

Yahweh Beauty Academy Catalog/General Information

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Licensed By: Texas Department of Licensing
And Regulation for Cosmetology
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NACCAS: Candidate for accreditation
STANDING RULES FOR STUDENTS

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English



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**Yahweh Beauty Academy Student
STANDING SCHOOL RULES FOR STUDENTS
Effective February 2015**

On behalf of the administrative staff here at Yahweh Beauty Academy, we welcome you to our School. We are pleased to offer you a quality educational program.

Yahweh Beauty Academy maintains a commitment to excellence in its programs and we are dedicated to providing you with marketable skills which you can utilize in your new career.

So in choosing Yahweh Beauty Academy, you have, indeed, chosen the best. We will continue to provide you with educational opportunities and services that merit such prestige. We challenge you to take advantage of all the valuable programs available to you. We wish you success as you work toward your educational goals. With that said it is your responsibility to look and act professional at all times and demonstrate good professional ethics. This includes dress, make-up, hair, and presenting a professional attitude at all times. Remember a first impression is a lasting impression.

This school, like all businesses, has certain rules and regulations that must be followed by everyone to ensure a smooth operation. Our rules also ensure that we are in compliance with TDLR, State and Federal rules, regulations, and the laws. As a student at Yahweh Beauty Academy it is mandatory that you comply with all policies, rules, and regulation set forth by TDLR and this Academy. This includes all oral or written instructions given by any school staff member. Failure to comply with these or other posted rules is considered cause for disciplinary action to be determined by the administration.

If you have any questions or complaints, see your Instructor.

Sincerely,

**Tammie Riley
Lead Instructor**

Welcome too the wonderful world of beauty and the special world of education offered by
Yahweh Beauty Academy

Dear Perspective Student,

Our staff members are anxious to make you most welcome. Your Success involves **YOU**. You have chosen a business that must be mastered by yourself. Our instructors will teach you the basic fundamentals in all areas of Cosmetology such as how to use your tools, understanding angles and the basic laws of Hair-styling and chemical application. However, nothing will take the place of practice. In Order for you to succeed you must be aggressive. Practice all the time until all the basics has been mastered.

The beauty world is bigger than ever and the need for creative, well-trained, designers is growing annually. The future is now.

Yahweh Beauty Academy Mission Statement

1. To recruit, retain, and reinvest in talented, motivated personnel in a way that:

- * Comply with all regulatory guidelines
- * Nurtures personal and professional growth including both professional and organizational skills
- * Ensures that each feels connected, capable, and contributing
- * Treats staff, fellow students and clients and with respect and celebrates diversity
- * Promotes equity in excellence
- * Models principle-centered behavior demonstrating professional ethics
- * Begins with the end in mind
- * Prepare student to pass a state administered exam to become licensed and or meet certification requirements to practice the art of Cosmetology & Barbering
- * Become gainfully employed in the art of Cosmetology & Barbering
- * Train and equip students to be their best every day, in every way and in all situations to learns, grow, serve mankind and inwardly feel and realize their true worth.
- * Provide quality instruction to students in the beauty & barbering industry.

2. To assist graduates in securing employment in the beauty and barber industry. We cannot guarantee that we can find you employment

Accrediting and Licensing Agencies

Yahweh Beauty Academy is in the candidate phase of accreditation as a free standing entity; Yahweh Beauty Academy is accredit by The National Accrediting Commission of Career Arts & Sciences (NACCAS), which is recognized by the United States Department of Education as a national accrediting agency for cosmetology schools. We are also licensed by the Texas Department of Licensing and Regulation.

Licensed by:

Texas Department of Licensing and Regulation
P.O. Box 12157
Austin, TX 78711
1(800) 803-9202

NACCAS
3015 Colvin St.
Alexandria, VA 22302
1(703)-600-7600

Educational Goals

Cosmetology Course: The cosmetology course of study is designed to prepare students for the state licensing examination and for entry-level employment in the beauty industry. The knowledge and skills obtained will prepare you for work in a full service Beauty Salon or Chain Salon as a hair stylist, shop manager or shop owner.

Manicurist Course: The nail technician course of study is designed to prepare students for the state licensing examination for profitable employment as well as being a nail technician and related professions.

Hair Weaving Course: The course of study is designed to prepare students for state certification for profitable employment as a hair weaving technician and related professions.

Instructor Course: The cosmetology instructor course is designed to prepare cosmetologist for the state licensing examination for a profitable employment as a cosmetology instructor teacher.

Class A Barber: The Class A Barber course is designed to prepare barbers for the state licensing examination for profitable employment as a Barber

CAREER OPPORTUNITIES

The licensed professional may choose from a variety of jobs within the Cosmetology/Barber/related field(s). The following vocations are options that may be considered upon graduation.

- **Cosmetology:** Professional Stylist, Skin, Platform Artist, Product Representative, Salon Owner or Manager, State Board Member/Examiner, Image Consultant, Retail Specialist
- **Manicurist:** Nail Technician, Spa Professional, Nail Art Specialist, Product Representative, Retail Specialist, Salon Owner or Manager, State Board Member/Examiner
- **Instructor:** Student Salon or Classroom Instructor, Salon Owner or Manager, State Board Member/Examiner, Director of Education, School Administrator or Owner
- **Class A Barber:** Professional Barber, Salon Owner or Manager, State Board Member/Examiner

Training is the important first step to an enjoyable, successful career in one of the above areas. If you like to work with people, and have an aptitude for the field, an education in the professional beauty industry can be a pathway to a secure income and a solid future.

JOB DEMAND IN COSMETOLOGY / RELATED FIELDS

Since 1990, NACCAS has commissioned several Job Demand Surveys, to provide quantitative data on cosmetology careers, earnings potential, and job openings. The most recent survey, completed in May 2007, compiles data from 6,203 salons responding to a national survey. The survey indicates that the demand for well trained professionals in the beauty industry outstrips the supply. The average annual salary for a salon professional in Texas is \$32,193. This amount does not include tips and gratuities. Nationally, the average salon professional's salary is \$37,168. As of January 2007, there were 154,393 professionals employed at Texas's 28,551 salons. 52% of salons in the state are employer-owned, and 25% are booth-rental salons. The other 23% are a combination of the two. 50% of Texas salons are classified by their owners as full-service salons; 22% are listed as haircutting salons. Barbershops make up 11% of the total. Nationally, 58% of salons are listed as full-service, meaning that Texas has a higher percentage of specialized establishments.

The U.S. Department of Labor provides current (2020) job information at <http://www.careerinfonet.org> This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. As

reported by the US Dept. of Labor, state & national median wages for cosmetology related positions are as follows: Gainful Employment on school website <http://www.yahwehbeautyacademy.com/Gainful-Employment.html>

Job Position / SOC Code	National Median Hourly/Yearly Wage	State Median Hourly/Yearly Wage
Operator (Cosmetologists)/ 39-5012	\$12.94 / \$22,800	\$10.37 / \$21,600
Hair Weave and Braid/39-5012	\$8000/1600.00	8000./1700.00
Manicurists / Pedicurists / 39-5092	\$9.45 / \$19,700	\$9.49 / \$19,700
Instructors (Vocational Education)/25-1194	\$23.18 / \$48,200	\$21.78 / \$45,300
Class A Barber	\$ 22, 370- \$ 40,350	\$15.00/\$24.00

Essential Career Considerations / Requirements

Applicants interested in pursuing a career in cosmetology or a related field should consider all aspects of such a decision. Persons who want to become a professional in the beauty industry must:

1. Have finger dexterity and a sense of form and artistry.
2. Enjoy dealing with the public and be able to follow client directions.
3. Keep abreast of the latest fashions and beauty techniques.
4. Work long hours while building a personal clientele in order to make the desired income.
5. Make a strong commitment to the educational process and finish school.
6. Learn business skills applicable to the desired position.

In addition, prospective students should be aware that:

1. The work of a licensed professional in the cosmetology/barber/beauty industry can be arduous and physically demanding because of long hours standing with hands at shoulder level, bending to work on all areas of the client's head, bending to complete shampooing or other wet services, etc. Esthetician will spend a significant amount of time standing to complete facial services and body treatments, waxing, or makeup services. Manicurist will spend long hours sitting at a nail station. Instructors will spend long hours standing while teaching and walking to monitor their classrooms / clinic areas.
2. A personal investment may be required for advertising and promotions such as printing of business cards or cooperative advertising.
3. There will be exposure to various chemicals and fumes which may cause allergic reactions.
4. The practice of safety and sanitation is essential for effective and successful performance within the industry.
5. Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon).

METHOD AND TERMS OF PAYMENT

Institutional Finance Plans may be approved by Yahweh Beauty Academy. Yahweh Beauty Academy accepts cash, money orders & Financial Aid, VA, DARS, MyCAA, No personal checks

Financial Aid

Financial Aid is available to those who qualify: (Cosmetology, Instructor, and Manicurist Courses only)
Class A Barber – financial aid is not available at this time

- **FEDERAL PELL GRANTS** are monies given to people to help pay for school. If you are awarded money, you do not have to pay it back. This is awarded based on financial need.

This school does not participate in the of the following loan programs listed below:

- **DIRECT LOANS**
 - **DIRECT Subsidized Loans**
 - **DIRECT Unsubsidized Loans**
 - **DIRECT Plus Loans**
-
- Texas Department of Assistive & Rehabilitative Services (DARS) assists people who have disabilities prepare for, find and keep jobs. To locate an office in your area visit: www.dars.state.tx.us or call 1-800-628-5115.
 - Veterans Affairs Education Benefits (VA) are available for people who are eligible for veteran's benefits. You can download an application form at: www.gibill.va.gov or you may call 1-888-442-4551 to have an application form be mailed to you or for additional questions.
MYCAA benefits are available for spouses of active duty military personnel
 - *All options above are not available for every student. Please contact the Financial Aid office for further information.
 - ***Apply for Financial Aid***
 - You can complete a Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov
 - Yahweh Beauty Academy OPID number (04231300)
 - NOTE: At this time our Class A Barber program is not approved to received FAFSA we are working tireless to get it approved

Facilities and Equipment

Our educational institution includes classrooms, dispensary, office and modern clinic laboratory in which the students practice "hands on" customer service.

New Class Starting Dates

Class start dates are the 1st Tuesday of each month providing if there are at least five students to start that class for all programs with the exception of Hair Braiding classes that starts on Tuesdays of each week.

Holiday and School Closings

The following holiday schedule will be observed and does not count as absent days for students. These holidays will be posted on the student bulletin board. School closings due to inclement weather or any other type of emergency will not count against the student. Closure for any holiday (or vacation) may be extended by management; a notice will be posted on the bulletin board 10 days prior to the scheduled holiday or events.

