

## **Laredo Beauty College, Inc.**

3020 N. Meadow Ave.

Laredo, Texas 78040

Phone (956) 723-2059

Fax (956) 723-1629

[www.laredobeautycollege.net](http://www.laredobeautycollege.net)

April 2017

Page 1 | 24

This school is approved and licensed by the  
**Texas Department of Licensing and Regulation**

[www.license.state.tx.us](http://www.license.state.tx.us)

EO Thompson Building

PO Box 12157

1800-803-9202

And

Is accredited by the  
**National Accrediting Commission of Career Arts and Sciences**

[www.naccas.org](http://www.naccas.org)

3015 Colvin Street

Alexandria, Virginia 22314

(703) 600-7600

Laredo Beauty College, Inc. is a member of:  
**American Association of Cosmetology Schools**

And

**Cosmetology Educators of America**

## Table of Contents

▪ Name and address	1
▪ Date of publication	1
▪ Names and addresses of licensing and accrediting agencies	2
▪ Table of contents	3
▪ Description of facilities and equipment	4
▪ Mission statement	4
▪ Admission requirements and Preliminary Enrollment	5
▪ Transfer students and Re-enrollment	5
Each course: name, nature, and level of occupations	
▪ Cosmetology	6
▪ Manicuring	7
▪ Instructors	8
▪ Grading system	9
▪ Progress report	9
▪ Make-up work	9
▪ Related occupations	9
▪ Satisfactory progress	10-12
▪ Rules and regulations	13-14
▪ Class schedule	15
▪ Non-discrimination policy	16
▪ Student records	16
▪ Policy for releasing information	16
▪ Financial assistance	16
▪ Dress code	16
▪ Termination policy	16
▪ Holiday schedule	16
Other Services	
▪ Placement	17
▪ Advisement	17
▪ Graduation requirements	17
▪ Licensing requirements	17
▪ Enrollment schedule and procedures	17
▪ Schedule of costs	18
▪ Refund policy	19
▪ Disclosures	20
▪ Anti-harassment and discrimination policy	21-23
▪ Owners, administrative faculty and staff	24

## **Overview of Laredo Beauty College, Inc.**

Laredo Beauty College, Inc. was founded in 1965 by Peggy Dietrick. The new facility was built in 2002 and was designed for the express purpose of instructing and training students in the theory and practice of cosmetology. The building is handicapped accessible and sits directly across the street from a public transportation stop. The 9000-square foot building contains three theory classrooms for English and Spanish classes, freshman, senior, and advanced senior training and clinic areas. There is a separate skin care clinic, reception area, dispensary and lab area, as well as a stock room and restrooms. Students are also provided with a lounge area with kitchen facilities. There are three offices for student records and counseling. A large selection of books and audio/visual aids are available for staff and students in the library section of office. The school provides adequate equipment, desks, and work stations for the maximum number of students (200) assigned to them at one time.

Laredo Beauty College, Inc. offers the Milady program of teaching. This program and curriculum provides audio/visual materials, written texts, and training aids for individual applications.

There's a variety of exceptional careers available in the field of beauty culture for men and women of all ages. The work is pleasant, creative, and stimulating with a better than average income potential. This career offers year-round employment, advancement opportunities, the possibility of owning your own business, the opportunity to meet new and interesting people, as well as improve personal appearance. Very few professions offer the continuing work opportunities of this field. Well trained men and women can find excellent jobs (full or part-time) in good times or bad, and in virtually any city in the world. There is always a need and a demand for well-trained individuals within the beauty industry.

## **Mission Statement**

Laredo Beauty College, Inc. seeks a high level of perfection and distinction in its facility, students, and educational programs as it is aware that only through quality education will it be able to provide cosmetologists, manicurists, and instructors who will not only be successful but will also be of service to their communities. The course of study and the activities are directed to provide a solid foundation for its graduates in the many opportunities available in the beauty industry. Laredo Beauty College, Inc. also recognizes its obligations to its students, its alumni, and its community, and constantly seeks more effective ways to meet these commitments.

## **Admission Requirements**

The school has established the following enrollment requirements for a cosmetologist operator license, and manicurist license.

1. The school normally admits as regular students, persons having a certificate of Graduation/completion or transcript from a school providing secondary education, the recognized equivalent of such certificate (GED), or foreign high school diploma which has been translated by a certified translator stating it is equivalent to a United States high school diploma.
2. Proof of age at least 17 years old (such as a birth certificate, State driver's license, or other government issued I.D.)

### **All Applicants for Cosmetologist and Manicurist Courses Must Furnish:**

1. \$100.00 registration fee
2. Two passport pictures
3. State registration fee of \$25.00
4. Uniform fee of \$60.00
5. Locker key fee of \$10.00

### **All Applicants for Instructor's Course Must Furnish:**

1. \$100.00 registration fee
2. Applicant must be at least 18 years of age.
3. Applicant must have completed the 12<sup>th</sup> grade or equivalent.
4. Applicant must have a valid cosmetology operator license.
5. Two passport pictures
6. White lab coat

## **Preliminary Enrollment**

All students wishing to enroll at Laredo Beauty College, Inc. must complete the preliminary enrollment process. The purpose of this process is to discuss prospective student's education plan and present all pertinent information to ensure prospective student makes an informed decision about whether Laredo Beauty College, Inc. is the right fit.

