

Salon & Spa Institute



Course Catalog





Salon & Spa Institute

1425 Ruben Torres Suite P, Brownsville, TX 78521
Ph. (956)541-3330

Catalog Revised as of January 2012

STUDENT CATALOG

Welcome to Salon & Spa Institute. We are glad to have you aboard, and look forward to a mutually satisfying, professional relationship!

The goal of our organization is to fulfill the niche in the exciting cutting edge world of style and well being, with a comfortable and elegant atmosphere, where a student and customer receives the best in training and service to compliment the best techniques and styles, treatments we at Salon & Spa Institute have to offer.

Organization is paramount to the success of any well run business, therefore we are starting the training by issuing this manual to allow you to get answers to any questions you may have and lay the guidelines in writing to you as a valued student.

The tools and supplies to perform your instruction have all been supplied. Everyone here is looking forward to a successful career in the coming years, with everyone doing their part to execute a team spirit, with our success-the only goal.

Congratulations on your decision to join us at Salon & Spa Institute and good luck in the coming months!



*Salon & Spa Institute is accredited by:
National Accrediting Commission of Career Arts and Sciences*

Last Updated January 2012

OUR MISSION:

At Salon & Spa Institute we aspire to inspire. Whether you're interested in a career in Cosmetology, Facial, which is now known as Esthetics, Nail Technician, or Instructor Training, our educators strive to develop the particular interests in each and every one of our students so that they can successfully pass the licensure exam and obtain gainful employment in their field of study. Students here receive extensive hands-on training helping them empower their individual strengths.

ADMISSION REQUIREMENTS

The School does not discriminate in its employment, admission, instruction, or graduation policies on the basis of creed, religion, race, color, ethnic origin, religion, ancestry, national origin, residence, age, non-disqualifying disability, gender, financial status, sexual orientation, marital status, or veteran's, nor does the school actively recruit students already enrolled in or attending another institution offering similar programs.

To be eligible for Admissions to the School a student must:

- Be at least 17 years of age or older on the date of enrollment. *
- Have a High School Diploma, GED and/or a State approved Home School Completion Certificate/Diploma. OR have a 10th Grade Education and pass an Ability-To-Benefit Test**.
- Pay the required non-refundable Registration Fee of \$100.00

Instructor Training - Only

- Cosmetology Operator License.
- Complete 45 hours in a Teaching Methods course approved by the State Board of Texas.

*A high school graduate (under the age of 18) can attend our program with written permission from a parent or guardian.

** ATB testing is provided by Lluvia Ayala, Wonderlic Independent Test Taker, Registration Number 06337-001 and may be arranged through the school.

All ATB students are encouraged to obtain a Texas GED

Individuals must meet the following requirements in order to take a Preparation Course and GED Exam.

Must be at least 18 years of age or older (age requirements may vary, check with your local testing center for more details)

Must be a resident of the state of Texas

Must have withdrawn from a regular high school program for at least six months

Not a high school graduate

The exam consists of five different subject sections taken in 7.5 hours:

Language Arts - Writing

Language Arts - Reading

Mathematics (Part 1 and 2)

Science

Social Studies

The score ranges from a minimum of 200 to a maximum of 800 on each subject section. The minimum required on each section is 410. The total minimum required for all subject sections is 2050. Try your best to score higher on subjects that are more familiar. Individuals who fail the exam as a whole or a section may do retakes until successful completion.

GED Test and Preparation can be completed at any Texas official testing center at:

Brownsville Independent School District - BRNVSD - 0300

Chief Examiner: Rosalinda Amaro-Galarza

Email: ramaro@bisd.us

1625 Price Road

Brownsville, TX 78521

Telephone Number: (956) 548-8175

FAX Number: (956) 548-7904

Office Hours: M-F 8:00am-5:00pm
Test Days/Times: TU,W&TH 8:30am TU&W 1:30pm
Test Fees: \$85
Retest Fees: \$20
Available Languages: English , Spanish

For more information regarding testing and GED requirements, visit the Texas Department of Education of website at: www.tea.state.tx.us.

- A GED;
- A certificate demonstrating that the student has passed a state authorized examination (for example, the California High School Proficiency Exam) that the state recognizes as the equivalent of a high school diploma

TRANSFER STUDENTS

We will accept students wishing to transfer into Salon & Spa Institute. However, the same admission requirements apply. No more than 750 hours will be transferred. We will need to obtain proof of hours completed at previous institution and student will be charged at an hourly rate based on how many hours are needed. There is no transfer of hours between programs within the institute due to the Texas State Board Regulations.

TITLE IV ELIGIBILITY REQUIREMENTS

In order to determine eligibility for Title IV Federal Funds students must comply with the Satisfactory Academic Progress Policy included in this Catalog. The Legal Administrative Assistant Program is half-time but not full-time. Students must be enrolled at least half time to receive assistance from the Federal Student Loan Programs. Students must certify they have not defaulted on a previous Title IV loan, have not exceeded the annual and/or aggregate loan limits and does not have property subject to judgment lien for a debt owed to the United States and is not liable for a grant of Federal Perkins Loan overpayment.

Pell awards are prorated based on attendance.

The School does not provide campus-based aid programs.

The School works with the Veterans Affairs office and Title IV Federal Student Aid Programs; funding determinations are made directly through those agencies.

Guidelines for Federal Title IV eligibility is as follows:

1. Student has a verifiable Social Security number

Be a citizen or national of the United States; or provide evidence from the U.S. Immigration and Naturalization Service that he or she is a permanent resident of the United States; or is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident, be a citizen of the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau is eligible to receive funds under the FSEOG, and Federal Pell Grant programs.

2. All male students age 18 and older (born after 1/1/1960) must complete Selective Service Registration
3. Student has no previous Title IV student loan default.
4. Student has not exceeded annual or aggregate loan limits to date.

5. A Conviction for any offense, during a period of enrollment for which a student was receiving Title IV program funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance.

Students with a state or federal drug conviction or possession or sale of illegal drugs must meet the following requirements to be eligible for student. A student must resolve any drug conviction as outlined in 34 CRF 668.32: A federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible; the Academy will only confirm if receive conflicting information. A conviction that was reversed, set aside, or removed from the student’s record, received when the student was a juvenile, unless she/he was tried as an adult are not considered . All other convictions for sale (includes convictions for conspiring to sell drugs) and/or possession is subject to the following:

	Possession of illegal drugs	Sale of illegal drug
1 st Offense	1 year from date of conviction	2 year from date of conviction
2 nd Offense	2 year from date of conviction	Indefinite period
3+ Offense	Indefinite period	

If both offenses apply the student will be ineligible for the longer period

A student regains eligibility the day after the period of ineligible ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/her ineligible again. A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

Be qualified to receive funds directly or indirectly from a federal, state, or local government program

Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company

Be administered or recognized by federal, state or local government agency or court.

Be administered or recognized by federal or state-licensed: hospital, health clinic, or medical doctor

VERIFICATION

Each year at least 30% of financial aid recipients are randomly selected for verification by the U.S. Department of Education. If a student is selected for federal verification they will be asked to complete a Verification Worksheet and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax returns and W-2 forms (student’s, spouse and/or parents/guardians), proof of untaxed income, housing allowances, etc. Students will be notified in writing of all documents required to fulfill this federal requirement. If after review by the Financial Aid Director there are any changes to the financial aid package the student will be notified in writing.