MARTIN LUTHER KING DAY

SPRING BREAK (MARCH 9TH – MARCH 13TH)

MEMORIAL DAY

INDEPENDENCE DAY

LABOR DAY

THANKSGIVING BREAK the week of

CHRISTMAS EVE & CHRISTMAS BREAK (Disclaimer)

NEW YEARS DAY

COMPLAINTS

How do I report complaints regarding Licenses, Sterilization, Sanitation or any issues
Contact: Texas Department of Licensing & Regulation P.O. Box 12157 Austin, Texas 78731
or 1800-802-9202 or 512-463-2906

Admissions Requirements/Policies

To enroll, a student must be at least 18 years of age, provide a Social Security card or proof of eligible non-citizenship status, provide a valid driver's license, state ID with photo, or valid passport. Students must also be able to provide proof of appropriate educational requirement; diploma, GED certified statement of receipt of a high school diploma or GED official high school transcript showing graduation date. Home schooled students must supply evidence of completion of home schooling that complies with state requirements and if the state issues a credential for home schooling it's maintained. Students who have acquired hours at another school and wish to transfer those hours to Yahweh Beauty Academy will must provide certification of the transfer hours. The certification must be submitted and accepted prior to the completion of the Enrollment Agreement. Acceptance of transfer hours is at the discretion of the school. (See also: "transfers from other schools"). The school does not recruit students already attending or admitted to another school offering similar programs of study. Yahweh Beauty Academy does not accept Ability to Benefit (ATB) students. The school complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible.

Evaluating the Validity of High School Diplomas

Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school diplomas in the event that the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student's high school diploma. Yahweh Beauty Academy may require further documentation in the form of a certified copy of final high school transcripts for the high school in question. In the case of a foreign diploma, the school must have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents to English and confirm the academic equivalence to U. S. high school diploma. Student self-certification is not considered sufficient proof of validity. In addition to checking online for further information about the school issuing the diploma and its accreditation, the school may check in the state in which the diploma was issued to determine if the school listed on the diploma is on the state list of recognized schools. The school maintains a list of known diploma mills for the admissions staff to check when receiving a diploma from an unknown and questionable source. It is understood that this list may not be all inclusive as there are hundreds of diploma mills some known and some not currently known. It is also understood that the list of schools in the FAFSA drop down box online also may not be all inclusive. The school makes every reasonable effort to verify the validity of questionable high school diplomas.

Graduation Requirements

Student must have satisfactorily completed all class assignments, completed applicable hours, have met all financial responsibilities with the Academy.

1098T Distribution

In accordance with Federal regulations, Yahweh Beauty Academy will mail a copy of a student's 1098-T form for a given tax year by January 31st of the following calendar year. The IRS gives educational institutions the option of reporting either payment received or amounts billed. Yahweh Beauty Academy has elected to report the amounts billed for each student (box 2 of form 1098-T).

VOTER REGISTRATION

The school encourages its students to be registered voters and to exercise their right to vote. Students can register to vote in Texas at www.longdistancevoter.com, www.projectvote.org, or at www.sos.state.tx.us/elections/voter. This information is provided to each student during the enrollment process.

Vaccination Policy

Yahweh Beauty Academy does not require a student to give proof of any vaccinations; however, the school recommends that a student contact their primary care physician for any vaccinations that may be required as part of a wellness checkup.

• Disability Policies

- Yahweh Beauty Academy. is committed to complying fully with the Americans with Disabilities Act (ADA). We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. We conduct all our enrollment practices and activities on a non-discriminatory basis. Our enlistment procedures have been reviewed and they provide meaningful enrollment opportunities for persons with disabilities. When asked, we will make applications available in alternative, accessible formats. We will also give assistance in completing the application. We only make enrollment inquiries regarding an applicant's ability to perform cosmetology duties.
- Reasonable accommodation is available to a student with a disability when the disability affects the student performance. We make our enrolment decisions based on the merits of the situation in accordance with defined criteria, not the disability of the individual.
- Qualified individuals with disabilities are entitled to equal job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. We make all types of leaves of absence available to all students on an equal basis.
- Yahweh Beauty Academy is also committed to not discriminating against any qualified student or applicant because the person is related to or associated with a person with a disability. Yahweh Beauty Academy will follow any state or local law that gives more protection to a person with a disability than the ADA gives.
- Yahweh Beauty Academy is committed to taking all other actions that are necessary to ensure equal enrollment opportunity for persons with disabilities in accordance with the ADA and any other applicable federal, state, and local laws.

Registering Hours with the TDLR – Texas

In order for students to register hours with TDLR the State Licensing Agency, they must submit the following documents: Proof of age, driver's license or state issued identification High School Diploma, home School Certificate or GED, SSN

Transfer Policy

The Beauty Academy accepts up to 500 hours from other institutions on a case by case scenario provided that the student completes at least a 1000 hours on this campus and providing that such hours are accepted by TDLR the State Licensing Agency for Cosmetology. Tuition for transfer students is charged by the hour. If applying for Title IV benefits, we will accept any student with 500 hours or less. Any student with previous loans we will not be able to accept. Last updated on July 25, 2018, 2015

Non-Discrimination Policy/Recruit from other School

As an equal opportunity beauty school, the school will not deny any person admission, graduation, or any other rights and privileges of the school due to age, race, color, sex, religion, creed, ethnic origin.

The school does not recruit students already attending or admitted to another school offering a similar program of study.

Sexual Harassment Policy

Sexual harassment is conduct of sexual nature that makes someone uncomfortable or embarrassed. According to the federal Equal Employment Opportunity Commission (EEOC) sexual harassment is sexual attention that is:

Unwelcome and Unwanted, Harmful, or Illegal.

Yahweh Beauty Academy Annual Crime Security Report

	2016	2017	2018
Murder and Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses: Forcible.	0	0	0
Sex Offenses : Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault.	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crime : Race	0	0	0
Hate Crime: Gender.	0	0	0
Hate Crime : Religion	0	0	0
Hate Crime : Sexual Orientation	0	0	0
Hate Crime : Ethnicity/National Origin	0	0	0
Hate Crime: Disability.	0	0	0
Arrest.	0	0	0
Illegal Weapons Possession	0	0	0
Drug Law Violation	0	0	0
Liquor Law Violation	0	0	0
Referred for Disciplinary Action	0	0	0
Larceny-Theft	0	0	0
Intimidation	0	0	0
Simple Assault	0	0	0
Destruction, Damage, Vandalism	0	0	0

- For the purposes of reporting data in the biennial report or the school annual crime report, crime data will be reported following a conviction.

Notification of Rights and Privacy under FERPA (Release of Information)

Education – Financial Aid etc. with positive proof of identity
Forms are available in the admission office.

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 10 days of the day the Institution receives a request for access. A student should submit to the appropriate official, a written request that identifies the record(s) the student wishes to inspect (without written consent from student unless student is a minor) parents or guardians of dependent minors are not allowed access to student information (no exceptions). The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. The school also provides access to student and other school records to its accrediting agency.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue
SW Washington, DC 20202-5901



Yahweh Beauty Academy
431 N 38th St.
Killeen, TX 76543

Policy Letter # 4 Record Release

The management is custodian of all records for current enrolled students and for students who have withdrawn or graduated. Students or parents/guardians may review records during regular school hours. Records may also be reviewed by the National Accrediting Agency, or in response to a directive of the Commission. The management will respond to reasonable request for explanations and interpretations of the records. **Records may not be released without written consent of the student and/or parent/guardian filed with management.**

Student Personnel Services

Criterion: Information about an individual student is released only on written instruction of the student and/or parent/guardian if the student is a dependent.

To comply with the above written criterion: A record of disclosure of personally identifiable information is maintained and available for the student and/or parent/guardian inspection. Some items of information are directory in nature and may be released to anyone, without consent, unless objection to its release is made in writing within ten (10) days after the issuance of this notice. Records may not be released without specific written instruction of student and/or parent/guardian (if the student is a dependent) filed with management.

I, _____ a student of **YAHWEH BEAUTY ACADEMY**, (or parent/guardian of said student), do hereby authorize the release of personally identifiable information to:

Student Signature

Date

Parent/Guardian Signature

Date

Verification Policy

The purpose of this policy is to inform students of the procedures for verification in the case that their Institutional Student Information Record (ISIR) requires verification. The Department encourages students and parents to use the IRS Data Retrieval Tool (DRT) to import data from their tax return and not change it. If students use the IRS data retrieval tool and receives a “02” code on page 3 of the ISIR by the “IRS Data Flags”, they will not have to bring in a tax transcript or tax return to the school. Each topic will be addressed independently. Verification process is required of all institutions. Verification: The review process is one that first must verify receipt and accuracy of information.

Verification documents become part of the institution’s permanent file record; they’ll be stored and available to your auditor during your audits. Policy and procedure for submitting verification of an ISIR selected for verification by the US Department of Education. Process applies only to records selected for verification.

Standard Verification Groups. V1, V4, or V5 Provide verification specific to Group Code. Verification code may be found in the ISIR, page 3, right side. A student that has been selected for verification with one of the codes mentioned will be required to submit copies of financial and other documents to the financial aid administrator at your school. You will be required to fill out a verification packet – V1, V4, or V5 which will be provided for you.

If you application is selected for verification, you must verify all or part of six major data elements:

- A. Household size (only those for whom you provide more than one-half their support, not friends or family whom would be considered as just co-residents)
- B. Number enrolled in college (Dependent students-do not include parents)
- C. High School or the Equivalent Completion
- E. Adjusted Gross Income (AGI)
- F. U.S. Income Taxes paid, and
- G. Certain untaxed income and benefits.
 - 1. Education Credit
 - 2. Untaxed portions of IRA distributions
 - 3. Untaxed portions of pensions
 - 4. Tax exempt interest

*V4 and V5 packets require that the student signs the Identity and Statement of Education Purpose in front of a school Official and the school official will sign below the student’s signature.

A copy of the student’s government-issued photo Identification (ID) will be required by student for school to keep as documentation.

FINANCIAL DOCUMENTS THAT WILL BE REQUIRED ARE:

- a. 2018 IRS Tax Return Transcript or Tax Return (acceptance of Tax Return effective 1/9/2019) for yourself, if you were required to file (Tax Filers that successfully retrieved there 2018 data from the IRS through FOTW and receives an IRS Request Flag 02 and does not change the information retrieved is not required to provide a copy of their 2018 IRS Tax Return Transcript or Tax Return (acceptance of Tax Return effective 1/9/2019))
- b. If you are a dependent student, a 2018 IRS Tax Transcript or Tax Return (acceptance of Tax Return effective 1/9/2019) for your parent(s)
- c. If you are married, a 2018 IRS Tax Return Transcript or Tax Return (acceptance of Tax Return effective 1/9/2019) for your spouse
- d. If you, your spouse or parent(s) for dependent students did not and were not required to file a 2018 Tax Return, copies of W-2’s from all sources of income earned

e. Other _____

- **NOTE TO DEPENDENT STUDENTS:**
You will also need to submit signed copies of financial and other documents from your parents(s). If your parents are married, at least one parent must sign the Verification Worksheet. If your parent is divorced, separated or widowed, that parent must sign the Verification Worksheet. In this situation, the parent whose information was used to complete the FAFSA, should be the parent signing the verification worksheet.
- **NOTE TO MARRIED STUDENTS:**
You will need to submit signed copies of financial and other documents for you and your spouse. Students must sign.
- **NOTE TO NON-FILERS:** If you, your parents(s) or your spouse did not file a tax return **BUT WERE REQUIRED TO FILE**, you may not receive any federal financial aid funds until the tax return has been filed or an extension has been granted by the IRS. See the F/A Administrator if you have any questions.

