (e) Fourteen (14) consecutive calendar days after the students last date of attendance.
- If a student is on an approved leave of absence and notifies the school that they will not be returning, the withdrawal date will be the earlier date the leave of absence expires or the date the student provides notice of their intent not to return.
- If a student enrolls, begins classes, and subsequently withdraws or is terminated before completing the program of study, tuition earned by the school will be calculated in accordance with the following table:

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 refund due to an applicant or student will be paid within forty-five (45) days of the date the school determines

that the student has officially or unofficially withdrawn, as defined in this policy. All refunds will be calculated based on the student's official last date of attendance.

In the event of a disabling illness or injury, the death of a member of the student's immediate family or other documented mitigating circumstances, the school will make a reasonable and equitable refund settlement. If the school permanently closes or discontinues instruction after a student has enrolled and begun classes, the school will provide a pro rata refund of unearned tuition or fulfill its obligations through an approved teach-out agreement. If a program is canceled after a student has enrolled but before instruction begins, the school will (a) provide a full refund of all monies paid; or (b) offer the student the opportunity to complete the course at a later scheduled start date. If the course is cancelled after a student has enrolled and instruction has begun, the school may (a) provide a pro rata refund based on the number of clock hours accepted by the receiving school; (b) provide the student the opportunity to complete the required clock hours; (c) participate in the approved teach-out agreement; or (d) provide a full refund of all monies paid.

This refund policy applies only to tuition and fees identified in the Enrollment Agreement. Any additional charges incurred by the student, including but not limited to replacement kit items, textbooks, supplies, products, or charges for unreturned school property, will be calculated separately at the time of withdrawal and may be deducted from any refund due or billed separately.

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 who withdraws before completing 60% 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 by the last date 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 the withdrawal date is after the completion of greater than 60% of the period of enrollment, the student has earned 100% of the Title IV funds and no refunds are 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 institutional 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 the student's enrollment; or (3) you fail to attend classes for 14 consecutive calendar days from the student's last date of attendance. The school will refund money due to the appropriate party/parties within forty-five (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.

Because Return of Title IV calculations are complex and are based on each student's individual circumstances, students are encouraged to contact the Financial Aid Office for further information.

**** (Title IV aid includes Federal Pell Grants, Federal Direct Loans, and Federal PLUS loans, etc.) ****

GENERAL INFORMATION REGARDING WITHDRAWAL

Students may contact the School Director or Financial Aid Office on how the calculation is determined for returning Title IV funds. The settlement calculation of final charges (including 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 day after the student's last date of attendance OR the date the school administration officially terminates the student's enrollment due to failure to maintain Satisfactory Academic Progress (SAP) requirements, failure to meet payment obligations or provide required financial aid documentation, disciplinary action, or other violations of school policy or enrollment requirements.
- **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 the Texas Department of Licensing and Regulation (TDLR) or the Department of Education.

A student may rescind his or her official notification to withdraw by submitting a written statement to the Campus 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 funds 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.

If a student does not return on their scheduled return date from a documented Leave of Absence (LOA), 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

DuVall's School of Cosmetology offers tuition discount scholarships at various times throughout the year, subject to availability. When scholarship opportunities become available, eligible applicants and students will be invited to apply and turn in any required supporting documentation for consideration. In addition to institutional scholarships the Financial Aid Office actively identifies and shares information about external scholarship opportunities for which students may qualify. Students are encouraged to check with the Financial Aid Office regularly for information regarding current and upcoming scholarship opportunities, eligibility requirements, and application deadlines.

FINANCIAL ASSISTANCE

Program charges consist of tuition, an application fee, and the required books and kit materials. At the time of enrollment, students are provided with a web link containing an itemized list of the required books and kit items. This allows students the option to purchase these materials independently from approved retail sources such as, Dermalogica, Cengage Learning, Amazon, or a local professional beauty supply store. Students who choose to purchase their own books or kit materials must obtain approval from DuVall's School of Cosmetology at least one (1) week prior to their scheduled start date. All approved self-purchased materials must meet the school's required specifications and must be available for the students' use on the first day of class.

Specific tuition, fees, and program charges for each course of study are published in the current catalog addendum. Applicants or students with questions regarding tuition, financial aid, consumer information, or financing options are encouraged to contact the Financial Aid office or the School Director.

Each program is designed to be completed within the contract period specified in the students' Enrollment Agreement. To support timely completion, DuVall's School of Cosmetology reserves classroom space, instructional staff, equipment, and other educational resources. Students who do not complete their program within the contracted enrollment period will be assessed over-contract charges as outlined in the Enrollment Agreement and in the catalog addendum. Over-contract charges must be paid prior to clocking hours, unless a payment arrangement has been made with the School Director or the financial aid office. The school reserves the right to

suspend a student's ability to clock additional hours until financial obligations are met or a payment arrangement has been approved.