## **Transfer Students**

Transfer students must meet the same requirements as all students. Transfer students will receive credit for hours received from other school or state per state law, and their course will be shortened and tuition will be adjusted accordingly. Transfer students will be required to take the freshman portion of the course.

## **Re-Enrollment**

Students who were previously enrolled in Laredo Beauty College, Inc. and did not complete the program requirements may apply for re-enrollment by contacting Director or Manager. Request for re-enrollment will be considered after reviewing academic and attendance history. If student is approved for re-enrollment, previous credit for documented hours and practical assignments will be granted in accordance with state regulations.

# Units of Instruction-Course Outline Cosmetologist

**Objective:** To prepare the student in the basic skills for licensure and practice of cosmetology as prescribed by Texas State law.

**Course description:** The primary purpose of the Cosmetology Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Cosmetology or related career field.

**Course format:** Day students attend classes in the theory of cosmetology in all its phase. They are held one hour each day except on Saturday. Clinic classes in which students perform services upon the public the remainder of the hours. Supervision by a licensed instructor provides learning situations for practical applications of cosmetology. A student is not allowed to perform beauty services until 200 hours of pre-schooling is completed. The course entails a combination of lectures, demonstrations, audio-visual aids, practice sessions, and student clinic practice.

**Curriculum:** Based on 1500 hours of cosmetology training as required by Texas law:

<u>Subject</u>	<u>Hours</u>
TDLR rules and regulations.....	100
Shampoo and related theory.....	100
Hair and scalp treatments and related theory.....	50
Cold waving and related theory.....	200
Chemical hair relaxing and related theory.....	50
Hair coloring and related theory.....	200
Manicuring and related theory.....	100
Facials and related theory.....	50
Hair styling, cutting, and related theory.....	500
Chemistry.....	75
Salon management and practices.....	75
Total Hours.....	1500

The above is not to be completed in less than nine months.

\*Job related information, safety, sanitation, and sterilization shall also be taught in each course and subject area as it pertains to that specific subject.

**References: English**

		<b>Retail Price</b>
Milady textbook	ISBN# 9781285769417	\$117.95
Milady exam review	ISBN# 9781285769554	\$36.95
Milady haircutting	ISBN# 9781439058961	\$35.95
Milady online licensing prep	ISBN#9781285769790	\$34.75

**Course evaluation:** Written exams for theory will be given for each subject. Monthly progress reports containing theory and practical grades and projects completed are made and reviewed with each student. To be progressing satisfactorily, students must maintain a 70% grade average which is calculated at evaluation periods to comply with school's satisfactory progress statement.

**Attendance:** All students are expected to attend classes and be involved in the learning process. Excessive absences or tardiness may be cause for suspension or termination from the course.

**Graduation/License Requirements:** In order to fulfill requirement set forth by the Texas Department of Licensing and Regulation, you must graduate from school, complete 1500 hours of instruction, and successfully complete a state board exam. A \$50.00 application fee must be paid to TDLR, a \$52.00 fee for a written exam, and \$74.00 fee for a practical exam for testing fees for state license.

**Units of Instruction-Course Outline**  
**Manicurist**

**Objective:** To prepare the student in the basic skills for licensure and practice as a manicurist as prescribed by Texas State law. To develop the full scope of services that licensed manicurists may pursue.

**Course description:** Study of the basics of manicuring (those subjects listed in the curriculum below) with an understanding of the chemistry of the skin, nails, and products used in performing manicuring services. Also, includes the study and ability to recognize nail diseases and disorders.

**Course format:** Theory classes are held to learn the structure of hands, arms, and nails and the composition of various cosmetics used in manicuring. It also includes the study and ability to recognize nail diseases and disorders. The course will be a combination of lectures, demonstration, practice sessions, audio-visual aids, and student clinic practice. Manicurist students may not perform practical services on a client until 78 hours have been completed.

**Curriculum:** Based on 600 hours of manicuring training as required by Texas law:

<b><u>Subject</u></b>	<b><u>Hours</u></b>
TDLR rules and regulations.....	15
Procedures.....	320
Equipment and implements.....	15
Arms, hands, nails, anatomy, and physiology.....	70
Professional practices.....	80
Bacteriology, sanitation, and safety measures.....	100
Total Hours.....	600

\*Job related information, safety, sanitation, and sterilization shall also be taught in each course and subject area as it pertains to that specific subject.

**References: English**

**Retail Price**

Milady textbook	ISBN# 9781285080475	\$119.95
Milady online licensing prep	ISBN#9781285769790	\$34.75

**Course evaluation:** Written exams for theory will be given for each subject. Monthly progress reports containing theory and practical grades and projects completed are made and reviewed with each student. To be progressing satisfactorily, students must maintain a 70% grade average which is calculated at payment periods to comply with school's satisfactory progress statement.