In the case that corrections need to be made to a student's ISIR, the financial aid will make corrections necessary based on the verification documentation that the student provided. The student will provide the school permissions to make any changes.

If corrections are made to a student's ISIR, a new ISIR is then generated. Once the financial aid office receives the ISIR, it will be numbered subsequent to the one before it. The financial aid administrator will review the changes to the EFC and Title IV aid amounts, if any, with the student. The student and/or parent then will be required to sign and date the last page.

The student will be notified of any award changes that have resulted due to verification by the receipt of an update to their award notification from the school's financial aid office to be reviewed and signed by the student.

The time period in which students must have all verification documentation submitted is thirty days from their start date.

The consequences for failing to submit all required documentation on time will result in delayed funding and could result in suspension, such time as all required documents are provided to the financial aid administrator. Further delay could result in termination from the program.

All instances of suspected fraud by the student will be reported. Examples of such fraud include false claims of independent student status, false claims of citizenship status, use of false identities, forgery of signatures, false statements of income and other deemed as untrue. If fraud has been detected, the student will be notified by the school to clarify the situation. The following determinations will occur: Refusal to process financial aid until a resolution has been made or complete cancellation of financial aid.

All circumstances of fraud will be forwards to the Office of Inspector General at 1-800-MIS-USED (1800-477-8733).

If there is an EFC change resulting in the student to be awarded less eligibility, it will be considered as an overpayment. A student that is in an overpayment status will be reported to the U.S. Department of Education/National Student Loan Data System. (NSLDS). The school will notify the student in writing requesting full payment of the overpayment.

Process of Verification – workflow and communication.

1. U.S. Department of Education processes data from the Free Application for Federal Student Aid (FAFSA) and sends a Student Aid Report (SAR) to student and ISIR to schools listed on the application.
2. Student is contacted about documents needed for processing purposes.
3. Student completes documents needed for file.
4. YBA reviews the documents for errors.
5. YBA performs recalculation of expected family contribution after resolution of conflict (if any).
6. If the change affects the original EFC, the correction is done electronically using FAA Access Online.
7. Corrections are entered electronically using FAA website
8. After a seventy-two (72) hour period, correct ISIR's are downloaded to YBA.
9. Verification process is then completed if there are no additional errors found.

The applicant has fifteen (15) days in which to supply the FAA with the requested information for verification provided the student has reasonable access to such information. Applicants who miss the stated deadline but later supplies this needed information shall be awarded, but the institution will not take responsibility for the delay or loss of other aid if funds are depleted at that time. Depending on the timeframe in which the information is presented (during registration, for example), it could be a two-week delay in processing. The student is responsible for fee payment until the verification process is complete.

Record Retention

All student records will be maintained for a minimum of three years. Federal student financial aid records will be maintained for the most recent three award years (see disclosure).

Attendance Policy

Student must at all times be progressing at a pace that ensures completion of the program within 150% of the program length. If at any time throughout the program it becomes documented that completion within 150% of the program is prohibitive, student will be placed on a warning status if student attendance continue to persist student automatically loses eligibility for federal funds. To continue in the program student must appeal the reason or reasons he/she was unable to comply with attendance requirements and state how the matter will be remedied. If student prevails in the appeal, he/she will be placed on probation until the next evaluation. See SAP Policy. The contract you make with the school provides additional hours in which you can complete your program if necessitated by an emergency or unanticipated absence. A student will be terminated from school if he/she misses 14 consecutive days unless mitigating circumstances can be documented. An unexcused leave of absence will affect the contract end date by the amount of unexcused leaves days, an absence is an absence regardless and it will affect the progress of the student program of study. The only excused absence this institution will accept is Federal Military Service such as reserve duty weekend warrior or military deployments. This is an approved excused absence and the contract will be extended accordingly. (Veteran scheduled must be turned in prior to starting school)

EXTRA INSTRUCTIONAL FEES

All students are afforded opportunities to complete their course of study here at Yahweh Beauty Academy. Extra instructional fees will be charged for training extended beyond completion date. Cost for any hours beyond completion date will cost \$9.00 an hour and is payable in advance for cosmetology, 6.93 Instructor, 12.00 Hair weave & Braid, 5.59, Manicurist before graduation date, **Class A Barber** program cost an Hour 6.00 hour

Students returning from an approved leave of absence will return to classes in the same SAP status as that when the leave of absence began. This policy shall be applicable to all programs offered. **Last updated January 31, 2020.**

Leave of Absence Policy

The student must follow the institution's Leave of Absence Policy in requesting a Leave of Absence (LOA). A student will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceed a total of 180 days calendar days in any 12-month period. The maximum leave of absence is a one-time 30 day leave and only in the case of mitigating circumstances beyond a student's control. Any student needing a leave of absence from his/her program should complete the appropriate form. This form must be submitted to the school administrator before a request for an official leave will be considered. The request of a LOA must be in advance unless unforeseen circumstances prevent the student from doing so. The request must be in writing, include the student's reason for the LOA, and must include the student's signature. The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision; collects the request from the student at a later date; and establish that the start date of the approved LOA is the first date the student was unable to attend the institution. Reasons for a leave of absence would include an illness, a death in the family or other mitigating circumstances but will be up to the school to decide. An approved leave of absence must be supported by Doctor's statements and or/ a letter of explanation, documentation from student. The school administrator determines whether or not to approve a leave. Students must have clocked at least 150 hours before a request for leave of absence will be considered. Approval and or denial will be clearly noted in the student's permanent file. Any student who does not return from leave on the agreed documented date of return may automatically be subject to termination. If the student takes an unapproved LOA or does not return by the expiration of an approved LOA, the student will be withdrawn. The student's withdrawal date for the purposes of calculating a refund will be the student's last date of attendance. An excused or unexcused leave of absence will not affect the contract end date by the amount of excused or unexcused leaves days an absence is an absence regardless and it will affect the progress of the student program of study. The student will be granted a LOA in accordance with the institution's policy and is not considered to have withdrawn and no refund calculation is required at this time. An approved leave of absences will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence. Students returning from an approved leave of absence will return to classes in the same SAP status as that when the leave of absence began. The student will not be assessed additional charges as a result of the LOA. The student's contract period will be extended by the same number of calendar days taken in the LOA. Changes to the enrollment agreement must be initialed and dated by all parties or an addendum must be signed by all parties and dated. This policy shall be applicable to all programs offered. Last updated 3-3-2020

Grading Policy Requirements

Student will have met the three criteria requirements.

A student must maintain a 70% grade point average. If the student falls below 70% average for the evaluation period the student will be placed on a warning status. The student is considered making satisfactory academic progress while on a warning status. If the student does not raise their academic grade point average to 70% while on warning status he is no longer eligible for federal funds. In order to regain eligibility for federal funds the student must appeal the SAP report and prevail. If the student prevails in the appeal, he can be placed on probation until the next evaluation date; student placed on probation remains eligible for federal funding. The practical and clinical grades are computed on a daily basis, and the theory is determined by test scores. Students are evaluated according to the grade scale.

Employment Assistance

I understand that the School has not made and will not make any guarantees of employment or salary upon my graduation. The school provides placement assistance which consists of identifying employment opportunities and advising me on appropriate means of attempting to realize these opportunities.

Instructional Materials

Students who are enrolled in the programs are furnished clinic apparel, textbooks, workbooks, and kits.

Tuition Payments

In the event the student is paying his or her tuition through other programs, all disbursements will be credited to the student's account for actual tuition or other charges. Students will be billed monthly. Cash paying students, will make weekly or monthly payments. The academy reserves the right to suspend any student from school whose account is delinquent.

Advising Services

The academy provides a support system for each individual student. Our faculty and staff are concerned and caring. Each is here to assist in addressing student needs and concerns. Regularly scheduled advising sessions are held on the first Tuesday of each month; however, students requiring additional or emergency advising are encouraged to contact their assigned Instructor advisor for an appointment at the earliest convenience.

Books and Equipment Supplies

This school required that all student's textbooks and kits adhere to certain qualities and standards so it is mandatory to purchase them from the school. This school prides themselves on cutting edge techniques and it is imperative that all students have access to the same information and equipment

Student Conduct

All students must conform to federal, state and local laws. They must respect the rights of others and conduct themselves in a manner conducive to the educational objectives of the school. Any display of disrespect for faculty, or students, use of profanity, slandering the school on social media etc., theft, or use or possession of alcohol and / or drugs on school property are considered grounds for immediate dismissal. The school reserves the right to suspend or dismiss any student whose actions are deemed inappropriate or detrimental to the school. Once a student is terminated the student cannot attempt to re-enroll into the program for at least ninety (90) days unless there are mitigating circumstances.

Drug and Alcohol Abuse Prevention

The school actively supports the prevention of drug abuse. Upon enrollment, students are provided the school's policy on drug and alcohol abuse. A list of agencies and counselors is also available on the state website for personal assistance and is available to any student requesting assistance.

OSHA Requirements

In compliance with United States Department of Labor Occupational Safety and Health Administration requirements, the school advises its students of the chemicals used in cosmetology/related training. During the course work the student learns

Grievance Procedures

Most grievances arise between a student and a teacher or other first line members of the staff. Such problems are infrequent. If the complaint cannot be handled in an informal manner, the student can confer with the CEO. In the event a dispute cannot be successfully resolved at the institution level, a student, staff member or any interested party may file a complaint with the CEO. The complaint must be in writing and should outline the nature of the complaint. Upon receipt of any written complaint the CEO, will meet with the complainant to resolve the problem. The CEO will respond to the complaint within ten working days from the time of the meeting. If the problem cannot be resolved, the student can forward the original complaint to the state licensing agency (TDLR); if the matter is still not resolved the original complaint can be referred to NACCAS. If the matter is still not resolved student may forward the original complaint to the U S Department of Education. The school is seeking accreditation; upon becoming accredited the school will seek to gain eligibility to participate in federal student aid programs.

Re-Entry Procedure

The school will allow student to re-enter at the same satisfactory progress status as that of when they withdrew. If there has been an increase in tuition, there will be an adjustment on the remaining hours added to the previous balance. There is also a \$100.00 re-admit fee.

Refund and Cancellation Policy (calculation shall be based on scheduled hours)

In the event a student withdraws, is terminated or a course is canceled the following refund policy shall apply. An applicant rejected by the school shall be entitled to a refund of all monies paid. A student (or in the case of student under legal age, his/her parent or guardian) may cancel this agreement at no penalty within 3 business days of the signing of the enrollment agreement. In this case all monies collected by the school shall be refunded. This policy applies regardless of whether or not the student has actually started training. If a student cancels contract after 3 business days after signing, but prior to entering classes. In this case the student shall be entitled to a refund to all monies paid to the school less an enrollment fee. In the case of official cancellation or withdrawal, the cancellation date will be determined by the postmark on the written notification or the date such information is delivered to the school administrator in person.

Withdrawal or Termination of Student

If a student withdraws or is terminated before the last 50 percent of the course begins, the school shall refund:

- (1) 90 percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the course, whichever period is shorter;
 - (2) 80 percent of any outstanding tuition for a withdrawal or termination that occurs after the first week or first one-tenth of the course, whichever period is shorter, but within the first three weeks of the course;
 - (3) 75 percent of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the course but not later than the completion of the first 25 percent of the course; and
 - (4) 50 percent of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the course.
- (c) A refund owed under this section must be paid not later than the 30th day after the date the student becomes eligible for the refund.