Students may pay tuition and applicable fees by cash, check, credit card, debit card, money order, or through other approved Federal assistance programs. Financial assistance may include Federal financial aid, scholarships, grants, institutional payment plans, or other approved funding sources for which the student qualifies. Certain funding programs or financing options may require credit approval and/or a qualified co-signer.

For students who withdraw before completing their program of study, institutional charges will be adjusted in accordance with the school's refund policy. Refund calculations are based on the student's period of enrollment, beginning with the first day of attendance and ending on the student's last day of attendance.

Students and, when applicable, the parent or guardian of a dependent student may apply for Federal student aid by completing the FAFSA (Free Application for Federal Student Aid). The Financial Aid Office will assist applicants in determining eligibility for available Federal financial aid programs, preparing a financial aid package, and completing all required documentation, including the Master Promissory Note (MPN) and Entrance Counseling, when applicable.

- Eligibility for Federal grants and loans is determined using the information submitted on the FAFSA. The FAFSA calculates an SAI (Student Aid Index) based on information supplied which tells the institution what you can qualify for. Eligible students may qualify for programs such as the Federal Pell Grant, Federal Direct Subsidized Loan, Federal Direct Unsubsidized Loan, and Federal Direct PLUS Loan for parents of dependent students.
- Federal financial aid is awarded by academic year. For a clock-hour program, an academic year is defined as 900 clock hours and 26 weeks of instructional time. Financial aid is generally disbursed at the beginning of the students' program and again once the student has completed half of their required hours.

If a student's FAFSA (Free Application for Federal Student Aid) is selected for verification by the U.S. Department of Education, the Financial Aid Office will notify the student. The student will be required to submit the school's verification worksheet, along with any additional documentation required by the Government. Students should submit documentation within fifteen (15) calendar days of notification. The school reserves the right to request additional documentation or verify any information reported on the FAFSA when necessary to determine a student's eligibility for Federal Student Aid.

Upon receiving Federal Financial Aid funds, the school will notify the student, and parent in the event of a Federal Direct PLUS Loan. Disbursement notifications will be provided within thirty (30) days of the disbursement. If a Title IV disbursement results in a credit balance on the student's account, the school will issue the credit balance to the student, or to the parent borrower in case of a Federal Direct PLUS Loan. All credit balances will be issued within fourteen (14) days of the date the credit balance is established.

Students experiencing special or unusual circumstances may request a professional judgement review. Professional judgement determinations are made on a case-by-case basis in accordance with the Department of Education's guidelines. Requests must be made on the appropriate form(s) available through the Financial Aid Office along with all supporting documentation. The Financial Aid Office will review each request and notify the student of the determination within sixty (60) days after receiving all required documentation.

RIGHTS AND RESPONSIBILITIES 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 accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, DuVall's School of Cosmetology is committed to protecting the privacy of student education records and maintaining the confidentiality of personally identifiable information. The school's policies are designed to:

- Provide students, or a parent/legal guardian of a dependent minor when permitted by law, with the opportunity to inspect and review the student's education records.
- Require the student's written consent before releasing education records to a third party, except as authorized or required by applicable law.
- Refrain from publishing or disclosing directory information.
- Provide access to student records as required for accreditation, licensing, regulatory, or other legally authorized compliance reviews.

Students wishing to review their education records must submit a request in writing and schedule an appointment with the appropriate school administrator. A school representative will be present while records are being reviewed to ensure the integrity and security of the files. Copies of documents contained in a student's educational record may be requested and provided at a cost of \$0.15 per page. School records are maintained for a minimum of five (5) years following graduation or termination from school, or longer if required by applicable law. Original student records are the property of DuVall's School of Cosmetology and may not be removed, altered, or reproduced without the authorization of the school, except as permitted or required by law.

DIRECTORY INFORMATION POLICY (A PART OF THE GLBA CYBERSECURITY PLAN)

As described in the Notice of Student Rights under FERPA, DuVall's, with certain exceptions, is required to obtain written consent from a student prior to publishing or disclosing personally identifiable information from student education records.

However, DuVall's may publish or publicly disclose the information listed below as "directory information" without the student's consent, unless the student has notified DuVall's, using the process described below, that the student wishes to opt out of such disclosures.

The following information about a student has been designated by DuVall's as Directory Information:

- Full Name
- Mailing and Physical Address
- Email
- Date of Birth
- Dates of Attendance
- Enrollment Status
- Program of Study
- Expected Graduation Date
- Diploma
- Awards and Certificates
- Institutional Scholarship(s)

DuVall's will consider the Directory Information to be publicly available unless the student affirmatively opts out of the Directory Information exception by filling out and returning the Request for Confidentiality form available from the School Director. Directory information may appear in public documents and may otherwise be disclosed under the Directory Exception unless the opt out request is received to withhold such information from disclosure.

