

# **VICTORIA BEAUTY & BARBER COLLEGE**

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Licensed by:  
Texas Department of Licensing and Regulation  
P.O. Box 12157, Austin Tx. 78711  
1(800) 803-9202 or (512) 463-6599

**Private Cosmetology School License Number: 702824**  
**Private Barber School License Number: 278**

Accredited by: (for applicable courses)  
National Accrediting Commission of Career Arts and Sciences (NACCAS)  
3015 Colvin Street, Alexandria, VA 22314  
(703) 600-7600

## **ADMINISTRATIVE STAFF & FACULTY**

PRESIDENT/OWNER: Rhonda M. Floyd

DIRECTOR: G. Gardner Brown

FINANCIAL AID ADMINISTRATOR: Tammy Schwartz

FINANCIAL AID ADMINISTRATIVE ASSISTANT - Rebecca Brown

ACADEMIC REPRESENTATIVES: FULL-TIME/PART-TIME

Sharon Mathiews - Academic Manager (Operator)  
Robin Shelton (Operator & Barber)  
LaMetrica King (Operator & Barber)  
Nancy Zapata (Operator)  
Brenda Rodriguez (Operator & Barber)  
Kylee Garcia (Operator)

ACADEMIC REPRESENTATIVES: SUBSTITUTE

Rebecca Brown (Operator) Rebecca Villarreal (Operator) Anna Garcia (Operator)  
Megan Chacon (Operator) Shawna Stockton (Operator)

In accordance with the Texas Department of Licensing and Regulation, rules and regulations, the School's teacher-to-student ratio does not exceed twenty-five (25) students in attendance on the school's premises per school representative. The School Representatives/Instructors are required annually to complete twelve (12) hours of continuing education which includes four (4) hours of teaching methodology.

***(The Class A Barber Crossover Course (300 hours) is NOT eligible for financial aid assistance.)***

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## **SCHOOL'S MISSION**

**“It is the hope and purpose of Victoria Beauty & Barber College to provide students with a positive learning environment and a pathway to career success.”**

## **SCHOOL FACILITY AND EQUIPMENT**

Victoria Beauty & Barber College is located at 1508 North Laurent in Victoria, Texas and was legally authorized to provide training in Cosmetology in 1956 and the practice of Barbering in 2019. NACCAS (National Accrediting Commission of Career Arts and Sciences) accreditation was obtained in 1989 for the cosmetology program. All theory and practical work is taught in private, well equipped classrooms which gives school representatives the opportunity to give each student personal attention. Acceptable teaching techniques and training aids such as textbooks, workbooks, YOUTube videos, audio/visual aids are written in the language in which course and/or programs will be taught and attendance at hair and trade shows are used to provide training for all students. The school has separate classrooms, clinic floors with the beginning and advanced sections, dispensary and offices for advising. A library containing books and DVD videos are also available. The videos cover subjects such as basic and advanced hair design, hair cutting, iron curling, blow drying, permanent waving, facials, makeup, hair relaxing, fashions, manicuring/pedicuring, nail art and other related subjects. These materials are used as teaching aids and student references. All visitors, guests, as well as prospective students and their parents are always welcome to visit the school. This provides an opportunity to ask questions and see the training in process. Victoria Beauty & Barber College does not provide resident facilities. Students must make their own housing arrangements.

## **HOURS AND DAYS OF OPERATION**

Monday - Friday.....8:00 am to 4:30 pm  
Saturday and Sunday.....Closed

The School is also closed the following Holidays:

New Year's Day	Good Friday
Independence Day	Memorial Day
Labor Day	Christmas Day
Thanksgiving Day and Friday After	

Management may elect to observe other special holidays as circumstances warrant. In the event the School experiences an unexpected closure due to extenuating circumstances, such as severe weather conditions, an attempt will be made to notify each student prior to the beginning of class through social media, local radio and/or the local television station.

## **CLASS SCHEDULE**

Generally, new classes begin the first of each month, except in December. Periodically, upon Director's discretion, new classes may begin twice in one month. The school is open for classes year-round. The following is the student's schedule:

- Monday - Friday
- Full-time schedule      6 hours a day      30 hours per week
- Part-time schedule      4 hours a day      20 hours per week

\*\*\* The school is open 8:00 AM till 4:30 PM making it possible for students to clock up to 8 hours a day with a 30-minute lunch.

## **DAILY SCHEDULE**

Monday-Thursday	8:15am - 9:00am	Mandatory Theory Classes-Cosmetology
Monday-Thursday	8:15 am - 9:30 am	Mandatory Theory Classes-Barber
Monday-Friday	9:00 am - 9:15 am	Morning Break-Cosmetology
Monday-Friday	9:30 am - 9:45 am	Morning Break-Barber
Monday-Friday	2:00 pm - 2:15 pm	Afternoon Break-Cosmetology
Monday-Friday	2:30 pm - 2:45 pm	Afternoon Break-Barber
Friday	8:00 am - 4:30 pm	Students will work on daily practical

assignments as well as in the customer clinic area. Customer clinic services include: shampooing, haircuts, sets, blow drying, curling iron, hair coloring, bleaching, permanent waving, manicuring, pedicuring, acrylics, shaving, barber facials and much more. Students are also required to complete daily sanitation practices. Management and/or school representatives may adjust the above schedule as needed. Students excessively absent for Theory may not receive the desired training required to pass the Texas Department of Licensing and Regulation (TDLR) state board exam. It is the student's responsibility to acquire the necessary theory instruction by being present for class, understanding and applying the subjects.