Any monies due the applicant shall be refunded in 30 days of formal cancellation by the student, or formal termination by the school which shall occur no more than 30 days from last day of physical attendance. In the case of a leave of absence, the date of withdrawal is the earliest of the date of expiration of the leave of absence or the date the student notifies the school that the student will not be returning. If the school is permanently closed and no longer offering instruction after student has enrolled, the student shall be entitled to pro-rated refund tuition.

Cancellation of Courses

If a course is cancelled subsequent to a student's enrollment, the school shall:

- 1) Provide a full refund of all monies paid
- 2) Provide completion of the course.

RETURN OF TITLE IV FUNDS POLICY

YBA includes Title IV aid disbursed or aid that could have been disbursed in the return calculation. Students are responsible for providing all verification documents prior to return deadline. YBA will perform a new Return Calculation for all of the aid the student qualified for based on the completed verification documents and make the appropriate adjustments. Students are responsible for any Title IV funding they received for unearned tuition. When a student withdraws from school, Yahweh Beauty Academy is required to apply a pro-rated reduction on the financial aid that has been awarded. YBA performs the Return to Title IV Calculation on payment period bases.

Timeframe for Returns of Title IV Funds

Yahweh Beauty Academy must return any unearned Title IV funds within 45 days of the date the school determined the student withdrew. A post-withdrawal disbursement of funds will be offered to the student within 30 calendar days of the determination that the student withdrew. The student will be notified via U.S. Postal mail with

certification with the amount of what must be returned.

Official & Unofficial Withdrawals: A student is considered “officially” withdrawn from the school on the date the student notifies the financial aid office in writing or orally, of intent to withdraw. A student with an unofficial withdrawal is where the school has not received a notice from the student that has ceased to attend school. The unofficial withdrawal of the student is determined within 14 calendar days from the last date of attendance. The last date of attendance for an official or unofficial withdrawal is determined to be the last date of academic attendance determined by the student’s academic records.

Return Order of Title IV Funds:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct Plus Loan
4. Federal Pell Grant

(The school only participates in the Pell Grant Program)

Financial Consequences of Withdrawal: Any amount that you have to return is a grant overpayment, and you must make arrangements with the school or the Department of Education to return the funds. Failure to return any funds due will result in loss of further Title IV eligibility.

Post-Withdrawal: A post-withdrawal disbursement results in the amount of federal student aid funds a student is eligible to receive after withdrawing from the school. The amount is equal to the amount by which the federal student aid earned by the student exceeds the total federal student aid disbursed to the student. The student will be notified by the school in the case of a post-withdrawal.

FSA Credit Balance Authorization Policy

Prior to any disbursements funded to the student, the student is given an FSA Credit Balance Authorization form to sign and allow Yahweh Beauty Academy of how the student would like the school to manage the FSA credit balance(s) on your student ledger account.

An FSA credit balance is created when the total of all FSA funds (Federal Pell Grant, Federal Direct Loans) credited to a student’s ledger exceeds the total of tuition, fees, room, board, and other eligible educational charges on a student’s account.

Unless a student or parent (for a Parent Plus loan) authorizes a school to hold a credit balance, the credit balance must be paid to the student or parent as soon as possible but no later than 14 calendar days after the balance is created (or 14 calendar days after the first day of class if the credit balance was created before the first day of class).

This form, if signed by you, authorizes Yahweh Beauty Academy to retain an FSA credit balance. A student or parent has the right to withhold agreement from all or part of this authorization. If you elect not to authorize the school to hold your FSA credit balance, the funds will be paid to you (the student or parent as applicable) within the 14-day period noted above. Note that if you elect to cancel this authorization or decline this authorization, you will be required to pay any outstanding charges to the school.

This authorization will remain in effect for each subsequent payment period unless you withdraw it. However, in no case will Yahweh Beauty Academy hold an FSA credit balance of loan funds beyond the end of the loan period, nor an FSA credit balance of other funds beyond the end of the last payment period in the award year for which the funds were awarded.

If you withdraw your authorization, the school will deliver any remaining credit balance to you within 14 days. (Note your cancellation is not retroactive.)

This authorization may be withdrawn at any time providing a written request to the address above. The student or parent can decline any and all parts of this authorization. This authorization is allowing the school to hold Federal Pell Grants and/ or Federal Direct Loans. (Yahweh Beauty Academy does not participate in the Federal Direct Loan program).

Mitigating Circumstances

In the case of illness, disabling, accident, death or circumstances beyond the control of the student, the school will make a settlement that is reasonable to all concerned parties.

Conflicting Data Policy

In order for the school to process and fund any Title IV, HEA programs, it must resolve any conflicting information that may occur based on the student's FAFSA. A school must have an adequate system to identify any data that is considered to be conflicting.

Comment codes are noted on the 1st page of a student's Institutional Financial Aid Record (ISIR) that will be reviewed by the school. The ISIR guide that is provided by the US Department of Education will be reviewed to resolve issues that have been noted on the ISIR.

Discrepancies that could occur may be of the following nature but not limited to:

Selective Service, social security number, date of birth, name change, dependency status, marital status (student and/or parent), admission status, income taxes paid, number in household, number in college, National Student Loan Data System (NSLDS) information

Examples of conflicting data and resolutions:

Selective Service:

Conflicting data: ISIR shows that the student did not register for selective service

Resolution: Student needs to give proof that the student has registered for selective service or if the student was not in the country from 18-25 a letter stating that the student was not in the country from the ages of 18-25.

Household Members:

Conflicting data: Verified ISIR shows that there are 5 members in the household but the verification packet (V1) has 4 members in the household.

Resolution: The school must find out which data is correct. If the student verifies that there are 5 members in the household then the verification packet needs to be corrected to reflect the 5 family members. If the student verifies that the verification packet is correct then a correction to the ISIR will need to be processed.

Adjusted Gross Income:

Conflicting data: The student's ISIR shows that the adjusted gross income is \$20,500 but the tax transcript that was provided by the student has \$23,500.

Resolution: The ISIR must be corrected to show that the adjusted gross income was \$23,500.

Bachelor's Degree:

Conflicting data: The student selected on the ISIR that they had a Bachelor's Degree. The school only does Title IV Pell Grants. A student that has received a Bachelor's Degree is ineligible for Pell.

Resolution: The student made a mistake on the FAFSA. The student did not receive a Bachelor's Degree so the ISIR will need to be corrected to reflect the correct information.

Information obtained may work in conjunction with the Verification process. All conflicting data is resolved before disbursements will be funded.

SATISFACTORY ACADEMIC PROGRESS POLICY

Applicable to all programs

The Satisfactory Academic Progress Policy (SAP) policy shall be consistently applied to all students attending the same program; it is at least as strict as the policy applied to students that are not receiving federal funds. In order to be considered making quantitative satisfactory academic progress toward a graduation diploma, a student must be progressing at a pace leading to completion of the program within 150% of the course length, this equates to 67% of scheduled attendance. The SAP policy is printed in the catalog to ensure that all students receive a copy prior to enrollment. Students will be evaluated when the student reaches actual hours for each pay period. Student must maintain a qualitative grade point average of 70%. The school will evaluate students at the following intervals. This does not prohibit the school from reviewing progress at any point it deems necessary.

COSMETOLOGY COURSE		1000 clock hours
0-450	15 weeks	qualitative/academic
451-900	15 weeks	qualitative/academic
901-1000	4 weeks	qualitative/academic

CLASS A BARBER COURSE		1000 clock hours
0-451	15 weeks	qualitative/academic
451-900	15 weeks	qualitative/academic
901-1000	4 weeks	qualitative/academic

INSTRUCTOR COURSE		750 clock hours
0-375	12.5 weeks	qualitative/academic
376 – 750	12.5 weeks	qualitative/academic

NAIL TECH COURSE		600 clock hours
0-300	10 weeks	qualitative/academic
301-600	10 weeks	qualitative/academic

HAIR WEAVING COURSE		300 clock hours
0-150	5 weeks	qualitative/academic
151-300	5 weeks	qualitative/academic

Student must finish number of hours – number of weeks – qualitative measure before being evaluated, for a specific evaluation pay period

Midpoint of the actual hours or the established evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

VA students only Note: The 150% maximum time frame for satisfactory academic progress discussed in this section does not apply to VA students. The time frame for VA students to complete a program will not exceed the VA approved hours for that program. VA will not pay beyond the approved program length.

MAXIMUM TIME FRAME

COURSE MAXIMUM TIME ALLOWED WEEKS SCHEDULED HOURS

The minimum time frame for a full-time student attending an average of 30 hours per week is which 9 months. The maximum time frame for a student attending an average of 30 hours per week is 14 months. The minimum time frame for a full-time student attending an average of 40 hours per week is 8 months; maximum time frame is 12 months. The maximum time frame (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

Cosmetology (Full time, 30 hrs/week) – 1000 Hours/34 Weeks

Class A Barber (Full time, 30 hrs/week) - 1000 Hours/34 Weeks

Manicurist (Full time, 30 hrs/ weeks) - 600 Hours/20 Weeks

Natural Hair Weaving & Braiding (Full time 10 weeks) - 300 hours

Instructor (Full time 30 hrs/weeks) - 750 hours/25 weeks

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

Grading Scale

A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed on a daily basis, and the theory is determined by test scores. Students are evaluated on the following grade scale:

Letter Grade	Range
Excellent	90-100
Above Average	80-89
Average	70-79
Below Satisfactory Academic Progress	0-69

Grading Policy Requirements

Student will have met the three criteria requirements.

A student must maintain a 70% grade point average. If the student falls below 70% average for the evaluation period the student will be placed on a warning status. The student is considered making satisfactory academic progress while on a warning status. If the student does not raise their academic grade point average to 70% while on warning status he is no longer eligible for federal funds. In order to regain eligibility for federal funds the student must appeal the SAP report and prevail. If the student prevails in the appeal, he can be placed on probation until the next evaluation date; student placed on probation remains eligible for federal funding. The practical and clinical grades are computed on a daily basis, and the theory is determined by test scores. Students are evaluated according to the grade scale.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed.

This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

WARNING

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

PROBATION

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

REINSTATEMENT OF FINANCIAL AID

Title IV aid will be reinstated to students who prevail upon appeal regarding the status of Satisfactory Academic Progress or who have reestablished Satisfactory Academic Progress by meeting minimum attendance and academic requirements by the end of the warning or probationary period. Students that withdraw and re-enter school, must pay a \$100 re-instatement fee.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract prior and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulate attendance percentage calculation. A student that is re-entering school after a period of withdrawal will be considered in the same progress status as when they left.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, and repetitions do not apply to this institution and have not effect on satisfactory academic progress.

TRANSFER OF CREDIT

Acceptance of transfer hours from another school is made on a case by case relative to conditions noted below.

First and foremost “why do you want to transfer from another school”? It is probable that you’ll find some of the same characteristics at Yahweh regardless of what your reason for leaving the other school may have been. The first recommendation is that you return to the original school and work things out; liken to resolving the issue in a work environment rather than run away from it. Transferring from one school to another almost always increases the amount you’ll spend for your education.