A request to opt out of the release of Directory Information will remain in effect until it is affirmatively rescinded. Upon graduation or termination of enrollment for any reason, the directory information selection in place at that time will remain in place unless rescinded. A request to opt out of the Directory Information exception does not affect DuVall's ability to disclose information from the students' education records under another exception permitted by FERPA.

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 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, Enrollment Agreements and Contract Addendums, may not be eligible to be received electronically.

ACADEMIC ADVISING

Students receive monthly advisement regarding their academic progress and overall achievement. Progress evaluations include feedback on attendance, theory performance, practical skills, communication skills, retail activity, and personal development. During each evaluation, instructors identify the students' strengths as well as areas requiring improvement. Students are provided with individualized coaching, guidance, and strategies to support continued growth, enhance performance, and achieve their educational and professional goals.

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 Coordinator. You may request academic adjustments or ancillary aids at any time. The ADA 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 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 student to determine whether reasonable accommodation 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 enrolled students. Students who are experiencing homelessness or housing insecurity may contact the school for information about local community organizations and agencies that offer housing assistance and other supportive resources.

ANTI-HARRASSMENT AND DISCRIMINATION (TITLE IX) POLICY

DuVall's School of Cosmetology is committed to maintaining a learning environment that is free from unlawful discrimination, harassment, and retaliation. The school prohibits discrimination or harassment on the basis of race, color, religion, creed, national origin, ancestry, sex (including pregnancy, childbirth, lactation, and related medical conditions), sexual orientation, gender, gender identity or expression, age, marital status, military or veteran status, physical or mental disability, medical condition, genetic information, or any other characteristic protected by applicable federal, state, or local law.

In accordance with Title IX of the Education Amendments of 1972, DuVall's School of Cosmetology prohibits discrimination on the basis of sex in its education programs and activities. This prohibition includes sexual harassment, sexual assault, dating violence, domestic violence, stalking, and other forms of sex-based misconduct covered by Title IX. The school will promptly investigate and respond to all complaints within the scope of its Title IX responsibilities in accordance with applicable laws and school policies.

The school's Anti-Harassment and Non-Discrimination Policy applies to all individuals involved in the operation of the school. The policy prohibits unlawful harassment and discrimination by or against employees, students, applicants, customers, vendors, contractors, visitors, and any other individuals conducting business with or participating in school activities. Harassment of students by employees, other students, or third parties, as well as harassment by students, is strictly prohibited.

Any student who believes they have experienced, witnessed, or become aware of harassment, discrimination, sexual harassment, or sexual violence should report the incident as soon as possible to their instructor or the school's Title IX Coordinator. Students should not allow inappropriate conduct to continue by failing to report it, regardless of the identity or position of the individual involved.

All instructors and employees who receive a complaint or become aware of potential harassment or discrimination are required to promptly report the matter to the Title IX Coordinator. To assist with the investigation, complaints should include, to the extent possible, a description of the incident, the date, time, and location of the occurrence, the names of the individuals involved, the names of any witnesses, and any other relevant information. The school will promptly review and investigate all reports in accordance with its Anti-Harassment Policy, Title IX procedures, and applicable federal, state, and local laws.

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 workplace 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 are not any vaccinations required

VOTER REGISTRATION

DuVall's School of Cosmetology encourages all eligible students to participate in the civic process by exercising their right to vote. Students who wish to register to vote or update their voter registration information may do so through their state or local election office or through approved voter registration resources. Voter registration cards can be found in the Financial Aid Office.

CAMPUS SECURITY and CRIME AWARENESS

DuVall's School of Cosmetology is committed to providing a safe and secure learning environment for all students, employees, and visitors. The school strives to keep the campus community informed about safety procedures, security measures, and crime awareness initiatives.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the institution collects and maintains campus crime statistics and prepares an Annual Campus Security Report for distribution to current students, employees, and applicants for enrollment or employment. The school's comprehensive safety policies are designed to promote awareness, help prevent criminal activity, and support a secure educational environment.

The Annual Campus Security Report is distributed to all current students and employees. The complete Campus Security, Crime Awareness, and Drug-Free Workplace Policy is reviewed and redistributed following any revisions and is made available annually by October 1st. A copy of the current report and policy may be obtained from the administrative office at DuVall's School of Cosmetology or accessed through the school's website

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). 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 is committed to providing a safe, healthy, and supportive learning environment for all students and employees. We believe that maintaining a drug- and alcohol-free campus helps create an environment where everyone can focus on learning, growing, and preparing for a successful career.