## **TARDINESS POLICY**

(See Operating Policies and Procedures Manual for full Policy)

The Tardiness Policy is used to define the Theory requirements and consequences for clocking in by the designated time for students enrolled at Victoria Beauty & Barber College.

### **Procedure**

- Theory class is mandatory. Theory classes are held Monday through Thursday from 8:15 am to 9:00 am. for cosmetology and 8:15am -9:30am for barber.
- Students clocking in after 8:15am but by 8:20am are considered late but can attend Theory class.
- Any student clocking in after 8:20am is considered tardy.
- Corrective action will be taken for excessive tardiness, as outlined in the Violation of Policies, Rules and Regulations Policy.

- Excessive Theory absenteeism may result in failure to pass the required Victoria Beauty & Barber College Exit and/or the Texas Department of Licensing and Regulation State Board exam.
- Students who do not attend Theory, must bring a valid excuse. All excuses are subject to approval.
- A leave of absence excuses students from theory as well as physical attendance.

## **ADMISSIONS POLICY**

(See Operating Policies and Procedures Manual for full Policy)

The Admissions Policy is used to define the enrollment requirements for prospective students who wish to enroll at a specific program of study at Victoria Beauty & Barber College. The Enrollment requirements are:

- Provide a current Driver's License, Photo I.D. or Birth Certificate.
  - Cosmetology, Class A Barber, and Class A Barber Crossover Courses - must be at least 17 years of age.
- Provide a Social Security Card.
- Provide a High School Diploma or its equivalent/Transcript showing high school completion or GED.(Victoria Beauty & Barber College does not admit Ability to Benefit Students).
  - Have a recognized equivalent of high school diploma such as a homeschooled certificate by the state where the student resides during homeschool or a General Education Diploma (GED). All homeschooled diplomas or GEDs will be verified. If homeschooled, a transcript will be required.
- Provide Contact Information (2 References).
- Institute a financial plan with the Financial Aid Office.
- Upon enrolling pay a \$100 Enrollment Fee and a \$25 State Permit Fee (cash, check, credit/debit card or money order).

Victoria Beauty & Barber College does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study.

### **Procedure**

- Prior to admission the prospective student is given an Enrollment Questionnaire Packet which include these forms:
  - Some Things To Think About
  - Annual Report Completion/Licensure Statistics
  - Safety Requirements

- o Notice To All Prospective Students Physical Demands
- o Campus Crime Statistics
- o High School or its Equivalent/Transcript Showing High School Completion or GED certification. (Victoria Beauty & Barber College does not admit Ability to Benefit Students.)
- o Criminal History Questionnaire
- o Student Contact Information

(Prospective students are required to read, understand, sign and date.)

- An explanation on attendance and academic requirements is given to the prospective student and how those requirements can affect the student's satisfactory performance requirements.
- The prospective student will be informed that attendance hours may be withheld for non-payment of tuition.
- A school representative will give the prospective student a tour of the school facilities.
- Victoria Beauty & Barber College has a written catalog that complies with NACCAS' Policy IV.04 Admission Policies and Procedures: Catalog Requirements and Checklist.
- Before accepting applicant and prior to admissions a prospective student is provided access to a Victoria Beauty & Barber College catalog and the applicable Texas Department of Licensing and Regulation (TDLR) Laws and Rules Book located at the desk in the Financial Aid office which includes written information that accurately reports the certificate of licensing requirements for TDLR. A Verification of Access to Catalog Prior to Enrollment Form and A Verification of Access to the Texas Department of Licensing & Regulation (TDLR) Laws & Rules Book Prior to Enrollment Form is signed and dated by prospective student and financial aid officer prior to enrollment.
- The Victoria Beauty & Barber College Catalog and Enrollment Questionnaire Packet reflects generally known prerequisites for employment and factors that might preclude an individual from obtaining employment in the field for which training is provided. Licensure, physical requirements and the ability to meet job skills and training involving the industry as well as requirements set forth by the state regulatory agency are thoroughly addressed.
- Any individual wanting to enroll at Victoria Beauty & Barber College from a foreign country must meet the following criteria:
  - o Must have evidence the verification of a foreign student's high school 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. (Victoria Beauty & Barber College will refer prospective students to contact the Texas Education Agency Foreign



Credentials Evaluators services via Google, Safari, Bing, etc. for assistance.)

- If the prospective student is a transfer or re-enrolling/returning student they must meet the following Transfer/Returning Student Policy criteria:
  - If he/she is transferring hours from another school, he/she will be asked to request a transcript. Tuition and hourly credit will be allowed as verified by the transcript.
  - If the prospective student is transferring instruction hours from another school in Texas or from another state, the instruction provided must be recognized and accepted by Texas Department of Licensing and Regulation (TDLR) toward the same course offered by Victoria Beauty & Barber College. Tuition and hourly credit will be allowed if approved by TDLR, if TDLR does not recognize or accept transferring instruction hours transfer credit will not be granted.
  - Transfer students will not be allowed to enroll until they have officially terminated their enrollment at their previous school.
  - Tuition charges will be prorated for the remainder of instruction hours needed to complete the course as offered by the school. Remaining tuition charges for the course along with enrollment fees will be charged accordingly. Transfer students are eligible to receive financial aid if qualified.
  - Students who have previously withdrawn from Victoria Beauty & Barber College and are in good standings are eligible to re-enroll.
  - Re-enrolling/returning students who exceeded the maximum time frame and were previously terminated from the program would thereafter be permitted to re-enroll in the program on a cash-pay basis only, for the remainder of instruction hours needed to complete the course as offered by the school.
  - Victoria Beauty & Barber College does not have any training agreements with governing agencies, school districts and/or other entities.
  
