



SCHOOL CATALOG

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JANUARY 1st– DECEMBER 31st 2024

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Introduction to MOGO Salon Academy

MOGO Salon Academy (to be also known as MSA in this catalog) is a cosmetology academy located in Montgomery, TX. It is a modern career academy with a professional atmosphere in which students can grow and learn. MSA has a working salon and spa where students can hone their skills under the supervision of instructors to gain real-life experience. We aim for our students to have a successful and lucrative career once they have graduated. MSA is dedicated to providing a safe, joyful learning environment where creativity and collaboration is encouraged. We want our students to look to their future with enthusiasm and pride in their accomplishments.

Mission Statement:

Our mission is to provide a thorough education in Cosmetology, Esthetician, Manicurist, and Eyelash Extension Technician Programs.

We educate our students to be fully prepared in theoretical and practical knowledge as well as business skills and self-confidence. We prepare our students to pass the written and practical state board examinations thus permitting official licensure.

Our Commitment:

Education, Environment, Experience, Expectation, Enthusiasm

Owner & School Director:

Inger Binns became a cosmetologist in 2004. She is passionate about the beauty industry. She is drawn to the creativity and the freedom to try new things that this profession provides. Plus, she loves to make people feel beautiful! Inger is a former military spouse. She has taken the different influences that she has been exposed to in her travels and used them to create something special at MOGO Salon Academy.

Administrative Staff:

Shauna Broussard is the Director of Education. She was classically trained at Paul Mitchell The School Houston in both cosmetology and cosmetology instruction. She is motivated by her love of the beauty industry and her commitment to the students and team members. She teaches the students to have an appreciation for all aspects of the beauty industry and she desires to fill a growing niche in today's ever-expanding marketplace for the beauty profession.

Catherine Moser is the Administrator. She utilizes her attention for detail to maintain compliance in the documentation and school procedures to the standards required by TDLR (Texas Department of Licensing and Regulation) and NACCAS (National Accrediting Commission of Career Arts and Sciences.) She enjoys being creative and organizing the flow of the office.

Faculty:

Amanda Schular is our Phase 1 Cosmetology instructor. She started her career as a cosmetologist in 2010 working as a stylist behind the chair. Although she enjoyed the salon environment, her potential was not being fulfilled. In 2015 she studied as an Intern for Education at Aveda Institute where she received her Cosmetology Instructor License. She thrives in the education environment. She brings energy to the class and makes sure her students are always moving and learning. She brings out the best in her students and has them more than ready for phase 2! We are excited to have her as part of the MOGO salon Academy team!

Bridget Scott is the Esthetics Instructor and Eyelash Extension Technician Instructor. She is a licensed esthetician with advanced certifications and trainings. She worked in the beauty world for 10 years as a makeup artist, freelancer, and brand ambassador. Her love for skincare was sparked by her aunt who has been in the industry for over 40 years. The advice given by her aunt pertaining to maintaining skin health, "Love

your skin and it will love you back” sticks with her still to this day. Utilizing her background in education, she is able to effectively communicate and instruct her students to maximize their learning experience.

Laina Broussard is a Phase 2 Cosmetology Instructor and Registration Coordinator. Excited about her work, she remains curious about everything new, from techniques and materials to today’s trends and fashionable styles. She is always ready to share her knowledge with her students. As the Registration Coordinator, she is essential in introducing the school to potential students and coordinating enrollments.

Support Staff

Jocelyne Pina is the Front Desk Coordinator. She maintains the function of the front desk, primarily by assisting in appointment booking and client check-ins. She is willing to take on any challenge and is a vital part of our team.

Address & Phone Number:

19380 Hwy 105 W
Suite 505
Montgomery, TX 77356
(936) 448-8050

Facility & Equipment:

MOGO Salon Academy is a well-equipped environment for learning and practicing the skills associated with cosmetology. Students will use up-to-date appliances and equipment to perform all services.

The school is 3600 square feet and includes the following dedicated areas:

Waiting & Reception	Retail	Styling Stations
Shampooing Stations	Manicures	Pedicures
Facials & Eyelash Application	Lecture	Student Breakroom
Administrative Office	Utility	Storage

Licensing Memberships & Affiliations:

MSA is licensed and regulated by the
Texas Department of Licensing and Regulation (TDLR)
P.O. Box 12157
Austin, TX 78711
(800) 803-9202
www.license.state.tx.us

MSA is in candidate status in seeking accreditation through the National Accrediting Commission of Career Arts and Sciences (NACCAS.) The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and departments of cosmetology arts and sciences, and massage therapy.

National Accrediting Commission of Career Arts and Sciences (NACCAS.)
3015 Calvin Street
Alexandria, VA 22314
(703) 600-7600
www.naccas.org

Non-Discrimination Statement:

MOGO Salon Academy does not discriminate in admission or access to our programs based on age, race, color, sex, disability, religion, sexual orientation or ethnic origin. If you would like to request academic adjustments or auxiliary aids, please contact the School Director. You may request academic adjustments or auxiliary aids at any time. The School Director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The school will work with the applicant or student to determine whether reasonable accommodations can be effective and/or available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

1. Notify the School Director in writing the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed.
2. The School Director will respond within two weeks of receiving the request.
3. If you would like to request reconsideration of the decision regarding your request, please contact the School Director within one week of the date of the response. Please provide a statement of why and how you think the response should be modified.

2022 School Outcome Rates:

MOGO Salon Academy’s accrediting agency requires that any adjustments made to its student outcome rates due to the COVID-19 Pandemic must be disclosed. As student achievement at this institution has not been significantly impacted by the Pandemic, the outcome rates reported do not reflect any such adjustments related to COVID-19.

Graduation Rate: The percentage of students who graduated out of those scheduled to graduate in 2022

Placement Rate: The percentage of graduates who were employed in the field for which their training prepared them out of those who were eligible for employment

Licensure Rate: The percentage of students who passed all parts of the exam out of those who sat for all parts of the exam

Graduation Rate:	96.88%
Placement Rate:	70.97%
Licensure Rate:	100%

Crime Awareness:

In accordance with the Crime Awareness and Campus Security Act of 1990, MOGO Salon Academy is required to disclose campus crime statistics and security information. From September 1, 2022 to September 1, 2023 per the Montgomery County Sheriff's Office, there were no calls that require reporting. Please contact school Administration for further details if needed.

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COURSES AVAILABLE

Cosmetology Operator:

Course Description: A study of the basic principles of cosmetology that includes a basic understanding of the skin and hair and the products and procedures that are used in their care. This course meets the minimum requirements by the State of Texas and prepares the graduate for entry-level employment as a hair stylist, platform artist, colorist, salon manager, and salon owner.

Course Objectives:

- Teach professionalism, personal integrity, a positive attitude, and self-confidence
- Teach effective communication skills including listening to understand
- Teach proper grooming and poise
- Teach proper employer-employee skills, respect for clientele and coworkers, and the ability to interact in a salon environment appropriately
- Teach cosmetology skills at or above a basic level to ensure client satisfaction
- Teach learned theory, technical information and problem-solving skills to ensure proper technique and sanitary conditions
- Prepare student to pass the Texas State Licensing Exam

Course Materials:

This program has at its disposal and may utilize at the discretion of the instructor the following:

- Milady textbook and workbook
- CIMA online platform
- Canvas online platform

The textbook supplied to the student is in digital format. A hardback book may be purchased by the student at an additional cost.

The student will need a tablet or laptop for this program. If the student does not have one, there is a classroom supply that the student may use while at school.

All students are required to have a PSI kit when transitioning to Phase 2. The cost for this kit is not included in the total cost of the program. Students may:

- Purchase a complete bag online
- Get a list from the school and purchase each item separately
- Purchase a complete bag from MOGO Salon Academy for \$130

Length of Course:

- This is a clock hour course consisting of 1000 required hours
- Full time (scheduled 23 hours per week during Phase 1 and 33 hours per week the remainder of the program):
 - Are expected to graduate in approximately 35 weeks
 - Phase 1 Class time is Monday - Friday 9:00am – 2:00pm
 - Phase 2 Class time is Monday 9:00am – 2:00pm, and Tuesday – Friday 9:00am – 5:00pm
 - Monday includes a working lunch; students will not clock out for lunch
 - Tuesday – Friday students are scheduled a 30-minute lunch during Phase 1 and a one-hour lunch during Phase 2

- Part time (scheduled 23 hours per week):
 - Are expected to graduate in approximately 46 weeks
 - Class time is Monday – Friday 9:00am – 2:00pm
 - Monday includes a working lunch; students will not clock out for lunch.
 - Students are scheduled a 30-minute lunch on Tuesday – Friday
- Night-Time (scheduled 20 hours per week):
 - Students are expected to graduate in approximately 31 weeks
 - Class time is Monday – Friday from 5:30 pm to 10:00 pm
 - Students are scheduled a 30-minute lunch every day

COSMETOLOGY OPERATOR TECHNICAL REQUIREMENTS CURRICULUM STANDARDS (1000 CLOCK HOURS OR EQUIVALENT CREDIT HOURS)		
THEORY AND RELATED PRACTICE	Theory and related practice: anatomy and physiology; diseases and disorders of the skin, scalp, hair and nails; chemistry (haircoloring, chemical waving, and relaxing); bacteriology, sterilization and sanitation, health, safety, first aid, laws and rules; tools and equipment; hair care and related theory; business skills and establishment management; skin care and related theory; hairstyling; hair and scalp treatments, scalp massage; hairweaving, extensions; chemical textures and applications; face and neck massage and treatments; facial hair removal; manicuring; waxing and removing body hair; customer service and professional ethics; makeup; pedicuring; artificial nails.	700 hours
SPECIALTY PRACTICE AND RELATED THEORY	Eyelash semi-permanent extensions; advanced hair care and advanced chemical services; and related practices.	300 hours

Phase 1 Curriculum

- Is equal to 9 weeks for Full and Part-time students
- Students will learn basic skills and practical exam requirements through lecture, written work, assignments, and practice.
 - Rules and Regulations of MOGO Salon Academy
 - Texas Department of Licensing & Regulations Rules and Regulations
 - Professional & Personal Operator Development
 - Professional Ethics
 - Hygiene & Good Grooming
 - Personality Development
 - Employee/Client Relationship & Employee/Employer Relationship
 - Business Education in a Salon Environment
 - Salon Ecology
 - Safety & Sanitation
 - Tools & Their Use
 - Electricity
 - Basic Haircutting
 - Chemical Texture
 - Hair Coloring
 - Hairstyling
 - Nail Services
 - Skin Care/Hair Removal
 - Practice State Board Written and Practical Exam
- Students must meet the requirements of Phase 1 to transition into Phase 2

Phase 2 Curriculum:

- Students will be assigned clients with basic services.
- Students will continue to attend lecture and complete written work and assignments.

- Shampoo & Related Theory
- Hair & Scalp Treatment and Related Theory
- Cold Waving and Related Theory
- Chemical Hair Relaxing and Related Theory
- Hair Coloring and Related Theory
- Manicuring and Related Theory
- Facials and Related Theory
- Hair Cutting & Hair Styling and Related Theory
- Chemistry
- Salon Management
- State Board Preparation
- Prepare resume
- Career exploration

Graduation Requirements:

- Be at least 17 years of age
- Complete all written work including tests, assignments, projects, and all required practical and clinic work
- Complete a minimum of three PSI written exams
- Complete a minimum of three PSI practical exams
- Complete the required hours of instruction for the student’s chosen program
- Have a final grade of 75 or higher
- Complete exit interview and exit paperwork
- Return all items belonging to the school, if applicable
- Have tuition paid in full

A certificate will be awarded upon graduation from the Cosmetology Operator Program.

Tuition and Fees:

\$100 Non-Refundable Registration Fee, Testing and Licensing Fees, and Down Payment or Full Tuition must be paid after signing the enrollment agreement. Close of registration is two weeks prior to the start of the course.

Acceptable methods of payment *at enrollment* include personal check, cashier’s check, cash, money order, credit or debit card. Acceptable method of payment *for monthly payments* are card only that will process automatically on the 10th of each month.

<u>COSMETOLOGY OPERATOR</u>	
<i>Tuition</i>	<i>\$13,000.00</i>
<i>CIMA with online textbook & workbook</i>	<i>\$443.95</i>
<i>Student Kit</i>	<i>\$1000.00</i>
<i>Miscellaneous</i>	<i>\$784.05</i>
<i>Testing and Licensing Fees</i>	<i>\$181.00</i>
<i>Non-Refundable Registration Fee</i>	<i>\$100.00</i>
<u>TOTAL COST:</u>	<u>\$15,509.00</u>

For students that attended cosmetology classes in high school, have graduated no more than 2 years prior, and are wanting to complete their hours, they may be able to enroll under the High School Tiered System.