The school supports the prevention of drug and alcohol abuse and complies with applicable federal requirements for maintaining a drug-free campus. We also provide information about drug and alcohol abuse prevention,

counseling services, and community resources that are available to students and employees who may need support.

Students and employees are encouraged to reach out to any faculty or staff member for information about available resources. Resource information is also posted throughout the school in easily accessible areas, allowing students to find support and assistance privately and discreetly.

DRESS CODE

TOPS

- Solid White or Solid Black
- If layered, all layers should be the same color (white on white, black on black).
- See through/lace tops must be accompanied by a camisole or tank top of the same color. No sleeveless shirts - armpits, midriff and cleavage must be covered.
- Jackets – Should be solid white or solid black.

PANTS/ SKIRTS/ CAPRIS/ YOGA PANTS/ JEANS/ LEGGINGS

- Pants must be a solid black. Sweatpants are not permitted.
- All bottoms need to be below-knee length. Skirts should remain at fingertip length (a student needs to be able to bend over without exposing themselves).
- No baggy pants with exposed underwear.
- Pants should be free of holes or frays.
- Shorts and rompers may not be worn.

SHOES

- Should be black with a closed toe. Stitching, logos, and sole accent color are not required to be black.

APRONS

- Students should always have their apron present to wear while in the building.

ACCESSORIES

- Accessories such as jewelry, scarves, hats, belts, socks, etc. may be any color but should not hinder the student in being able to work on clients.

GROOMING

- Students are expected to maintain a clean, professional appearance and should arrive with their hair styled, and make up appropriately applied.

FINGERNAILS

- Nails should be maintained in way that will not interfere with the ability to do services. Esthetics students should maintain a short fingernail not to exceed 1/8" past the fingertip.

ELECTRONIC DEVICE POLICY

Electronics such as laptops, tablets, etc. are allowed to be used on campus. Please remember to use them wisely and in a professional manner. They are the student's responsibility and DuVall's is not responsible for any lost or damaged devices.

STANDARDS OF CONDUCT & EXPECTATIONS

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 you are more than 7 minutes late for a theory class, a student is considered tardy unless determined otherwise by the Director. The student may not be allowed to clock in, attend class, enter the salon or spa training area, or media station until a scheduled class break. 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 the student's responsibility to work with their instructor regarding makeup exams; however, the instructor may assign designated times for the student to work on completion of the exams. A minimum number of practical points are assigned to ensure that each student receives basic training for each type of service, however, student training is not complete when the minimum number of points are achieved. Training is continued throughout the program, and additional practical applications will be assigned as part of regular daily events to perfect the student's skill and gain additional experience.
4. A student is accruing program hours on the clock under the authority of the school license and is required to complete tasks as assigned. If a student declines or refuses to complete any assignment (practical application on a client, student, or manikin; academic exercise, class project, individual or common area general or sanitation duties, etc) as assigned by school faculty or staff, the student will be required to clock out and leave campus for the remainder of the day. If a student clocks out as a result of being assigned a task, they may not return until the next scheduled day.
5. If a student is assigned a special activity requiring book/kit items (practical test-out, lash class, etc) they will be notified in writing (paper and/or band) in advance of the day, time frame, and materials required. If the student does not have the required book/kit items at the time of the activity, they will be required to clock out and leave campus for the duration of the activity and may clock in at the completion of the activity.
6. Arranging practical applications for incoming clients by students is prohibited. Appointments and walk-ins are assigned by staff based on student availability and learning level of the student. Practical applications on manikins and classmates may be requested by students or assigned by instructors. Student services must be approved by the instructor and any charge paid before setting up for the service. All forms and signatures required in a client service are also required in a student service.
7. Notify the front desk promptly and ahead of scheduled check in time in the event of absenteeism or tardiness so that proper arrangements can be made to service clients that may be scheduled. Notifications may be via phone call, voice mail, or direct messaging through Facebook/Instagram, or Band. Don't rely on your classmate to notify the receptionist or instructor in place of your absence.
8. 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). Shorter lunch breaks should be approved by the Director of Education or Campus Director but will be considered an exception, not a normal policy. An early departure doesn't negate the need to take a lunch break.
 - 3-Day students must take 2 (two) 30-minute breaks during their scheduled time.
 - Students should 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 should be in dress code during a field trip, unless otherwise approved.
 - No credit will be given for un-clocked time unless there is a documented case of time-clock failure (electrical outage, internet outage, software update)
9. Communicate with your teacher and the front desk to leave the facility for any reason other than assigned lunchtime and closing. Students are expected to attend regular scheduled hours. It is imperative that students' attendance is reliable to enable timely program completion, accomplish thorough and complete training in all subjects, and ensure excellent customer service.
 10. Students may not smoke, eat, 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. Anything other than water should remain in the student breakroom.
 11. Comply with the published dress code and practice proper hygiene and grooming. Students who are 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.
 12. Always follow all state laws and regulations while on the school premises.
 13. Understand that a part of your career training involves the operation of a salon/spa environment. This includes sanitation, cleanliness, care of equipment, processing of laundry, re-stocking/refilling supplies. Students are responsible for their personal workstations and work area, and will be assigned additional duties such as dispense, laundry, maintenance of common areas such as the student breakroom, restrooms, and classrooms, makeup trolleys, wax stations, etc. TDLR requires all students to always follow sanitation rules and practices.
 14. Practice courtesy, respect, and professionalism at all times when dealing with other students, clients, or visitors to the school.
 15. Discuss only ethical and professional subject matter during school hours and refrain from using profanity.
 16. Be fair and honest; never steal; refrain from the willful destruction of property.
 17. Refrain from having personal visitors to the school. Guests will be asked to remain in the lobby, they are not allowed to be in the classroom.
 18. Always participate in curriculum related activities when clocked in. Students are to remain in their respective areas and may not enter other classes in session.
 19. Exercise good judgement when operating electronic devices. Refrain from making phone calls in the classroom. If an emergency arises, please step away to take the call.
 20. Park in the designated areas for Student parking. The front row of parking is reserved for client use. Students and staff don't have assigned parking spots.
 21. Maintain accurate and thorough client service information and obtain all required signatures.
 22. Respect the front desk and lobby as a business area. Students aren't permitted behind the receptionist's counter.
 23. Refrain from discussing confidential information with other parties.
 24. Students should be respectful of all staff members. All instructions from an educator should be followed during consultations and client services.