- Victoria Beauty & Barber College does not participate in an articulation agreement with any Institution.
- Victoria Beauty & Barber College does not participate in any distance learning students.
- Victoria Beauty & Barber College does not offer programs longer than state requirements.
- Victoria Beauty & Barber College uses an Enrollment Agreement that complies with NACCAS' Policy IV.03 Admission Policies and Procedure: Enrollment Agreement Requirements and Checklist. Upon receipt of all the required documents and in good order, the prospective student is eligible to enroll in the school. If prospective student chooses to enroll:
  - An Enrollment/Agreement Contract must be fully executed prior to starting classes.

- o A copy is provided to prospective students and legal guardians as applicable and the original is maintained at the Financial Aid Office at Victoria Beauty & Barber College
- o Confirmation of receipt of copy of Enrollment/Agreement Contract prior to the first day of attendance.
- o When all admissions criteria and requirements are met the prospective student is given the date of the next class.
- o The prospective student is asked to pay the Enrollment Fee and Student Permit fee, if applicable.
- o The first day of class will include financial aid and academic orientation, in which the students will sign required paperwork.
- Victoria Beauty & Barber College accurately implements leaves of absences to enrolled students. Victoria Beauty & Barber College Leave of Absence Policy is in compliance with the requirements of NACCAS' Policy IV.06. Once enrolled students are allowed to take a Leave of Absence if applicable. Victoria Beauty & Barber College's Leave of Absence Policy is used to define the procedure Victoria Beauty & Barber College follows to allow temporary interruption in a student's program of study. A leave of absence refers to the specific time period during a program when a student is not in attendance.

### **Transfer/Returning Student Policy**

(See Operating Policies and Procedures Manual for full Policy)

The Transfer/Returning Student Policy is used to define how training or education is received from another institution and is applied to Victoria Beauty & Barber College course or program requirements.

### **Procedure**

If the prospective student is a transfer or returning student, they must meet the following additional criteria:

- If he/she is transferring hours from another school, he/she will be asked to request a transcript. Tuition and hourly credit will be allowed as verified by the transcript.
- If a prospective student is transferring instruction hours from another school in Texas or from another state, the instruction hours provided must be recognized and accepted by Texas Department of Licensing and Regulation (TDLR) toward the same course offered by Victoria Beauty & Barber College. Tuition and hourly credit will be allowed if approved by TDLR, if TDLR does not recognize or accept transferring instruction hours transfer credit will not be granted.
- Transfer/returning students will not be allowed to enroll until they have officially terminated their enrollment at their previous school.

- Tuition charges will be prorated for the remainder of instruction hours needed to complete the course as offered by the school. Remaining tuition charges for the course along with enrollment fees will be charged accordingly. Transfer students are eligible to receive financial aid if qualified.
- Students who have previously withdrawn from Victoria Beauty & Barber College and are in good standings are eligible to re-enroll.
- Victoria Beauty & Barber College does not have any training agreements with governing agencies, school districts and/or other entities.

## **COURSE DESCRIPTIONS AND OUTLINES**

### **COSMETOLOGY COURSE - 1000 Hours (Available in English Language Only)**

#### **ADMISSION REQUIREMENTS**

- Provide a Driver's License, Photo I.D. or Birth Certificate.
- Must be at least 17 years of age.
- Provide a Social Security Card.
- Provide a High School Diploma or its equivalent/transcript showing high school completion or GED (Victoria Beauty College, Inc. does not admit Ability to Benefit Students).
- Provide Contact Information (2 References).
- Institute a financial plan with the Financial Aid Office prior to enrolling.
- Upon enrolling pay a \$100 Enrollment Fee and a \$25 State Permit Fee (cash, check, credit/debit card or money order).

#### **COSMETOLOGY COURSE DESCRIPTION**

Cosmetology is the study of the art and science of beautifying and improving the skin, nails and hair. It is also the study of cosmetics and their application.

#### **PROGRAM EDUCATIONAL OBJECTIVES**

This course is designed to prepare a student to successfully complete the examinations required by Texas Department of Licensing and Regulation to obtain a Cosmetology License. The student will be prepared to enter the workforce with the skills and training needed to perform the following:

Hair Cuts	Hair Coloring	Salon and Business Management
Permanents	Shampooing	Scalp and Facial Treatments
Manicuring	Hair Styling	Skin and Hair Analysis
Pedicuring	Makeup Application	Temporary Hair Removal
Permanent Waves	Relaxers	

## **CURRICULUM/OUTLINE**

Hair Care:	Cutting, styling, coloring, chemical textures, and related theory and application; business skills; professional development and salon management; health; safety; and laws	800 Hours
Nail Care:	Manicuring and related theory and applications, business Skills; professional development and salon management; health; safety; and laws	100 Hours
Skin Care	Facials, hair removal, and related theory and application; business skills; professional development and salon management; health; safety; and laws	100 Hours

## **INSTRUCTIONAL METHOD**

The Instructional methods used to teach the Program/Course:

- |  |                           |
|--|---------------------------|
| (1) Read the Chapter                   | (6) Chapter Demonstration |
| (2) Classroom Discussion               | (7) Exam                  |
| (3) Highlighting of Main Points        |                           |
| (4) Classroom Activity (if applicable) |                           |
| (5) Visual Aid (if applicable)         |                           |

## **GRADING PROCEDURE**

Students are assigned theory study and a minimum number of practical experiences required for course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated and counted toward course completion. Practical skills are evaluated according to text procedures, performance standards established by the state-licensing agency. Students must maintain an academic grade average of 70%. Students must take all required tests and pass the final written exams prior to graduation.