Consideration regarding transfer hours from another institution offering the same program are accepted toward the student’s educational program, will count as both attempted and completed clock hours for the purpose of determining when the allowable maximum timeframe has been exhausted. SAP evaluations periods are based on actual hours at the institution. Students seeking to transfer from one school to another must have officially withdrawn from the previous school. Your withdrawal data must be recorded with the entity that oversees state regulation. Acceptance of transfer hours from another institution offering the same course work will take into consideration; amount of time since the student last attended school. Document must reflect whether the student owes a balance to the school from which they’re transferring from; does the document indicate satisfactory progress at the time of withdrawal from previous school? The school will not request a deferment for existing student loans (translates to student having to pay payments toward student loans.

COST OF ATTENDANCE

<u>(DEPENDENT STUDENTS)</u>							
<u>COURSE</u>	<u>TUITION</u> <u>*(Direct Cost)</u>	<u>REGISTRATION</u> <u>FEE</u> <u>*(Direct Cost)</u>	<u>KITS,</u> <u>BOOKS,</u> <u>SUPPLIES,</u> <u>LAB COAT</u> <u>*(Direct</u> <u>Cost)</u>	<u>ROOM &</u> <u>BOARD</u> <u>*(Indirect</u> <u>Cost)</u>	<u>TRANSPORTATION</u> <u>*(Indirect Cost)</u>	<u>MISC.</u> <u>PERSONAL</u> <u>EXPENSES</u> <u>*(Indirect Cost)</u>	<u>TOTALS</u>
Cosmetology (1000 Hrs./34 Wks.)	\$6,500.00	\$150.00	\$1,009.00	N/A	\$1,632.00	\$1,870.00	\$11,161.00
Class A Barber (1000 Hrs./34 Wks.)	\$6,500.00	\$150.00	\$1,100.00	N/A	\$1,632.00	\$1,870.00	\$11,161.00
Manicurist (600 Hrs./20 Wks.)	\$3,335.00	\$150.00	\$735.00	N/A	\$450.00	\$5,500.00	\$10,170.00
Instructor (750 Hrs./25 Wks.)	\$5,195.00	\$150.00	\$403.00	N/A	\$2,200.00	\$4,000.00	\$11,948.00

<u>(INDEPENDENT STUDENTS)</u>							
<u>COURSE</u>	<u>TUITION</u> <u>*(Direct Cost)</u>	<u>REGISTRATION</u> <u>FEE</u> <u>*(Direct Cost)</u>	<u>KITS,</u> <u>BOOKS,</u> <u>SUPPLIES,</u> <u>LAB COAT</u> <u>*(Direct</u> <u>Cost)</u>	<u>ROOM &</u> <u>BOARD</u> <u>*(Indirect</u> <u>Cost)</u>	<u>TRANSPORTATION</u> <u>*(Indirect Cost)</u>	<u>MISC.</u> <u>PERSONAL</u> <u>EXPENSES</u> <u>*(Indirect Cost)</u>	<u>TOTALS</u>
Cosmetology (1000 Hrs./34 Wks.)	\$6,500.00	\$150.00	\$1,009.00	\$6,800.00	\$1,530.00	\$782.00	\$16,771.00
Class A Barber (1000 Hrs./34 Wks.)	\$6,500.00	\$150.00	\$1,100.00	\$6,800.00	\$1,530.00	\$782.00	\$16,771.00
Manicurist (600 Hrs./20 Wks.)	\$3,335.00	\$150.00	\$735.00	\$5,300.00	\$1,380.00	\$800.00	\$11,700.00
Instructor (750 Hrs./25 Wks.)	\$5,195.00	\$150.00	\$403.00	\$5,500.00	\$1,175.00	\$500.00	\$12,923.00

*Direct costs are costs that are charges to the student that include tuition/books/kit/lab coat/fees. Indirect costs are not directly charged to the student but are charges that the student can expect to incur while attending the school.

SOC Code 39-5012 Hairdressers, Hairstylists, and Cosmetology
Cosmetology Course
1000 hour program

The professional course in Cosmetology requires the satisfactory completion of 1000 hours training. This will entitle you to take the Texas Licensing Examination for the Texas Cosmetology License. Upon completion the graduate receives a certificate from TDLR. The instructional methods used to teach are from the Milady's text book and practical hands on training.

Cosmetology Curriculum is as follows:

General

HAIR CARE

Cutting, styling, coloring, chemical textures, and related theory and application; business skills; professional development and salon management; health; safety; and laws.....500 hours

NAIL CARE

Manicuring and related theory and applications, business skills; professional development and salon management; health; safety; and laws.....100 hours

SKIN CARE

Facials, hair removal, and related theory and application; business skills; professional development and salon management; health; safety; and laws.....100 hours

TOTAL HOURS.....1000 Hours

34 Week Course

OBJECTIVE:

Our goal is to prepare the student in the basic skills for licensure and practice of Cosmetology as prescribed by the Texas State Law. Cosmetology classes begin every first Tuesday of each month

EVALUATION & PAYMENT SCHEDULE

***Evaluation periods are based on accrued hours, weeks and meeting academic requirements.**

0-450	Hours	15 Weeks
451-900	Hours	15 Weeks
901-1000	Hours	4 Weeks

Grading Scale

A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed on a daily basis, and the theory is determined by test scores. Students are evaluated on the following grade scale:

Letter Grade	Range
Excellent	90-100
Above Average	80-89
Average	70-79
Below Satisfactory Academic Progress	0-69

Grading Policy Requirements

Student will have met the two criteria requirements.

A student must maintain a 70% grade point average. If the student falls below 70% average for the evaluation period the student will be placed on a warning status. The student is considered making satisfactory academic progress while on a warning status. If the student does not raise their academic grade point average to 70% while on warning status he is no longer eligible for federal funds. In order to regain eligibility for federal funds the student must appeal the SAP report and prevail. If the student prevails in the appeal, he can be placed on probation until the next evaluation date; student placed on probation remains eligible for federal funding. The practical and clinical grades are computed on a daily basis, and the theory is determined by test scores. Students are evaluated according to the grade scale.

SOC Code 12.0402 CLASS A BARBERS
Class A Barber Course
1000 hour program

The professional course in Class A Barber requires the satisfactory completion of 1000 hours training. This will entitle you to take the Texas Licensing Examination for the Texas Barber License. Upon completion the graduate receives a certificate from TDLR. The instructional methods used to teach are from the Milady's text book and practical hands on training.

Class A Barber Curriculum is as follows:

General

BASICS

Anatomy and physiology; disorders of the skin, scalp, hair and nails; chemistry (haircoloring, chemical waving, and relaxing); bacteriology, sterilization and sanitation; safety, first aid, and sanitation; barber implements, tools, equipment and related theory; and history of barbing.....150 hours

PRACTICE

Shaving, mustaches and beards; haircutting; hairstyling; hair and scalp treatments, scalp massage; safety, first aid, and sanitation; hairweaving, extensions, and wigs; face and neck massage and treatments; facial hair removal; manicuring; chemistry (haircoloring, chemical waving, and relaxing); and razor techniques, safety, first aid, and sanitation.....750 hours

BUSINESS:

Texas barber laws rules; customer service; barbershop management; professional ethics And image; safety, sanitation, related practices and theory; and hygiene and good Grooming.....100 hours

TOTAL HOURS.....1000 Hours

34 Week Course

OBJECTIVE:

Our goal is to prepare the student in the basic skills for licensure and practice of Barber as prescribed by the Texas State Law. Classes begin every first Tuesday of each month

EVALUATION & PAYMENT SCHEDULE

***Evaluation periods are based on accrued hours, weeks and meeting academic requirements.**

0-450	Hours	15 Weeks
451-900	Hours	15 Weeks
901-1000	Hours	4 Weeks

Grading Scale

A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed on a daily basis, and the theory is determined by test scores. Students are evaluated on the following grade scale:

Letter Grade	Range
Excellent	90-100
Above Average	80-89
Average	70-79
Below Satisfactory Academic Progress	0-69

Grading Policy Requirements

Student will have met the two criteria requirements.

A student must maintain a 70% grade point average. If the student falls below 70% average for the evaluation period the student will be placed on a warning status. The student is considered making satisfactory academic progress while on a warning status. If the student does not raise their academic grade point average to 70% while on warning status he is no longer eligible for federal funds. In order to regain eligibility for federal funds the student must appeal the SAP report and prevail. If the student prevails in the appeal, he can be placed on probation until the next evaluation date; student placed on probation remains eligible for federal funding. The practical and clinical grades are computed on a daily basis, and the theory is determined by test scores. Students are evaluated according to the grade scale.

SOC Code 39-5092 Manicurists and Pedicurists Course

Manicurist Course

The professional course in manicuring requires the satisfactory completion of 600 hours training. This will entitle you to take the TDLR Licensing Exam for Manicuring License. Upon completion the graduate receives a certificate from TDLR. The instructional methods used to teach are from the Milady's text book and practical hands on training. This program provides opportunities for each student to develop a professional personality for working in the dynamic field of manicuring.

Manicurist Course Curriculum is as follows:

General

Orientation, rules and laws.....	15 Hours
Equipment and Implements.....	15 Hours
Procedures.....	320 Hours
Arms & Hands Anatomy & Physiology.....	70 Hours
Sanitation and Safety.....	100 Hours
Professional Practices	80 Hours
TOTAL HOURS.....	600 Hours

20 Week Course

OBJECTIVE:

Our goal is to prepare the student in the basic skills for licensure and practice of manicurist as prescribed by the Texas State Law. Cosmetology classes begin every first Tuesday of each month

EVALUATION & PAYMENT SCHEDULE

0-300 Hours 10 Weeks

301-600 Hours 10 Weeks

*Evaluation periods are based on accrued hours

Grading Scale

A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed on a daily basis, and the theory is determined by test scores. Students are evaluated on the following grade scale:

Letter Grade	Range
Excellent	90-100
Above Average	80-89
Average	70-79
Below Satisfactory Academic Progress	0-69

Grading Policy Requirements

Student will have met the two criteria requirements.

A student must maintain a 70% grade point average. If the student falls below 70% average for the evaluation period the student will be placed on a warning status. The student is considered making satisfactory academic progress while on a warning status. If the student does not raise their academic grade point average to 70% while on warning status he is no longer eligible for federal funds. In order to regain eligibility for federal funds the student must appeal the SAP report and prevail. If the student prevails in the appeal, he can be placed on probation until the next evaluation date; student placed on probation remains eligible for federal funding. The practical and clinical grades are computed on a daily basis, and the theory is determined by test scores. Students are evaluated according to the grade scale.

Natural Hair Weaving Course

The professional course in hair weaving requires the satisfactory completion of 300 clock hours; upon completion the graduate receives a certificate from TDLR. The instructional methods used to teach are from the Milady's text book and practical hands on training. This program provides opportunities for each student to develop a professional personality for working in the dynamic field of Hair Weaving.

