

METHOD OF PAYMENT: TUITION POLICIES AND FEES

ALL TUITION AND FEES ARE PAYABLE IN ADVANCE unless other arrangements have been made prior to commencement of classes. Payment schedules (weekly, monthly, and quarterly) are available. This institution charges no interest when the course is paid in full prior to completion of the course. Payment options include: cash, check, credit card, money order or Title IV, if the student is eligible for Title IV. The contract will specify payment options.

REFUND POLICY² Section 1602.457 Cancellations and Settlement Policy.

The school has a fair and equitable refund policy and currently uses the Texas Department of Licensing and Regulation refund policy. The kit costs are non-refundable for items the student has received. The holder of a private beauty school license shall maintain a cancellation and settlement policy that provides a full refund of money paid by a student if the student:

1. Cancels the enrollment agreement or contract not later than midnight of the third day after the date the agreement or contract is signed by student, excluding Saturdays, Sunday, and legal Holiday; or
2. Entered into the enrollment agreement or contract because of a misrepresentation made:
 - a) In the advertising or promotional materials of the school; or
 - b) By an owner or representative of the school

Section 1602.458. Refund Policy

(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 of the student's enrollment, computed on the basis of course time expressed in scheduled hours, as specified by an enrollment agreement, contract, or other document acceptable to the department;
2. The effective date of the termination for refund purposes is the earliest of:
 - A. The last date of attendance, if the student is terminated by the school;
 - B. The date the license holder receives the student's written notice of withdrawal; or
 - C. 10 school days after the last date of attendance; and
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.

Section 1602.459. Withdrawal or Termination of Student

(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 percent of the course, withdraws from the course or is terminated by the school, the school shall refund:

- 1) 90 percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the course, whichever period is shorter;
- 2) 80 percent of any outstanding tuition for a withdrawal or termination that occurs after the first week or first one-tenth of the course, whichever period is shorter, but within the first three weeks of the course;

² The policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure.

- 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.

Section 1602.460. Interest on Refund

- a) If tuition is not refunded within the period required by Section 1602.459, the school shall pay interest on the amount of the refund for the period beginning the first day after the date the refund period expires and ending the day proceeding the date the refund is made.
- b) If tuition is refunded to a lending institution, the interest shall be paid to that institution and applied against the student's loan.
- c) The commissioner of education shall annually set the interest rate at a rate sufficient to deter a school from retaining money paid by a student.
- d) The department may exempt a school from the payment of interest if the school makes a good faith effort to refund the tuition but is unable to locate the student. The school shall provide to the department on request documentation of the effort to locate the student.

Section 1602.461. Reentry of Student after Withdrawal or Termination

If a student voluntarily withdraws or is terminated after completing 50 percent of the course at a private beauty culture school, the school shall allow the student to reenter at any time during the 48-month period following the date of withdrawal or termination.

Section 1602.462. Effect of Student Withdrawal

- a) A private beauty culture school shall record a grade of incomplete for a student who withdraws but is not entitled to a refund under Section 1602.459(a) if the student:
 - 1) Requests the grade at the time the student withdraws; and
 - 2) Withdraws for an appropriate reason unrelated to the student's academic status.

- b) A student who receives a grade of incomplete may reenroll in the program during the 48-month period following the date the student withdraws and complete the subjects without payment of additional tuition.

Section 1602.463. Effect of School Closure

- a. If a private beauty culture school closes, the department shall attempt to arrange for students enrolled in the closed school to attend another private beauty culture school.
- b. If a student from a closed school is placed in a private beauty culture school, the expense incurred by the school in providing training directly related to educating the student, including the applicable tuition for the period for which the student paid tuition, shall be paid from the private beauty culture school tuition protection account.
- c. If a student from a closed school cannot be placed in another school, the student's tuition and fees shall be refunded as provided by Section 1602.458. If a student from a closed school does not accept a place that is available and reasonable in another school, the student's tuition and fees shall be refunded under the refund policy maintained by the closed school under Section 1602.459. A refund under this subsection shall be paid from the private beauty culture school tuition protection account. The amount of the refund may not exceed \$35,000.
- d. If another school assumes responsibility for the closed school's students and there are no significant changes in the quality of the training, the student from the closed school is not entitled to a refund under Subsection (c).

Notes: Students are also subject to the U.S Department of Education's Refund and Return of funds Policy. For further information, inquire at the Financial Aid Department

17

STUDENT SERVICES POLICY AND PROCEDURE

The system of delivering student services at TEXAS BEAUTY COLLEGE supports and enhances the school's training programs by encouraging students' attendance and promoting students' success. We employ a method of delivering student services that requires all staff members to be part of the student services delivery system. The purpose of our student services is to assist students in maintaining satisfactory progress and in making informed decisions concerning training and employment. We also provide advising and assistance to students in an attempt to address their needs outside the classroom as well as inside.

ADVISING: because the same instructor throughout their program teaches students, that instructor delivers most student services. Instructors are responsible for monitoring student's attendance as well as student satisfactory progress. Consequently, when student advising is required, it is the instructor who ascertains the need for such advising and renders it to the students. The instructor documents student advising at the time it is conducted and placed in the student's academic file. Students who are having academic problems are assisted by the instructors through extra tutoring or additional time spent with the instructor to go over any work missed.

ATTENDANCE: Student attendance is documented through the use of an Electronic clock time tracking system. Students are required to clock their time in and out of the terminal. Students hours will be maintained on computer in the school office, at the same time student are required to sign in and out of a sign in sheet in order to track their presence in school. Each month school will generate a report of student hours and post in school.

CAREER ADVISING AND PERSONAL ATTENTION: Students are advised individually, as often as necessary to review the student's satisfactory progress. Successful salon owners and stylists are scheduled into the school regularly to give demonstration and discuss career goals, etc. with the students. This activity supplements the daily advising carried out by the instructors and supervisor. Students may request additional advising sessions at any time.

LEAVE OF ABSENCE: In the event a student finds it necessary to be absent from for an extended period of time, the student may request an official leave of absence (L.O.A.)

1. An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA.
2. All requests for leaves of absence be submitted in advance in writing, include the reason for the student's request, and include the student's signature.
3. An LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring an institution to perform a refund calculation.
4. A student must apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to institution, the student would not have been able to request the LOA in advance. An 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 and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.
5. The student must follow the institution's policy in requesting the LOA;
6. There must be a reasonable expectation that the student will return from the LOA;
7. Approval of the student's request for an LOA is in accordance with the institution's

- Students must keep a record of hours and services each day as required on the student daily record of applied effort. Credit will be given for applied effort only. An instructor must check all works or credit will not be given. Records must be neat and clear.
- Student must maintain an average of 70% or above in theory and in all practical subjects. Probationary status will result in case of failure to do so.
- Only products furnished by the college may be used unless otherwise approved by the supervisor.
- Students must comply with all instructions given by personnel relative to school activities. No insubordination will be tolerated.
- Students must comply with college policy and state rules and regulations.
- Notify office immediately of any address or telephone change.
- A student who is late need to let school know in advance.
- Absence of more days than state allowed without notification shall result in a telephone call from the school to determine the cause of absence. Any student who is continuously absent more than ten days without signing a Leave-Of-Absence will be terminated.

These rules are designed to form excellent work habits and attendance, and to aid in completing your course as soon as possible so that you may become employed as a cosmetologist, manicurist or esthetician. **Violation of school rules may result in suspension or termination.**