Numerical grades are considered according to the following scale:

100-90	A	Excellent
89-80	B	Good
79-70	C	Satisfactory
Below 70	D	Unsatisfactory

Students must maintain a minimum of 70% average in theory, laboratory and practical work to be considered making satisfactory progress.

## **TUITION AND FEES**

1000 Hours to complete Cosmetology Course:

Course Tuition.....	\$17,500.00
(Books, Kit and Smock are included in full Tuition Fee)	
Enrollment Fee.....	\$ 100.00
TDLR Student Permit Fee.....	\$ 25.00

The student's kit, books and smock are included in tuition if enrolling for the whole course. Students enrolling for less than 1000 hours will be charged a non-refundable fee as follows:

Kit.....	\$ 500.00
Books.....	\$ 375.00
Smock.....	\$ 25.00

(Tuition and/or fees subject to change without prior written notice.)

## **Cosmetology Course Consumer Information**

For more information on detailed descriptions of the Cosmetology industry can be found on the O\*NET website.

SOC 39.5012.00 - Hairdressers, Hairstylists and Cosmetologists

SOC (Standard Occupational Classification) Code

## **EMPLOYMENT OPPORTUNITIES**

Graduates of this course will have acquired the knowledge and skills to pass the Texas Department of Licensing and Regulation Exam and seek employment in several beauty related industries. Most students who choose this profession already love fashion, style and trends. With a Cosmetology license a person can do more than just cut hair. Cosmetologists can work for a product line such as Matrix, OPI, Joico and many more. They can become a product advisor, a platform stylist working with models and photographers or work for television studios, nursing homes and even funeral homes. The career opportunities in this field, whether as a salon owner, make-up artist or a product sales representative is endless.

## **CLASS A BARBER COURSE - 1000 Hours (Available in English Language Only)**

### **ADMISSION REQUIREMENTS**

- Provide a Driver's License, Photo I.D. or Birth Certificate.
- Must be at least 17 years of age.

- Provide a Social Security Card.
- Provide a High School Diploma or its equivalent/transcript showing high school completion or GED (Victoria Beauty & Barber College does not admit Ability to Benefit Students).
- Provide Contact Information (2 References).
- Institute a financial plan with the Financial Aid Office.
- Upon enrolling pay a \$100 Enrollment Fee and a \$25 State Permit Fee (cash, check, credit/debit card or money order).

**CLASS A BARBER COURSE DESCRIPTION**

Barbering is the study of the business of cutting, trimming and dressing hair and shaving, grooming and trimming beards and performing related services.

**PROGRAM EDUCATIONAL OBJECTIVES**

This course is designed to prepare a student to successfully complete the examinations required by Texas Department of Licensing and Regulation to obtain a Class A Barber License. The student will be prepared to enter the workforce with the skills and training needed to perform the following:

Hair Cuts	Hair Color/Highlights	Salon and Business Management
Shampooing	Scalp Treatment	Facial Treatment
Manicuring	Hair Styling	Skin and Hair Analysis
Shaving	Temporary Hair Removal	Permanent Waves/Relaxers

**CURRICULUM/OUTLINE**

Basics:	Anatomy and physiology; disorders of the skin, scalp, hair and nails; chemistry (hair coloring, chemical waving and relaxing); bacteriology , sterilization and sanitation; safety; first aid, and sanitation barber implements, tools, equipment and related theory; and history of barbering.	150 Hours
Practice:	Shaving; mustaches and beards; haircutting; hairstyling; hair and scalp treatments, scalp massage, safety, first aid, and sanitation; hair weaving, extensions, and wigs; face and neck massage and treatments; facial hair removal; manicuring; chemistry (hair coloring, chemical waving, and relaxing); and razor techniques, safety, first aid, and sanitation.	750 Hours
Business:	Texas barber laws and rules; customer service; barbershop management; professional ethics and image; safety, sanitation, related practices and theory; and hygiene and good grooming.	100 Hours

## **INSTRUCTIONAL METHOD**

The Instructional methods used to teach the Program/Course:

- |  |                           |
|--|---------------------------|
| (1) Read the Chapter                   | (6) Chapter Demonstration |
| (2) Classroom Discussion               | (7) Exam                  |
| (3) Highlighting of Main Points        |                           |
| (4) Classroom Activity (if applicable) |                           |
| (5) Visual Aid (if applicable)         |                           |

## **GRADING PROCEDURE**

Students are assigned theory study and a minimum number of practical experiences required for course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated and counted toward course completion. Practical skills are evaluated according to text procedures, performance standards established by the state-licensing agency. Students must maintain an academic grade average of 70%. Students must take all required tests and pass the final written exams prior to graduation. Numerical grades are considered according to the following scale:

100-90	A	Excellent
89-80	B	Good
79-70	C	Satisfactory
Below 70	D	Unsatisfactory

Students must maintain a minimum of 70% average in theory, laboratory and practical work to be considered making satisfactory progress.

## **TUITION AND FEES**

1000 Hours to complete Class A Barber Course:

Course Tuition.....	\$17,500.00
(Books, Kit and Smock are included in full Tuition Fee)	
Enrollment Fee.....	\$ 100.00
TDLR Student Permit Fee.....	\$ 25.00

The student's kit, books and smock are included in tuition if enrolling for the whole course. Students enrolling for less than 1000 hours will be charged a non-refundable fee as follows:

Kit.....	\$ 500.00
Books.....	\$ 375.00
Smock.....	\$ 25.00

(Tuition and/or fees subject to change without prior written notice.)