REASONABLE ACCOMMODATIONS

Reasonable accommodations will be made on an individual basis. However, it is the responsibility of persons with disabilities to seek available assistance and make their needs known at the time of enrollment. Documentation to support the disability must be provided to the School at the time of the request. Information pertaining to an applicant's disability is voluntary and confidential. If this information is supplied, it will be used to overcome the effects of conditions that limit the participation of qualified disabled students. If applicants or students feel that they have been the subject of unlawful discrimination, they may notify the school director by phone, in person, or in writing. Prompt action will be taken to resolve the conflict.

COURSE OFFERINGS

Here at Salon & Spa Institute, we offer the following courses of study: Cosmetology (1500 hours), Facial, also known as Esthetics (750 hours), and Instructor Training (750 hours).

COSMETOLOGY CURRICULUM 1500 HOURS

1.	Haircutting, styling and related theory	500 hours
2.	Hair coloring and related theory	200 hours
3.	Cold waving and related theory	200 hours
4.	Orientation, rules and laws	100 hours
5.	Manicuring and related theory	100 hours
6.	Shampoo and related theory	100 hours
7.	Chemistry	75 hours
8.	Salon management and practices	75 hours
9.	Hair and scalp treatment and related theory	50 hours
10.	Chemical hair relaxing and related theory	50 hours
11.	Facials and related theory	50 hours

APPLICATIONS

Each cosmetology student must complete practical applications of the curriculum according to the school's published minimum practical applications or by the following schedule, whichever is greater.

A.	Client Protection:	600 applications
B.	Hairdressing: Arranging, cutting, dressing, shampooing, curling, Pressing and finger waving	600 applications
C.	Sanitation:	500 applications
D.	Haircoloring: Temporary, semi-permanent, permanent, bleaching And dimensional coloring, color mixing	100 applications
E.	Chemical Hair Services: Minimum of 5 services in each category 1. restructuring 2. permanent waving 3. straightening and relaxing	100 applications
F.	Facials: Minimum of 5 services in each category 1. skin analysis and skin care 2. manipulation and massage 3. skin care 4. removal of hair by wax, tweezers, or depilatories 5. make-up and brow arch	30 applications
G.	Scalp and Hair Treatments:	30 applications
H.	Manicuring and pedicuring:	30 applications

The above practical applications may be performed on a mannequin, a student or a patron, and mock applications may be used when appropriate and necessary. It shall be the responsibility of the student to keep a record of the number of practical applications performed, but shall be verified by an instructor signature.

FACIAL CURRICULUM (also known as Esthetics) 750 HOURS

1.	Facial Treatment, Cleansing, Masking, Therapy	225 hours
2.	Anatomy and Physiology	90 hours
3.	Electricity, Machines, and Related Equipment	75 hours
4.	Makeup	75 hours
5.	Orientation, Rules and Laws	50 hours
6.	Chemistry	50 hours
7.	Care of Client	50 hours
8.	Sanitation, Safety, and First Aid	40 hours
9.	Management	35 hours
10.	Superfluous Hair Removal	25 hours
11.	Aroma Therapy	15 hours
12.	Nutrition	10 hours
13.	Color Psychology	10 hours

APPLICATIONS

We also require the following practical applications to be completed prior to graduation:		
(A)	Client Protection	60 applications
(B)	Cleansing	50 applications
(C)	Steaming	50 applications
(D)	Massage	50 applications
(E)	Mask	50 applications
(F)	Makeup	30 applications
(G)	Hair Removal	30 applications
(H)	Electricity, Machines and Related Equipment	30 applications

STUDENT INSTRUCTOR CURRICULUM 750 HOURS

A)	Instruction and theory and lab/clinic operation	350 hours
B)	Teaching and lab/clinic management	350 hours
C)	Orientation, Rules & Laws	50 hours

SCHOOL FACILITIES

Our school is located in a strip plaza on busy Ruben Torres Boulevard. We have a 5000 square foot building that is beautifully decorated with a warm and inviting atmosphere. We feature 16 hairstyling stations, 8 of which have been made by hand made from solid ash wood and stained to a glossy finish. The spa area is equipped with 3 luxurious pedicure stations built into beautiful cabinetry with cushions and pillows to relax and get comfortable. Our pipeless pedicure bowls are soothing and completely sterile. Our manicure room contains 2 manicure stations and is ventilated to promote a clean, relaxing environment. Individual rooms for facials and massages are available to ensure privacy. We also have a reception area, offices, and classroom space and restroom facilities.

GRADING SYSTEM

Students are graded in theory and practical areas, while clinic work noted towards the required practical applications. Students must pass all tests with a 70% or it must be retaken. Our grading scale is as follows:

A	=	90-100%
B	=	80-89%
C	=	70-79%
Failing	=	69% or below

GRADUATION REQUIREMENTS/DOCUMENT AWARDED

Salon & Spa Institute will educate its students to complete the following essential function for the programs in which they are enrolled. In order to meet the graduation requirements of Salon & Spa Institute and be awarded a certificate of completion, students must complete all (1) hourly requirements, (2) all testing requirements with a 70% or better, and (3) must meet the financial obligations (entire tuition/balance has been paid).

EMPLOYMENT ASSISTANCE

Although we cannot guarantee employment, upon graduation, we will assist you in any way possible to seek and obtain employment. In fact, we assist you in job placement prior to graduation through different instructional techniques, including résumé writing, interviewing techniques through role-playing. Salon owners and managers also come to the school to conduct mock interviews. We go on field trips, job fairs and hair shows. We provide you with guidance on professional appearance through example. We also post any and all job opportunities in the classrooms and in the break area.

Current Program Completion – 84%*

Current Program Placement/Employment Rate - 67%

Licensure Rate – 100%

CAREER OPPORTUNITIES

Once a student completes the Cosmetology, Facial, also known as Esthetics, Nail Technician or Instructor course, and receives a license, she/he will have several career opportunities available to him/her. Just some examples of career choices are:

Cosmetology Field

Color/Perm Specialist	Nail Technician
Cosmetic Chemist	Platform Artist
Extension Specialist	Retail specialist
Hair Designer	Salon Manager
Make-up artist	Scalp & Hair Specialist
Spa Owner	Facial Specialist

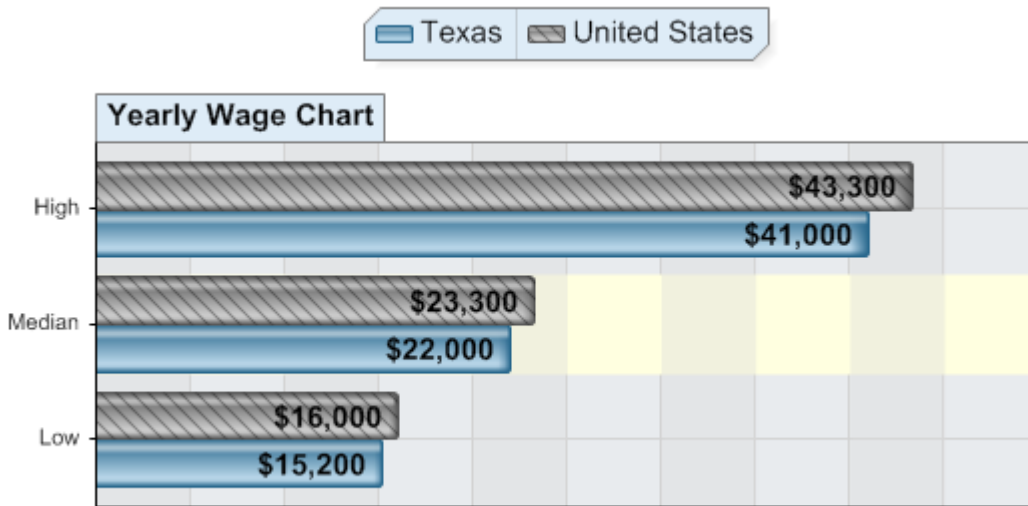
Education Field

Cosmetology Teacher	State Board Inspector
Design Team Member	Seminar Instructor
Director	State Board Member
Supervisor or Dean	School Manager
School Owner	Motivational Speaker

CURRENT WAGE INFORMATION

Hairstylist and Cosmetologist found at www.careeronestop.org:

State and National Wages as of 2010:



- High is the wage at which 90% of workers earn less and 10% earn more.
- Middle is the wage at which 50% of workers earn less and 50% earn more.
- Low is the wage at which 10% of workers earn less and 90% earn more.