See Table A below.

TABLE A	1 – 299 Hours Remaining	300 – 499 Hours Remaining	500+ Hours Remaining
Non-Refundable Application Fee	\$100	\$100	\$100
CIMA	N/A	N/A	\$443.95
Student Kit	Student's Responsibility (may purchase from MSA at enrollment)	Student's Responsibility (may purchase from MSA at enrollment)	\$1000
Miscellaneous	\$0.78 per hour remaining	\$0.78 per hour remaining	\$0.78 per hour remaining
PSI Testing Fee – Written	\$55	\$55	\$55
PSI Testing Fee – Practical	\$76	\$76	\$76
State Licensing Fee	\$50	\$50	\$50
Tuition	\$14 per hour remaining	\$12 per hour remaining	\$10 per hour remaining

Grading System:

All areas are graded using MOGO Salon Academy's grading system. All grades are on a 100-point scale. A minimum passing score on a final is 75%. Overall, students must maintain a minimum grade average of 75% to be passing.

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Esthetician:

Course Description: A study of the principles of facials and skin care that includes a basic understanding of the skin and the products and procedures used in their care. This course meets the minimum requirements by the State of Texas and prepares the graduate for an entry-level employment as an esthetician.

Course Objectives:

- Teach professionalism, personal integrity, a positive attitude, and self-confidence
- Teach effective communication skills including listening to understand
- Teach proper grooming and poise
- Teach proper employer-employee skills, respect for clientele and coworkers, and the ability to interact in a salon environment appropriately
- Teach technical skills at or above a basic level to ensure client satisfaction
- Teach learned theory, technical information, and problem-solving skills to ensure proper technique and sanitary conditions
- Prepare student to pass the Texas State Licensing Exam

Course Materials:

This program has at its disposal and may utilize at the discretion of the instructor the following:

- Milady textbook and workbook
- CIMA online platform
- Canvas online platform

The textbook supplied to the student is in digital format. A hardback book may be purchased by the student at an additional cost.

The student will need a tablet or laptop for this program. If the student does not have one, there is a classroom supply that the student may use while at school.

All students are required to build a PSI kit during their program. The cost for the kit may vary depending upon the cost of the items at the time of purchase. The cost for this kit is not included in the total cost of the program.

Length of Course:

- This is a clock hour course consisting of 750 required hours
- Full-time students (scheduled 33 hours per week):
 - Are expected to graduate in approximately 24 weeks
 - Class time is Monday 9:00am – 2:00pm, and Tuesday – Friday 9:00am – 5:00pm
 - Monday includes a working lunch; students will not clock out for lunch
 - Students are scheduled a one-hour lunch on Tuesday – Friday
- Part-time students (scheduled 23 hours per week):
 - Are expected to graduate in approximately 35 weeks
 - Class time is Monday – Friday 9:00am – 2:00pm
 - Monday includes a working lunch; students will not clock out for lunch
 - Students are scheduled a 30-minute lunch on Tuesday - Friday

Phase 1

- Is equal to 9 weeks for Full and Part-time students
- Students must meet the requirements of Phase 1 to transition into Phase 2

Phase 2

- Students will be assigned clients with basic services.
- Students will continue to attend lecture and complete written work and assignments.

ESTHETICIAN TECHNICAL REQUIREMENTS CURRICULUM STANDARDS (750 CLOCK HOURS OR EQUIVALENT CREDIT HOURS)		
THEORY AND RELATED PRACTICE	Theory and related practice: anatomy and physiology; skin diseases and disorders; skin analysis; machines and related equipment; basic facials; chemistry; care of client; superfluous hair removal and related theory; sanitation law and rules; business management; facial treatments, cleansing, masking, and therapy; chemistry machines and related equipment; superfluous hair removal; sanitation, first aid, health and safety; makeup.	450 hours
SPECIALTY PRACTICE AND RELATED THEORY	Specialty practice and related theory: advanced facial treatments and superfluous hair removal using devices or preparations; makeup; semi-permanent eyelash extension applications; and related practices.	300 hours

Graduation Requirements:

- Be at least 17 years of age
- Complete all written work including tests, assignments, projects, and all required practical and clinic work
- Complete a minimum of three PSI written exams
- Complete a minimum of three PSI practical exams
- Complete the required hours of instruction for the student’s chosen program
- Have a final grade of 75 or higher
- Complete exit interview and exit paperwork
- Return all items belonging to the school, if applicable
- Have tuition paid in full

A certificate will be awarded upon graduation from the Esthetician Program.

Tuition and Fees:

\$100 Non-Refundable Registration Fee, Testing and Licensing Fees, and Down Payment or Full Tuition must be paid after signing the enrollment agreement. Close of registration is two weeks prior to the start of the course.

Acceptable methods of payment *at enrollment* include personal check, cashier’s check, cash, money order, credit or debit card. Acceptable method of payment *for monthly payments* are card only that will process automatically on the 10th of each month.

ESTHETICIAN

Tuition	\$7400.00
CIMA with online textbook & workbook	\$341.50
Student Kit & Bio-therapeutic kit	\$972.40
Miscellaneous	\$362.25
Testing and Licensing Fees	\$181.00
Non-Refundable Registration Fee	\$100.00
<u>TOTAL COST:</u>	\$9357.15

Grading System:

All areas are graded using MOGO Salon Academy's grading system. All grades are on a 100-point scale. A minimum passing score on a final is 75%. Overall, students must maintain a minimum grade average of 75% to be passing.

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Eyelash Extension Technician:

Course Description: A study of the principles of individual eyelash extension application and eyelash and eye care. It includes recognizing infectious or contagious diseases of the eye and allergic reactions, proper sanitation practices, occupational health and safety practices, eyelash extension application procedures, and eyelash extension isolation and separation procedures. This course meets the minimum requirements by the State of Texas and prepares the graduate for entry-level employment as an eyelash extension technician.

Course Objectives:

- Teach professionalism, personal integrity, a positive attitude, and self-confidence
- Teach effective communication skills including listening to understand
- Teach proper grooming and poise
- Teach proper employer-employee skills, respect for clientele and coworkers, and the ability to interact in a salon environment appropriately
- Teach technical skills at or above a basic level to ensure client satisfaction
- Teach learned theory, technical information, and problem-solving skills to ensure proper technique and sanitary conditions
- Prepare student to pass the Texas State Licensing Exam

Course Materials:

This program has at its disposal and may utilize at the discretion of the instructor the following:

- Milady textbook and workbook
- CIMA online platform
- Canvas online platform

The textbook supplied to the student is in digital format. A hardback book may be purchased by the student at an additional cost.

The student will need a tablet or laptop for this program. If the student does not have one, there is a classroom supply that the student may use while at school.

All students are required to build a PSI kit during their program. The cost for the kit may vary depending upon the cost of the items at the time of purchase. The cost for this kit is not included in the total cost of the program.

Length of Course:

- This is a clock hour course consisting of 320 required hours
- Full Time students (scheduled 33 hours per week):
 - Are expected to graduate in approximately 10 weeks
 - Class time is Monday 9:00am – 2:00pm, Tuesday – Friday 9:00am – 5:00pm
 - Monday includes a working lunch; students will not clock out for lunch
 - Students are scheduled a one-hour lunch on Tuesday – Friday
- Part Time students (scheduled 23 hours per week):
 - Are expected to graduate in approximately 15 weeks
 - Class time is Monday – Friday 9:00am – 2:00pm
 - Monday includes a working lunch; students will not clock out for lunch
 - Students are scheduled a 30-minute lunch on Tuesday - Friday

Phase 1

- Is equal to 100 clock hours
- Students must meet the requirements of Phase 1 to transition into Phase 2

Phase 2

- Students will be assigned clients with basic services.
- Students will continue to attend lecture and complete written work and assignments.

EYELASH EXTENSION TECHNICIAN TECHNICAL REQUIREMENTS CURRICULUM STANDARDS (320 CLOCK HOURS OR EQUIVALENT CREDIT HOURS)		
THEORY AND RELATED PRACTICE	Theory and related practice: eye shapes and eyelash growth; supplies and related equipment; contagious diseases and adverse reactions; sanitation, first aid, health and safety; client protection; business management, laws and rules.	80 hours
SPECIALTY PRACTICE AND RELATED THEORY	Specialty practice and related theory: semi-permanent eyelash extension isolation, separation and application.	240 hours

Graduation Requirements:

- Be at least 17 years of age
- Complete all written work including tests, assignments, projects, and all required practical and clinic work
- Complete a minimum of three PSI written exams
- Complete a minimum of three PSI practical exams
- Complete the required hours of instruction for the student’s chosen program
- Have a final grade of 75 or higher
- Complete exit interview and exit paperwork
- Return all items belonging to the school, if applicable
- Have tuition paid in full

A certificate will be awarded upon graduation from the Eyelash Extension Technician Program.

Tuition and Fees:

\$100 Non-Refundable Registration Fee, Testing and Licensing Fees, and Down Payment or Full Tuition must be paid after signing the enrollment agreement. Close of registration is two weeks prior to the start of the course.

Acceptable methods of payment at enrollment include personal check, cashier’s check, cash, money order, credit or debit card. Acceptable method of payment for monthly payments are card only that will process automatically on the 10th of each month.

<u>EYELASH EXTENSIONS</u>	
Tuition	\$3500.00
CIMA with online textbook & workbook	\$69.95
Student Kit	\$390.00
Miscellaneous	\$423.00
Testing and Licensing Fees	\$181.00
Non-Refundable Registration Fee	\$100.00
<u>TOTAL COST:</u>	\$4663.95

Grading System:

All areas are graded using MOGO Salon Academy's grading system. All grades are on a 100-point scale. A minimum passing score on a final is 75%. Overall, students must maintain a minimum grade average of 75% to be passing.

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Manicurist:

Course Description: A study of the principles of nail technology that includes a basic understanding of the nails and the products and procedures used in their care. This course meets the minimum requirements by the State of Texas and prepares the graduate for entry-level employment as a nail technician.

Course Objectives:

- Teach professionalism, personal integrity, a positive attitude, and self-confidence
- Teach effective communication skills including listening to understand
- Teach proper grooming and poise
- Teach proper employer-employee skills, respect for clientele and coworkers, and the ability to interact in a salon environment appropriately
- Teach the fundamental requirements of manicuring
- Teach nail technology skills at or above a basic level to ensure client satisfaction
- Teach theory, technical information, and problem-solving skills to ensure proper technique and sanitary conditions
- Prepare student to pass the Texas State Licensing Exam

Course Materials:

This program has at its disposal and may utilize at the discretion of the instructor the following:

- Milady textbook and workbook
- CIMA online platform
- Canvas online platform

The textbook supplied to the student is in digital format. A hardback book may be purchased by the student at an additional cost.

The student will need a tablet or laptop for this program. If the student does not have one, there is a classroom supply that the student may use while at school.

All students are required to build a PSI kit during their program. The cost for the kit may vary depending upon the cost of the items at the time of purchase. The cost for this kit is not included in the total cost of the program.

Length of Course:

- This is a clock hour course consisting of 600 required hours
- Full-time (scheduled 33 hours per week):
 - Students are expected to graduate in approximately 19 weeks
 - Class time is Monday 9:00 am – 2:00 pm, Tuesday – Friday from 9:00 am to 5:00 pm.
 - Monday includes a working lunch; students will not clock out for lunch
 - Students are scheduled a one-hour lunch on Tuesday – Friday
- Part-time (scheduled 23 hours per week):
 - Students are expected to graduate in approximately 28 weeks
 - Class time is Monday – Friday from 9:00 am to 2:00pm.
 - Monday includes a working lunch; students will not clock out for lunch
 - Students are scheduled a 30-minute lunch on Tuesday – Friday
- Night-Time (scheduled 20 hours per week):
 - Students are expected to graduate in approximately 31 weeks
 - Class time is Monday – Friday from 5:30 pm to 10:00 pm
 - Students are scheduled a 30-minute lunch every day

Phase 1

- Is equal to 200 clock hours
- Students must meet the requirements of Phase 1 to transition into Phase 2

Phase 2

- Students will be assigned clients with basic services.
- Students will continue to attend lecture and complete written work and assignments.