## **Class A Barber Course Consumer Information**

For more information on detailed descriptions of the Cosmetology industry can be found on the O\*NET website.

SOC 39.5011.00 - Barber, Barber Shop Operator, Barber Stylist, Stylist  
SOC (Standard Occupational Classification) Code

### **EMPLOYMENT OPPORTUNITIES**

Graduates of this course will have acquired the knowledge and skills to pass the Texas Department of Licensing and Regulation Exam and seek employment in several barber related industries. Most students who choose this profession already love fashion, style and trends. With a Class A Barber license a person can do more than just cut hair and groom beards. Barbers can work for a product line such as Matrix, OPI, Joico and many more. They can become a product advisor, a platform stylist working with models and photographers or work for television studios, nursing homes and even funeral homes. The career opportunities in this field, whether as a shop owner or a product sales representative, are endless.

### **CLASS A BARBER CROSSOVER COURSE - 300 Hours (Available in English Language Only)**

*(The Class A Barber Crossover Course (300 hours) is NOT eligible for financial aid assistance.)*

### **ADMISSION REQUIREMENTS**

- Provide a Driver's License, Photo I.D. or Birth Certificate.
- Must be at least 17 years of age.
- Provide a Social Security Card.
- Students enrolling in the Class A Barber Crossover Course must have a current Cosmetology License and provide a copy of current Cosmetology License.
- Provide a High School Diploma or its equivalent/transcript showing high school completion or GED (Victoria Beauty & Barber College does not admit Ability to Benefit Students).
- Provide Contact Information (2 References).
- Institute a financial plan with the Financial Aid Office.
- Upon enrolling pay a \$100 Enrollment Fee and a \$25 State Permit Fee (cash, check, credit/debit card or money order).

### **CLASS A BARBER CROSSOVER COURSE DESCRIPTION**

Barbering is the study of the business of cutting, trimming and dressing hair and shaving, grooming and trimming beards and performing related services.



## **PROGRAM EDUCATIONAL OBJECTIVES**

This course is designed to prepare a student to successfully complete the examinations required by Texas Department of Licensing and Regulation to obtain a Class A Barber License. The student will be prepared to enter the workforce with the skills and training needed to perform the following:

Hair Cuts	Hair Color/Highlights	Salon and Business Management
Shampooing	Scalp Treatment	Facial Treatment
Manicuring	Hair Styling	Skin and Hair Analysis
Shaving	Temporary Hair Removal	Permanent Waves/Relaxers

## **CURRICULUM/OUTLINE**

(1) Haircutting, styling and related theory	30 hours
(2) Hair coloring and related theory	50 hours
(3) Permanent waving including chemical hair relaxing and related theory	30 hours
(4) Orientation, rules and laws	20 hours
(5) Manicuring and related theory	50 hours
(6) Shampoo and related theory	10 hours
(7) Chemistry	20 hours
(8) Salon management and practices	10 hours
(9) Hair and scalp treatment and related theory	5 hours
(10) Facials and related theory	75 hours

## **INSTRUCTIONAL METHOD**

The Instructional methods used to teach the Program/Course:

- |  |                           |
|--|---------------------------|
| (1) Read the Chapter                   | (6) Chapter Demonstration |
| (2) Classroom Discussion               | (7) Exam                  |
| (3) Highlighting of Main Points        |                           |
| (4) Classroom Activity (if applicable) |                           |
| (5) Visual Aid (if applicable)         |                           |

## **GRADING PROCEDURE**

Students are assigned theory study and a minimum number of practical experiences required for course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated and counted toward course completion. Practical skills are

evaluated according to text procedures, performance standards established by the state-licensing agency. Students must maintain an academic grade average of 70%. Students must take all required tests and pass the final written exams prior to graduation.

Numerical grades are considered according to the following scale:

100-90	A	Excellent
89-80	B	Good
79-70	C	Satisfactory
Below 70	D	Unsatisfactory

Students must maintain a minimum of 70% average in theory, laboratory and practical work to be considered making satisfactory progress.

### **TUITION AND FEES**

300 Hours to complete Class A Barber Crossover Course:

Course Tuition.....	\$ 4,500.00
(Books, Kit and Smock are included in full Tuition Fee)	
Enrollment Fee.....	\$ 100.00
TDLR Student Permit Fee.....	\$ 25.00

The student's kit, books (textbook & theory workbook) and smock are included in tuition if enrolling for the whole course. Students enrolling for less than 300 hours will be charged a non-refundable fee as follows:

Kit.....	\$ 500.00
Books.....	\$ 375.00
Smock.....	\$ 25.00

(Tuition and/or fees subject to change without prior written notice.)

### **Class A Barber Crossover Course Consumer Information**

For more information on detailed descriptions of the Cosmetology industry can be found on the O\*NET website.

SOC 39.5011.00 - Barber, Barber Shop Operator, Barber Stylist, Stylist  
SOC (Standard Occupational Classification) Code

### **EMPLOYMENT OPPORTUNITIES**

Graduates of this course will have acquired the knowledge and skills to pass the Texas Department of Licensing and Regulation Exam and seek employment in several barber related industries. Most students who choose this profession already love fashion, style and trends. With a Class A Barber Crossover license a person can do more than just cut hair and groom beards. Barbers can work for a product line such as Matrix, OPI, Joico and many more. They can become a product advisor, a platform stylist working with models and photographers or work for television studios, nursing homes and even funeral homes. The career opportunities in this field, whether as a shop owner or a product sales representative, are endless.