**Attendance:** All students are expected to attend classes and be involved in the learning process. Excessive absences or tardiness may be cause for suspension or termination from the course.

**Graduation/License Requirements:** In order to fulfill requirement set forth by the Texas Department of Licensing and Regulation, you must graduate from school, complete 600 hours of instruction, and successfully complete a state board exam. A \$50.00 application fee must be paid to TDLR, a \$52.00 fee for a written exam, and \$74.00 fee for a practical exam for testing fees for state license.

**Units of Instruction-Course Outline**  
**Instructor**

**Objective:** To prepare licensed cosmetologists for licensure and employment as instructors of cosmetology as prescribed by Texas State law.

**Course description:** The Cosmetology Instructor Course trains licensed Cosmetologists in the area of providing Cosmetology knowledge to others through acceptable teaching methods and standards

**Course format:** The course will be a combination of lectures, audio and visual aids, demonstration, practice sessions, and student clinic practice including developing lesson plans.

**Curriculum:** Based on 750 hours of instructor training as required by Texas law:

<b><u>Subject</u></b>	<b><u>Hours</u></b>
Lesson plans.....	140
Methods of teaching.....	180
Classroom management.....	90
Evaluation techniques.....	90
State laws and forms.....	60
Visual aids preparation and use.....	60
Learning theory.....	100
Rules and law.....	30
Total Hours.....	750

The above is not to be completed in less than 6 months.

\*Job related information, safety, sanitation, and sterilization shall also be taught in each course and subject area as it pertains to that specific subject.

**References: English**

**Retail Price**

Milady Master Educator Student Book	ISBN# 19781133693697	\$161.95
Milady Master Educator Exam review	ISBN# 9781133776598	\$49.95
Milady Course Mate	ISBN#9781133776895	\$54.95

**Course evaluation:** Written exams for theory will be given for each subject. Monthly progress reports containing theory and practical grades and projects completed are made and reviewed with each student. To be progressing satisfactorily, students must maintain a 70% grade average which is calculated at payment periods to comply with school’s satisfactory progress statement.

**Attendance:** All students are expected to attend classes and be involved in the learning process. Excessive absences or tardiness may be cause for suspension or termination from the course.

**Graduation/License Requirements:** In order to fulfill requirement set forth by the Texas Department of Licensing and Regulation, you must graduate from school, complete 750 hours of instruction, hold a valid cosmetology operator’s license, and successfully complete a state board exam. A \$60.00 application fee to TDLR. A \$52.00 fee for a written exam, and \$74.00 fee for a practical exam for testing fees for state license.

## Grading Systems

The grading system for theory, practical work, and personality traits are as follows:

Excellent.....	95-100
Very good.....	85-94
Good.....	75-84
Needs improvement.....	70-74
Failing.....	69 or below

## Practical Grading Criteria

Practical training includes projects, practical operations, and student services performed either on a client or another student. Students are required to complete a minimum number of practical training in order to graduate from course. All practical grades require an instructor's signature.

Students are only allowed to perform services on a paying patron once they have completed pre-clinic schooling. (200 hours for cosmetology students and 78 hours for manicuring students)

## Progress Report

Examinations are given on all subjects and graded. All practical work whether it be school projects or clinic work, must be approved by an instructor before credit is given. A report card showing total hours per month, total services, and grades for theory and practical work are given and signed by the student each month. Counseling is done at this time if grades or attendance are unsatisfactory.

## Make-Up Work

Written and practical examinations may be made up under the supervision of an instructor/administrator. Arrangements should be made with an instructor/administrator to schedule any makeup assignments.

## Related Occupations

Upon receiving a cosmetology license, many related jobs include the following: cosmetology operator, salon owner or manager, nail technician, make-up and wig specialist, beauty supply distributor and manufacturer's representative, health club manager. With a cosmetology instructor's license, jobs could include all of the above and instructor in a public/private cosmetology department, state inspectors, and examiners.

All areas need continuing education.

Review O\*Net website for additional career occupations at <http://www.onetonline.org/>

Cosmetologists	SOC code	39-5012.00
Manicurists	SOC code	39-5092.00
Instructors	SOC code	25-1194.00

## Satisfactory Academic Progress Policy

The satisfactory academic progress policy (SAP) is consistently applied to all students enrolled at this institution. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

### Evaluation Periods

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology- 450, 900, 1200 (actual hours)

Manicurist- 300 (actual hours)

Instructor- 375 (actual hours)

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

### Attendance Progress Evaluations

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is calculated by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### Maximum Time Frame

The maximum time (which does not exceed 150% of the course length) allowed for student to complete each course at satisfactory academic progress is stated below.