MANICURIST TECHNICAL REQUIREMENTS CURRICULUM STANDARDS (600 CLOCK HOURS OR EQUIVALENT CREDIT HOURS)		
THEORY AND RELATED PRACTICE	Theory and related practice: anatomy and physiology; nail structure and growth; equipment and implements; bacteriology, sanitation and safety; hazardous chemicals and ventilation; basic manicures and pedicures; business management; laws and rules; nail and skin diseases and disorders; artificial nails; product chemistry; repair work, massage, buffing and application of tips, wraps, fiberglass/gels and odorless products; basic manicuring and pedicuring; nail art; electric filing.	300 hours
SPECIALTY PRACTICE AND RELATED THEORY	Specialty practice and related theory: professional practices; advanced manicuring and pedicuring; advanced techniques, preparations and applications.	300 hours

Graduation Requirements:

- Be at least 17 years of age
- Complete all written work including tests, assignments, projects, and all required practical and clinic work
- Complete a minimum of three PSI written exams
- Complete a minimum of three PSI practical exams
- Complete the required hours of instruction for the student’s chosen program
- Have a final grade of 75 or higher
- Complete exit interview and exit paperwork
- Return all items belonging to the school, if applicable
- Have tuition paid in full

A certificate will be awarded upon graduation from the Manicurist Program.

Tuition and Fees:

\$100 Non-Refundable Registration Fee, Testing and Licensing Fees, and Down Payment or Full Tuition must be paid after signing the enrollment agreement. Close of registration is two weeks prior to the start of the course.

Acceptable methods of payment *at enrollment* include personal check, cashier’s check, cash, money order, credit or debit card. Acceptable method of payment *for monthly payments* are card only that will process automatically on the 10th of each month.

<u>MANICURIST</u>	
Tuition	\$3800.00
CIMA with online textbook & workbook	\$377.95
Student Kit	\$386.96
Miscellaneous	\$363.09
Testing and Licensing Fees	\$181.00
Non-Refundable Registration Fee	\$100.00
<u>TOTAL COST:</u>	\$5209.00

Grading System:

All areas are graded using MOGO Salon Academy's grading system. All grades are on a 100-point scale. A minimum passing score on a final is 75%. Overall, students must maintain a minimum grade average of 75% to be passing.

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ADMISSION INFORMATION

MOGO Salon Academy (MSA) follows the requirements and standards put forth by Texas Department of Licensing and Regulation (TDLR) and the National Accrediting Commission of Career Arts and Sciences (NACCAS) in the following admission requirements.

MOGO Salon Academy does not accept Ability-to-Benefit students.

Admission Requirements

MOGO Salon Academy requires that each new student:

- Be a citizen of the United States of America or have legal status
- Be at least 17 years of age at the completion of the program
- Provide a copy of your Social Security Card (except for international students)
- Submit 2 passport photos; no selfies and no filters
- Complete and sign the enrollment paperwork
- Submit payment after signing the Enrollment Agreement
- Adult students:
 - Provide a copy of your Driver's License; or if no Driver's License, a government issued picture ID
 - Submit high school transcripts that show evidence of completion, GED certificate, evidence of completion of home schooling that state law treats as a home or private school, or proof of attainment of an Associate's degree or higher by providing a copy of a college transcript showing college completion. If submitting transcripts, proof that transcripts were requested will be accepted until the actual documents arrive.**
 - For students with a foreign high school diploma, have evidence that verification of the diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. This verification will be submitted to an outside company by MOGO Salon Academy at an additional cost to the student payable at the time the diploma is submitted. The verification may take days to months depending on the process. The student will not be able to start class until this verification has been completed.
- Secondary Students not enrolling under a training agreement:
 - Must be scheduled to graduate high school prior to graduation from MSA
 - Provide a copy of your Driver's License, passport, or government issued picture ID
 - Submit current high school transcripts
 - Submit high school transcript after graduation from high school that show evidence of completion
- Secondary students enrolling under a training agreement*:
 - Must be scheduled to graduate high school prior to graduation from MOGO Salon Academy
 - Provide a copy of their Driver's License, passport, or government issued picture ID (including school ID)
 - Submit signed high school counselor form (provided by MOGO Salon Academy)
 - School administration must enter into and sign a training agreement with MOGO Salon Academy

*If enrolled under a training agreement with a government agency, school district, and/or other entity, meet the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations.

**If transcripts arrive and they do not show that the student received full credit and graduated from high school or received the college degree, the student will be administratively withdrawn effective immediately. All withdrawal fees will be applied.

MOGO Salon Academy requires that each transfer student, in addition to the above requirements:

- Withdraw with a written request to the previous cosmetology school prior to enrolling as enrollment in two or more schools of cosmetology at the same time is prohibited
- Provide proof that he/she has been withdrawn
- Provide an official transcript of credits earned at the cosmetology school, or if no transcript is available, an extract of records from TDLR showing hours earned
- Cosmetology Operator students enrolling with 259 hours or less will enter into Phase 1 of the course

- Cosmetology Operator students enrolling with 260 hours or more are required to schedule a test-out with staff at MOGO Salon Academy prior to class start date to determine placement

Any hours previously recorded in the same program by TDLR may be applied to the student’s new hourly total. This is subject to any TDLR changes and, as such, cannot be guaranteed.

MOGO Salon Academy requires that any student re-entering the program within 30 calendar days after officially withdrawing:

- Pay the withdrawal fee of \$150.00 if it had not been paid
- Pay the non-refundable reenrollment fee of \$100.00
- Pay the testing and licensing fees if they had already been refunded from the previous enrollment
- Provide a copy of the Driver’s License if it had been updated since prior enrollment
- Sign an Enrollment Agreement Addendum
- Pay or make payment arrangements for any remaining tuition at rates current at the time of re-entry; or, if applicable, prepay any additional tuition for hours or work remaining after the contract end date as per the original signed Student Enrollment Agreement

MOGO Salon Academy requires that any student re-entering the program more than 30 calendar days after having officially withdrawing:

- Pay the withdrawal fee of \$150.00 if it had not been paid
- Pay the non-refundable reenrollment fee of \$100.00
- Pay the testing and licensing fees if they had already been refunded from the previous enrollment
- Provide a copy of the Driver’s License if it had been updated since prior enrollment
- Complete and sign an Enrollment Application
- Complete and sign an Enrollment Agreement
- Complete and sign all enrollment documents
- Pay or make payment arrangements for any remaining tuition at rates current at the time of re-entry; or, if applicable, prepay any additional tuition for hours or work remaining after the contract end date as per the original signed Student Enrollment Agreement

If a student’s training is interrupted and student withdraws for any reason other than termination due to violation of standards, that student may re-enroll in classes at the School Director’s discretion. If a student’s training is interrupted due to violation of standards, which may include disciplinary action or criminal activity, re-enrollment may be considered on a case-by-case basis and must be approved by the School Director. Approval for re-enrollment after violation of standards is not guaranteed. The procedures for re-enrollment will be the same as for a new student. All fees and tuition are applicable.

MOGO Salon Academy does however reserve the right to refuse admission to any student for any reason outside of the non-discrimination statement stated on page 5.

Tuition and Fees

Tuition must be paid in full or payment arrangements made at enrollment. (see below)

Acceptable methods of payment at enrollment include personal check, cashier’s check, cash, money order, credit or debit card. Acceptable method of payment for monthly payments are card only that will process automatically on the 10th of each month.

Fees:

Non-refundable Registration Fee	\$100.00
Testing & Licensing Fees	\$181 or, for the instructor program, \$191
Down Payment	Minimum of 20% of total program cost

\$100 Non-Refundable Registration Fee, Testing and Licensing Fees, and Down Payment or Full Tuition must be paid after signing the enrollment agreement. Close of registration is two weeks prior to the start of the course.

The \$100 non-refundable Registration Fee is applied to the student permit, school shirt, and administration fees. The Testing and Licensing Fees are applied to the first PSI written test, the first PSI practical test, and to obtain a license. If the student does not pass the first time taking either test, the cost for any additional tests will be at the student's expense.

Students are responsible for ensuring that monthly payments are paid by the 10th of each month. If tuition payment has not been received by the 15th of the month, the student will not be allowed to clock in and accrue hours until the monthly payment plus the \$25 late fee has been received by MOGO Salon Academy.

A credit/debit card must be kept on file with the school for monthly charges. It is the student's responsibility to maintain adequate funds in the account and to notify the school of any updates or changes to the card. Any returns due to insufficient funds or decline in payment for any reason, will result in a \$35 fee. This may be in addition to any other applicable fees.

Tuition:

COSMETOLOGY OPERATOR

Tuition	\$13000.00
CIMA with online textbook & workbook	\$443.95
Student Kit	\$1000.00
Miscellaneous	\$784.05
Testing & Licensing Fees	\$181.00
Non-Refundable Registration Fee	\$100.00
<u>TOTAL COST:</u>	\$15509.00

ESTHETICIAN

Tuition	\$7400.00
CIMA with online textbook & workbook	\$341.50
Student Kit & Bio-therapeutic kit	\$972.40
Miscellaneous	\$362.25
Testing and Licensing Fees	\$181.00
Non-Refundable Registration Fee	\$100.00
<u>TOTAL COST:</u>	\$9357.15

EYELASH EXTENSIONS

Tuition	\$3500.00
CIMA with online textbook & workbook	\$69.95
Student Kit	\$390.00
Miscellaneous	\$423.00
Testing & Licensing Fees	\$181.00
Non-Refundable Registration Fee	\$100.00
<u>TOTAL COST:</u>	\$4663.95

MANICURIST

Tuition	\$3800.00
CIMA with online textbook & workbook	\$377.95
Student Kit	\$386.96
Miscellaneous	\$363.09
Testing & Licensing Fees	\$181.00
Non-Refundable Registration Fee	\$100.00
<u>TOTAL COST:</u>	\$5209.00

**ALL TUITION AND FEES MUST BE PAID IN FULL TO GRADUATE FROM
MOGO SALON ACADEMY.**

If the student fails to make the required payments to the school upon completion of the program, the school may use a third-party collection agency to recover funds owed to the school.

PSI EXAM FEES		
LICENSE	WRITTEN	PRACTICAL
COSMETOLOGY	\$55	\$76
ESTHETICIAN	\$55	\$76
EYELASH EXTENSION	\$55	\$76
MANICURIST	\$55	\$76

If needed, this is the company's address and phone number.

PSI Licensure: Certification
3210 East Tropicana
Las Vegas, NV 89121

Phone: (833) 333-4741

- Once the student has passed both the written and practical exams, he/she may apply for the license. The Registration fee to TDLR is non-refundable.

TDLR APPLICATION FEE	
LICENSE	AMOUNT
Cosmetology Operator	\$50.00
Esthetician	\$50.00
Eyelash Extension	\$50.00
Manicurist	\$50.00

MOGO Salon Academy is not currently eligible to participate in Federal Title IV Financial Aid programs.

POLICIES OF MOGO SALON ACADEMY

Course Evaluations

Class attendance and participation are mandatory. Students are graded in three areas: academic learning, practical learning and student salon experience. Academic learning is assessed through quizzes, tests and assignments. Practical learning is assessed through hands on completion of assigned work. Student salon experience is assessed through service criteria for each client. Written exams are given at the end of each unit of study. During the unit of study where practical procedures need to be done, they will also be evaluated. Students are assigned a minimum number of lab requirements. Students are given progress reports during their training. (See the Satisfactory Academic Progress Policy.)

All areas are graded using MOGO Salon Academy's grading system. All grades are on a 100-point scale. If a student does not pass a test, the score will be recorded, but the student will have the opportunity to re-test. A 10-point penalty applies on each assignment for each day the work is late. Finals are given at the completion of all chapter tests.

A minimum passing score on a final is 75%. Overall, students must maintain a minimum grade average of 75% to be passing. See Table A for the grading system.

WE HAVE A ZERO TOLERANCE POLICY ON CHEATING!

Grading System

Tests, Quizzes, Homework, & Final Test Grading Scale		
A	90 - 100	Excellent
B	80 - 89	Good
C	75-79	Satisfactory
F	0 - 74	Failing

For students who

- withdraw for an appropriate reason unrelated to his/her academic status and
- request the grade at the time of withdrawal and
- are not entitled to a refund under Section 1602.459(a) of TDLR's Laws and Rules Book,

they shall receive a grade of "Incomplete."

Satisfactory Academic Progress Policy

All students are evaluated periodically throughout the program to ensure that they are making satisfactory progress to meet academic and clock-hour requirements for graduation.