## **CONSUMER INFORMATION**

(Completion and Placement rates determined by latest NACCAS Annual Report Calculations)

- Textbook Information:
  - Milady Standard Cosmetology, ISBN-2016 9781305716483
  - Milady Standard Barbering, ISBN-9781337576222
  
- Most recent Cosmetology/Instructor/Class A Barber/Class A Barber Crossover:
  - Completion Rate: 91.30%
  - Licensure Rate: 96.00%
  - Placement Rate: 66.67%

## **TUITION PAYMENT OPTIONS/METHODS**

Victoria Beauty & Barber College is approved to receive and accepts the following forms of payment:

- \$ Federal Government Funding (for qualifying students and courses)
  - Pell Grants
  - Federal Direct Loans
- \$ Scholarships
- \$ VRS Funding
- \$ Cash Payment Plan
- \$ Credit/Debit Card Plan.

*(The Class A Barber Crossover Course (300 hours) is **NOT** eligible for financial aid assistance.)*

## **PUBLIC DISCLOSURE FOR COST OF ATTENDANCE ALLOWANCES**

Financial aid eligibility is limited by the cost of attendance for the student's program of study. As required by law, the cost of attendance includes both institutional charges, such as tuition and fees, and institutionally determined expense allowances for living costs, transportation, and other allowable expenses. These expense allowances do not represent fees assessed to students by the institution. The only fees for which students are liable are the tuition and other fees outlined in the Victoria Beauty & Barber College Enrollment/Agreement Contract. These estimated expense allowances are **ONLY** used for compliance and financial aid eligibility purposes.

The following monthly expense allowances for 2023/2024 Award Year are used by Victoria Beauty & Barber College in the student's total cost of attendance determination for award year 1 & 2:

**Category 1** includes students who have no dependents and who live with a parent.  
**Category 2** includes all other students.

	<u>Category 1</u>	<u>Category 2</u>
Monthly Living Expenses (Housing & Food)	\$415.00	\$836.00
Monthly Miscellaneous Personal Expenses	177.00	354.00
Monthly Transportation	393.00	393.00

The following one-time expense allowances are used by Victoria Beauty & Barber College in the student's total cost of attendance determination for award year 2:

	<u>Category 1</u>	<u>Category 2</u>
Federal Student Loan Origination Fees <small>(May vary by Academic Year)</small>	\$ 55.00	\$ 95.00
Occupational Licensing/Certification Fees <small>(May vary by Program)</small>	182.00	182.00

Professional Judgment Disclosure: Students may pursue an adjustment to their financial aid packages based on special or unusual circumstances.

NOTE: Programs offered at Victoria Beauty & Barber College have financial assistance available (maximum 1000 hours), therefore any student requesting additional assistance will be denied if they previously received the maximum financial aid available for the program.

## **GRADUATION/LICENSING REQUIREMENTS**

Each student will receive an appropriate official diploma for the completion of the course upon graduation. To receive a diploma of completion the student must meet the following requirements:

- Complete all required hours of course (1000 hours for cosmetology, 1000 hours for class A barber, 300 hours for class A barber crossover).
- Have a minimum overall attendance average of 67% and academic average of 70%.
- Pass final exams with a minimum grade of 70.
- Have completed all required goal/recap sheets, all textbook exams, and theory and/or practical workbook(s).
- Paid all tuition and fees.
- Complete an Exit Interview with the Academic Office and Financial Aid Office.

Graduates of any course offered at Victoria Beauty & Barber College will have acquired the knowledge and skills to pass the Texas Department of Licensing and Regulation Written and Practical Exams to seek employment in several beauty/barber related industries. The Texas Department of Licensing and Regulation examinations will only be given to students who have successfully completed all graduation requirements of Victoria Beauty & Barber College and TDLR requirements. The cost of the PSI written and practical exams are the responsibility of the student. Each student will use their own kits, products, linens, and other materials needed to take the state board exam. Students must successfully take and pass both written and practical components of the state board exams.

## **PLACEMENT SERVICE/EMPLOYMENT ASSISTANCE POLICY**

(See Operating Policies and Procedures Manual for full Policy)

The Victoria Beauty & Barber College Placement Services/Employment Assistance Policy is used to establish the steps students use when needing placement or employment assistance.

### **Procedure**

- The law prohibits guaranteeing placement as an enticement to enter school. Victoria Beauty & Barber College DOES NOT GUARANTEE JOB PLACEMENT SERVICES/EMPLOYMENT ASSISTANCE. Victoria Beauty & Barber College does not provide resident facilities. Students must make their own housing arrangements.
- Documentation of the school's placement rate is available under Consumer Information determined by the latest NACCAS Annual Report calculations.
- Victoria Beauty & Barber College receives correspondence from surrounding salons when they need staff and is kept on file.
- Upon graduation, graduates are also asked to inform the school if they are looking for employment. With this information Victoria Beauty & Barber College is usually able to help graduates find employment.
- Prior to graduation, students have been educated and trained in theory related to:
  - Professionalism
  - Resume Development
  - Interview Preparation
  - Job Search Skills
- When Victoria Beauty & Barber College is called for a job reference, truthful answers are given as to the student's ability, attendance record, personality and personal cleanliness.

## **ADVISING/COUNSELING POLICY**

(See Operating Policies and Procedures Manual for full Policy)

The Advising/Counseling Policy is used when the advising or counseling of students regarding various topics of discussions are necessary.

## **Procedure**

- Each student is advised throughout his or her school enrollment to discuss academic grades and progress.
- Used when a student is not in compliance with Victoria Beauty & Barber College rules and regulations.
- Used when a student is not in compliance with Texas Department of Licensing and Regulation.
- Students may feel free to request advice from the appropriate staff or faculty member whenever the need arises.