HAIR WEAVING COURSE CURRICULUM

Orientation/Hair Weaving Technical Skill.....	150 Hours
Shampooing client, weft & Extensions.....	50 Hours
Professional Practices.....	40 Hours
Anatomy & physiology hair Analysis & scalp Care.....	30 Hours
Chemistry in hair weaving	10 Hours
Sanitation & Safety Measure.....	10 Hours
Safety measures client protection/Law & Rules.....	10 Hours
TOTAL HOURS	300 Hours

8 Week course

OBJECTIVE:

Our goal is to prepare the student in the basic skills for licensure and practice as a Hair Braider as prescribed by the Texas State Law. Cosmetology classes begin every Tuesday of each month

EVALUATION & PAYMENT SCHEDULE **See disclosure on page 1**

0-150 Hours *Evaluation periods are based on accrued hours
151-300

Grading Scale

A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed on a daily basis, and the theory is determined by test scores. Students are evaluated on the following grade scale:

Letter Grade	Range
Excellent	90-100
Above Average	80-89
Average	70-79
Below Satisfactory Academic Progress	0-69

Grading Policy Requirements

Student will have met the two criteria requirements.

A student must maintain a 70% grade point average. If the student falls below 70% average for the evaluation period the student will be placed on a warning status. The student is considered making satisfactory academic progress while on a warning status. If the student does not raise their academic grade point average to 70% while on warning status he is no longer eligible for federal funds. In order to regain eligibility for federal funds the student must appeal the SAP report and prevail. If the student prevails in the appeal, he can be placed on probation until the next evaluation date; student placed on probation remains eligible for federal funding. The practical and clinical grades are computed on a daily basis, and the theory is determined by test scores. Students are evaluated according to the grade scale.

Instructor Course

The professional course in cosmetology requires the satisfactory completion of 750 hours training. This will entitle you to take the Texas State Board of Cosmetology Examination for the Texas Cosmetology Instructors License. Upon completion the graduate receives a certificate from TDLR. The instructional methods used to teach are from the Milady's text book and practical hands on training.

The Instructor curriculum according to TDLR Regulations is as follows:

Seven hundred and fifty (750) hours of training are required of applicants for a certificate of registration as a Cosmetologist with at least on (1) hours of theory class per day. The hours shall be apportioned as follows:

INSTRUCTOR COURSE

Orientation.....	50 Hours
Instruction and theory and lab/clinic operation.....	350 Hours
Classroom Teaching and Clinic Management	350 Hours
TOTAL HOURS.....	750 Hours

25 Week Course

OBJECTIVE:

Our goal is to prepare the student in the basic skills for licensure and Employment as Instructors of Cosmetology as prescribed by Texas State Law. Classes begin every first Tuesday of each month

EVALUATION & PAYMENT SCHEDULE

0-375	Hours	
375-750	Hours	*Evaluation periods are based on accrued hours

Grading Scale

A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed on a daily basis, and the theory is determined by test scores. Students are evaluated on the following grade scale:

Letter Grade	Range
Excellent	90-100
Above Average	80-89
Average	70-79
Below Satisfactory Academic Progress	0-69

Grading Policy Requirements

Student will have met the three criteria requirements.

A student must maintain a 70% grade point average. If the student falls below 70% average for the evaluation period the student will be placed on a warning status. The student is considered making satisfactory academic progress while on a warning status. If the student does not raise their academic grade point average to 70% while on warning status he is no longer eligible for federal funds. In order to regain eligibility for federal funds the student must appeal the SAP report and prevail. If the student prevails in the appeal, he can be placed on probation until the next evaluation date; student placed on probation remains eligible for federal funding. The practical and clinical grades are computed on a daily basis, and the theory is determined by test scores. Students are evaluated according to the grade scale.

PELL Awarding & Disbursement Policy

Disbursement happens once a student has met benchmarks in the clock hour Cosmetology /Class A Barber Program: Hours, Weeks, GPA of at least 2.0 (70%), and attendance 67%.

Pell Grants are disbursed in two equal payments. The first half will be disbursed at the beginning of the program, usually within the first 60 days. The second half will be disbursed after a student has completed one-half of your scheduled hours and weeks.

- st
1 disbursement within 30 days completed: 0-450 Hours /15 weeks
- nd
2 disbursement after 451-900 Hours & 15 Weeks completed
- rd
3 disbursement after 901-1000 Hours & 4 Weeks completed

SCHOOL STANDARD RULES AND REGULATIONS APPLIEDS TO ALL PROGRAMS LAST UPDATED January 31, 2020

In order for Yahweh Beauty Academy to operate effectively and for all students to receive maximum benefit, all rules and regulations must be followed.

Grounds for Suspension or Termination

The following types of social behavior that keep you & your fellow students from learning are not acceptable and may result in your suspension or termination.

YAHWEH BEAUTY ACADEMY Reserves the right to take any disciplinary action it deems necessary and reasonable under the circumstances.

- a. Refusing to service an assigned patron or refusing to comply with the Instructor assignment.
- b. Discussing of sexual activities or beliefs
- c. Cursing or using foul or vulgar language
- d. Engaging in disruptive behavior
- e. Immoral or unprofessional conduct
- f. Arguing with an Instructor in the presence of another student or patron
- g. Cheating, dishonesty or falsification of records
- h. Consuming or possessing alcoholic beverages and /or illegal substances during school hours or on school property
- i. Stealing school hair products
- j. Student not have their kit supply here at the school to service clients
- k. During your friends and family members hair for free
- l. Adding services to a customer's ticket w/out informing the floor Instructor

Activities that will result in immediate termination are theft from a student, patron or school property/money

- a. Students must dress according to school dress code.
- b. Lunchtime is 30 minutes. You must clock out & back in once you are done eating
- c. Students are not to receive personal phone calls.
- d. Tuition payments must be made according to your contract
- e. Student must attend classes regularly and pursue the instruction and practical work diligently.
- f. When contract expires, students are allowed to make up for absences upon payment of an additional charge.
- g. Students must obey all rules of personal hygiene, sanitation and sterilization while in school.
- h. Students are not allowed to gossip or cause a discomfort in the work environment
- i. Students are required to clock out if decide to take a cigarette break
- j. Cigarette smoking is not permitted in side of school building at all
- k. Smokeless tobacco is not to be used in the school
- l. Students must have a professional attitude and appearance
- m. Any student in school under the influence of alcohol or illegal drugs will be suspended or terminated

I. Texas Department of Licensing and Regulation Requirements:

TDLR requires that each student wishing to enroll in the cosmetology program purchase a student permit. The cost is \$25.00 and must be paid in the form of a **MONEY ORDER ONLY**. Make payable to the Yahweh Beauty School.

This is due the first day of school. The permit is good for the entire course.

This fee does not serve as the student's fee for the State Exam.

TDLR has appointed another agency to test applicants.

TDLR has been appointed by the governor.

Their job is to make sure that we comply with all the

Rules and regulation set forth by them. We are visited by an inspector at all

Time. They check the lab, student kits and monthly reports. In order for

Us to pass inspection, we as instructors have to be very strict on the

Students about cleanliness and sanitation. TDLR requires that every

Student has a kit and a uniform. We order these items for each student.

All uniforms and kits are the same.

III. REGISTRATION AT YAHWEH BEAUTY ACADEMY

- a. The student will provide positive picture identification upon entry
A copy of a military identification card, Texas driver's License or state issued identification.
- b. The student is required to pay his/her own fees for the Student Permit.
- c. The student is responsible for his/her own meals, laundry, and transportation to and from the Yahweh Beauty Academy.
- d. The student is responsible for his/her own expenses in case of injury, ambulance calls, illness, or hospitalization.

IV. STUDENT ATTIRE:

A. Dress Code: The following dress code applies to all students and will be strictly enforced at

all times: **Dress Code Policy**

The purpose of this dress code is to provide the parameters for an atmosphere that is professional, but at the same time relaxed. Dressing for school environment not only demonstrates pride in ourselves, but influences how our school is perceived by others, whether they are customers or members of the school. It has an impact on our performance as well as the performance of those around us. Our emphasis is that each student should be neat and clean and take pride in their appearance. This policy applies to all students.

The student may wear the following students are to wear their uniforms at all times (no other exceptions):

- a. Pants or Skirts: black now jeans skirts. Skirts must be 2 inches below the knee and must be loose fitting. Absolutely no short-shorts.
- b. Shirts: Yahweh Beauty Academy T-shirt in black, red, or purple can be worn on Saturdays only.
- c. Pants or skirts must be of professional material and cannot be tight fitting. (no stretch pants material) No exercise or jogging attire.
- d. No wearing of displaying of money. (ex: Birthday, etc)
- e. Shoes: Must be closed toe and heel, no sandals of any type are permitted. White or black socks, hose must be worn w/skirts no other colored sock or hose allowed.
- f. Lab Coats: Students will need a lab coat for clinic floor & practical exam
- A. The student's uniform will be clean and pressed. Shoes will be clean and polished. If a student arrives for class in an impressed or otherwise untidy uniform the instructor has the authority to send the student away from the school. No credit/time will be allowed while the student is away from class. Appropriate undergarments will be worn at all times.
- B. The students are not permitted to wear sweat pants, stretch knit material attire, hats, caps, do rags or scarves etc: . These items of clothing are not considered professional or sanitary.
- C. The student will be informed as to the correct attire to be worn to the practical examination. The school will provide directions to the examination site.

OTHER DRESS CODE items that should be noted:

- 1. Smocks or tee shirts with logo on it
- 2. Black or white (solid color) slacks or skirts
- 3. Clothes and shoes must be clean
- 4. Hose or socks must be worn may be any color
- 5. Shorts and skirts are not to be shorter than 2 inches below the knee and must have on hoses blk
- 6. Clothes are not to be worn wrong side out nor are they to be hanging off the behind
- 7. Hair neat and well groomed
- 8. Clothes must be neat, clean, and without holes or ragged edges
- 9. Clothes must fit well and not be too tight
- 10. Black or white athletic shoes that are clean and in good condition may be worn
- 11. No OPEN-toed or heel shoes (front or back)
- 12. Closed-toed shoes are required and strongly recommended for all students
- 13. Flip-flops or beach type sandals are not allowed
- 14. Tank tops are not allowed
- 15. Solid black color denim slacks are allowed
- 16. Shirts with logs that contain messages that are offensive, crude or otherwise inappropriate

are not allowed.

17. Wind suits, sweatpants, and spandex pants are not allowed
18. Shirts showing bare midriff are not allowed
19. Low rise pants may not show the midriff when walking, bending, stretching, or leaning.
20. Pants must fit properly and may not hang below the student's hips.
21. Proper undergarments should be worn
22. Black "Scrubs" are allowed.
23. Hats, "Do-rags", "head-caps" or scarves may not be worn
24. Facial jewelry is not allowed (example: nose, lip, eyebrow, cheek, and tongue)
25. Earrings must be conservative
26. Tattoos that are offensive in nature need to be covered by clothing
27. Personal cellular phones/ear or headsets are allowed to be worn or used during school hours.

V. **ATTENDANCE, BREAKS, LUNCH:**

- A. School Class Hours: Tuesday through Friday:
8:30 am to 4:30:00 pm

If the student does not clock the minimum hours applicable to first evaluation period you will be placed on warning status for the next evaluation period. If during this warning period you do not clock the minimum hours, you must appeal as a means of determining whether one can be placed on probation. Without an appeal student may not be placed on probation.