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at MOGO Salon Academy (MSA). This includes part-time and full-time students. 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 & Sciences (NACCAS) and the federal regulations established by the U.S. Department of Education.

The Satisfactory Academic Progress Policy applies to every student who is enrolled in a NACCAS approved program regardless of the length of the program, regardless if the student is receiving Title IV funding and regardless if the program is available for financial aid.

All students of MSA must meet certain standards of achievement, both regarding attendance and academic (grade average.) The standards are cumulative, meaning that they are measured from the date the student begins training at the school through the date of each scheduled evaluation. MSA shall evaluate students' academic performance and attendance at the conclusion of each evaluation period to determine if the student has met satisfactory academic progress. All evaluations will be completed within seven (7) school business days following the established evaluation periods. Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation. Students who do not achieve the minimum requirements are no longer eligible for Title IV, HEA program funds. All students are required to meet their program hours and have a cumulative academic average of 75% to graduate.

Academic

The "qualitative" standard requires all students achieve and maintain a minimum grade point average. MSA requires students to maintain a cumulative grade point average of at least 75% at the conclusion of each evaluation period to be considered maintaining satisfactory academic progress. Students are assigned academic learning and practical learning experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as either completed vs. incomplete or they are graded, dependent upon the assignment. At least two comprehensive practical skills evaluation will be conducted during each program. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school in accordance with the standards of the State Board. (See Table A for the grading system.)

Table A: GRADING SYSTEM

Tests, Quizzes, Homework, & Final Test Grading Scale		
A	90 - 100	Excellent
B	80 - 89	Good
C	75-79	Satisfactory
F	0 - 74	Failing

Attendance

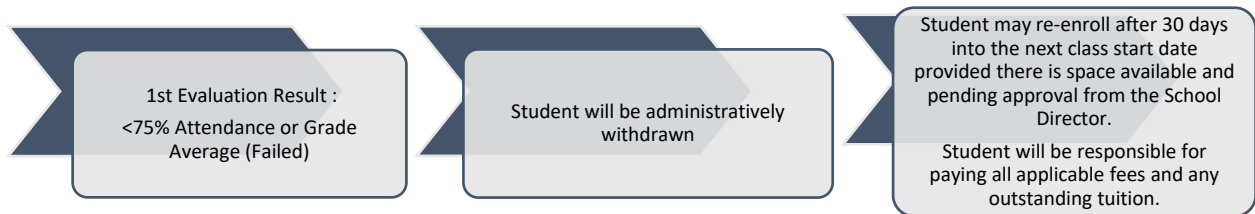
The "quantitative" standard requires all students achieve and maintain a minimum attendance average. MSA requires students to maintain a cumulative attendance average of at least 75% at the conclusion of each evaluation period to be considered maintaining satisfactory academic progress. Attendance is monitored by the student's clocking in and out. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. This average will indicate if the student will graduate by the contract end date.

Evaluation Periods

MOGO Salon Academy operates all programs according to the following academic year: 1000 clock hours to be completed in 32 weeks. The evaluation periods are based on the student's scheduled hours.

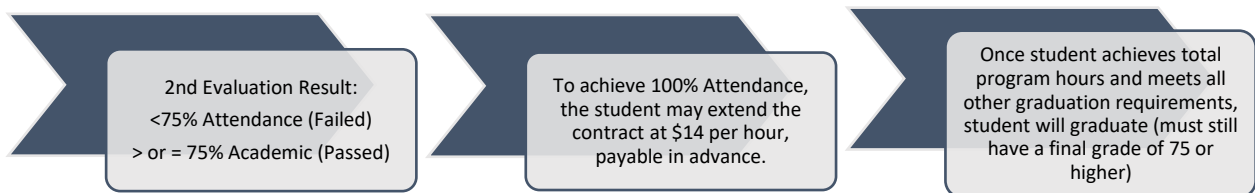
For all programs with a total length that is one academic year or less, the first evaluation period will end when the student is scheduled to complete both 50% of the clock hours and 50% of the academic weeks. (See Table B.)

At this evaluation, any student not meeting satisfactory academic progress in attendance and/or academic average will be administratively withdrawn. This student may re-enroll into the program after 30 calendar days. The re-enrollment date will be the next class start date provided that there is space available. The student must have the School Director's approval to re-enroll. The student is responsible for paying all applicable fees and any outstanding tuition.

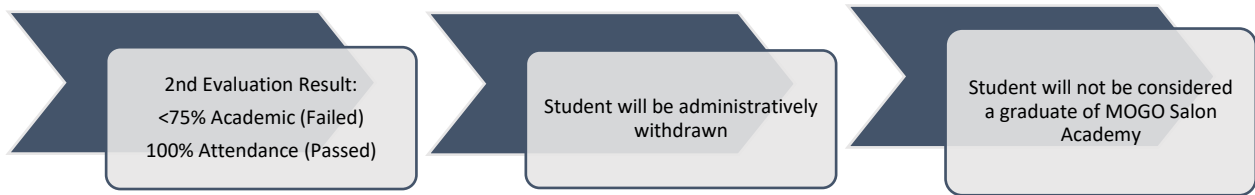


For all programs with a total length that is one academic year or less, the second evaluation period will end when the student is scheduled to complete 100% of the clock hours and 100% of the academic weeks. (See Table B.)

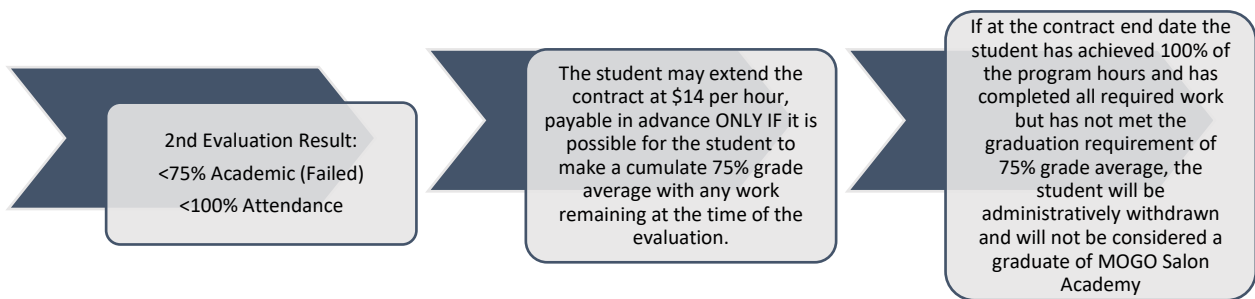
At the second evaluation, any student meeting satisfactory academic progress in academic average but not in attendance average will be considered as not making satisfactory academic progress. Students who are not making satisfactory academic progress are no longer eligible for Title IV, HEA program funds, as applicable. These students as well as private pay students may extend their contract but must pay \$14 per hour for any hour lacking. This must be paid at the time the contract is extended unless other arrangements have been made with the approval of the School Director.



At the second evaluation, any student meeting satisfactory academic progress in attendance average but not in academic average and has completed all required work will be administratively withdrawn and will not be considered a graduate of MOGO Salon Academy.



At the second evaluation, any student not meeting satisfactory academic progress in attendance and academic average will be considered as not making satisfactory academic progress. Students who are not making satisfactory academic progress are no longer eligible for Title IV, HEA program funds, as applicable. These students as well as private pay students will be allowed to extend the contract end date only if it is possible for the student to make a passing grade with any work remaining at the time of the evaluation. The student would be responsible for paying \$14 per hour in advance for any hours remaining. If the student reaches 100% of the program hours and has completed all required work but does not make a 75% or higher in grade average, the student will be administratively withdrawn and will not be considered a graduate of MOGO Salon Academy.



Maximum Time Frame

As per Table B shown below, each student has a maximum time frame to complete his/her program of study.

Private pay students who have not met graduation requirements at 100% of the program length are able to continue to 133% of the approved length of the program. (See above for the requirements to extend the contract.) Private pay students who have not met graduation requirements at 133% of the approved length of the program will be terminated from the program and will not be eligible for re-enrollment.

For students who are receiving Title IV funding or HEA program funds and have not met graduation requirements at 100% of the program length, will no longer be eligible for Title IV funding if applicable and will be able to continue to 133% of the approved length of the program as a private pay student. (See above for the requirements to extend the contract.) If these students have not met graduation requirements at 133% of the approved length of the program will be terminated from the program and will not be eligible for re-enrollment.

Table B

Program Full-Time = 33 hrs/wk Part-Time = 23 hrs/wk Night-Time = 20 hrs/ wk	Program Length (clock hours and weeks)	Maximum Time Frame to Complete the Program (clock hours and weeks)	1st Evaluation (Conclusion of 50% of the Program) Scheduled Clock Hours & Weeks	2 nd Evaluation (Conclusion of 100% of the Program) Scheduled Clock Hours & Weeks
Cosmetology Operator Full-Time	1000 / 35 wks	1330 hrs / 45 wks	500 / 19 wks	1000 / 35 wks
Cosmetology Operator Part-Time	1000 / 46 wks	1330 hrs / 60 wks	500 / 23 wks	1000 / 46 wks
Cosmetology Operator Night-Time	1000 / 52 wks	1330 hrs / 68 wks	500 / 26 wks	1000 / 52 wks
Manicurist Full-Time	600 / 20 wks	798 hrs / 25 wks	300 / 10 wks	600 / 20 wks
Manicurist Part-Time	600 / 28 wks	798 hrs / 37 wks	300 / 14 wks	600 / 28 wks
Manicurist Night-Time	600 / 31 wks	798 hrs / 43 wks	300 / 16 wks	600 / 31 wks
Esthetician Full-Time	750 / 24 wks	998 hrs / 32 wks	375 / 12 wks	750 / 24 wks
Esthetician Part-Time	750 / 35 wks	998 hrs / 46 wks	375 / 17 wks	750 / 35 wks
Eyelash Extension Technician Full-Time	320 / 10 wks	426 hrs / 14 wks	160 / 6 wks	320 / 10 wks
Eyelash Extension Technician Part-Time	320 / 15 wks	426 hrs / 20 wks	160 / 8 wks	320 / 15 wks

Leave of Absence

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the Leave of Absence. Hours elapsed during a Leave of Absence will extend the student’s contract 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.

Re-enrollments

Any student re-enrolling into MOGO Salon Academy will re-enter in the same progress status as when they left.

Transfer Students

Regarding Satisfactory Academic Progress, a student’s transfer hours will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted.

Satisfactory academic progress evaluations will only be based on actual hours contracted at MSA . Therefore, transfer student evaluations will be completed based upon the scheduled hours accumulated at MSA only and will not take into consideration hours completed at any other beauty school.

Student Notification & Access

Students will be notified in person of the satisfactory academic progress evaluation results, will be required to sign the determination, and will be given a hard copy of the determination.

Satisfactory Academic Progress determinations are maintained in the student's file.

Miscellaneous

Noncredit or course incompletes, remedial courses, and repetitions do not apply to MSA. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

Refund Policy

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded not later than the 30th day after the determination that a student has withdrawn, whether officially or unofficially.

Cancellation Period:

MOGO Salon Academy provides a full refund of money paid by the student if the student:

- 1) Cancels the enrollment agreement no later than midnight of the third day after the date the agreement is signed and fully executed, excluding Saturdays, Sundays, and legal holidays; or
- 2) Entered into the enrollment agreement because of a misrepresentation made:
 - a. In the advertising or promotional materials of the school; or
 - b. By the owner or representative of the school.

MOGO Salon Academy will retain the \$100 non-refundable registration fee if :

- 1) Tuition is collected before the course of training begins; **and**
- 2) The student fails to withdraw from the course before the cancellation period expires

Refund Policy:

The following applies to any student who, after the expiration of the cancellation period stated above,

- 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.

Refunds are based on the student's **scheduled** hours as computed by the schedule written on the Enrollment Agreement.

Official cancellation or withdrawal shall occur on the earlier of these dates:

- The last date of attendance, if the student is terminated by the school;
- The date that MOGO Salon Academy **receives** the student's **written** notice of withdrawal; or
- 10 school days after the last date of attendance

Percentage of tuition that will be refunded **after** the **earned**^ tuition amount has been deducted:

SCHEDULED HOURS ENROLLED FOR COMPLETION OF COURSE	TOTAL TUITION SCHOOL SHALL REFUND
First week or 10% of the course, whichever is shorter	90%
Within 2nd or 3rd week or 10% of the course, whichever is shorter	80%
After the first 3 weeks of the course but not later than the completion of the first 25% of the course	75%
Up to the first 49% of the course	50%
50% of the course and beyond	0%

Table A

Students who withdraw or terminate enrollment prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (e.g. extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal.