REFUND/CANCELLATION POLICY CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment agreement or contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed by the prospective student. If tuition is collected in advance of entrance, and if, after expiration of the 72 hours cancellation privilege, the student does not enter school, not more than \$100.00 shall be retained. A full refund will be made if student is not accepted by the school.

REFUND POLICY

The school has a fair and equitable refund policy and currently uses the Texas Department of Licensing and Regulation refund policy. The Registration fee is non-refundable. Kit costs are non-refundable for items the student has received.

Pursuant to Chapter 1602 of the Texas Occupations Code, a fair and equitable settlement will apply for applicants who cancel enrollment or Students who withdraw from enrollment. Applicants not accepted by the school shall be refunded all monies paid to the school. If a Student (or in the case of student under legal age, his/her guardian) cancels the enrollment in writing within three business days of signing the enrollment agreement, all monies collected by the school will be refunded, with the exception of the non-refundable application fee, even if the Student has begun classes. The "formal cancellation date" will be determined by the postmark on written notification, the date said notification is delivered to the school in person, the date the school terminates the student, or 10 days after the last day of attendance or the expiration date of an approved Leave of Absence.

If a Student cancels the enrollment more than three business days after signing the contract but prior to starting classes, a refund of all monies paid to the school less the registration fee in the amount of \$100 will be made. For Students who enroll and begin classes but withdraw prior to program completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies:

SCHEDULED TIME ELAPSED IN TOTAL PROGRAM	TOTAL TUITION SCHOOL SHALL HAVE EARNED
First Week or .01-10% (whichever is less)	10%
10.1% - 20% of Program	20%
20.1% to 25% of Program	25%
25.1% - 49.9% of Hours in Program	50%
After 50% Elapsed Hours	100%

Any monies due the applicant or Student shall be refunded within 30 days of formal cancellation date as defined above. In the case of disabling illness or injury, death in the Student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a Student has enrolled, the school will provide a pro rata refund of tuition to the Student. If the program is canceled subsequent to a Student's enrollment, the school will either provide a full refund of all monies paid or completion of the program at a later time. The school does not participate in any teach-out plans with other institutions. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal.

RETURN TO TITLE IV/REFUND REPAYMENTS POLICY

This policy applies to all recipients of Federal Title IV Financial Aid Funds. Students that are no longer attending the school may still owe funds to the school to cover unpaid tuition. Additionally, the school may attempt to collect any funds from a student that the school was required to return as a result of this policy.

The school is required to calculate how much federal aid may be retained or disbursed for a student who withdraws prior to the end of a payment period. The calculated amount is referred to as "Return of Title IV Funds" (R2T4), The calculation of Title IV funds earned by the student has no relationship to the student's tuition and fees that may be owed to the school. All students subject to this policy are determined according to the following definitions and procedures, as prescribed by regulation.

The school has 45 days from the date the school determines the students withdrew to return all unearned funds for which it is responsible. The school will notify the student in writing of the amount of funds that must be returned. The school will advise the student and/or parent that they have 14 calendar days from the date the school sent the notification to accept a post-withdrawal disbursement for funds that have not been disbursed but are eligible to be used for tuition and fees. If a response is not received from the student and/or parent within the permitted time frame or the student declines the funds, the school will return any earned funds being held from Title IV programs. All post-withdrawal disbursement must occur within 90 days of the date the student withdrew.

WITHDRAWAL BEFORE 60%:

The school must perform a R2T4 to determine the amount of earned aid up through the 60% point in each payment period and use the Department of Education's prorated schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

WITHDRAWAL AFTER 60%:

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, the school will still calculate eligibility for a post-withdrawal disbursement.

CALCULATING R2T4

Title IV funds are earned in a prorated manner on a per diem clock hours basis up to the 60% point in the payment period. Title IV aid is viewed as 100% earned after that point in time. The school is required to determine the earned and unearned Title IV aid as of the date the student ceased attendance based on the amount of time the student was scheduled to be in attendance.

In accordance with federal regulations, when Title IV financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order: Unsubsidized Direct Loans, Subsidized Direct Loans, Direct PLUS loans followed by Federal Pell Grants. The calculation steps are outlined in the following example:

1. Calculate the percentage of Title IV aid earned by the student.
 $\frac{18 \text{ (completed days)}}{118 \text{ (scheduled days)}} = 15.3\%$ (% of completed calendar days within the payment period)
2. Calculate the dollar amount of Title IV aid earned by the student.
 $15.3\% \times \$2,805.00 = \429.17 (Amount of aid earned by student)
3. If this amount is greater than the total Title IV aid disbursed for the payment period, a Post-Withdrawal Disbursement will be calculated; if the amount is less than the amount of Title IV aid disbursed, the difference will be returned to the Department of Education.

POST WITHDRAWAL DISBURSEMENT

If a student earned more aid than was disbursed to him/her, the institution may owe the student a post-withdrawal disbursement which must be paid as soon as possible but no later than 90 days from the date the school determined the student withdrew for loans and no later than 45 days from the date the school determined the student withdrew for grants. The school is required to notify the student in writing within 30 days of the date it determined that the student withdrew that he/she is eligible for a post-withdrawal disbursement of Title IV loan funds.

However, if the student (or parent in the case of a PLUS loan) is eligible to receive a post-withdrawal disbursement of loan funds, the student or parent borrower must first confirm in writing whether he/she accepts/declines all or some of the loan funds offered as a post-withdrawal disbursement. A post-withdrawal disbursement of Federal grant funds does not require student acceptance or approval and the grant funds may be applied directly to the student's account in order to satisfy tuition and fees, or to the student. The University will seek the student's authorization to use a post-withdrawal disbursement for all other educationally-related charges in addition to tuition and fees.

The school is required to return the amount of Title IV funds for which it is responsible no later than 45 days after the Date of the Determination of the date of the student's withdrawal.

OVERPAYMENTS

Any amount of unearned grant funds that a student must return directly is called an overpayment. The amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with the school and/or the Department of Education to return the unearned grant funds, failure to do so will result in no additional Title IV aid.

OFFICIAL WITHDRAWALS

To officially withdrawal from the school, the student must initiate the withdrawal process by contacting the School Director. The school's Cancellation & Refund Policy and RT24 will apply to withdrawn students in accordance with the date provided on the written withdrawal notice and will be effective the date the notice is received.