ATTENDANCE POLICY

Regular attendance and accurate timekeeping are important parts of your education and success at DuVall's School of Cosmetology. Students are responsible for recording their own attendance each day and for making sure their attendance record is accurate.

CLOCKING IN AND OUT

Students must clock in when they arrive at school and clock out when they leave. Students must also clock out and back in for lunch and all breaks. You must be clocked out whenever you:

- Leave the school building for any reason or amount of time.
- Enter the break room for any reason or amount of time.
- Take your lunch or break.

Failure to properly clock in or out will result in a loss of attendance hours. Full-time students are required to take a 60-minute lunch each day. If a need arises to take a shorter lunch this must be approved by the director of education or your instructor.

Students are expected to maintain a minimum monthly attendance rate of **67% for their overall attendance**. Attendance is reviewed during monthly Academic Advising and as part of the school's evaluation of Satisfactory Academic Progress (SAP).

If a student's monthly attendance, cumulative attendance, or theory attendance falls below the required standard, the student will be placed on attendance probation. Students will be given an opportunity to improve their attendance during the probationary period. If the attendance concern is not corrected by the end of the first probationary period, a loss of Title IV funding can occur.

SOCIAL MEDIA POLICY

Social media and networking are encouraged and are a vital tool of the industry. Staff members and students may connect to social media accounts for the school. Staff should refrain from connecting to active student's social media accounts. Students should not vent about school situations or post negative information about the school. All concerns should be directed through the proper channels. Any negative publicity about the school will be requested and expected to be removed.

CONFIDENTIALY POLICY

DuVall's School of Cosmetology respects each student's privacy. Information related to student contracts, disciplinary actions, advisements, and other administrative matters is considered private and should not be shared with other individuals. Conversations and advisement meetings between students and school administration are confidential and are intended to provide a private space for addressing questions, concerns, academic progress, and other matters.

Students are expected to respect the privacy of their classmates by not discussing another student's contract, disciplinary actions, advisements, or interactions with school administration. Failure to respect this privacy policy may result in corrective action, up to and including termination

COPYRIGHT INFRINGEMENT POLICY

DuVall's School of Cosmetology respects the rights of copyright owners and expects students to do the same. Copyright infringement occurs when someone uses, copies, downloads, uploads, or distributes copyrighted material without the permission of the copyright owner or other legal authority, as defined under Section 106 of the Copyright Act (Title 17 of the United States Code).

Students should not use the school's technology systems or internet access to illegally download or upload files, participate in unauthorized peer-to-peer file sharing, or distribute copyrighted materials without permission.

Unauthorized distribution or sharing of copyrighted material may result in civil or criminal penalties under federal law. Students who violate this policy through the school's technology system may also be subject to the school's disciplinary policies. Violations will result in no less than in-school suspension and may lead to additional disciplinary action. For more information about copyright law and copyright protections, please visit the U.S. Copyright Office.