MAXIMUM TIME ALLOWED

COURSE	WEEKS	SCHEDULED HOURS
COSMETOLOGY (DAY) 1500 HRS.	75 WEEKS	2250 HOURS
COSMETOLOGY (NIGHT) 1500 HRS.	112.5 WEEKS	2250 HOURS
MANICURIST COURSE 600 HRS.	30 WEEKS	900 HOURS
INSTRUCTOR (DAY) 750 HRS.	37.5 WEEKS	1125 HOURS
INSTRUCTOR (NIGHT) 750 HRS.	56 WEEKS	1125 HOURS

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

\*Any student failing to complete course within maximum time frame will not be terminated, however, the student will not be counted as part of the annual report.

## Satisfactory Academic Progress Policy (continued)

### Academic Progress Evaluations

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two practical skill evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass an exam prior to graduation. When students are assigned make up tests for failed or missed tests, they must be completed. Numerical grades are considered according to the following scale:

95-100	Excellent
85-94	Very Good
75-84	Good
74-70	Needs improvement
69-0	Failing

### Determination of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation period are considered to be making satisfactory academic progress until the next scheduled evaluation period. Students will receive a hard copy of their Academic Progress Determination at the time of each of the evaluations. Students considered not maintaining Satisfactory Academic Progress may have their Title IV funding interrupted, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

### Warning

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

### Probation

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

## **Satisfactory Academic Progress Policy (continued)**

### **Re-establishment of Satisfactory Academic Progress**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable by meeting minimum attendance and academic requirements by the end of the probationary period.

### **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. A leave of absence may not total more than 180 days in a 12 month period. A leave of absence is normally not approved for more than 30 days at a time. Such leave must be in writing before the leave is taken. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students that withdraw prior to completion of the course and re-enroll will return in the same satisfactory academic progress status at the time of withdrawal.

### **Appeal Procedure**

Students deemed ineligible for Title IV funds due to unsatisfactory progress may appeal by submitting a request to the director or owner. A student may appeal a determination within 10 calendar days. Reasons students may appeal include: death of a relative, injury/illness of a student, or any other allowable mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Academic Satisfactory Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to student within 30 calendar days. The appeal and decision documents will be retained in the student's file. If the student prevails upon an appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

### **Noncredit and Remedial Courses**

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

### **Transfer Hours**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when allowable maximum time frame has been exhausted.

**Laredo Beauty College, Inc.**  
**Student Policies and Regulations**

1. Students shall cooperate with and be polite to instructors, patrons, and fellow students.
2. Smoking is not permitted inside the school.
3. Students are not permitted to loiter or congregate in the restrooms, lunch area, reception desk, entrance, or other areas in the school; nor are they permitted in the supply room unless an instructor is present. Students may study in the classroom.
4. Obscene conduct, including foul language, is not permitted.
5. No food or drinks are permitted on clinic floor. Food may be eaten in the lunch area only, and only when clocked out. The individual using the area is responsible for its cleanliness. All dishes must be washed and put away. Students attending 5 hours or more are required to take a 30-minute lunch break.
6. Students will go to lunch between 11:30 and 1:30 when they do not have a patron. Lunch time is 30 minutes and must be shown on time card. If a student goes out to buy lunch, they must clock out first. Students will not wait for another student to go to lunch. Lunch time must not exceed more than one hour.
7. Tickets are given based on student's need of services and availability of students. Students will take all tickets assigned to them as part of the learning process and make the patron feel welcomed. If a student refuses, without good cause, they may be sent home. Disciplinary action may occur if a pattern is visible with a student refusing tickets.
8. Students must not gossip or start false rumors that would cause discord.
9. Day theory class begins at 9:00 am. A five-minute grace period is allowed. If you do not arrive on time, you will not be allowed to enter the theory class. You may punch when class is over if you have an acceptable excuse (Such as a doctor's excuse, appointments which can be proven with a written note or other unforeseen circumstances.)
10. Students are required to meet the standards and criteria established to determine the progress and competence in both and an average of 70% is required. A satisfactory standard of attendance and conduct is also required.
11. You may not make copies of copyrighted materials (\*see definition below).
12. This school has a zero tolerance for drug or alcohol abuse. Student will be suspended.
13. Students are provided with a locker for personal items. Equipment should be in assigned locker and station and work area cleaned before leaving school.
14. Student parking is in assigned areas only.
15. Stealing is cause for dismissal.
16. Routine housekeeping duties are assigned. You must complete your assignment before leaving for the day.
17. Students are not permitted to use MP3 players, iPods, or cell phones while clocked in inside the school unless they have obtained permission from instructor/administrator.
18. Academic dishonesty will not be permitted.
19. Time lost due to absence may be made up by payment of additional tuition. (Over-contract)
20. Chewing gum is not permitted.
21. Students must be well groomed and be present in professional appearance, such as clean uniforms, closed toe shoes, no caps or headgear, and no torn jeans.
22. Students wishing to receive a beauty service must have completed all required projects, be issued a service ticket, and pay fee for service if applicable.
23. The hours for each student are calculated by minutes and hours. Students are responsible for clocking in and out accordingly.
24. Students in violation of any of the school policies, rules, and regulations may be suspended or expelled.