UNOFFICIAL WITHDRAWAL

Termination of a student is defined as no longer attending, whether by the student's voluntary withdrawal or dismissal by the school as disciplinary action; the last date of attendance will be used for the Cancellation & Refund Policy and RT24 calculations.

LEAVE OF ABSENCE

If enrollment is temporarily interrupted for a Leave of Absence (LOA), the student will return to School in the same progress status as prior to the LOA. Hours elapsed during a LOA will extend the student's contract period by the same number of days taken in the LOA and will not be included in the student's cumulative attendance percentage calculation. Students who fail to return from an LOA will have an Unofficial Withdrawal on the date they were scheduled to return from the LOA will be used for the Cancellation & Refund Policy and RT24 calculations.

THE SCHOOLS RESPONSIBILITIES IN REGARDS TO R2T4:

- providing students with the information given in this policy;
- identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students;
- Returning any Title IV funds that are due the Title IV programs.

THE STUDENT'S RESPONSIBILITIES IN REGARDS TO R2T4:

- Returning to the Title IV programs any funds that were disbursed to the student for which the student was determined to be ineligible for via the Return of Title IV Funds calculation.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at: 1-800-4-FEDAID (1-800-433-3243), TTY users may call: 1-800-730-8913

Information is also available on Student Aid on the Web at www.studentaid.ed.gov

SCHOOL CALENDAR/HOLIDAYS FOR 2011-2012

Classes start the first Monday of every Month unless it is a holiday. We observe the following holidays and vacation days:

Labor Day	September 5, 2011
Thanksgiving	November 21-25, 2011
Christmas	December 19-30, 2011
Charro Days	February 24, 2012
Spring Break	March 12-16, 2012
Easter	April 6, 2012
Independence Day	July 4, 2012

CLASS SCHEDULE

- 35 hours per week Full Time - 24 hours per week Part Time
- School hours are Monday through Friday 8:30a.m. to 10:00p.m.
- 30 minute lunch break

FERPA

FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and access to student educational records. FERPA rights apply to students and guardians of a dependent minor student; a student is a person who is, or has been, in attendance at the School, regardless of the person's age. Under FERPA, a student has a right to:

- inspect and review his or her educational records
- request to amend his or her educational records
- have some control over the disclosure of information from his or her educational records

The directory information made available by the School is:

- Name (maiden, other, preferred, primary)
- Address (all known)
- Telephone (all known)
- Date of Birth
- Birth Location
- Course
- Dates of Attendance
- Degrees & Awards Received
- Most Recent Previous Educational Institution Attended

FERPA also authorizes disclosure of this information without the student's consent under certain circumstances. Directory information will be provided to the public upon request unless the student files a request with the school asking to be excluded from the directory or from any other requests for open directory information from outside entities. A student may update access to their information by contacting a school employee and filing a request to be excluded from the directory or from any other requests for open directory information.

According to FERPA, some non-directory student records may not be released without prior written consent from the student. A record is any information recorded in any way, including but not limited to handwriting, print, tape, film, microfilm, microfiche, and digital image. Educational records are all records that contain information that is directly related to a student and that are maintained by an educational agency or institution or by a party acting on its behalf. Educational records do not include the following:

- Sole possession records (those records kept in the sole possession of the maker which are used only as a personal memory aid and are not accessible or reviewed by any other person except a temporary substitute for the maker of the record.
- Medical or psychological treatment records that include but are not limited to records maintained by physicians, psychiatrists, and psychologists.
- Employment records, provided that employment is not contingent upon being a student.
- Law enforcement records.

The school will disclose information from a student's education record without the written consent of the student to a staff members who require access to educational records in order to perform their legitimate educational duties; officials of other schools in which the student seeks or intends to enroll; and in connection with a student's application for, or receipt of, financial aid; and state, federal, and accrediting agencies as required.

Under FERPA, students have a right to see, inspect and request changes to their educational records. Upon request, the School shall provide a student access to his or her educational records except for financial records of the student's parents or guardian; and confidential letters of recommendation where the student has signed a waiver of right of access. Educational records covered by FERPA normally will be made available within ten (10) days of the request. All records are to be reviewed by students in the presence of a staff member. The contents of a student's educational records may be challenged by the student on the grounds that they are inaccurate, misleading, or otherwise in violation of the privacy rights of the student by submitting a written statement to the school.

It is the policy of the school that it will maintain the FERPA disclosure code in effect at the time of a student's last term of enrollment for former students. Furthermore, the school will honor a request from a former student, not re-enrolled, to add or delete a non-disclosure request.

FERPA rights cease upon death. However, it is the policy of the school that no records of deceased students be released for a period of five (5) years after the date of the student's death, unless specifically authorized by the executor of the deceased's estate or by next of kin.

If students believe that their FERPA rights have been violated, they may contact the Family Policy Compliance Office at the Department of Education, 400 Maryland Ave SW, Washington DC 2002-4605. Additional information is available at www.ed.gov/policy/gen/guid/fpc/

PARENT RIGHTS UNDER FERPA

At the post-secondary level, parents have no inherent right to access or inspect their son's or daughter's educational records, including final grades, grades on exams, and other information about academic progress. This information is protected under FERPA and parents do not have access to it unless the student has provided express, written authorization, or unless the student is a dependent as defined in Section 152 of the Internal Revenue code of 1954.

Students can give express written permission of access to their educational record by completing the Privacy Release Authorization Form and remitting it to the School Director.

In emergency or crisis situations, the school may release non-directory information if the institution determines that the information is necessary to protect the health or safety of the student or other individuals.

SCHOLARSHIPS & TUITION DISCOUNTS

We do not offer scholarships but may provide a Tuition Discount to Family Members of Owners and Staff at the School Directors discretion.

HOUSING

Salon & Spa Institute does not offer housing.

ADVISING

The administrative and instructional staff members at Salon & Spa Institute are available to help you in any way possible as you make your way through your course of study. If you are having difficulty fulfilling your academic, attendance or financial obligations, we encourage you to come and speak with any of us so we can design a plan to help you through any challenges you are facing. We also have a list of outside referral agencies available to you in the event the problem(s) you are facing is/are outside our level of expertise. This list is posted in the break area as well if you would prefer seeking out help anonymously. Please know that anything you tell us will remain confidential.

REGULATORY AGENCIES

Consumer Protection Division, P.O. Box 12548, Austin, TX 78711, 800.621.0508

Texas Department of License and Regulation (TDLR)

920 Colorado, Austin, TX, 78701; Mailing address is P.O. Box 12157, Austin, TX, 78731.

Telephone: (512) 463-6599

Toll-Free (in Texas): 800-803-9202

Fax: (512) 475-2871

<http://www.license.state.tx.us/contact.htm>

National Accrediting Commission of Career Arts & Sciences (NACCAS)

4401 Ford Ave., Suite 1300, Alexandria, VA 22302-1432

Telephone: (703) 600-7600

Fax: (703) 379-2200

<http://www.naccas.org>

ATTENDANCE POLICY

The student agrees that while in attendance at the school will be punctual and will not, except for emergency or medical reasons be excused from school. Students will be terminated when they are absent for 10 consecutive calendar days. The school will attempt to contact the student before terminating them.