STUDENT CONDUCT AND DISCIPLINARY PROCESS

Although DuVall's School of Cosmetology provides adult education, maintaining a successful learning environment requires all students to follow the school's organizational structure, policies, procedures, and professional standards. Students are expected to respect the guidance and direction of faculty and staff and to make a reasonable effort to address and correct any policy violation when concerns are brought to their attention. Our goal is to help students understand the school's expectations and provide an opportunity to successfully resolve concerns whenever possible. When a policy violation occurs, the school will review each situation individually and determine the appropriate response based on the circumstances and seriousness of the violation.

Corrective actions may include, but are not limited to:

- Verbal or written advisement
- Out-of-school suspension
- Dismissal from the school

The type of corrective action will depend on the nature and severity of the violation, as well as the individual circumstances of each situation.

ADVISEMENT – VERBAL OR WRITTEN

An advisement may be provided verbally or in writing to address a violation of the school's Standards of Conduct or General Policies. The advisement will identify the concern and clarify the expected conduct or corrective action moving forward.

OUT OF SCHOOL SUSPENSION

A student's enrollment may be suspended for 1 to 13 days for a violation of the Standards of Conduct or General Policies, at the discretion of school administration.

During a suspension, no adjustments will be made to the student's scheduled contract dates or cumulative attendance percentage. Students who commit multiple infractions may be subject to dismissal from the school.

DISMISSAL – TERMINATION

DuVall's School of Cosmetology is committed to providing a safe, respectful, and positive learning environment for all students, clients, visitors, faculty, and staff. When a student's conduct, attendance, academic progress, or other actions interfere with the school's educational objectives or the well-being of others, the school may terminate the student's enrollment.

Enrollment may be terminated at the discretion of school administration when necessary to maintain a positive educational environment or for any of the following reasons:

- Failure to comply with the Standards of Conduct, General Policies, or Enrollment Agreement
- Failure to comply with applicable state laws and regulations governing schools and students
- Failure to meet the requirements of the school's Satisfactory Academic Progress (SAP) Policy
- Multiple policy or conduct violations
- Any action that causes or could reasonably be expected to cause bodily harm to a client, visitor, student, or employee
- Theft, including theft of services or theft of school property, equipment, products, kit items, or personal belongings of students, staff, clients, or visitors
- Manufacturing, distributing, dispensing, possessing, or using drugs or alcohol in violation of applicable law or school policy
- Immoral, inappropriate, or improper conduct
- Willful destruction of or damage to school property
- Being absent for fourteen (14) consecutive calendar days, regardless of whether the student has maintained contact with the school.

The school will review each situation individually and determine the appropriate action based on the circumstances and severity of the violation.

GRIEVANCE POLICY

DuVall's School of Cosmetology is committed to listening to student concerns and making every reasonable effort to resolve legitimate complaints fairly and promptly. Students are encouraged to communicate concerns as soon as they arise, so the school has an opportunity to address and resolve them appropriately.

Students who wish to file a grievance or appeal should contact the Campus Director to obtain the appropriate form and instructions for submitting their concern. Students should provide all relevant information and supporting documentation to help the school fully understand and evaluate the matter.

All complaints and their final resolutions are documented and maintained in school records. The school reviews complaint information to identify the frequency, nature, and patterns of concerns. This information may be used to evaluate institutional effectiveness, improve school operations, and support positive student outcomes.

If a student's concern or grievance cannot be resolved through the school's administration, or if the student believes the school is not meeting applicable accreditation requirements, the student may pursue the matter with the appropriate external agency, provided the complaint falls within 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

DuVall's School of Cosmetology wants students to understand how their academic and practical progress is measured throughout their program. Students are expected to complete assigned theory studies, practical services, skills evaluations, tests, and other required coursework.

Students are assigned theory study and a minimum number of practical performances as part of their program requirements.

- Theory: Theory knowledge is evaluated after each unit of study. Students are expected to maintain a cumulative theory grade average of at least 75% (C).
- Practical Performances: Practical work is evaluated as it is completed. A practical performance will count toward course completion only when it meets the school's satisfactory performance standards. If a practical performance does not meet the required standard, the student must repeat the performance until it is completed satisfactorily.
- Comprehensive Skills Evaluations: Students will complete two comprehensive practical skills evaluations during their course of study. These evaluations are designed to simulate the state board examination and provide students with an opportunity to demonstrate their knowledge and practical skills in an high-stakes, exam-like setting.

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

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.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

DuVall's School of Cosmetology provides students with regular opportunities to review their academic and practical progress, discuss their educational and career goals, and personal and professional development. Students participate in monthly academic advising sessions with school staff to review their progress, celebrate achievements, identify areas for improvement, and discuss steps for continued success.

Maintaining satisfactory progress in both attendance and academic work is an important requirement for all students enrolled at DuVall's School of Cosmetology.