*A portion of the fees paid at registration is allocated to pay for the first written PSI exam, the first practical PSI exam, and the licensing fee. Should a student withdraw or be terminated prior to testing, any remaining portion allocated for testing will be refunded to the student.

**The fee for the student kit, books, administrative fee, and supplies is only refunded if the student did not receive his/her books, student kit, or supplies, etc.

School Closure:

Per Texas Department of Licensing and Regulation (TDLR)

Section 1603.3607

- (a) If a private postsecondary school closes, the department shall attempt to arrange for students enrolled in the closed school to attend another private postsecondary school.
- (b) If a student from a closed school is placed in a private postsecondary 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 barbering and cosmetology school tuition protection account.
- (c) If a student from a closed private postsecondary school cannot be placed in another school, the student's tuition and fees shall be refunded [as stated above.] If a student from the closed private postsecondary school does not accept a place that is available and reasonable in another private postsecondary school, the student's tuition and fees shall be refunded [as stated above.] A refund [as an effect of school closure] shall be paid from the barbering and cosmetology school tuition protection account. The amount of the refund may not exceed \$35,000.

- (d) If another private postsecondary 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) above.

^earned: portion of tuition that is owed to the school for the education that the student has received

Attendance Policy

All students are expected to attend class and to be involved in the learning process. As per the Satisfactory Academic Progress Policy, MOGO Salon Academy requires students to maintain a minimum cumulative attendance average of 75% at the conclusion of each evaluation period.

Students who will be ABSENT must send an email to both his/her instructor, the front desk coordinator, and to Administration prior to class start.

Absences:

- Students are considered absent if they clock in one hour or more after class start time. This means that if class starts at 9:00am the student will be marked absent if he/she clocks in at 10:00am or later.
- Excused absences are:
 - doctor visits
 - child's doctor's visit
 - funeral
 - court
 - vacation
- Doctor visits require a doctor's note to be excused. Funerals require a copy of the memorial program. Court proceedings must include written proof. Students must submit an Absence Request Form prior to their vacation start time.
- Unexcused absences include going to work, not having childcare, transportation issues, and/or other personal reasons. This is not an exhaustive list. It would be prudent for students to have alternate plans in place in case of the above issues to prevent disruption in class attendance.
- Vacation days must be consecutive and may not exceed five school days. Students are allowed one occurrence of vacation during their program.
- See below for chronic illness.
- Students should fill out an absence form prior to a planned absence so that the student will be blocked from having clients assigned to him/her.
- Students who miss class due to Covid must submit a doctor's note indicating a positive test result to be marked with an excused absence. The student's contract end date will be extended the same number of days the student is absent due to Covid once the doctor's note has been received by Administration.
- Students are responsible for all classwork covered during any absences, excused or unexcused, and are expected to complete any make-up work assigned.
- For any student that has the appropriate documentation to excuse an absence, it must be turned in to the Administrator either before you return to school via email or immediately upon your return to the school after your absence. If the documentation has not been received by 10am, that absence will be marked as unexcused. Notes submitted after that time will be placed on the student's chart, but it will not change how the student's attendance was marked for the day.

<i>If Student Receives (Within One Month):</i>	<i>If Will Result In:</i>
Two unexcused absences	No consequences
One additional unexcused absence	A formal write-up & 2-day suspension
One additional unexcused absence	A formal write-up & 2-day suspension
One additional unexcused absence	A formal write-up & 2-day suspension
One additional unexcused absence	A formal write-up & 30-day suspension*

This resets at the beginning of every month. These days do not carry over to the next month.

*If the student is suspended from school for 30 days, he/she may not re-enter class until a meeting is held with the School Director and an acceptable understanding is reached.

If a student is on suspension status at the time of his/her contract end date, that student will be administratively withdrawn and will have to re-enroll to resume the program. All required paperwork must be completed, and all applicable fees must be paid prior to re-enrollment.
Chronic Illness:

Students that are experiencing chronic health issues may be incompatible with the above portion of the attendance policy. To allow for this student's success, the following applies:

- The student is responsible for obtaining a letter from the treating physician stating the illness and detailing the possible effects it could have on the student's attendance. This letter must be submitted to administration in the original form from the physician.
- Should an unscheduled absence occur due to the nature of the illness, the student must send an email to the instructor, front desk coordinator, and administrator prior to class start time. For the absence to be excused, the student must contact the same physician's office that wrote the letter to report that they were unable to attend school due to the illness and submit written documentation from the physician's office that he/she was notified by the student. This documentation must be submitted following the same guidelines as above.
- The student is responsible for all classwork covered during any absences, excused or unexcused, and is expected to complete any make-up work assigned.
- Any hours missed due to an excused absence related to chronic illness does not extend the student's contract end date. It is the student's responsibility to complete hours prior to the contract end date or pay to extend the contract. Conditions must meet requirements in the Satisfactory Academic Progress Policy.
- It is the student's responsibility to meet Satisfactory Academic Progress requirements at the 1st and 2nd evaluations.
- Students who do not meet graduation requirements at the maximum time frame to complete the program will be administratively withdrawn from the program as per the Satisfactory Academic Progress Policy.
- All other portions of the Attendance Policy applies.

Leaving Early:

- Students are expected to attend class as per the Student Enrollment Agreement which includes staying on campus until the scheduled clock out time.
- Clocking out 15 minutes or more before the scheduled clock out time is considered leaving early.
- Students must check with an instructor before leaving early and an Absence Request Form must be completed.
- Any student who clocks out 15 minutes or more before the scheduled clock out time will be required to do make-up work.
- All high school students are not allowed to leave early without parental permission. Permission may be sent in via written note or email. If a student is their own agent, he/she must have permission from the instructor or administration. It is the student's responsibility to submit paperwork showing that they are their own agent. Parental permission does not guarantee approval or that leaving early will be excused.

<i>If a student:</i>	<i>It will result in:</i>
Clocks out early and has no clients assigned to him/her	Loss of clock time
Clocks out early and has a client that cannot be reassigned	A formal write-up
Clocks out early without notifying the instructor and has a client assigned to him/her	A formal write-up
Receives 3 formal write-ups	An administrative withdrawal from the program

Leave of Absence Policy

MOGO Salon Academy (MSA) understands that life events may require a student to modify class enrollment and schedules. The Leave of Absence Policy is designed to allow the student flexibility in his/her program enrollment to adjust to these life events with the intention of returning to school. A student on an approved leave of absence will be considered enrolled at MSA.

Students may take a leave of absence for the following reasons:

- Health issues
- Financial difficulties
- Familial obligations
- Personal issues

Students who will be out of attendance for a period of 29 consecutive days or more must request a leave of absence. Students out of class for scheduled class breaks do not need to apply for a leave of absence. Students out of class for less than 29 consecutive days are not eligible for a leave of absence.

If circumstances are foreseen, request for leave should be made 14 days prior to the first day of leave.

If unforeseen circumstances occur such as an emergency that prevents the student from requesting leave, the student should notify the School Director as soon as possible. The school will initiate the leave of absence with the start date being the first day the student is absent, and the school will document the reason leave was initiated. The student will be responsible for completing the request and submitting required documentation upon his/her return to school if not sooner.

All requests for leave must be submitted in writing. To request leave the student must:

- Request a Leave of Absence form, complete it in its entirety describing the need for the request, and sign the form.
- Submit the form to the School Director with documentation to support the request. The student is required to provide whatever paperwork from a third party will attest to the circumstance(s) outlined on the application form. Examples include physicians' statements, letters from employers, letters from pastors or counselors, court documents, etc. Documentation is also required if a request is submitted after the 14-day deadline, and it needs to address the reason for the delay in the submission of the request.

The request must be approved by the School Director. There is no automatic right for students to be granted authorized leave of absence. Requests will be considered only where there are exceptional circumstances.

The leave of absence together with any additional leaves of absence must not exceed a total 180 calendar days in any 12-month period. Time in excess of 180 calendar days will not be approved.

Once the request has been approved, MSA will extend the student's contract period by the same number of calendar days taken during the leave of absence. An Enrollment Agreement Addendum must be completed, signed and dated by the student and school administration. If the student is on a payment plan, while on leave the student is responsible for ensuring monthly tuition payments are paid by the 10th of the month. As per MOGO Salon Academy's policy, if payment is not received by the 10th of the month, a \$25 late fee will be assessed. No additional charges or fees will be assigned to the student for taking a leave of absence.

If there are unforeseen circumstances which prevent the return from the leave, a student may request an extension to the leave providing the request is made before the end of the leave and the total number of days of approved leave do not exceed 180 in a 12-month period.

Students may return early from an approved leave of absence prior to the leave end date. The leave will be shortened according to the student's return date and the Enrollment Agreement Addendum will be completed, signed and dated by the student and School Director.

Students granted a leave of absence in accordance with the school's policy are not considered to have withdrawn and no refund calculation is required at the time the leave of absence is granted.

If the student does not return to MSA at the expiration of the approved leave of absence (or if the student takes an unapproved leave of absence,) the student's withdrawal date will be the last day of the student's attendance. A refund will be calculated using the student's last day of attendance.

Emergency Conditions Policy

This policy is to address MOGO Salon Academy's operation under emergency conditions. Emergency conditions are defined as unforeseen circumstances that affect a student's ability to attend class on campus. These conditions include, but are not limited to, school closure related to natural disaster, fire, loss of electricity or water, etc., and/or a pandemic. These conditions may affect an individual student, a percentage of the students, or all the students.

MOGO Salon Academy's Responsibilities:

- Notifying the Students:
 - Students will be notified via the Remind app or in person, if applicable, of any school closure as soon as school administration is aware of the need to close the school.
- Assigning Classwork:
 - Instructors will not assign classwork during the school closure as MOGO Salon Academy does not accept Distance Learning hours.

Student's Responsibilities:

- Check the Remind app for updates from the school
- Maintain communication with his/her instructor for updates

SCHOOL CLOSURE IN GENERAL:

Should a natural disaster (i.e. fire or flood, etc.) or facility utility compromise occur outside of school hours, MOGO Salon Academy will utilize the Remind app to notify the student of school closure. The school will maintain communication with the student through the Remind app.

In the event of predicted inclement weather that may cause a safety concern regarding travel, MOGO Salon Academy will do their best to determine the closing of the school prior to the student's arrival and the start of class but cannot guarantee such advanced determination. If the inclement weather should occur during school hours, school administration will determine the appropriateness of closing the school for the day and/or length of the inclement weather. If the school should experience a prolonged closure due to inclement weather, the classes will be rescheduled.

In the event of facility utility failure during school hours, MOGO Salon Academy administration will contact the utility company. If a projected time of repair is given that will not cause undue harm or stress to the student or staff, the student will remain at the school. School will continue and the student is required to participate in class assignments. If the repair cannot be done in a timely manner, school administration will close the school for the day or until the repair has been done.

PANDEMIC:

As per the CDC website (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html> updated 12/10/2020), the following terminology and definitions will be used at MOGO Salon Academy:

Quarantine: keeps someone who might have been exposed to the virus away from others

Isolation: keeps someone who is infected with the virus away from others, even in their home.

If the school is closed per TDLR's instruction, school administration will follow the above guidelines regarding notifying the student. The student will be notified by the instructor on completing and submitting work during the closure.

If an individual student must isolate and is unable to attend class on campus due to illness, the student is required to notify the instructor and to send an email to administration. In the email the student is to include the reason for not being able to attend class, the estimated time frame for him/her to return to class, and any doctor's note or proof of illness. The student is responsible for notifying school administration should the length of time be extended for any reason and for submitting documentation as proof of their need to further isolate. The student will be marked "excused absence" ONLY IF the school has received medical documentation verifying the reason for absence. Otherwise, the student will be marked "unexcused absence."

Students should follow current CDC guidelines as they may change throughout the course of a pandemic.

ACCOUNTING FOR MISSED HOURS:

Should the student miss hours due to an unexpected school closure or due to a pandemic, the school will extend the student's contract end date by the same number of days the student was unable to clock in and accrue hours.

Distance Education Policy

MOGO Salon Academy does not utilize Distance Education.

Distance Education is defined as:

Education that uses technology to deliver instruction to students who are separated from the instructor. This education supports regular substantive interaction between the students and the instructor. This interaction is verifiable and measurable by clock hour.