## **STUDENT FILE ACCESS POLICY**

(See Operating Policies and Procedures Manual for full Policy)

The Student File Access Policy is used to define the procedures students and parents or guardians of dependent minors will follow to access their file(s) at Victoria Beauty & Barber College.

## **Procedure**

- Student files are considered the property of Victoria Beauty & Barber College.
- Any active student desiring to see their file or files must schedule an appointment. During the appointment, the student will be able to review and discuss his/her file information with the Director, Instructor or Financial Aid Officer.
- Copies of any information applicable to the individual student will be provided upon request.
- Student records are retained for a minimum of four years.

## **SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)**

(See Operating Policies and Procedures Manual for full Policy)

The Satisfactory Academic Progress (SAP) Policy is applied to every student enrolled at Victoria Beauty & Barber College, and applicable NACCAS approved programs and used to consistently measure all students' performance while attending full or part time Cosmetology, Class A Barber & Class A Barber Crossover classes or programs at Victoria Beauty & Barber College. All students must meet the minimum requirements to comply with Victoria Beauty & Barber College policy to graduate. In addition, those students receiving financial aid must comply with this policy to continue financial aid assistance. All applicants are provided access to a Victoria Beauty & Barber College Catalog which includes our Satisfactory Academic Progress Policy prior to enrollment.

## **Procedure**

### **Attendance (Quantitative) Progress**

- All students must maintain a 67% cumulative attendance average to be considered making satisfactory academic progress and to complete the program with the maximum time frame.
- Evaluations are conducted at the end of each (applicable) evaluation period to determine if the student has met the minimum time frame allowed. Evaluation periods are based on actual hours completed.

### **Maximum Time Frame Policy**

(See Operating Policies and Procedures Manual for full Policy)

The Maximum Time Frame Policy is used to define the procedures students must follow to complete the educational course or program that is no longer than 150% of the NACCAS approved length of the educational course or program based on 100% attendance schedule measured in academic years, non-standard terms, or clock hours completed. Notice to all students enrolled for any program offered at Victoria Beauty & Barber College, should the student complete the program earlier than the estimated time frame stated in the contract, the student's financial aid package may be recalculated and that this may result in liabilities owed by the student and/or the institution, if applicable

## **Procedure**

- Maximum Time: The maximum time a student must complete is 150% of the program length. Example, the minimum time frame for a full-time Cosmetology or Class A Barber student attending 30 hours per week would be 34 weeks with a maximum time frame of 51 weeks.
- Transfer hours from another institution that are accepted toward the student's educational programs in the Cosmetology, Class A Barber and Class A Barber Crossover courses offered at Victoria Beauty & Barber College are counted as both attempted and completed hours for determining when the allowable maximum time-frame has been exhausted. Satisfactory Academic Progress evaluation periods are based on actual contracted hours at the institution.
- A leave of absence will extend the student's contract period and maximum time frame by the same number of days of the leave of absence.
- The status of all students exceeding the 150% maximum time frame will be termination from Victoria Beauty & Barber College, at which time, student would thereafter be permitted to re-enroll in the program on a cash-pay basis in a manner consistent with the re-enrollment provisions of the institution's admission's policy.
- An Academic Year is defined as 900 clock hours and 30 weeks. Cosmetology and Class A Barber must complete 1000 clock hours and Class A Barber Crossover must complete 300 clock hours. (Based on full time status)

- Evaluation periods are based on actual hours completed.
- Attendance average calculation formula:  

$$\frac{\text{Actual Clocked Hours}}{\text{Scheduled Hours}} = \text{Attendance Average}$$

### **Academic (Qualitative) Progress**

- Academic factors evaluated will be the combined average of test scores, practical exam and other assignments. The following factors will be measured to determine academic progress:
  - Theory work (test, homework, projects, etc.)
  - Laboratory/Clinic work
  - Practical work
- Theory Average - Theory grade averages are calculated by totaling assigned theory work and dividing by the total number of assignments.
- Laboratory/Clinic Average - All assigned laboratory/clinic work will be graded according to the number of laboratory/clinic work a student completes. The grade average will be determined by the total grade divided by the number of assignments.
- Practical Average - Practical Exams are assigned to each student towards the end of each evaluation period. Practical grade averages are calculated by totaling evaluation period practical exams and divided by the total exams taken.  
 Theory, Practical and Laboratory work will be graded according to the following scale:

100 - 90	A	Excellent
89 - 80	B	Good
79 - 70	C	Satisfactory
Below 70	D	Unsatisfactory

Students must maintain a minimum of 70% average in theory, practical and laboratory/clinic work to be considered making satisfactory academic progress.

### **Academic Grade Average**

- Adding the cumulative Theory average, Laboratory/Clinic and Practical average and dividing by 3 determines the Academic Grade Average. A grade of 70% or above is considered a passing grade.

### **Determination of Progress/Report Cards**

- Progress evaluations will be conducted in the following manner: All students' first evaluation occurs no later than the midpoint of their course and will be evaluated at the end of each payment period. All evaluations are completed within seven (7) school business days following the established evaluation. For courses with a total length that exceed one academic year, each full academic year is divided into two equal evaluation periods, the remainder of the course is treated as a single evaluation period. Cosmetology and Class A Barber will be evaluated at 450 clock hours and 15 weeks and 900 clock hours and 30 weeks. (The institution does not



conduct a progress evaluation at the conclusion of the last evaluation period). Any student enrolling in the Cosmetology or Class A Barber course for less than 900 clock hours, a total length that is one academic year or less, will be evaluated at the midpoint of their enrollment. Class A Barber Crossover will be evaluated at 150 clock hours and 5 weeks. A transfer student enrolling in the Class A Barber Crossover course with less than 300 clock hours will be evaluated at the midpoint of their enrollment. Students are evaluated to ensure they are meeting satisfactory academic progress requirements in the following areas: academic average and attendance average. All averages are cumulative.