## **Student Policies and Regulations (continued)**

25. Students who wish to appeal the determination that they have been suspended or expelled must submit a letter to the school describing any circumstances the student feels he/she deserves further consideration. An appeal decision will be made and the student will be notified accordingly.
26. Students are advised at minimum once a month when progress reports are issued. Students whose academic grades or attendance fall below satisfactory progress at the end of the month are assigned make-up tests and attendance is discussed.
27. Students are prohibited from bringing children to school during their scheduled course time. Please make appropriate arrangements for child care.
28. If a student has an approved absence it may be made up on your day off with approval from office.
29. All services on customers, other students, or mannequins must be checked by an instructor.
30. Patron record cards are located at front desk. Students must ensure record cards are signed by client prior to receiving any chemical service. Students will return cards to front desk to be inputted into system and filed by student assigned to reception.
31. Cosmetology students will take a mini state board exam after completing 1000 hours and manicure students will take mini state board exam after completing 400 hours.
32. Students must follow all sanitary and disinfection regulations in accordance with Texas Department of Licensing and Regulation including sterilizing manicure and pedicure equipment in the ultra violet cabinet after each use.
33. Final exams will be scheduled on Thursdays prior to the state board exam.
34. Cosmetology students may schedule the written state board exam with PSI after completing 1000 hours. Administration will assist student in scheduling exam. The practical exam may be scheduled once the student has passed written portion and after all hours and services have been completed and payment arrangements made for any unpaid balance.

\*Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the filesharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at ([www.copyright.gov](http://www.copyright.gov)).

## Day Class Schedule

New classes begin the first Saturday of predetermined eight week intervals. Eight weeks of orientation and basic instruction begins the course of training for freshman students who attend from 9:00 am to 3:30 pm, Tuesday-Saturday. Senior students attend 4 days a week with alternating Thursday and Friday off.

**Monday**-Closed

**Tuesday, Wednesday, Thursday, and Friday**

9:00am-10:00am- Theory for all students

10:00am-5:00pm- All students (except freshman) work on the clinic floor. A 30 minute lunch break is included in this time period on a staggered basis for all students.

5:00pm-5:30pm- Duty work (study and clean up)

**Saturday**

9:00am-5:00pm- All students (except freshman) work the clinic floor.

A 30 minute lunch break is included in this time period on a staggered basis for all students.

Advance training is taught Thursday or Friday afternoons when time permits. A group of ten senior students are assigned to this class for 1 day at approximately 2 week intervals. Senior students are assigned daily projects which consist of a variety of perms and hair design.

## 2017 Class Schedule

<u>Start Date</u>	<u>Last Day to Register</u>	<u>Orientation</u>
<b>January 31, 2017</b>	<b>January 24, 2017</b>	<b>January 28, 2017</b>
<b>March 21, 2017</b>	<b>March 14, 2017</b>	<b>March 18, 2017</b>
<b>May 15, 2017</b>	<b>May 9, 2017</b>	<b>May 13, 2017</b>
<b>June 27, 2017</b>	<b>June 20, 2017</b>	<b>June 24, 2017</b>
<b>August 22, 2017</b>	<b>August, 15, 2017</b>	<b>August 19, 2017</b>
<b>October 17, 2017</b>	<b>October 10, 2017</b>	<b>October 14, 2017</b>
<b>December 5, 2017</b>	<b>November 28, 2017</b>	<b>December 2, 2017</b>

\*Schedule is tentative and subject to change.

### **Dress Code**

Students are required to furnish and wear their own jeans, black or white slacks, or skirt. Torn jeans are not permitted. Students will wear closed toe shoes, school t-shirt, and/or school maroon jacket.

### **Financial Assistance**

Financial assistance is available to students who qualify through the Federal Pell Grant Program. A Free Application for Federal Student Aid (FAFSA) must be completed. The school code is 012297. This institution chooses not to participate in any student loan programs.

### **Student Records**

Laredo Beauty College, Inc. complies with the Family Educational Rights and Privacy Act of 1974.

1. Students (parents or guardian of a dependent minor) have the right to gain access to their cumulative records under the supervision of an instructor/administrator.
2. Information pertaining to a student cumulative record will be given directly to the student and they may give information to whom they wish to do so.
3. The school may release information to the accrediting or other governmental agencies authorized by law without written consent from the student.
4. We will not share your personal information with a third party without your written consent unless required by law.
5. We do not publish or sell directory information about our students.

### **Non-Discrimination Policy**

Laredo Beauty College, Inc. in all its programs including admission and employment, does not discriminate on the basis of age, race, religion, political beliefs, financial status, sex, marital status, handicap, ethnicity, color, country of origin, and is prohibited from such discrimination by law.

### **Holiday Schedule**

Laredo Beauty College, Inc. will be closed in observance of the following holidays: New Year's Day, Independence Day, Thanksgiving, and Christmas Day in addition to two extra days at Christmas.

### **Termination Policy**

The student must comply with the rules and policies and understand that the school has the right to terminate the contract and enrollment at any time for violation of the rules and policies as outlined in this catalog. The school reserves the right to modify the rules and regulations, and the student will be advised of any and all modifications.