TARDINESS

1. All students are expected to attend on their regularly scheduled time. Theory is given every morning and class assignments are scheduled daily. You must speak to your Instructor when arriving late to class or late for your student salon and student spa services. Please meet with your Instructor to become familiar with the class schedule. All students will be allowed to attend the rest of the day as long as they have permission granted by their Instructor.
2. If you are running late from your regularly scheduled time, you must notify the school so your Instructor and any client of yours are notified of your tardiness. If the client wishes he/she will be assigned to another student to accommodate their time. All students will be allowed to attend the rest of the day as long as they have permission granted by their Instructor.

EXCUSED VS UNEXCUSED ABSENCES

Every student gets extra time worked into their schedule so we do not have an excused vs. unexcused absence policy in the traditional sense.

MAKE-UP WORK

If you miss a test, typically it can be made up on the following Monday; however, you will need to make arrangements with your Instructor.

LEAVE OF ABSENCE

A student may request an emergency leave of absence (LOA). The student prior to the start of the leave must request the leave in writing and turned in to the school director. This leave is granted at the discretion of the school director. The request for leave must be signed and accompanied by documentation supporting the need for the leave of absence. Such documentation will include an explanation of existing circumstances from a doctor, lawyer, or counselor citing need for the leave of absence.

A student who has been absent from school and has been granted a leave of absence by the school is not considered to have withdrawn from school. If approved, the official Leave will extend the contract period by the same number of days designated in the leave document or actually used by the Student. No re-entry fee will be charged if the student returns to class on or before the first class day scheduled after the termination of the Leave of Absence. The Leave of Absence and any additional approved leaves of absence may not exceed a total of 180 days in any twelve month period.

The leave of absence involves no additional charges by the school to the student, the enrollment agreement will be automatically extended by the length of the LOA, and the student agrees to re-enter on the designated date. The student will be dropped as of the last day of attendance should they not return from the LOA. The school's refund policy will be in effect, and any outstanding balance due the school will be due immediately.

SATISFACTORY ACADEMIC PROGRESS

The following policy is applicable to all students enrolled. SAP will be measured at the following scheduled hours:

Cosmetology 450, 900 and 1200 Hours (13 weeks, 26 weeks, 35 weeks)

Facial and Instructor Training 150, 375 Hours (4 weeks, 11 weeks)

Course incompleteness, transfer credits, repetition, non-credit remedial courses have no effect on SAP.

QUALITATIVE REQUIREMENT:

1. Maintain a cumulative academic average of 70% or better at the end of each progress report period. The school uses the following grading scale.

90- 100 A
80 - 89 B
79- 70 C
69 - BELOW STANDARDS - UNSATISFACTORY

2. Students enrolled in an educational program of more than two academic years must have a cumulative GPA of a 70%/C or higher and/or the ability to graduate in order to receive Title IV Funds.

QUANTITATIVE REQUIREMENT:

1. All students must attend 67% of the scheduled hours of attendance to be in compliance.
2. Student must complete his/her educational program in no longer than 150% of the published length of the program as measured in clock hours as determined by the program.

Course	Min Hours/Weeks	Max Hours/Weeks
Cosmetology Full Time	1500/42	1500/63
Cosmetology Part Time	1500/75	1500/113
Facial and Instructor Full Time	750/22	750/33
Facial and Instructor Part Time	750/38	750/57

LOSING AND REGAINING ELIGIBILITY:

FINANCIAL AID WARNING STATUS

A student deemed as not making SAP at the reporting period will be automatically placed in a Financial Aid Warning Status; no action is required by the student and they may continue to receive Title IV funds for one additional payment period. Students who are making SAP at the next reporting period are considered as meeting SAP have regained full eligibility. Those who are not making SAP will be placed on Financial Aid Probation Status.

FINANCIAL AID PROBATION STATUS

A student not making SAP at the reporting period will be automatically placed on Financial Aid Probation Status. Student placed on Financial Aid Probation must have one of the following to receive Title IV funds during Financial Aid Probation Status: Academic Improvement Plan, Accepted Financial Aid Probation Status Appeal and/or regained SAP. Students who are making SAP at the next reporting period are considered as meeting SAP and have regained full eligibility. Those who are not making SAP will be ineligible to receive Title IV funds for the following payment period. A student must meet SAP prior to having eligibility reinstated.

APPEAL PROCESS

A student, who wishes to appeal Financial Aid Probation Status, must submit a written request to the School Director within ten (10) days of the non-satisfactory progress status determination and must describe any circumstances that the student believes deserve special consideration; acceptable reasons may be: death of a relative, an injury or illness of the student or other special circumstance. The school shall evaluate the appeal within ten (10) business days and notify the student in writing of the decision. All decisions are final. Any student that prevails upon the appeal process will be determined as making satisfactory progress. Financial aid eligibility for funds will be reinstated to the student.

REINSTATEMENT OF AID

Is limited to the payment period under evaluation. Prior payment periods in which the student was determined ineligible for aid will not be included in the student's reinstatement of eligibility. A student may be paid Title IV funds for the payment period in which he/she resumes satisfactory academic progress.

LEAVE OF ABSENCE

If enrollment is temporarily interrupted for a Leave of Absence (LOA), the student will return to School in the same progress status as prior to the LOA. Hours elapsed during a LOA will extend the student's contract period by the same number of days taken in the LOA and will not be included in the student's cumulative attendance percentage calculation. Students who fail to return from an LOA will have an Unofficial Withdrawal on the date they were scheduled to return from the LOA.

OFFICIAL WITHDRAWAL FROM SCHOOL

In the event that circumstances beyond the student's control make it necessary for withdrawal the student must consult with the School's Director and/or Admissions Director and complete a Withdrawal Form with using the last date of attendance.

UNOFFICIAL WITHDRAWAL FROM SCHOOL

In the event that the student is absent for 10 calendar days the school will withdraw the student from school. The School Director and/or Admissions Director must complete the Withdrawal form using the last date of attendance.

CONDUCT

1. The school reserves the right to request that discussion of Salon/Spa practices, speaking ill of other students and clients is not allowed. Foul or abusive language is forbidden anywhere within this facility.
2. All students must make available all tools and equipment necessary issued by the school for daily practice.
3. All students must attend classes in their required uniform.
4. Refusing a client is grounds for immediate dismissal for the day.
5. Being unprepared for class is grounds for immediate dismissal for the day.
6. The school reserves the right to request that professionalism is to be strived at all times toward all clients, fellow peers and staff. You are also a role model when not working when you become associated with this establishment.
7. Cellular phones are to be turned off during attendance at the School. Breaks are allowed for students to go to a public area to use their cell phones. There are phones available at the front desk for emergency use only. Students may not receive calls through the front desk telephone. If there is an emergency call for the student, a staff member will notify the student in person.

TERMINATION POLICY

- (a) Nonpayment - within one month (if payment arrangements have not been made)
- (b) If a student is found with drugs or alcohol premises, they will immediately be dismissed. They will not be considered for re-enrollment.
- (c) If a student misses 10 consecutive calendar days the student will be terminated.
- (d) If a student is disorderly and refuses to follow rules, is insubordinate to school staff, refuses to follow regulations and school policies, uncooperative with the school's policies and procedures, the student will be terminated.
- (e) The school reserves the right to refuse service and student enrollment to anyone.