Federal regulations require schools participating in state and federal financial aid programs to establish and monitor Satisfactory Academic Progress (SAP). DuVall's School of Cosmetology applies these standards to all students, regardless of whether they receive financial aid or pay through other funding sources.

Students are provided with the school's SAP standards before enrollment, so they understand the requirements for successfully progressing through their program.

SAP is evaluated at established intervals based on the student's actual contracted hours at the institution. These evaluations measure the student's progress toward completing their program within the required time frame and according to the school's academic and attendance standards.

DuVall's School of Cosmetology requires all students to maintain Satisfactory Academic Progress (SAP) to continue progressing through their program and, when applicable, to remain eligible for participation in the federal government's Title IV financial aid programs. These standards apply to all students, regardless of their source of funding or enrollment status, including full-time and part-time students.

All students are expected to meet the following SAP requirements:

Students must maintain a cumulative academic average of 75% (C) or better on tests, work projects, practical applications, and other required coursework. The minimum acceptable level of academic progress is a C (75%) 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

Students must maintain a cumulative attendance rate of 67% or better. Attendance is calculated by dividing the student's total hours completed by the total hours scheduled. Credit hours accepted from another institution and applied toward the student's program will be counted as both completed hours and scheduled hours when calculating the student's cumulative attendance rate.

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 transfer hours at the institution 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 as 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 midpoint of each partial academic year. Students are provided with copies of their SAP report at each evaluation period.

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

MAXIMUM TIME FRAME

The time frame in which a student must complete the educational program they have enrolled in and may not be more than 150% of the published length of the educational program. A student that has met Maximum Time Frame is withdrawn from the institution and an instructional Refund Calculation is completed.

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

DETERMINATION OF PROGRESS STATUS

Students are evaluated at scheduled evaluation points to determine whether they are meeting the school's requirements for Satisfactory Academic Progress (SAP). Students who meet the minimum requirements for both academic performance and attendance at each evaluation point will be considered to be making Satisfactory Academic Progress until the next scheduled evaluation.

Students who do not meet the required cumulative attendance or academic standards will be considered not meeting Satisfactory Academic Progress. This status will remain in effect until the next scheduled evaluation.

An SAP evaluation form will be completed and maintained in the student's file at each evaluation point. Students may request a copy of their evaluation form at any time. For graduates, the final transcript serves as the final SAP evaluation.

Students who are determined to be not making Satisfactory Academic Progress will receive written notification of their status.

WARNING / PROBATION / APPEAL

Students must maintain a minimum cumulative attendance rate of 67% and a minimum cumulative GPA of 75% to meet Satisfactory Academic Progress (SAP) requirements for financial aid.

FINANCIAL AID WARNING

If a student does not meet the minimum attendance and/or GPA requirements at the end of a payment period, the student will be placed on Financial Aid Warning.

A student on Financial Aid Warning may continue to receive assistance through the Title IV HEA programs for one payment period. Consecutive Financial Aid Warning periods are not permitted.

Students are expected to use the Financial Aid Warning period to improve their attendance and/or academic performance and regain Satisfactory Academic Progress.

If the student meets SAP requirements at the end of the Financial Aid Warning period, the student will return to Satisfactory Academic Progress status and remain eligible for Title IV HEA funds.

FAILURE TO MEET SAP AFTER FINANCIAL AID WARNING

If the student does not meet SAP requirements at the end of the Financial Aid Warning period:

- The student will no longer be eligible to receive Title IV HEA funds and may continue enrollment on a cash-pay basis with an approved payment plan.
- Payment arrangements must be approved within 10 school days of receiving notification that the student has failed to meet SAP for two consecutive payment periods.
- The student may submit an appeal if there are circumstances that affected the student's ability to meet SAP requirements.

FINANCIAL AID PROBATION

If a student's appeal is approved, the student will be placed on Financial Aid Probation for one payment period.

A student on Financial Aid Probation may continue to receive Title IV HEA assistance for one payment period only. To remain eligible for those funds, the student must meet the SAP requirements or the specific requirements established in an approved Improvement Plan by the next evaluation point.

If the student fails to meet the required standards during the probationary period, the student will lose eligibility for Title IV HEA funds. Any Title IV funds that cannot be retained under federal requirements will be returned, and the student will be responsible for making satisfactory payment arrangements with the school.

Regardless of how the student's account balance is paid, the student will remain on probationary status throughout the next payment period. To continue enrollment, the student must meet the specific criteria outlined in the Improvement Plan designed to help the student regain SAP and Title IV financial aid eligibility, if applicable.