## **Placement**

Laredo Beauty College, Inc. provides an active placement assistance program for all graduates desiring assistance. We do not and cannot guarantee employment; however, we will assist in every way possible. A list of salons seeking employees is maintained in the office.

## **Advisement**

Laredo Beauty College, Inc. prescribes to an “open door” policy of advising for any academic or personal matters you wish to discuss. We will help with achievement goals, aptitude evaluation, assistance in financial arrangements, and assistance in government approved programs.

## **Enrollment Schedule and Procedures**

Day enrollment is limited to a maximum of eight enrollment periods in any one year at approximately eight week intervals. The school determines the exact dates selected on an annual basis and are available upon request. Prospective students may enroll for any of these scheduled classes up to seven days prior to starting dates provided there are openings.

Enrollment procedures will include: (1) signing the school contract and establishing the method of payment, (2) paying the administrative fee, (3) submitting all pertinent financial aid papers (if applicable), and (4) submitting proof of high school graduation or equivalent or GED.

## **Licensing Requirements**

All graduates must pass a state board examination after completing the required hours in the course taken (\$52.00 for the written portion and \$74.00 for the practical portion). The exams are given in various cities in Texas as scheduled by the Texas Department of Licensing and Regulation. The school will assist in scheduling the examination. All costs related to taking the exam and license application fees are the responsibility of the student. Once both exams have been passed, the application for a license must be submitted to the Texas Department of Licensing and Regulation with the required application fee. TDLR must review applicants that have been convicted of a felony or misdemeanor (other than a minor traffic violation or a deferred adjunction) to determine an applicant’s eligibility to receive or renew a license.

## **Graduation Requirements**

A student will graduate from a course when the following requirements have been met:

1. Completion of all course hours required by the Texas Department of Licensing and Regulation.
2. Completion of minimum required number of services.
3. Satisfactory arrangements for any outstanding balance.

A diploma will be issued once the above requirements have been met and student has successfully passed state board exams.

## Schedule of Costs

### Cosmetologist – 1500 Hour Program

Tuition.....	\$9450.00
Books and Equipment.....	\$950.00
Administrative Fee.....	\$100.00
<b>Total Cost.....</b>	<b>\$10,500.00</b>

### Manicurist – 600 Hour Program

Tuition.....	\$3780.00
Books and Equipment.....	\$450.00
Administrative Fee.....	\$100.00
<b>Total Cost.....</b>	<b>\$4,330.00</b>

### Instructor – 750 Hour Program

Tuition.....	\$4725.00
Books and Equipment.....	\$215.00
Administrative Fee.....	\$100.00
<b>Total Cost.....</b>	<b>\$5,040.00</b>

- Tuition is charged by payment period for students receiving financial assistance.
- In the event that a student does not successfully complete the program by the specified ending date, an additional tuition of \$6.30 per hour will be charged.
- When a student has withdrawn for more than one month without an approved leave, they are automatically dropped. A \$100.00 reinstatement fee is charged for re-entry.
- Monthly payments may be arranged for all courses.
- Books and equipment are not required to be purchased from the school.
- \$60.00 uniform fee (Cosmetologist and Manicurist students only) \*Student instructors must furnish their own white lab coat.
- \$10.00 locker key fee (Cosmetology and Manicurist students only)
- \$25.00 money order for State of Texas Student Permit (Cosmetology and Manicurist students only)
- 2 passport size pictures
- At the end of course, student must pay National Testing Fees (PSI exams) for written (\$52) and practical (\$74) exams and pass both examinations in order to receive state license. Exam fees are paid to PSI exams with a credit card online.

**Payment options:** The school accepts cash, checks, money orders, credit card, and Title IV to qualified students.

## Refund/Cancellation Policy

### Cancellation Policy (Section 1602.457)

The holder of a private beauty culture school license shall maintain a cancellation and settlement policy that provides a full refund of money paid by a student if the students:

- (1) Cancels the enrollment agreement or contract no later than midnight of the third day after the date of the agreement/contract is signed by the students excluding Saturdays, Sundays, and legal holidays; or
- (2) Entered into an enrollment agreement or contract because of a misrepresentation made:
  - (A) In the advertising or promotional materials of the school
  - (B) By an owner or representative of the school

### Refund Policy (Section 1602.458)

(a) The holder of a private beauty culture school license shall maintain a refund policy to provide for the refund of any unused part of tuition, fees, and other charges paid by a student who, at the expiration of the cancellation period established under Section 1602.457:

- (1) Fails to enter the course of training;
  - (2) Withdraws from the course of training; or
  - (3) Is terminated from the course of training before completion of the course.
- (b) The refund policy must provide that:
- (1) The refund is based on the period the student's enrollment, computed on the basis of course time expressed in scheduled hours, as specified by an enrollment agreement, contract, or other document;
  - (2) The effective date of the termination for refund purposes is the earliest of:
    - (A) The last day of attendance, if the student is terminated by the school;
    - (B) The date the license holder receives the student's written notice of withdrawal; or
    - (C) 10 school days after the last date of attendance; and
  - (3) The school may retain not more than \$100 if:
    - (A) Tuition is collected before the course of training begins; and
    - (B) The student fails to withdraw from the course of training before the cancellation period expires.