OTHER RULES AND REGULATIONS

- a. If you will not be attending class for the day, you must notify the school immediately and speak with a school official. Please leave a message with the receptionist. This way your instructor can be notified of your absence and any scheduled appointment can be rescheduled with another student.
- b. All students are to eat, snack and drink in the designated areas of the school (break room). Never at any time is anyone allowed to be eating anything, smoking in front of clients, or hanging out in areas where clients are present. Keep in mind that clients and mirrors are everywhere and your choice of words could be heard.
- c. No type of intoxicant is to be consumed on premises during school hours and school grounds. Arrival to school under the influence of any type of chemical stimulant or depressant will be grounds for immediate dismissal and/or termination of contract.
- d. **REMEMBER:**
 - The Client is the boss.
 - Maintain a constant vigil of your surroundings and your work area. Keep your work area tidy and clean at all times. Sanitation practices are a must at all times.
 - In a true and real salon spa environment you will be encountering different work scenarios each time. We encourage all of our students to begin practicing their retail skills, client retention and professional ethics at all times.
 - Refusal of a client is grounds for immediate dismissal for the day.
 - Refusing a client in a salon spa environment encourages bad habits and decreases your opportunities for potential income.

SCHOOL SANITATION AND DUTIES POLICY:

Salon & Spa Institute strives to be a clean facility. We do our best to maintain our facility as the first day of business every day. With your help we can continue to provide a clean and sanitary establishment in which both students and clients can enjoy. Every day you will be assigned a cleaning duty. This is part of your sanitation daily grade. It will consist of the following:

Towel Duty	Classrooms	Pedicure Room	Manicure Room
Break Room	Clinic Floor Stations	Mirrors	Hooded Dryers
Shampoo Bowls	Dispensary	Guest Services	

With this routine you will be able to graduate with the best quality training and sanitation standards that top the beauty industry. You will be used to teamwork and role playing in salons and spas.

STAFF AND FACULTY

*	Rusty Brechot	-----	School Owner
*	Mark Johnson	-----	School Owner
*	Aurora Lozano	-----	School Director/Educational Director
*	Deborah L Parrish	-----	Controller/Business Office
*	Anna Lillia Lopez	-----	Financial Aid Director
*	Rachel Garcia	-----	Admissions Director/Administrative Assistant
*	Carmen Betts	-----	Cosmetology Instructor
*	Sylvia Cedillo	-----	Cosmetology Instructor
*	Leticia Espinosa	-----	Cosmetology Instructor
*	Martha L. Mendoza	-----	Cosmetology Instructor
*	Ninfa Barrera	-----	Cosmetology Instructor
*	Deyadira Alanis	-----	Front Receptionist
*	Mary Rodriguez	-----	Custodian

COURSE COSTS

Cosmetology

Tuition	\$16,385.00
Registration Fee:	\$ 100.00 (non-refundable)
Books & Kit	\$ 2,900.00

Total \$19,385.00

Facial (also known as Esthetics)

Tuition	\$9,800.00
Registration Fee:	\$ 100.00 (non-refundable)
Books & Kit	\$ 800.00

Total \$10,700.00

Instructor 750

Tuition	\$ 5,900.00
Registration Fee:	\$ 100.00 (non-refundable)

Total: \$6,000.00

PAYMENT OPTIONS

The school accepts checks, money orders and credit card payments.

OTHER FEES

If you go over your contract date, the following per hour charges will apply: (Cosmetology); \$21.85; (Facial, also known as Esthetics); \$26.13 and (Instructor 750); \$15.73

NON-SMOKING FACILITY

The school is a non-smoking building. No smoking is allowed in restrooms, break areas, or public areas of the building. There are designated smoking areas outside the building.

EMERGENCY PROCEDURES

The school has two (2) fire extinguishers located in the hallway outside the kitchen and the entryway. Exit doors are in the front and back of the school for the event of an evacuation. Students and employees are shown all exits during their initial tour of the campus. Students are advised to evacuate the premises in an orderly fashion and not to return until directed by school personnel. In the event of an emergency call 911 immediately.

FINANCIAL ASSISTANCE

Financial Assistance is available to those who qualify through the Financial Aid Office.

All students have the following rights and responsibilities:

The student has the right to ask the school:

- The name of its accrediting and their licensing organizations.
- About its programs; its instructional, laboratory, their physical facilities, and their faculty.
- What the cost of attending is, and the institutions policies concerning refunds and Return to Title IV (R2T4) to students who drop out.
- What financial assistance is available including information on all federal, state, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting an application for each available financial aid program.
- How it determines a student's eligibility and need for financial aid.
- How much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package.
- What the interest rate is on any student loan you have, the total amount you must repay, when a student must start repaying.
- Deferment of repayment or forbearance for certain defined periods, if you qualify and if you request deferment or forbearance.
- Provide written information on student's loan obligations and information on your rights and responsibilities as a borrower.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the school determines when and whether you are making satisfactory progress (SAP) and what happens if you fail to maintain SAP. How failing to maintain SAP affect your Title IV eligibility.

- What special facilities and services are available to student with disabilities and how to request a reasonable accommodation.

It is the student's responsibility to:

- Review and consider all the information about the school program before enrolling.
- Pay special attention to the application process for Federal student financial aid, complete it accurately, and submit it on time to the right place. Errors on the FAFSA can delay or prevent your receiving aid timely.
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all enrollment and verification documentations, corrections, and/or new information requested by either the Financial Aid Director or the agency to which you submitted the application.
- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you were asked to sign.
- Ensuring you are aware that you must start making monthly repayment on your student loan after your grace period ends, unless you have a deferment or forbearance. When you sign your master promissory note (MPN), you are agreeing to repay your loan.
- Attend an exit interview at the time you leave the school to determine the net balance of your account with the school as well as the net balance of any student loan.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student). If you have student loans, you must notify your lender of these changes.
- Understand your school's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment agreement sign.
- Understand that you may be responsible and have liability for portions of Title IV funds return by the institution on your behalf.
- Understand that there could be liabilities when errors are made as a result of inconsistent information provided by the student and result in funds being awarded that a student was not eligible for are advanced to you or credited to your school account.
-

TITLE IV

A current year FAFSA (Free Application for Federal Student Aid) is required to be completed prior to a determination of eligibility for all Title IV funds. Directions to complete this application, an MPN (Master Promissory Note), and Entrance Counseling are located on the “Directions to Apply for Federal Student Aid”, the US Department of Education’s annual publication of “Funding Education Beyond High School: The Guide to Federal Student Aid” and Direct Loan Basics for Students” available in the Student Resource Center and/or Financial Aid Office; or:

FAFSA Information Center 1-800-433-3243

FAFSA website www.studentaid.ed.gov

The school currently participates in the Pell Grant, Stafford Direct Loan and Parent PLUS Direct Loan programs. The school does not coordinate but will certify veterans, state, local government and private funding sources.

Need Based Aid (Pell Grant and Stafford Subsidized Loan) Calculation:
COA (Cost of Attendance) - EFC (Expected Family Contribution) = Need Eligibility

Non-Need Based Aid (Unsubsidized Stafford and Parent PLUS Loan) Calculation:
COA - EFA (Expected Financial Assistance/all other aid) = Non-Need Eligibility

COA = Budget - each student receiving an Award Letter estimating Title IV Eligibility will be assigned a Budget. The COA includes the following items: Tuition & Fees, Room and Board, Transportation, Misc/Personal, Books/Supplies and Other items such as special circumstances or expenses related to disabilities.

Private Education/Institutional Loans are not offered by the school nor does the school have preferred lender arrangements. Should a student insist on seeking a Private Educational Loan, loan certification will only be provided after a student has demonstrated need and exhausted all Federal Student Aid eligibility and a Private Education Loan Application Self-Certification must be completed.