If the school should experience a prolonged closure due to catastrophic destruction to the building, the classes will be rescheduled.

Harassment Policy

MOGO Salon Academy (MSA) is committed to maintaining a working and learning environment that provides fair and equitable treatment, including freedom from harassment of any kind (verbal, sexual, etc.). This policy covers anyone who engages in harassment (sexual, physical, etc.) on school property or at school activities/events.

Sexual harassment is defined as: behavior characterized by the making of unwelcome and inappropriate sexual remarks or physical advances in a workplace or other professional or social situation. Harassment can occur staff to student, student to staff, student to student, staff to staff, female to male, male to female, female to female, and male to male. Sexual harassment consists of sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature when any of the following occur:

- Submission is made, either explicitly or implicitly, a term or condition of an individual's employment or education.
- Submission or rejection by the harassed is used as the basis for academic or employment decisions affecting that individual.
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance, or creating an intimidating, hostile or offensive employment or educational environment. The hostile environment form involves a prevailing course of conduct, action or behavior that is offensive to a "reasonable person" similarly situated.

Sexual harassment may include but is not limited to:

- Inappropriate staring
- Verbal harassment (sexual innuendos and other seductive behavior, including pressure for sexual activity such as repeated, unwanted requests for dates, and repeated inappropriate personal comments; remarks of a sexual nature about a person's clothing or body; catcalls or whistling in a demeaning manner with sexual overtones; jokes of a sexual nature)
- Written harassment (unwelcome and inappropriate letters, telephone calls, electronic mail, or other communications; displaying sexually suggestive pictures or objects.)
- Physical harassment (unwelcome gifts, inappropriate or unwelcome touching, patting or pinching of a sexual intended nature; impeding or blocking movements)

Sexual harassment is not based on the content or the intention of the harasser but in the perception of the person who is being influenced.

Bullying is defined as: Unwanted, aggressive behavior that involves a real or perceived power imbalance. Bullying can occur staff to student, student to staff, student to student, staff to staff. In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: People who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying may include but is not limited to:

- Verbal (teasing, name-calling, inappropriate sexual comments, taunting, threatening to cause harm)
- Social – which involves hurting someone's reputations or relationships (leaving someone out on purpose, telling others not to be friends with someone, spreading rumors about someone, embarrassing someone in public) whether via word of mouth or online, etc.
- Physical – which involves hurting a person's body or possessions (hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's things, making mean or rude hand gestures)

Harassment of any kind will not be tolerated at MOGO Salon Academy at any time nor for any reason.

MSA shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as legally possible. The school has an obligation to report the allegations when (but not limited to):

- A weapon is involved.
- There are threats of serious physical injury.
- There are threats of hate-motivated violence, such as racism or homophobia.
- There is serious bodily harm.
- There is sexual abuse.
- Anyone is accused of an illegal act, such as robbery or extortion—using force to get money, property, or services.

The complainant is to speak with the School Director regarding any harassment received and complete a Student Grievance Form. Any complaint received will be taken very seriously. The allegations will be investigated within 14 days as per the Student Grievance policy, and disciplinary action will be taken as needed based upon the outcome of the investigation.

Dress Code Policy

MOGO Salon Academy understands first impressions create lasting effects, and therefore, professional appearance is a vital aspect of long-term success. In addition, proper dress and grooming for the work environment is a mandatory subject to be taught per our Texas Department of Licensing and Regulations (TDLR) approved curriculum. We are required to teach and grade students on their knowledge and implementation of the subject. We hold our students to a high standard regarding their appearance to prepare them for their career in the beauty industry.

General

Students are expected to arrive in appropriate attire with their name badge displayed and with grooming, hair and make-up completed. Students not in dress code will be asked to change and will miss valuable class time. Being asked to change may require leaving campus to acquire appropriate attire. The student will lose hours if this should occur, as the student cannot remain clocked in if he/she leaves the building. It may affect the final grade.

Clothing

- Students will be provided with a school t-shirt.
- Cosmetology, Manicurist, and Eyelash Extension students will be provided with a smock.
- Esthetician students will be provided with a lab coat.
- Clothes must be in good repair, clean, and pressed.
- Students are required to wear all black clothing including the smock or lab coat.
- No slogans or writing other than MOGO Salon Academy logo or cosmetology related graphics will be allowed.
- Pants should not have any rips or holes above the knee. Blue jeans are allowed on Friday only.
- Skirts/dresses must be knee length or longer (no slits.) Short skirts are not allowed.
- Leggings are permitted only under dresses/skirts or long shirts that cover to the thigh.
- No sweatpants, athletic wear, pajamas, flip-flops, sandals or slippers are allowed.
- Tops must be tucked in or over the hips. NO VISIBLE MIDRIFF or bare shoulders, low cut shirts, tank tops, or visible underarms are allowed.

Shoes

- Shoes can be any color and style.
- Shoes must be closed toe and in good repair.

Make-up

For students who wear make-up, their make-up must be professional and client friendly. It must represent the student as a professional in the beauty industry.

Make-up requirements are as follows:

- No extreme styles.
- No theatrical or character make-up.
- Must be up to date.
- Must be correctly applied.

Jewelry and Accessories

- Facial piercings must be simple.
- Gauges must be filled in.
- Jewelry must be tasteful and without messaging of any kind.
- No ear buds or blue tooth attachments.
- No fanny packs or purses to be used as accessories.

- Hats, caps, or other headgear are not allowed unless for religious or cultural reasons.

Replacement name badges are \$5 each. Additional T-shirts are \$15 each.

Disruptive Behavior & Disciplinary Actions

Disruptive Behavior:

Some types of social behavior are considered unprofessional and are unacceptable in the job market. Part of the student's training is to be educated in acceptable work ethics. Disruptive behavior is defined as any action that disrupts the educational environment of other students or the regular operations of the school. In the job marketplace this would translate into disrupting the daily work environment of the salon and co-workers. The following is a list of some unacceptable infractions and behaviors that will not be tolerated. This is not an exhaustive list.

- *Destroying school property.*
- *Tardiness and/or excessive absences.*
- *Not calling in when you will not be returning from lunch.*
- *Not calling in when you will be arriving late, or will be absent*
- *Discussing sexual activities or beliefs with clients or other students.*
- *Criticizing another's work.*
- *Arguing with an instructor in the presence of a client or another student.*
- *Gossiping*
- *Fighting/Trash talking in any way in any form! This includes all forms of social media.*
- *Unauthorized personal services.*
- *Refusing to service an assigned client or refusing an instructor's assignment.*
- *Cursing, foul language, and discussing any subject matter that is inappropriate.*
- *Immoral conduct in or out of the department. As an enrolled student of MOGO Salon Academy, we expect you to exhibit the highest standards of conduct.*
- *Cheating*
- *Altering the appointment books without permission from the Instructors.*
- *Going into the Instructors office without permission and/or in her absence.*
- *Going behind the receptionist desk or in the stock room without permission.*
- *Using the facial room as a lounge/nap area.*
- *Not being in uniform.*
- *Eating or drinking on the clinic floor.*
- *Parking in an unauthorized area.*
- *Any disruptive behavior not detailed here. (Refer back to the definition of disruptive behavior.)*
- *Any type of tobacco use in the building.*
- *Any infraction of the Texas Department of Licensing and Regulation Laws and Policies.*

Disciplinary Action:

Individuals exhibiting disruptive behavior or infractions of the above list will be counseled and the issue will be documented on the proper form along with the consequence. The consequences of the above listed infractions will vary according to the severity of the infraction. Student must sign the Conduct Report counseling form as acknowledgement that the infraction has been discussed. This is not an admission of guilt; however, failure to sign the form will be further insubordinate behavior and will result in begin sent home for the day. A meeting with the School Director must be arranged before the student will be allowed to clock back in. Inappropriate interaction with an instructor, other students, or clients will not be tolerated. Disciplinary actions will range from counseling regarding an infraction, suspension for one or more days, to termination from the program. The School Director and staff reserve the right to take any disciplinary action deemed necessary and reasonable under the circumstances. Administration may terminate a student's enrollment for noncompliance with General Policies, the Student Enrollment Agreement, or State Laws and Regulations; Improper conduct or any

action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act

If disciplinary actions are administered and the student feels they are unfair, the student should first meet with the School Director to discuss his/her concerns. If the student is suspended from school, he/she may not re-enter class until a meeting is held with the School Director and an acceptable understanding is reached

Counseling Documents:

Verbal and written warnings are documented on the Conduct Report form to record infractions of the rules and regulations. This form may be initiated by the School Director, the Director of Education, the Administrator, an Instructor, or the Front Desk Coordinator. School staff may initiate the form up to two weeks after the offense. If the student receives three warning write-ups, the next infraction will result in a formal write-up. The student's signature is required as verification that the subject matter has been discussed with the School Director or Instructor. The student signature IS NOT an admission of guilt. The original form will be kept in the student's file and a copy will be given to the student.

Infractions Resulting in Immediate Termination from the Program:

- Theft from another student or the school
- Violent behavior or destruction of property
- Consuming, possessing, or distributing alcoholic beverages and/or illegal substances on school property or at school activities
- Fraud or falsification of records
- Three formal written disciplinary actions

Drug & Alcohol Use

MOGO Salon Academy is a drug free environment and is non-tolerant of drugs on campus. In accordance with the Drug-Free Schools and Communities Act, MOGO Salon Academy has implemented a comprehensive Drug & Alcohol Abuse Policy aimed to ensure our campus community is drug and alcohol free. MSA has a vital interest in maintaining a safe and healthy work and learning environment. This policy is for the protection of clients, students and faculty. It shall be the policy of MSA to prohibit any of the following while attending class, clinic or a fieldtrip:

- The possession, manufacturing, dispensing, use or sale of illegal substances or alcoholic beverages
- The possession, manufacturing, dispensing, use or sale of paraphernalia, which are used to consume or make illegal drugs
- Reporting to the classroom, clinical setting or field trip activities while under the influence or having possession of illegal substances or alcoholic beverages
- Reporting to the classroom, clinical setting or field trip activities while under the influence of other drugs including prescription or over-the-counter drugs, when there is any possibility that such may impair the student's ability to safely perform his/her duties or responsibilities, or may adversely affect his/her safety or that of clients or other students/faculty

"Drugs" includes alcoholic beverages, inhalants, illegal drugs and prescription drugs, unless prescribed drugs are taken as directed by the student's physician. A written note will be required from the student's doctor stating that the student is to be taking the drug, length of duration and amount. Any time a student is on medications of any type that would impair judgement or alter behavior, a written doctor's note will be required for the student's file.

"Illegal drugs" includes any drug which:

- Is not legally obtainable
- May be legally obtainable but is not legally obtained
- Is being used in a manner or for a purpose other than prescribed
- Is not the student's own prescription

“Drug test” means any test administered to determine the presence or absence of a drug or a drug metabolite in a person’s urine or blood.

MSA operates a “ZERO TOLERANCE” policy regarding ANY participation in unlawful manufacture, distribution, dispensation, possession or use of any controlled substance, legal or illegal, during the ENTIRE period of training. Students are not to consume or be under the influence of alcohol or drugs while on campus. Random drug and alcohol testing are practiced by the school. Violation of the policy WILL result in immediate termination of the student’s training.

In addition, a student’s eligibility to receive Federal Title IV funds are subject to adherence to the above stated Anti-Drug and Alcohol Policy. If a student violates this policy, any federal funding that they may be eligible for may be halted and they may be required to return a portion of received funds. Students must notify the school’s Financial Aid Department if their eligibility for educational Title IV funding has been suspended or terminated under section 5301 or PL100-690 for conviction of the manufacture, distribution or possession of illegal drugs.

MSA reserves the right to perform searches and inspections of students and their personal effects for the purpose of determining whether any person is in possession of alcohol, drugs or controlled substances in the classroom, clinic setting or field trip location. MSA reserves the right to require drug testing of students to re-enter school after suspected drug use.

All testing stated above is a condition of MOGO Salon Academy.

Other Provisions:

Any student taking a drug or any other medication, whether or not prescribed by the student’s physician for a medical condition, which is known or advertised as possibly affecting or impairing judgement, coordination or other sense, or which may adversely affect his/her ability to perform work in a safe and productive manner must notify the School Director prior to starting classes. The School Director will decide if the student can remain in class and what work restrictions if any are deemed necessary. Any student violating this requirement will be subject to disciplinary action, which may include termination of student from the school. MSA reserves the right to perform searches and inspections of students and their personal effects for the purpose of determining whether any person is in possession of alcohol, drugs or controlled substances in the classroom, clinic setting or field trip location.