### Withdrawal or Termination of Student (Section 1602.459)

(a) If a student begins a course of training at a private beauty culture school that is scheduled to run not more than 12 months and, during the last 50 percent of the course, withdraws from the course or is terminated by the school, the school:

- (1). May retain 100 percent of the tuition and fees paid by the student and
- (2) Is not obligated to refund any additional outstanding tuition.

(b) If a student begins a course of training at a private beauty culture school that is scheduled to run not more than 12 months and, before the last 50% of the course, withdraws from the course or is terminated by the school, the school shall refund:

- (1) 90 percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the course, whichever period is shorter;
- (2) 80 percent of any outstanding tuition for a withdrawal or termination that occurs after the first week or first one-tenth of the course, whichever period is shorter, but within the first three weeks of the course;
- (3) 75 percent of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the course but not later than the completion of the first 25 percent of the course; and
- (4) 50 percent of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the course.

(c) A refund owed under this section must be paid not later than the 30<sup>th</sup> day after the date the student becomes eligible for the refund.

Termination shall occur upon a student's last day of physical attendance in school. Any monies due to the applicant or student shall be refunded within 30 days after termination or cancellation. In the event of a student who does not return from a leave of absence the documented date of return is used as a termination date. In the event a student notifies the school that he/she will not be returning from a leave of absence, the date of withdrawal, in this case shall be the earlier of the documented date of return or the date the student notifies the school they will not be returning. When situations or mitigating circumstances are in evidence, we may adopt a policy where the refund to the student may exceed the minimum cancellation and settlement policy. In the event of incompletion of the course, or cancellation of a student, or in case of a student failing to return from a leave of absence, the student should be entitled to a refund according to whichever of the two policies listed provides for the largest refund to the student. If a course is cancelled subsequent to a student's enrollment, the school shall refund all monies paid. If a Title IV financial aid recipient withdraws prior to course completion, any refund owed by the school shall be paid, as applicable first to Federal Pell Grant program; second to other federal, state, private, or institutional student financial assistance programs and last to the student. If the school permanently closes, the student will receive a pro-rated refund.

An applicant not accepted by the school shall be entitled to a refund of all monies paid.

A student will graduate from a course when the following requirements have been met: completion of all hours required by the Texas Department of Licensing and Regulation, completion of minimum required number of services, satisfactory arrangements for any outstanding balance. A diploma will be issued once the above requirements have been met and student has successfully passed state board exams.

\*Student is responsible for the following items: \$25.00 money order for state registration (non-refundable), \$60.00 for uniforms which includes 3 shirts and school jacket, \$10.00 key deposit, 2 passport pictures, \$52.00 for state written exam fee, and \$74.00 for state practical exam fee.

---

Books, equipment, uniforms, and State of Texas student permit fee are not included in tuition and are non-refundable.

### **Alcohol and Drug Prevention**

Laredo Beauty College, Inc. in its policies supports and endorses the federal Drug Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol by anyone on school property is prohibited.

### **Consumer Disclosure Statement**

To help you make a good decision about whether to sign up for a course, Laredo Beauty College, Inc. wants you to be aware of the latest information:

48 of the 107 students scheduled to graduate in 2015 went on the graduate.

33 of the 48 who graduated in 2015 have found jobs in the industry.

33 of the 35 graduates who took the license examination administered by the State of Texas in 2015 passed the exam.

Current year rates are:

Completion Rate:	44.86%
Placement Rate:	68.75%
Licensure Rate:	94.29%

### **Voter Registration Information**

In Texas, voter registration applications are available online or at your local Department of Public Safety offices, post offices, libraries, and many other places. You may also request a postage-paid application online.

*NOTE:* Voter information and application forms are also available in Spanish.

Normally, voter applications take 30 days to process once they have been received and approved. The 30 days starts on the date the application was postmarked or, if hand-carried, the date of the application's arrival at your local voter registrar's office.

<http://www.sos.state.tx.us/elections/voter/reqvr.shtml>

<http://www.sos.state.tx.us/elections/voter/reqvrspanish.shtml>

<http://www.dmv.org/tx-texas/voter-registration.php>

WEBB COUNTY  
Elections Administrator  
Oscar Villarreal  
P.O. Drawer 29 Laredo, TX 78042-0029  
(956) 523-4050 Phone

DEPARTMENT OF PUBLIC SAFETY (LAREDO)  
1901 Bob Bullock Loop, Laredo, TX 78043  
(956) 728-2301

## **Anti-Harassment and Discrimination Policy**

The school is committed to providing a work and school environment free of unlawful harassment or discrimination. In furtherance of this commitment, all students and employees are required to take our mandatory Sexual Harassment and Prevention Training upon starting with the School and generally every year thereafter. School policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, the School prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and the School has jurisdiction over Title IX complaints.