The school does not employ any students who are currently receiving financial aid and are attending the school programs.

All students who borrow a Stafford Loan while attending the school must complete Direct Loan Entrance Counseling before funds will be certified.

Exit Counseling must be completed by all students who are graduating or withdrawing from school. If a student is unavailable to complete at the school a package a Direct Loan Exit Counseling Guide will be mailed to them for completion.

Counseling may be provided in person (individually or in groups), using audiovisual materials US Department of Education Publications and /or online. Student borrowers should be advised to complete online exit counseling or come to the counseling session at the school shortly before graduating, or ceasing at least half-time enrollment.

Due to a class size of under 50 students the school does not release the gender and ethnicity of enrolled, full-time students who are enrolled or receive Title IV; doing so would lead to individually identifiable student recipients and violate their right to privacy. In addition to information published in this catalog details on Student Body Diversity, Federal Student Aid Recipient Details and Program Costs can be found on the College Navigator Website at www.nces.ed.gov/collegenavigator.

NSLDS (National Student Loan Data System) is available at www.nsls.ed.gov where borrower's loan history can be reviewed. Students without Internet access can identify their loan holder by calling 1-800-4-fed-aid. The borrower will be made aware that the information on the NSLDS site is updated by schools and the Department of Education and may not always have the most current information available. Information is accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

The Ombudsman's office is a resource for borrowers when other approaches to resolving student loan problems have failed at 1-877-557-2575.

CONSTITUTION DAY

The school celebrates Constitution Day on or near September 17 of each year as required www.constitutionday.com

VOTER REGISTRATION

Students are encouraged to register and vote in state and federal elections. Voter Registration and Election Date information for the State of Texas can be found at: www.sos.state.tx.us.

The Elections Division of the Secretary of State's Office is open from 8:00 a.m. until 5:00 p.m. weekdays. The Elections Division is also open during the hours that the polls are open on all uniform election dates (2nd Saturday in May and 1st Tuesday after the 1st Monday in November), on the primary and primary runoff election dates (1st Tuesday in March of even-numbered years and 2nd Tuesday in April following the primary), and the dates on which special statewide and federal elections may be ordered. Answers to questions on election law and procedures may be obtained by telephoning the Elections Division toll-free at 1.800.252.VOTE (8683) or direct at 512.463.5650.

To be eligible to register to vote in Texas, a person must be:

- A United States citizen;
- A resident of the Texas county in which application for registration is made;
- At least 18 years old on Election Day;
- Not finally convicted of a felony, or, if so convicted must have (1) fully discharged the sentence, including any term of incarceration, parole, or supervision, or completed a period of probation ordered by any court; or (2) been pardoned or otherwise released from the resulting disability to vote; and
- Not determined by a final judgment of a court exercising probate jurisdiction to be (1) totally mentally incapacitated; or (2) partially mentally incapacitated without the right to vote.

Registering to vote is easy in Texas. It doesn't even require a stamp! Official applications to register to vote are postage-paid by the State of Texas. In most Texas counties, the County Tax Assessor-Collector is also the County Voter Registrar. In some counties, the County Clerk or County Elections Administrator registers voters. You may obtain an application from the school, the Secretary of State's Office, libraries, many post offices, or high schools. Or, you may download an informal application, but you will be required to affix a stamp before mailing. You may also register to vote when you apply for or renew your driver's license.

The application must be received in the County Voter Registrar's office or postmarked 30 days before an election in order for you to be eligible to vote in that election. You will receive a voter registration certificate in the mail after the County Voter Registrar has processed your voter registration application. Upon receipt of the voter registration certificate, sign it, fold it and keep it in your wallet and take it to the polls with you when you vote.

All voters who registered to vote in Texas must provide a Texas driver's license number or personal identification number issued by the Texas Department of Public Safety or the last four digits of your social security number. If you have not been issued any of these numbers, then you must state that fact on the application by checking the designated box.

A voter who has not been issued a driver's license or social security number may register to vote, but such voter must submit proof of identification when presenting himself/herself for voting or with his/her mail-in ballots, if voting by mail. These voters' names are flagged on the official voter registration list with the annotation of "ID." The "ID" notation instructs the poll worker to request a proper form of identification from these voters when they present themselves for voting. Acceptable identification includes:

- a driver's license or personal identification card issued to the person by the Department of Public Safety or a similar document issued to the person by an agency of another state, regardless of whether the license or card has expired;
- a form of identification containing the person's photograph that establishes the person's identity;
- a birth certificate or other document confirming birth that is admissible in a court of law and establishes the person's identity;
- United States citizenship papers issued to the person;
- a United States passport issued to the person;
- official mail addressed to the person by name from a governmental entity;
- a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the voter; or
- any other form of identification prescribed by the Secretary of State.

VOTER REGISTRATION CERTIFICATE

- Once you apply, a voter registration certificate (proof of registration) will be mailed to you within 30 days.
- Check your certificate to be sure all information is correct. (If there is a mistake, make corrections and return it to the voter registrar immediately.)
- When you go to the polls to vote, present your certificate as proof of registration.
- You may vote without your certificate by signing an affidavit at the polling place and showing some other form of identification (for example, driver's license, birth certificate, copy of electric bill).
- If you lose your certificate, notify your County Voter Registrar in writing to receive a new one.
- You will automatically receive a new certificate every two years, if you haven't moved from the address at which you are registered.

If you move within the same county simply go to the Secretary of State's web site and change your address online or promptly notify the County Voter Registrar, in writing, of your new address by:

- correcting your current voter registration certificate on the back and returning it to the County Voter Registrar;
- filling out a new voter registration application form and checking the "change" box; or
- making simultaneous changes to your driver's license and voter registration when you apply for or update your driver's license.

You will receive a new certificate with your new address. You will be able to vote in your new precinct 30 days after your change of address is submitted. If you miss the deadline (30 days before an election), you may vote in your former precinct as long as you still reside in the political subdivision conducting the election.

Your residence is located in a specific "precinct," which is an area within the county. There are many precincts within a county. The place where you will vote on Election Day is located in your precinct. There may be combined precincts in order to accommodate joint local elections; therefore, in some elections you may vote outside your designated precinct. The County Clerk or County Elections Administrator can give you the specific location of your polling place, or you can check on-line to see if the County Clerk or Elections Administrator has that information posted. The Secretary of State's Office may also provide polling place information at the "Where do I vote" link on its webpage prior to the primary, primary runoff and November uniform election date elections.

If you move to another county you must re-register! Fill out a new application and mail it, or take it in person, to the Voter Registrar of your new county. You may not register online if you move from one county to another. You will be registered 30 days after your application is submitted. You will receive a new certificate.

After changing residence to another county, a person may be eligible to vote a "limited" ballot in his/her new county of residence on candidates or issues common to the old and new counties. A "limited" ballot may be voted only during early voting by personal appearance or by mail (not on Election Day) if:

- the person would have been eligible to vote in the county of former residence on Election Day if still residing in that county;
- the person is registered to vote in the county of former residence at the time the person offers to vote in the county of new residence; and
- a voter registration for the person in the county of new residence is not effective on or before Election Day.

Promptly notify the County Voter Registrar, in writing, of the name change using the same steps as for IF YOU MOVE WITHIN THE COUNTY. You will receive a new certificate 30 days after your name change notice is submitted. You may continue to vote during this period. If you do not have your certificate in hand, you may sign an affidavit at the polls and present a form of identification.