APPEAL PROCESS

Students who are determined to be not making Satisfactory Academic Progress (SAP) because of cumulative attendance, GPA, or maximum time frame may have the right to appeal if it is mathematically possible for them to meet the minimum SAP requirements by the next scheduled evaluation point. Normal or excessive absences that are within the student's control are not considered grounds for an SAP appeal.

Appeals are only considered when the student's inability to meet SAP was caused by circumstances beyond the student's reasonable control. Acceptable grounds for an appeal may include:

- Death of a relative
- Injury or serious illness of the student
- Other documented extreme or special circumstances

APPEAL REQUIREMENTS AND TIMELINE

Within 10 days of the school's SAP determination, the school will provide the student with written notification explaining the facts and circumstances that form the basis of the decision. Appeal Deadline: The student must submit a written appeal within 10 days of receiving the written notification. Students who choose to remain enrolled while their appeal is being reviewed are responsible for all charges incurred, regardless of whether the appeal is approved or denied.

Submitting an Appeal: The student must submit a written appeal to the School Director requesting reconsideration of the SAP determination. The appeal must include:

- An explanation of why the student failed to meet SAP requirements.
- Supporting and verifiable documentation of the circumstances.
- An explanation of what has changed and how the student will be able to meet SAP requirements by the next evaluation point.
- A proposed plan of action for meeting the minimum SAP requirements by the next evaluation point.
- A statement of the students' commitment to follow the agreed-upon improvement plan.
- Opportunity to Appear: The student has the right to make a personal appearance before the School Director as part of the appeal process.
- Failure to Appeal: If the student does not submit an appeal within the required time frame, the school's SAP determination will remain in effect.
- Appeal Decision: The school will notify the student of the appeal decision in writing within 30 days. The decision will be placed in the student's file.

1. If the appeal is denied: The written notification will explain the reason for the denial.

2. If the appeal is approved: The student will be placed on Financial Aid Probation for the applicable payment period. The student will still be considered not meeting Satisfactory Academic Progress but may remain eligible to receive Title IV HEA funds during the probationary payment period, subject to the terms of the approved appeal and any required Improvement Plan.

Students approved for Financial Aid Probation must follow the requirements established by the school and demonstrate progress toward meeting SAP standards at the next scheduled evaluation point.

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.

MEMBERSHIPS AND AFFILIATIONS

American Association of Cosmetology Schools (AACS)

The American Association of Cosmetology Schools (AACS) is a U.S. trade association that represents beauty and cosmetology schools and the people who operate them. Their main roles include advocacy, education and training, industry networking, and industry support.

CHI/Farouk Systems

DuVall's School of Cosmetology utilizes CHI hair irons/flat irons. Cosmetology students receive a CHI flatiron as a part of their student kit. CHI offers up-to-date flatirons, haircare, styling and haircare concern products. CHI also offers students and professionals education and training opportunities.

Dermalogica Partnership School

As a partner school we teach Dermalogica products and techniques as a part of our esthetics curriculum. This allows students the opportunity to get hands-on experience with professional skincare products. It also provides students with Dermalogica education, training and curriculum resources. This provides an invaluable opportunity for students to learn a product line prior to entering the workforce.

DermaMed Solutions

DermaMed Solutions are a leading manufacturer of high-quality aesthetic equipment such as microdermabrasion machines. They also offer a professional skincare line, wellness/nutrition services, and treatment protocols and training opportunities. Throughout the year they also provide scholarship opportunities to students in esthetics school.

Elleebana

Elleebana is a professional beauty brand from Australia that specializes in lash lifts, lash extensions, brow laminations and lash/brow tinting. We teach our students how to perform lash lifts and brow laminations so they can add these popular services to their professional skills after they become licensed.

Makeup & Cocktails Cosmetics

Founded by professional makeup artist and educator Anna Vickers, Makeup & Cocktails Cosmetics is a Texas based, female owned brand offering high performance, cruelty free cosmetics with thoughtfully selected ingredients. Through DuVall's partnership, students receive hands on training with professional quality products that prepare them for success in today's beauty industry.

National Accrediting Commission of Career Arts & Sciences

NACCAS is an accrediting agency for postsecondary schools, primarily schools offering beauty and wellness programs. Their function is to accredit schools, set standards, conduct evaluations, and monitor accredited schools. They also provide public accountability and help to facilitate complaints and appeals from the public and institutions.

The Texas Department of Licensing and Regulation

TDLR is a state agency that licenses, regulates, and inspects a wide range of professions, businesses, facilities, and equipment. TDLR is tasked with protecting public health and safety, ensuring people and businesses meet Texas licensing requirements. DuVall's School of Cosmetology is authorized by TDLR to operate as a Cosmetology School in the State of Texas. The most recent inspection report can be provided by the school. Students are required to have a permit, and instructors are required to maintain their license. Each month the school is required to report all student hours for the previous month to the state.