The School's anti-harassment policy applies to all persons involved in the operation of the School, and prohibits unlawful harassment by any employee of the School, as well as students, customers, vendors or anyone who does business with the School. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom the School does business engages in unlawful harassment or discrimination, the School will take appropriate corrective action.

As part of the School's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated to the School community through publications, the School website, new employee orientation, student orientations, and other appropriate channels of communication. The School provides training to key staff members to enable the School to handle any allegations of sexual harassment or sexual violence promptly and effectively. The School will respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

### **Definitions**

Sexual Harassment is defined as unwelcome conduct of a sexual nature. It includes unwelcome advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive.

Sexual Violence is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

Domestic Violence is defined as abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

Dating Violence is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Sexual Assault occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication).

Stalking is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.

Consent is informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once a consent is withdrawn, the sexual activity must stop immediately.

## **Anti-harassment and Discrimination Policy (continued)**

### **Prohibited Conduct**

This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
2. Submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or
3. It creates a hostile or offensive work environment, which means the alleged conduct is sufficiently serious to limit or deny a student's ability to participate or benefit from the student's education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

### **Complaint/Grievance Procedure**

If you believe that you have experienced or witnessed harassment or sexual violence, notify your instructor, supervisor, Human Resources, or the Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor or other person who does business with the School is exempt from the prohibitions in this policy. Supervisors will refer all harassment complaints to the Title IX Coordinator for student-related complaints and to the Human Resources Department if the complaint involves an employee. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

#### Title IX Coordinator

**Name:** Judy Rodriguez, Educational Director  
**Office Location:** 3020 N. Meadow Ave., Laredo, TX  
**Phone:** (956)723-2059  
**Email:** [judy@laredobeautycollege.net](mailto:judy@laredobeautycollege.net)

#### Assistant Coordinator

**Name:** Michelle Rodriguez, Operations Manager  
**Office Location:** 3020 N. Meadow Ave., Laredo, TX  
**Phone:** (956)723-2059  
**Email:** [michelle@laredobeautycollege.net](mailto:michelle@laredobeautycollege.net)

#### Human Resources

**Name:** Deborah Dietrich, Human Resource Manager  
**Office Location:** 413 Alverston Ct., Ballwin, Mo.  
**Phone:** (636)236-8341  
**Email:** [debbie@laredobeautycollege.net](mailto:debbie@laredobeautycollege.net)

The School ensures that its employee(s) designated to serve as Title IX Coordinator(s) have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand.

## **Anti-harassment and Discrimination Policy (continued)**

### **Investigation of Complaints**

In response to all complaints, the School promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. The School shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student does not give consent for an investigation, the School will weigh the student's request for confidentiality against the impact on School safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance be revealed to the person charged with the alleged harassment.

The preponderance of the evidence standard will apply to investigations, meaning the School will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will receive written notice of the outcome of the complaint.

During the investigation, the School will provide interim measures, as necessary, to protect the safety and wellbeing of students and/or employees involved.

If the School determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and the School will take steps to prevent the recurrence of any harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination. Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension or expulsion.

To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from the School's disciplinary process. To the extent that an employee or contract worker is not satisfied with the College's handling of a harassment or discrimination complaint, he or she may also contact appropriate state or federal enforcement agency for legal relief.

### **Retaliation Prohibited**

The School will not retaliate against you for filing a complaint, and will not tolerate retaliation by students or employees. If you believe you have been retaliated against, you should promptly notify your supervisor, Human Resource or the Title IX Coordinator.

### **Reporting Requirements**

Victims of sexual misconduct should be aware that School administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. The School will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The School reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

### **Additional Information**

Employees should contact Human Resources for more information or any questions related to this policy. Students may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/ocr/>

**Laredo Beauty College, Inc.  
Administrative Officials and Staff**

<b>President</b>	<b>Judy Rodriguez</b>
<b>Vice President</b>	<b>Deborah Dietrich</b>
<b>Secretary/Treasurer</b>	<b>Michelle L. Rodriguez</b>
<b>Director of Education/Instructor</b>	<b>Judy Rodriguez</b>
<b>Operations Manager</b>	<b>Michelle L. Rodriguez</b>
<b>Instructors</b>	<b>Sylvia Carrasco Sandra Sanchez Leticia Gonzalez Maria Meza Celestina Serna Kasandra Tijerina Diana Martinez Margie Lozano</b>
<b>Receptionist</b>	<b>Julio Ceron</b>
<b>Secretary</b>	<b>Blanca E. Acosta</b>
<b>Financial Aid</b>	<b>Gemcor, Inc.</b>
<b>Accounting</b>	<b>Phillip Courtney Hogan Deborah Dietrich</b>
<b>Maintenance</b>	<b>Marcelino Rivera Noel Carrasco</b>
<b>Owners</b>	<b>Deborah Dietrich Judy Rodriguez</b>