FOR MORE INFORMATION, CONTACT:

- Secretary of State's Office toll-free at 1.800.252.VOTE (8683)
- Your local County Clerk (will be listed in the blue pages of your telephone book)
- Your local County Elections Administrator
- Your County Voter Registrar (Tax Assessor-Collector)

Secretary of State

Elections Division
P.O. Box 12060
Austin, Texas 78711-2060
512.463.5650 or
1.800.252.VOTE (8683)
Fax 512.475.2811
TTY 7.1.1

Federal Election Commission

999 E Street, N.W.
Washington, D.C. 20463
1.800.424.9530

Texas Ethics Commission

P.O. Box 12070
Austin, Texas 78711-2070
512.463-5800
1.800.325.8506

COPYRIGHT AND COMPUTER USE POLICY

The School supports enforcement of copyright law for the protection of its employees as both creators and users of copyright protected works. The School requires that staff and students comply with federal law regarding the use of copyright protected materials. In addition, in the spirit of promoting "the progress of science and the useful arts," the school supports the fair use for such purposes as criticism, comment, news reporting, teaching scholarship or research and reproduction of copyrighted materials (including multiple copies for classroom or library use), for educational purposes as outlined in the federal Copyright Law (PL94-553).

ADMINISTRATIVE RULE

1. This administrative rule is based upon the original Copyright Act of 1976 and the amendments added by the Digital Millennium Copyright Act signed into law in 1998.
2. This administrative rule applies to all staff and students who make use of materials created by entities other than themselves. This includes but is not limited to materials used for classroom teaching, out of class presentations, online distribution, professional conferences, homework assignments, electronic transmission and for school publication.
3. Copyright issues dealing with intellectual property created by staff and students are covered in the administrative rule on intellectual property.
4. The School considers the educational environment to consist of traditional on-campus instruction.

5. Staff and students are expected to comply with copyright law and to apply the fair use criteria to each use of material of which they are not the originator.
6. Unauthorized peer-to-peer file sharing, illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system.
7. The only software programs, other than students' projects, to be used on systems in the school are those products for which the school owns a valid license or the school may legally use. Copying the school's software from the computer system is considered theft and is a serious offense. Copying or modifying school software and/or borrowing software from the labs is not permitted. If you have a question, please see the system administrator.

In compliance with the Section 512(2)(c)(2) of Chapter 5, Title 17 of United States Code, the School shall have a DESIGNATED AGENT "to receive notifications of claimed infringement" and "other contact information which the Register of Copyrights may deem appropriate." The designated agent for the School will be the CFO.

FAIR USE

Fair Use is the use of a copyrighted work for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research.

In determining whether the use made of a work in any particular case is a fair use, the factors to be considered shall include:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
3. The effect of the use upon the potential market for or value of the copyrighted work.

The School encourages staff and students to be diligent in the application of the fair use criteria. Through diligent application, school constituents and the School avail themselves of protection from infringement by establishing "reasonable grounds for believing that his or her use of the copyrighted work was a fair use" according to Sections 107 and 504c of United States Code title 17.

CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS

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 file-sharing 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 Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

SCHOOL DISCIPLINARY ACTIONS

Disciplinary action may be taken in the event that the provisions of this guideline are violated. The administration has sole discretion in determining what action, if any, will be taken against persons violating the provisions of this guideline. Handling of violations to this guideline may vary according to the particular situation. Where the use of the computer is an integral part of the instructional program, violators need to be disciplined immediately and regain access to the computer so that instruction may continue. Disciplinary action may range from a verbal reprimand to legal action.

INTERNET GUIDELINES

Internet access is now available to students and staff. The goal in providing this service to Instructors and students is to promote educational excellence by facilitating resource sharing, innovation, collaboration, and communication. The school's network is an electronic network, which enables access to the Internet. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and instructors and staff may have access to:

- Electronic mail
- Information and news
- Opportunity to learn and research
- Public domain and shareware software of all types

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network, it is impossible to control all materials and an industrious user may discover controversial information. The School firmly believes that the educational value of information and the interaction available on this worldwide network outweighs the risks that users may procure materials that are not consistent with the educational goals of the School.

PRIVILEGES

The use of the network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator may close an account at any time as required. The School may request the system administrator to deny, revoke, or suspend specific user accounts.

USERS' OBLIGATIONS

- Users must be clearly aware of which computing practices are considered acceptable and which are considered unacceptable.

- School related files are the only files to be saved on one's account. Storing commercial software, utility programs, games or hidden files to the account is not permitted.
- Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited, to copyrighted material, threatening or obscene material, or material protected by trade secrets.
- Playing games on the school's computer equipment or using the system in association with inappropriate textual material or graphic images is prohibited.
- Saving to the hard disk drive is granted only by permission of the system administrator.
- One may use computing facilities and services only for authorized purposes.
- One may not attempt to copy, disclose, transfer, examine, restore, change, add or delete information or programs belonging to another user.
- One may not attempt to subvert the restrictions associated with your own or any other computing accounts.

NETIQUETTE

Everyone is expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not use abusive, vulgar, or inappropriate language in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Messages relating to or in support of illegal activities may be reported to the authorities.
- Be careful what you say about others.
- Leave equipment and room in good condition for the next user/class.
- Do not use the network in a way that you disrupt the use of the network by others.

SECURITY

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify the system administrator. Do not demonstrate the problem to other users. Do not use another user's account. Do not give your password to any other individual. Attempts to log in to the network as a system administrator will result in cancellation of user privileges.

VANDALISM

Vandalism will result in immediate cancellation of privileges and may result in disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user and abuse or misuse of hardware. This includes, but is not limited to, the uploading or creation of computer viruses. Users should report any suspected violations to a teacher, administrator or system administrator.

ACCOUNTS AND ACCOUNT PASSWORDS

- You may be required from time to time to update your user account. This may require changing your password or deleting some of your files.
- Do not use another individual's account. DO NOT REVEAL YOUR PASSWORD TO ANYONE. Attempts to log in to the network as system administrator will result in immediate cancellation of user privileges.
- Any users identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
- You must maintain secure passwords to your account.
- You must follow all directions of the System Administrator with respect to security of passwords and take reasonable precautions against unauthorized access.
- You may not set up an account for another user or make any attempts to find out the password of a service for which you have not been authorized, including accounts set up for other users.

GRIEVANCE POLICY

Student grievances should be handled promptly and in the following manner:

1. Discuss the problem with the appropriate instructor or staff member.

If unsatisfied, the student may appeal to the School Director.

All appeals must be in writing. If all appeals have been exhausted, the student may contact:

Salon & Spa Institute is licensed by:

Texas Department of Licensing and Regulations
P.O. Box 12157
Austin, Texas 78711
(512) 463-6599

Salon & Spa Institute is accredited by:

National Accrediting Commission of the Career Arts and Sciences
4401 Ford Ave. Suite 1300
Alexandria, VA 22302
(703)600-7600 Fax: (770) 396-3790

MISREPERENSATION

In the unfortunate event the school receives a written allegation or complaints from a student enrolled at the school, a prospective student, the families of a student or prospective student, and/or a governmental official it is the policy of this school that the School Director will respond in writing and copy the appropriate agencies within 30 days.

TRUE AND CORRECT STATEMENT

The information contained in this Catalog and its supplements is true and correct as of publication.