*All missed hours can be made up during the following times

7:00 am. – 08:30 am Daily or 4:30 pm - 6:00 pm Daily Field Trips on Sundays at the Nurse home

* All Lunch Breaks will be designated by Instructor

All students are required to be prompt for all classes. Students must attend classes regularly and pursue the instruction and practical work.

- B. Tardiness will result in the student not being allowed to enter the classroom if a class is in session. The student cannot clock in until the class break or lunch for unexcused tardiness. With an excused absence the student may clock in but will not be allowed to enter the class until the class break or lunch.
- C. No student may clock in or out for another student. Never intentionally clock another student's time card. This is a State Law. Any student violating this rule will lose his/her time for the day, and be suspended for a 90 day period. The student whose card was clocked will also lose his/her time for the day. This is a Texas State Law.
- D. If a student forgets to clock in or out and not let someone know, that time may be lost for the day. The school is not responsible for a student's lost time. It is the student responsibility to use the clock.
- E. **Attendance on Fridays mandatory.** Arriving late or leaving early may result in disciplinary action. Prior approval for absence must be made in writing (doctor's excuse, etc.) to instructor or the student will receive a "zero" grade for time

missed and will not be permitted to make-up the work. All unexcused absences will be at the student's own expense. Continued absence will result in disciplinary action.

- F. All students registered at Yahweh Beauty School will comply with attendance rules of a minimum of 80% attendance.
- G. Each student is allowed two break periods daily (15 minutes in the morning and 15 minutes in the afternoon). Break time will be designated by the instructor. If the student decides to smoke he/she will smoke at that time, no smokeless tobacco will be allowed to be used in side of school building at all. If a student abuses this privilege, he/she will be required to clock out and may be suspended for minimum of three days. No breaks are allowed from 11:30 a.m. to 12:30 p.m. this time will be lunch times only.
- H. ALL students is allowed a 30 minutes for lunch time. The student must clock out during the assigned lunch time. The instructor will designate the time when a student may go to lunch.
- I. The student must clock out anytime he/she leaves the building. Once a student has clocked in, he/she is considered available for patrons.
- J. A student with any medical limitation (broken bones, etc.) that prohibits him/her from properly acquiring cosmetology clock hours (tasks, practical, lab floor, and class work); should check with management regarding an LOA. Re-enter upon approval from a doctor and the school administration. The student must wait for an opening.
- K. Absences and tardiness affect a student's grades. Grades are based on attendance, daily work, tests, and practical skills. The student is required to notify his/her instructor in advance of any absence to retain the privilege of making up written work without grade penalty. Make up work for absence must be completed within one week of return to school. This does not apply to the state board exit exam. The following point deduction scale will be used for all absences:

DISCIPLINE:

- i. Any student possessing any contraband (weapons, illegal drugs, alcohol, etc.) in the school or on school grounds or who is under the influence of alcohol or illegal drugs will be suspended for a period of not less than nine months. The smell of alcohol on a student's breath will be considered sufficient evidence to suspend a student. If you are taking a prescription drug that causes side effects—informs your instructor.
- ii. Students are not allowed to gossip or cause a discomfort in the work environment. Gossip and foul language will not be tolerated at any time in any situation and is considered cause for suspension.
- iii. Chewing gum in class is prohibited and may result in disciplinary action.
- iv. Student harassment (of any type) will not be tolerated. The Golden Rule applies, Student harassment will result in suspension for a period of time to be determined by the administration.

- v. Dishonesty in any form (stealing, lying, cheating, etc.) will not be tolerated. Any student who is found guilty of this offense will be suspended for a period of time to be determined by the administration. Students guilty of scholastic dishonesty will be administratively dropped from the course with a grade of “F” and subject to disciplinary action, which may include suspension for a full semester.
- vi. Any additional information on discipline and disciplinary action and procedures refer to your Instructor. When a student is suspended they may not come on school property to include the parking lot

INSTRUCTIONAL FEES, CHARGES FOR SERVICES

(Yahweh Beauty Academy)

VA students are enrolled according to VA standards and conditions

- A. Enrollment fees are due the day of registration. Exceptions will be determined by the administrator.
- B. Senior students may charge services and supplies not to exceed \$25.00 unless approved by the administration. Bills must be paid by the 5th day of the month. A late fee of \$10 will be assessed after the 5th day. Failure to pay by the 10th day will result in the student not being permitted to clock in for classes and lost time will be at the expense of the student. Payment of instructional and late fees after the 10th class day will be determined by the administrator.
- C. The student **will not** be permitted to clock in on the final day of attendance unless all outstanding bills are paid in full.
- D. The student is responsible for quotation of prices from the instructor before a service and informing the patron of the prices of products and services. All products and services must be written on white tickets at front desk. Failure to record products and/or services will result in the student paying for the products and/or service not recorded.
- E. If a student has indebtedness to the school, the student may not take the kit or books with them if he/she withdraws from the school. The student has 30 days to redeem these articles and clear up the indebtedness. The school will not hold a student’s personal belongings for more than 30 days. The student will not be allowed to reenroll until all indebtedness is satisfied to the Administration.
- F. A charge of fifty dollars (\$50.00) will be assessed to any student who burns the station countertop. This is considered destruction of school property. Use the appropriate trays, towel, etc. to lay hot tools/equipment on.

VII. TELEPHONES:

- A. Students are not permitted to use the school business phone and it is not the responsibility of the receptionist to take messages.
- B. **Emergency** calls will be handled as deemed appropriate by the school staff. If it is stated by the caller that it is an emergency, the staff will ask the caller what is the nature of the emergency?

- C. Absolutely no student cellular phones, headphones, Walkman's or beepers are allowed in the school building. This includes break room, patio and restrooms. The student must clock out and leave the building to use a cell phone, etc. When entering the facility, student must turn off cell phones, beepers and other electronic devices. If a student is caught using a cell phone or beeper in the building, he/she may be suspended. This is a violation of Yahweh Beauty Academy policy.

VIII

CLASSES:

- A. The student is required to come to each class prepared. All assignment is expected to be completed. Students are expected to bring supplies such as notebooks, book, pens, etc. To each class. Ten minutes each day is scheduled for sanitation. The student daily sanitation requirement must be completed and graded by an instructor at the end of each day. Student is responsible for violations including fines assessed by TDLR.
- B. The student is required to furnish items such as a towel for use on their mannequin, personal make-up etc. The instructor will provide the student a list of articles required for classroom work. Students are solely responsible for their personal property. This includes kits, books, purses etc. The school will not be responsible for such property. Lost or stolen kit items must be replaced by the student. Students are issued lockers
- C. Texas Department of Licensing and Regulation requires that the student must have his/her kit and supplies with them to be clocked in and receive hours. All supplies must be in compliance with TDLR rules and regulations. The TDLR Inspector will check and may issue violations and or applicable fines.

IX

EXAMINATIONS:

- A. The student is required to pass the final examination (exit exam) given by this school in accordance with the State Law, Section 22(4). This school will not issue a certificate and will not recommend a student to take the Examination for licensure unless the student has passed the final examination (exit exam-practical and written) with the required grade.
- B. The final examination (Exit Exam) date will be announced by the instructor. If the student does not appear on the scheduled date or must retake the final examination (exit exam) the instructor will inform the student prior to taking the make-up examination, and the make-up date will be at the date and time assigned by the instructor. IF only a written test is required, the test will be scheduled at the convenience of the school staff. Students must satisfactorily complete all their academic assignments.

X SERVICES:

- A. The student is required to pay for chemical services done on themselves or family members. It is the responsibility of the student to get permission from the instructor **prior** to having any service performed and a ticket must be given to the receptionist. Permission may be granted or denied by the instructor. IF a student is caught doing their own hair, nails, etc. or having it done by another student without permission, he/she will be charged full price and may be suspended. Permission may be granted or denied by the instructor. The receptionist will assign patrons to students and pass the ticket to the floor Instructor who will pass the ticket to the student to go get the patron and greet them for service. You will then perform only the service on the ticket. If the patron request additional services, they must pay for the service first. At no time will a student perform services on a family member for free all family will pay for their services.
- B. No student or Staff member is allowed to eat or drink on the clinic laboratory floor. Students are not allowed to sit in clinic chairs unless a service is being performed.
- C. NO student may perform services outside the school or receive any compensation for such services. This is in accordance with State Law. This is an unlawful act and is strictly prohibited. **THE STUDENT PERMIT CAN BE CANCELED.**

XI COURTESY: Infractions are considered cause for disciplinary action.

- A. Students **will** address instructors formally; i.e., Miss, Mrs., or Mr., whichever is appropriate. The instructor will be shown the proper respect at all times.
- B. The student **will** be courteous and respectful to the patron and guests of the academy at all time. The student cannot refuse to perform a cosmetology related service, requested by a patron.
- C. The student **will not** keep a patron waiting, and is responsible for the completion of any services started for a patron. No profanity at all!

XII OTHER:

- A. Students **cannot** bring children to school while they are clocking cosmetology hours. NO PROFANITY at all.
- B. There will be **no** personal parties held in the school building or on school grounds. All personal parties will be held away from school facilities.
- C. All students **must** enter and exit by the front door. There will be no loitering in the lobby.
- D. The students **cannot** have food and/or drinks on the lab floor, in cabinets, or the classroom. A break room and lockers are provided. The student is responsible for taking all personal items home each day. Items not taken home will be disposed of. The instructor may permit drinks in the classroom, however, **no food** is allowed in classrooms.

- E. Each student is required to have a lock for his/her locker and kit. The school is not responsible for lost or stolen items.
- F. The student is expected to keep his/her area clean at all times. When performing services on a patron, the student must make sure that his/her area is clean before proceeding to the next patron. The student's area must be cleaned before clocking out for the day. Failure to do so may result in disciplinary action and or fines. This is a Texas Department of Licensing and Regulation Law.
- G. Students **will not** be allowed to read personal non –cosmetology program material or do personal non-program related writing during normal class hours. Also, no Walkman's are allowed.
- H. All students area assigned clean-up (job duties). Students work as a team to ensure sanitary and safety precautions are met in accordance with the Texas Department of Licensing and Regulation Law and, Yahweh Beauty Academy. Each student will be assigned specific housekeeping tasks (sweeping, washing/folding towels etc.) The task scheduled is posted weekly. Each student has the responsibility to complete his/her assigned task daily. Failure to do assigned task will result in the student receiving a zero as a daily grade. Constant neglect of assigned task or failure to do your part will result in disciplinary action.
- I. Report **all** accidents to your instructor.
- J. Field trips and guest speakers are not required as a part of the program. They are privilege and are at the request of the instructor. Professional conduct and courtesy is **expected at all** times when participating in these activities. Failure to comply with this policy could result in disciplinary action as determined by the Administration.
- K. Students must dress according to school dress code.
- L. Lunchtime is 30 minutes. You must clock out and clock back in only when you are done eating if you clock back in and get caught eating after your lunch break is over can result in disciplinary action
- M. Tuition payments must be made according to your contract.
- N. When student goes beyond contract end date, students are assessed over time fees for making up absences at the discretion of administrator.
- O. Students must obey all rules of personal hygiene, sanitation and sterilization while in school.
- P. Students are not allowed to gossip or cause a discomfort in the work environment.
- Q. Cigarette smoking & smokeless tobacco is not permitted in side of school building at all
- R. Any student in school under the influence of alcohol or illegal drugs will be suspended or terminated.
- S. Legal verification of hours must be made for each student. Each student must clock in upon arrival and clock out upon departure from school. If the student leaves the school premises for any reason the student must clock out. Hours could be missed if student does not follow required clocking procedures.
- T. Student may not be given time if they forget to clock in

- U. Students will be excused from an absence with proper documentation. Without the proper documentation the student will not be excused.
- V. Instructors and administrators are authorized to clock out any student who exhibits unbecoming behavior. If a student continues to exhibit unbecoming behavior the student will be terminated.
- W. Only emergency telephone calls will be accepted on the business telephones. Cells phones are not allowed on clinic floor or the class room
- X. Any student who possesses or uses illegal substances on school property will be terminated from the school (no exceptions)
- Y. Students are solely responsible for their personal property. This includes kits, books, purses and etc. The school will not be responsible for such property lost or stolen knit items must be replaced by the student

XIII PARKING: Students parking will be designated by the instructor on the first day of enrollment. **THIS RULE WILL BE STRICLTLY ENFORCED.** There will be no parking in the front of the business establishment all students will park on the side of the building.