The complete Drug & Alcohol Use Policy is available upon request at the school.

Smoking

Smoking and vaping is not permitted in the student break room, in the bathroom, in any classroom, on the student salon floor, within any styling stations, nor in any work areas.

The smoking area is located behind the school. Smoking and vaping is NEVER permitted in the building or out front.

As per Texas law, the legal age for a person to sell, distribute, possess, purchase, consume cigarettes, e-cigarettes, or any tobacco product is 21 years old. Violation of this policy is considered a disruptive behavior as indicated in MOGO Salon Academy’s Disciplinary Action Policy, and therefore, will result in disciplinary action. Any MOGO Salon Academy student that is not of legal age found in possession of such items will receive a formal write-up and will be required to clock out immediately. If it is a High School Cosmetology student found in possession, his/her parent(s)/guardian(s) will be notified. Any MOGO Salon Academy student that is of legal age found to be sharing or supplying an underage student with any such items will receive a formal write-up and two-week suspension and he/she will be required to clock out immediately.

Family Education Rights & Privacy Act (FERPA) Policy

A federal law, known as the Family Educational Rights and Privacy Act, or FERPA, affords parents and eligible students certain rights with respect to student education records. For purposes of student records, an “eligible” student is one who is age 18 or older or who is attending an institution of postsecondary education. These rights, as discussed in this section as well as at Objecting to the Release of Directory Information, are:

- The right to inspect and review student records within 45 days after the day the school receives a request for access.
- The right to request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA.
- The right to provide written consent before the school discloses personally identifiable information from the student’s records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements. The name and address of the office that administers FERPA are:

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

Both FERPA and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student’s records, MOGO Salon Academy must verify the identity of the person, including a parent or the student, requesting the information. Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Inspection and release of student records is primarily restricted to an eligible student or a student’s parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student’s education records. Federal law requires that, as soon as a student reaches the age of 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals. FERPA permits the disclosure of personally identifiable information from a student’s education records, without written consent of the parent or eligible student, in the following circumstances:

- When MOGO Salon Academy school officials have what federal law refers to as a “legitimate educational interest” in a student’s records. School officials would include employees, such as the School Director, Administrative Assistant, and instructors; a person or company with whom the school has contracted or allowed to provide a particular institutional service or function (such as an attorney, consultant, third-party vendor that offers online programs or software, auditor, or volunteer; a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official’s professional responsibility to the school and the student; or investigating or evaluating programs.
- To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General’s office, the U.S. Attorney General’s office, the U.S. Secretary of Education, TEA, the U.S. Secretary of Agriculture’s office, and Child Protective Services (CPS) caseworkers or other child welfare representatives, in certain cases.
- To individuals or entities granted access in response to a subpoena or court order.
- To another school, school district/system, or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.
- In connection with financial aid for which a student has applied or which the student has received.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, the school, in order to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
- To appropriate officials in connection with a health or safety emergency.
- When the school discloses information, it has designated as directory information. Students may object to the release of directory information by completing the Objection to the Release of Directory Information Form.

Release of personally identifiable information to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate. The School Director is custodian of all records for currently enrolled students at MOGO Salon Academy. The School Director is the custodian of all records for students who have withdrawn or graduated. A parent or eligible student who wishes to inspect the student's records should submit a written request to the School Director identifying the records he or she wishes to inspect. Records may be inspected by a parent or eligible student during regular school hours. The School Director will respond to reasonable requests for explanation and interpretation of the records. A parent or eligible student who provides a written request may obtain copies for a nominal fee. A parent or eligible student may inspect the student's records and request a correction or amendment if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted in writing to the School Director. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the School Director denies the request to amend the records, the parent or eligible student has the right to request a hearing with a panel of school staff. This panel will include the School Director of MOGO Salon Academy, instructor(s), and may or may not include the Administrative Assistant. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course or on an examination is handled through the general complaint process found in the Student Grievance Policy. A grade issued by a classroom teacher can be changed only if, as determined by the School Director, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy.

MOGO Salon Academy has designated the following student information as directory information:

- Name
- Address
- Email address
- Phone number
- Program of Study
- Full or Part-time Status
- Expected Graduation Date

Use of Likeness on Social Media

MOGO Salon Academy uses social media as communication with the community, as a learning tool to teach the students how to market themselves and promote their future business, and as a means of advertising to promote the beauty school and the salon. Enrollment in MOGO Salon Academy includes agreeing to the student's likeness being used as the school sees fit. If using the student's likeness would create a dangerous situation for the student, the Objection to the Release of Information Form must be completed.

Drop and Withdrawal Policy

A student desiring to transfer from MOGO Salon Academy to another school must withdraw from MSA prior to the transfer as TDLR prohibits enrollment in two or more schools of cosmetology at the same time. Upon withdrawal, and provided that the agreed tuition and fees have been tendered, a student is entitled to an official transcript of credit earned at MSA. The transcript will be ready for pickup or, if mailed, postmarked within ten calendar days of the school's receipt of notice of request. The school may charge a \$10.00 fee for transcript requests.

Student Grievance Policy

The primary objective of this Student Grievance Policy is to ensure that students have the opportunity to present complaints to the school regarding a certain action or inaction by a member of MOGO Salon Academy whether that be a staff member or a fellow student and that the school has a consistent way of resolving those grievances in a fair and just manner. Every student shall have the right to present his or her problem, in

accordance with the procedures established, in order to seek redress free from interference, coercion, restraint, discrimination, or reprisal.

If a student has a complaint while at MOGO Salon Academy, the problem will be resolved as soon as possible as not to delay the education process.

Student A/Student B Grievance:

- Student A should attempt to speak with Student B directly and constructively to work out the complaint.
- If this fails or Student A is not satisfied with the outcome, Student A should speak with his/her instructor and submit the Student Grievance Form within 30 days of the date that the grievance occurred to have assistance working out the problem. An investigation will be conducted within 14 business days by the instructor which, if needed, may include written statements from other students or staff. The Student Grievance Form should be filled out completely by each student and the instructor.
- If the instructor is unable to resolve the problem, it will then be addressed by the School Director. Any decision made by the School Director is final. This decision will be documented on the Student Grievance Form.
- If the complaint is of such nature that it cannot be resolved by the School Director, it will be referred to an appropriate agency if applicable.

Student/Staff Grievance:

- The student should attempt to speak directly and constructively with the staff member to work out the complaint.
- If this fails or if the student is not satisfied with the outcome, the student should speak with the School Director and submit the Student Grievance Form within 30 days of the date that the grievance occurred to have assistance working out the problem. An investigation will be conducted within 14 business days by the School Director which, if needed, may include written statements from other students or staff. The Student Grievance Form should be filled out completely by the student, staff member, and School Director. Any decision made by the School Director is final. This decision will be documented on the Student Grievance Form.
- If the complaint is of such nature that it cannot be resolved by the School Director, it will be referred to an appropriate agency if applicable.

IF A STUDENT FEELS UNCOMFORTABLE OR UNSAFE IN ADDRESSING THE GRIEVANCE WITH A FELLOW STUDENT OR WITH A STAFF MEMBER, HE/SHE SHOULD FILL OUT A STUDENT GRIEVANCE FORM AND SUBMIT IT TO ADMINISTRATION. ADMINISTRATION WILL FACILITATE RESOLUTION OF THE CONFLICT.

General Grievance by Student:

- The student should fill out the Student Grievance Form completely and attach any pertinent documentation if applicable. This paperwork should be submitted to the School Director within 5 business days of the initial grievance.
- The School Director has 14 business days to review submitted the documentation and conduct an investigation, if needed. Any decision made by the School Director is final. This decision will be documented on the Student Grievance Form.

The completed Student Grievance form will be filed in the Complaints binder in the Administration office.

If the grievance cannot be resolved internally, the grievance may be forwarded to the regulatory agency:

Texas Department of Licensing and Regulation
P.O. Box 12157
Austin, Tx 78711
(800) 803-9202
www.tdlr.texas.gov

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RULES & REGULATIONS

Students are expected to follow and adhere to the rules and regulations of MOGO Salon Academy in order to successfully advance with their training. Students who violate these rules, interfere with the training of others, are boisterous, obscene or otherwise disrupt school operations are subject to termination of training. This includes the use of alcohol and/or any other behavior modifying drugs, illegal or legal.

The purpose of rules and regulations is to have a coordinated establishment such that students have the very best atmosphere in which to study and practice their craft. The school reserves the right to change these rules at any time. Any changes will be posted at the school.

Expectations of Students

Professional Conduct:

Students are expected to be courteous and respectful to all instructors, clients, and fellow students at all times. This includes respectful and professional conduct, language, and manner at all times. Profane, rude, disrespectful behavior and gossip will not be tolerated. When off school campus, students wearing the school's logo should remember that they are representing MOGO Salon Academy and act accordingly.

Dress Code:

Students are expected to arrive in appropriate attire with their name badge displayed and with grooming, hair and make-up completed. Students not in dress code will be asked to change and will miss valuable class time. It may affect the final grade.

See the Dress Code Policy.

Personal Hygiene:

Students are expected to maintain high standards of personal hygiene (i.e. daily showers and shaves, no body odor, teeth brushed, fingernails clean and hair clean and groomed upon arrival at school.)

Management of Hours:

The school tracks student hours using an electronic time clock. To receive credit for hours accumulated, students MUST clock in upon entering the school and clock out when leaving the school each day. Full time students are provided with a 60-minute lunch period. There are also 2 daily 15-minute breaks. Part time students are provided a 30-minute lunch period and one 15-minute break.

TDLR Ruling 83.72(j)(1) Each student must clock in/out for him/herself.
TDLR Ruling 83.72(j)(3) If a student is in or out of the facility for lunch, he/she must clock out.

*If the student is in school for less than 5 hours, his/her lunch break will be only 30 minutes.

Attend Each Class:

See the Attendance Policy.

Cell Phones:

All cell phones must be silenced upon entering the school building to prevent disruptions and distractions during school hours. Cell phones should not be in use for any reason while on the salon floor or in the spa. Cell phone use during school hours should be for school purposes only and not for personal use.

Participation:

Students must be occupied during entire school hours, in either practice or study of theory, as per curriculum. Therefore, participation in activities and discussions is expected.

If students are found to be uninvolved in cosmetology related activities, they will be clocked out.

- Time Management:** Complete all assignments on time. Extra time should be used to complete practical and theory during the appropriate coinciding section of instruction.
- Equipment Management:** Upon the beginning of training, students are provided with all approved equipment and textbooks for their specific training course. Students are expected to arrive at each class, prepared to study with the appropriate equipment and textbooks. Borrowing equipment from other students is not recommended. The school is not responsible for property belonging to students. Students are responsible for properly identifying and securing all personal belongings. All student items must be taken home every night. Students' items may not be stored at the school.
- Parking:** Students are not allowed to park against the building or in the parking spaces nearest the building. These spaces are to be left available to accommodate student salon clients and customers of adjacent businesses. Students are to use the elevated level of the parking lot.

Sanitation Requirements

- Salon:** As sanitation is a part of your training required by the State of Texas and cleanliness is always a must in the salon/spa setting, it is everyone's responsibility to see that the salon and spa remains in a sanitary condition. This includes the bathrooms and dispense. The responsibility of the school's upkeep belongs to each student working together as a team. Every student is assigned a duty to be done at the end of the day and is responsible for the proper cleaning of that area. Failure to perform your duty to the satisfaction of the instructional staff will result in consequences decided upon by the instructional staff. If the student needs to leave early, that student is still responsible for completing the assigned duty for the day prior to leaving. Trash should be emptied anytime it is full, no matter what time of day. This is the responsibility of each student. If you see that a trash is full, empty it and replace the liner.
- Styling Station:** Students are always expected to maintain a clean and neat styling station and work area. Work areas are subject to random inspection. Each student is fully responsible for the cleanliness of his or her own styling station and work area. All are expected to participate in daily sanitation duties at the end of each class day. Students found with deficient equipment or unsanitary conditions are subject to dismissal from school.
- Spa:** Students are always expected to maintain a clean and neat spa and working area. Work areas are subject to random inspection. Each student is fully responsible for the cleanliness of his or her own work area. All are expected to participate in daily sanitation duties at the end of each class day. Students found with deficient equipment or unsanitary conditions are subject to dismissal from school.
- Student Breakroom:** Students are provided with a break area as well as sufficient lunch and/or periodic breaks. Eating, drinking or any other physical distractions are NOT permitted in class, on the student salon floor, within any styling stations or work areas. All food and drinks must be confined to the student break room. Food and drinks must be cleaned up immediately after break and lunch. MSA is not responsible for the loss of personal property. It is advisable that all items of value be locked in your vehicle when not in use.