XIV HOLIDAYS: The program or cosmetology is designed to operate continuously throughout the year. A yearly calendar of holidays is posted. In the event of an act of God, i.e., ice storm, flood, etc. and announcement will be made via television. A good rule to follow is, “if Fort Hood is closed for weather conditions, this school will probably be closed. Check Channel 10 KWTX for inclement weather conditions & school face book page.

NOTE:

Yahweh Beauty Academy reserves the right to suspend or terminate any student who violates the school’s rules and regulations.

At the discretion of the director, these rules may be changed, posted to the bulletin board and become effective immediately.

THEORY

Consist of lecture and class participation with textbook and some memory games.

PRACTICAL

Correlating the theory that has been taught in theory class, to developed skills. Practical work is performed on patrons, mannequins or other students. All students must remain at their station while performing practical applications, no roaming the clinic floor.

AGE

TDLR regulatory agency requires students to be at least 18 years of age at the time the State Administered Examination is taken, however, we enroll students over the age of 50.As you can see, age is no barrier.

CAREER OPPORTUNITIES

Thank you for inquiring about our school and a career in cosmetology. Choosing the right profession is always important.

You want one that offers financial security, independence, prestige and the fulfillment of making others attractive and happy.

Some career opportunities stemming from cosmetology training are:

Shampoos Hair Coloring Technician

Manicurist

Cosmetologist

Esthetician-cosmetician

Cosmetologist Instructor

Beauty Salon or School Owner/Manager

Manufacturer's Representative

Permanent Wave Technician

Makeup Artist

Skin, Scalp, Hair Technician

Color Analyst

We provide you with career counseling, and employment assistance; however, we cannot guarantee employment.

EQUIPMENT

Equipment must be kept sanitary. If equipment is lost it must

Be repurchased. Books are to be in school, ready for class at all times. They may be taken home, but not forgotten. If lost, they must be repurchased. **Periodically sanitation on personal hygiene, and equipment will be inspected and graded no student is allowed in class without necessary supplies or proper dress. Uniforms are required in class and on clinic floor at all times. Student may be sent home if unprepared or in sloppy attire.**

PATRONS

Patrons are taken on number basis, first come, and first served. An all-out effort must be made to do as many clients as necessary to afford in order to achieve the fullest educational experience. You will be assigned particular jobs in order to round out to prescribed curriculum necessary to state licensing. Your progress book and /or requirement sheet will reflect a variety of job skills. A patron may request you, but she must not go ahead of waiting patrons. Please be fair and polite as to how long you will be and suggest another student if you are too busy. It is an honor to be requested. Never be rude to that honor. If you feel you are no longer having a learning experience on a particular patron, ask for advice as to how to transfer her to another student needing that particular job experience.

SUPPLIES

Students may use their permit for admittance to professional supply houses.

A student Price List is posted in the school dispensary. This is for work done on each other. It is a nominal fee to cover cost of supplies used. Students may have services done only by permission of an instructor.

LUNCH, TELEPHONE CALLS and BRAKES

Lunch is 30 minutes. You must clock out and in. If you go out to pick up your lunch, you must clock out before leaving and clock back in only when you are ready to go back on clinic floor or mannequin bar.

A lunch period is available to anyone putting in over 5 hours of class.

Personal calls are not permitted

Students must clock out during their smoke break this is part of the TDLR regulations rules. If a student decide to go to the front of the school bldg. to and smoke /joke are on the cell phone they must be clocked out if the student is not clocked out this may or can result in a school termination.

DAILY ROUTINE

1. Clock in immediately. (If more than 7 minutes late, you may not count the quarter hour.
2. Check your sanitation duty for the day on the Sign-in Sheet. (These are to be done throughout the day, not just at time to go home).
3. Go to class
4. At lunch time, clock out and back in
5. At the end of the day, finish the satiation duty assigned to you for the day clean you own station and turn chair toward station
6. Clock out before going home.

ATTITUDE AND EVALUATIONS

Attitude, hygiene and cooperation are vital to our program. Personal sit down evaluations are held periodically as to progress and goals.

WEEKLY AND FINAL TESTS

Tests are given weekly. Students must get a 70% or more to pass.

If a student does not have at least a 70% on a weekly test it must be retaken and passed.

Final written tests require an 75% average (over 3 tests) to be passing.

A final practical test is given before finishing the course you signed up for.

BE A PROFESSIONAL

A prospective student must be dedicated and agree to abide by the Code of ethics established by the profession, in order to maintain the high standards sought by Yahweh Beauty Academy.

Even though a college degree is not required, a dedicated hair stylist or cosmetologist is truly a professional.

ENROLLMENT

Students may enroll Tuesday thru Friday 9am to 2 pm.

Enrollment time for the purpose of calculating refunds is defined as the time elapsed between the actual starting date and the student's last day of physical attendance in consideration of scheduled hours. Any unexcused absence time that occurs during the student's enrollment period is considered scheduled time.

1. Enrollment fee, textbooks, kits and hair goods are not included in refund computation. Tuitions, laboratory fees and library fees are refundable.
2. Student and school have a complete description of services school is to furnish for which student is to pay. Description as to classes and hours, conducts and schedules may be augmented by bulletins and other notices furnished to the student by the school. The school is operated on a continuous basis throughout the year. Instructional Classes commence at 8:30 A.M. and run thru to 4:00 P.M. Tuesday thru Saturday.
3. If a student withdraws from classes or is terminated by the school a termination/withdraws from classes or is terminated by the school a termination/withdrawal fee of \$100.00 will be charged to the student by school.
4. If the school is permanently closed and no longer has offering instruction after a student enrolled, the student shall be entitled to a pro-rate refund of tuition.
5. If a course is cancelled subsequent to a student enrollment but, prior to a student starting training, the school shall at its option:
 - A. Provide a full refund of all monies paid; or
 - B. Provide completion of the course at mutually agreeable location. If a student has started training prior to cancellation of the course the refund schedule in #4 will apply.

COUNSELING

Career Counseling is available to students during all phases of training. We provide you with career counseling and employment assistance; however, we cannot guarantee employment.

TUITION SCHEDULE

<u>Program</u>	<u>Clock Hours</u>	<u>Full-Time</u>	<u>Tuition</u>	<u>Kits</u>	<u>Books/Uniform</u>	<u>Enrollment Fees</u>	<u>Total</u>
Cosmetology Course	1000	34 wks.	\$6,500.00	\$591.00	\$ 418.00	\$150.00	\$7,659.00
Class A Barber Course	1000	34 wks	\$6,500.00	\$600.00	\$500.00	\$150.00	\$7,659.00
Instructor Course	750	25 wks	\$5,195.00	\$.00	\$403.00	\$150.00	\$5,748.00
Manicurist Course	600	20 wks	\$3,335.00	\$591.00	\$360.00	\$150.00	\$4,436.00
Hair Weaving Course	300	8 wks	\$3,600.00	\$400.00	\$300.00	\$150.00	\$4,450.00

ALL TUITION RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE. THE CHANGED RATES WILL BE APPLIED TO NEWLY SIGNED CONTRACTS AND WILL NOT AFFECT EXISTING CONTRACTS.

Extra instructional fees will be charged on training extended beyond completion date. Charges for Cosmetology students are \$ 9.00 an hour and payable in advance, before graduation. Fees may be waived; this option is made on a case by case assessment. Class A Barber course 6.00 an hour, Manicurist course 5.55, Hairweave 12.00, Instructor 6.93

Students must pay a nominal deposit before being admitted for classes. See disclosure.
All Course prices are subject to change without notice

ATTENDANCE

It is our intent to notify you of your absences or excessive tardiness.

Tardiness has a large effect on hours i.e. being tardy 2 minutes a day for 180 days results in a loss of 360 minutes or 6 hours! Also, the students will receive a notice at the beginning of each month telling them the status of their hours. This is an approximate calculation that should help to prevent surprises at the end of each course completion date.

We are open until 4:00 pm everyday (excluding school holidays). Students must provide their own transportation. Should you ever have any questions?

Regarding hours or other items concerning cosmetology, please do not hesitate to call.



DO'S

Do leave your troubles at home
Do look on the board for the
weekly practical assignments
Do arrive on time and ready
to go class

Do acknowledge customers when
they arrive
Do be respectful and polite

Do wear school uniform
Do remember to clock in and out

and at the end of the day
Do bring all material to school
Do take and pass on phone messages
Do show up on Saturday, Attendance is
Required & Mandatory
Do follow all instructions and complete all
tasks assigned by instructor

Do keep your customers informed

Do take initiative, taking action and
suggesting ways for improvement
Do empty trash and clean station (including
floor) each day before leaving for lunch
and the end of day

DON'TS

Don't allow personal issues to
have a negative effect on your work
Don't cheat your self do all PA's

Don't be late or tardy from breaks
Don't leave early without good reason
Don't ignore customers when they
come in
Don't speak or behave too casually
with customers, no profanity
Don't dress inappropriately
Don't forget to clock out for breaks

Don't forget books, supplies, etc
Don't stay on phone over 1 minute
Don't bring children to school
Don't tell the school Inst that you
will not service clients
Don't try to do your friends family
members hair for free
Don't leave customers in the dark about
their wait time or adjustments
Don't wait to be told what to do
Don't use cell phones on clinic floor
or class room

Signature: _____ Date: _____

ADMINISTRATIVE STAFF

Tammie Riley	Owner/Chief Executive Officer/Instructor/Financial Aid
Tammie Riley	Director//Hair Weave and Braiding
Monika Thomas	Administrative Assistant/Assistant Director
Tammie Riley	Instructor-substitute
Tammie Riley	Barber Instructor
Stephon Taylor	Barber Instructor
Suzette Ayscue	Head Floor Instructor/Freshman/Sophomore/Senior
Tammie Riley	Senior Student Theory Instructor
Monika Thomas	General managerial
Dzera McIntee	Nail Department