Field Trips

Field trips are permitted to allow the student an experience in an authentic setting for the purpose of enhancing classroom study.

The completed Student Field Trip Request Form must be submitted to the Director of Education no later than 1 week prior to the field trip.

The guidelines of this policy correlate to TDLR guidelines Section 83.202(f) and must be strictly followed. A student may obtain the following field trip curriculum hours:

Course	Maximum Hours Allowed
Cosmetology	100
Esthetician	75
Eyelash Extension Technician	32
Manicurist	60

For the students' hours to count:

- At all times during the field trip, students must be under the supervision of a licensed instructor from the school where the student is enrolled. If the instructor is not present, i.e. running late or leaving early, the students will not accrue hours for that time.
- Attendance must be taken by the instructor to include each student's arrival and departure times, as well as the times taken for lunch.

Travel time is not included in the students' total hours.

The instructor-student ratio required in a school is also required on a field trip.

Students are required to:

- Wear attire that meets the school's dress code policy including a MOGO Salon Academy shirt and closed toe shoes.
 - If the field trip is a paid event and a student is out of the dress code, he/she will be able to attend but will not accrue hours. He/she will not be included in any photos, social media posts, etc.
 - If the field trip is an unpaid event and a student is out of the dress code, he/she will not be able to attend. He/she will be sent home and will not accrue hours.
 -

Exhibit professional behavior. There is a NO TOLERANCE policy enforced for disruptive students.

Examples of field trips include, but are not limited to:

- Going to beauty supply stores
- Going to hair shows
- Touring salons and other facilities
- Going to hear lectures
- Visiting product manufacturers

Miscellaneous

Visitors:

All visitors who are not receiving a service must remain in the reception area. Children are not allowed unless they are receiving a service. This rule applies to clients as well as to students. Clients not receiving a service cannot be on the clinic floor.

Use of Additional Products:

The school provides products for the student's use on the clients. However, if the student wishes to use a PROFESSIONAL product that the school does not stock, it will be with the approval of the School Director and at the student's expense. Any product used in the school will be a professional product. Students are required to provide a product safety data sheet BEFORE bringing the product into the department. Clients are not allowed to bring in their own product. The school will provide hair spray and perm papers for the students as they are needed. Students are required to pay for any products except styling products.

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STUDENT SERVICES

Orientation:

Students will attend orientation on the first day of class. Orientation will cover the curriculum of the course, educational objectives, administrative policies, safety, and support services available to the students. Attendance is **mandatory** and students will not be able to attend any classes until they have met this requirement.

Student Resources:

MSA has a list of local counselors, shelters, and local food pantries that is available to the students.

Employment Assistance:

It is our sincere desire that all graduates MOGO Salon Academy are prepared for employment upon graduation. MSA has periodic events and/or guest lecturers to help students form relationships in the beauty and local business industry. Area employment opportunities are posted on a bulletin board for the students to review. Students receive training in professionalism and job readiness classes which includes how to write a resume and preparation for an effective interview.

However, MOGO Salon Academy does not guarantee job placement.

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SCHOOL CALENDAR

MOGO Salon Academy

2024

Class Start Dates and School Closures

January							February							March						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3						1	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
														31						

April							May							June						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

July							August							September						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					

October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

Upcoming Class Start Dates and Scheduled School Closures

NEW CLASS START DATES
COS/ESTHI/LASH/MANI
January 8
March 11
May 13
July 29
September 30
December 2

Night class start dates vary depending upon enrollment interest.

SCHOOL CLOSURES AND BREAKS	
JAN 1	New Year's Day
JAN 15	MLK Day
MAR 29	Good Friday
APR 1	School Inservice
MAY 27	Memorial Day (observed)
JULY 4 - 5	Independence Day
JULY 22 - 26	Summer Break
SEPT 2	Labor Day
SEPT 20	School Inservice
NOV 28 - 29	Thanksgiving
DEC 23 - 27	Christmas

****Registration closes two weeks prior to the class start date.**

Daily Schedule

See Courses Available for dates and times of each program.

Observed Holidays

MSA will generally be closed for both classes and clinic services on the following days:

- January 1st
- Martin Luther King Jr.'s Birthday (observed)
- Memorial Day (observed)
- July 4th
- Labor Day
- Thanksgiving
- Christmas

Please see the calendar above for specific dates of holidays.

*MSA may vary from the calendar only in unusual or extenuating circumstances.

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EXPECTATIONS OF A BEAUTY PROFESSIONAL

Physical Demands:

Be aware that the work can be arduous and physically demanding. In a typical work setting, people in this career frequently:

- Repeat the same motions
- Stand or sit for long periods of time
- Use hands to handle, control, or feel objects or tools
- Bend or twist the body when working on client's hair or applying makeup

It is important for most people in this career to be able to:

- Hold the arm and hand in one position or hold the hand steady while moving the arm
- Use hands or fingers to grasp, move or assemble objects
- See details of objects that are less than a few feet away
- Understand the speech of another person
- Speak clearly so listeners can understand
- Use stomach and lower back muscles to support the body for long periods without getting tired
- See differences between colors, shades and brightness
- Move two or more limbs together (for example: two arms, two legs, or one leg and one arm) while remaining in place

It is not as important, but still necessary, for people in this career to be able to:

- Bend, stretch, twist or reach out
- Make quick, precise adjustments, to machine controls
- Focus on one source of sound and ignore others
- See details of objects that are more than a few feet away
- Be physically active for long periods without getting tired or out of breath
- Use muscles for extended periods without getting tired
- Determine the distance between objects
- Make fast repeated movements of fingers, hands and wrists

Students interested in a career in the beauty industry should:

- Develop finger dexterity and a sense of form and artistry
- Enjoy dealing with the public
- Keep abreast of the latest fashion trends and beauty techniques
- Make a strong commitment to your education
- Be aware that the licensing requirements in Texas include two parts: a practical and written exam administered by a state testing facility
- Be aware that a license issued by TDLR is required to be employed as a cosmetologist, esthetician, eyelash extension technician, and manicurist
- Maintain licensure by completing required Continuing Education and renewing license every 2 years

Requirements for TDLR Licensure:

Per TDLR Section 83.21:

- (a) To be eligible for a department examination, an examinee must:
- (1) submit a completed license application on a department-approved form;
 - (2) pay the applicable license fee; and
 - (3) have completed the number of hours required .

- (b) A student enrolled in a 1000 clock hour program is eligible to take the written examination when the department receives proof of the student's completion of 900 operator hours.
- (c) Applicants must pass the written examination before being eligible to take the practical examination
- (d) When appearing for an examination, the examinee shall bring the instruments necessary to give a practical demonstration of cosmetology services or a practical demonstration of the services distinctive to his or her specialty.
- (e) All department examinations consist of a written and practical part. A passing grade of 70 on each part is needed to satisfy the examination requirement.
- (f) To be admitted to an examination, the examinee must present a current, valid government-issued photo identification, which includes the applicant's full name and date of birth.
- (g) Examinees are required to wear closed toe shoes for the practical examination.
- (h) Models used in an examination are required to be at least 16 years of age. The department may require parental approval for models under 18 years of age.

How to Schedule the PSI Exams

After graduating from the program, PSI will send the student either an email or a postcard. The student should then contact the Director of Education who will assist the student in registering with PSI and scheduling the exams.

Continuing Education:

Once a student has obtained their license, he/she can expect to fulfill continuing education requirements mandated by TDLR.

TDLR Section 83.25

(b) To renew an operator license, or an esthetician, manicurist, esthetician/manicurist or eyelash extension specialty license, or a hair weaving, or wig specialty certificate, a licensee must complete a total of 4 hours of continuing education through department-approved courses. The continuing education hours must include the following:

- (1) 1 hour in Sanitation required under the Act and this chapter; and
- (2) 3 hours in any topics listed in subsection (i).

(c) Continuing education hours required under §83.25(b)(2) must include information on human trafficking as required by Texas Occupations Code Chapter 1602, §1602.354(c) and at a minimum must include information on:

- (1) activities commonly associated with human trafficking;
- (2) recognition of potential victims of human trafficking; and
- (3) methods for assisting victims of human trafficking, including how to report human trafficking.

(d) To renew an instructor license, or an esthetician instructor, manicure instructor, esthetician/manicure instructor or eyelash extension instructor specialty license, a licensee must complete a total of 4 hours of continuing education through department-approved courses. The continuing education hours must include the following:

- (1) 1 hour in Sanitation required under the Act and this chapter; and

- (2) 3 hours in methods of teaching in accordance with §83.120.
- (e) Continuing education hours required under §83.25(c)(2) must include information on human trafficking as required by Texas Occupations Code Chapter 1602, §1602.354(c) and at a minimum must include information on:
 - (1) activities commonly associated with human trafficking;
 - (2) recognition of potential victims of human trafficking; and
 - (3) methods for assisting victims of human trafficking, including how to report human trafficking.
- (f) For a timely or a late renewal, a licensee must complete the required continuing education hours within the two-year period immediately preceding the renewal date.
- (g) A licensee may receive continuing education hours in accordance with the following:
 - (1) A licensee may not receive continuing education hours for attending the same course more than once.
 - (2) A licensee will receive continuing education hours for only those courses that are registered with the department, under procedures prescribed by the department.

National Average Salaries for Specialized Beauty Professionals:

Cosmetology Operator	\$25.42 per hour
Esthetician	\$35,430
Eyelash Extension Technician	\$49,946
Manicurist	\$32,785

*These amounts were obtained from a variety of websites, i.e. glassdoor, ziprecruiter, etc.

**Note: None of the salaries described include tips and gratuities. Entry-level salaries may be significantly lower as it takes time to build a clientele.

The following information was obtained from Cosmetology-License.com.

“The Bureau of Labor Statistics ranked Texas as fifth in the country in 2013 in terms of the number of cosmetologists employed in the state. Even with 20,840 licensed cosmetologists calling Texas home, there is expected to be a twenty percent increase in the number of jobs for hairdressers, hairstylists, manicurists and skin care specialists in the state between 2012 and 2022.”

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F.A.Q.'s

What textbooks and/or teaching tools are used?

MOGO Salon Academy uses the Milady series of textbooks within the CIMA platform for all programs. In addition, numerous business and technical books and videos are available.

How long does each program take to complete?

Please refer to each course outline.

What happens if the student has a personal emergency and cannot attend class for an extended amount of time?

If the emergency requires an extended absence, a leave of absence request can be submitted. This will extend the time on the student's enrollment agreement. If the student cannot return to class, the student may withdraw and receive a refund based upon the school's refund policy.

When does the school post clock hours accrued to TDLR?

MOGO Salon Academy updates students' hours to TDLR at the beginning of each month using the previous month's accrued clock hours.

What happens to the clock hours that I have accrued if I drop out of the course?

All hours reported to TDLR do not expire. Therefore, if you re-enroll for the same program at MOGO Salon Academy or another beauty school in Texas, you should be able to apply those hours to the new enrollment, but that cannot be guaranteed.

If a student is absent and he/she misses part of the module, does the school still report the student's hours?

Hours must be reported based upon the school's attendance policy.

What do I do if I need a transcript?

Official transcripts are issued upon request. To receive a copy, the student must submit a request in writing to the school. The request must include the following: the student's name; a copy of the student's valid form of government issued identification (driver's license, state ID, passport) which bears his/her printed name, photograph, and date of birth; purpose of the transcript request; name and address of the recipient; and the student's signature and date of signature. The transcript will be ready for pickup or, if mailed, postmarked within ten calendar days of the school's receipt of request.

Does MOGO Salon Academy accept scholarships?

Yes, we do accept scholarships. The scholarship amount that has been awarded to the student must be paid to the school at the time of enrollment.

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ACKNOWLEDGEMENT:

My signature below certifies that I received this catalog prior to enrollment, have read and understand this MOGO Salon Academy School Catalog, and agree to comply with its contents. I have received a copy for my records.

Student's Signature

Student's Printed Name

Date

Parent/Guardian's Signature
(if applicable)

Parent/Guardian's Printed Name

Date