- Satisfactory: Students with a minimum of 70% academic and 67% attendance. Students meeting minimum requirements at evaluation will be making satisfactory academic progress until the next scheduled evaluation.
- Any student who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

### **Satisfactory Progress and Financial Aid**

- Additionally, those students receiving Title IV funding are required by the U.S. Department of Education to be making Satisfactory Academic Progress at evaluation to remain eligible for financial aid.
- Students are also notified of any evaluation that impacts the student's eligibility for financial aid, if applicable.

### **Leave of Absence and SAP**

- Students returning from a leave of absence or other official interruption of training will return to school in the same satisfactory progress status they had prior to departure.

### **Warning**

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

### **Probation**

- Students who fail to meet requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal.

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

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

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

### **Appeal Procedure**

- If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstances.
- The student must submit a written appeal to Victoria Beauty & Barber College on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include why the student failed to make satisfactory academic progress and what has changed about the student's situation that will allow them to achieve satisfactory academic progress by the next evaluation point.
- Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days.
- The appeal and decision documents will be retained in the student file.
- If the student prevails upon appeal, the satisfactory academic progress determination will be to place the student on probation and federal financial aid will be reinstated, if applicable.

### **Satisfactory Academic Progress Evaluation Access**

- Students have access to Satisfactory Academic Progress evaluation results at the time of evaluation. Students are counseled and asked to sign the Satisfactory Progress/Report Card form. If, later, the student would like to review any Satisfactory/Report Card evaluation results the student must schedule an appointment with a school official and the student information will be discussed.

Copies of any information applicable to the individual will be provided upon request.

**Incompletes, Withdrawal, Repetition, Transfers, and Non-Credit, Remedial Courses Policy**

(See Operating Policies and Procedures Manual for full Policy)

This policy is used to define requirements for students re-enrolling that were previously on warning or probation at Victoria Beauty & Barber College.

**Procedure**

Victoria Beauty & Barber College accepts incompletes, withdrawals, repetition or transfer students.

- Non-credit, remedial courses are not accepted at the institution.
- Any incomplete, withdrawal, repetition or transfer student who were on warning or probation and re-enroll will remain in the same satisfactory academic progress status prior to departure until their next evaluation.
- Non-credit, remedial courses have no effect upon the institution's satisfactory academic progress standards.

**LEAVE OF ABSENCE POLICY**

(See Operating Policies and Procedures Manual for full Policy)

The Leave of Absence (L.O.A.) Policy is used to define the procedure Victoria Beauty & Barber College follows to allow temporary interruption in a student's program of study. A leave of absence refers to the specific time period during a program when a student is not in attendance. A L.O.A may be granted for a variety of reasons such as illness, financial hardships, personal reasons, family hardships, etc. All leave of absences must have reasonable expectations that the student will return. While on a leave of absence all absences will be considered excused, no clock hours will be earned, no academic credits will be posted. The institution may not assess the student any additional institutional charges as a result of the leave of absence. The student's contract period will be extended by the same number of calendar days taken on the leave of absence. The institution must extend the student's contract period by the same number of days taken in the leave of absence. Changes to the contract period on the enrollment/agreement contract must be initialed by all parties or an addendum must be signed and dated by all parties. Students not returning from a leave of absence will be terminated from enrollment. The withdrawal date for the purpose of calculating a refund is the next day after the Leave of Absence ends. A student will be withdrawn if the student takes an unapproved L.O.A. This policy applies to all students.

**Procedure**

- Leave of Absence Agreement and Enrollment Agreement Addendum forms are issued and approved by a school official.

- Students who wish to take a leave of absence must complete, sign and date a Leave of Absence Agreement form and Enrollment Agreement Addendum form prior to taking the leave.
- Students must give a reason for taking a leave of absence.
- Students unable to submit a Leave of Absence Form prior to taking a leave due to unforeseen circumstances may be granted a leave of absence by Victoria Beauty & Barber College. The beginning date of approved leave would be the first date the student was unable to attend classes. Victoria Beauty & Barber College documents the reason for its decision to grant such leave on a Verbal Leave of Absence/Leave of Absence Extension Form. Upon student's return Victoria Beauty & Barber College will collect the Leave of Absence Form and an Enrollment Agreement Addendum Form.
- Leave of absences will consist of consecutive calendar days at a time.
- The student's graduation date will be extended by the number of consecutive calendar days taken.
- Students **ARE NOT** allowed to return early (clock hours) from a leave of absence.
- Upon returning to school following a leave of absence, the student's status will be the same as when the leave of absence began.
- If a student's enrollment is terminated due to failure to return from a leave of absence, then the following will apply:
  - A Return to Title IV calculation will be performed based on the withdrawal date, which will be the student's last date of physical attendance.
  - An expiration of some or all the grace period for Title IV loan repayment terms.
- A leave of absence will not exceed 180 days in any 12-month period. Students will not be granted a Leave of Absence if the Leave of Absence together with any additional Leave of Absence previously granted, exceeds a total of 180 calendar days in any 12 month period.
- Any student granted a Leave of Absence is not considered to have withdrawn and no refund calculations are required at that time.
- This leave of absence policy may be adjusted in extenuating circumstances with approval from the Director.

## **SCHOLARSHIP AND FEE WAIVER POLICY**

(See Operating Policies and Procedures Manual for full Policy)

Victoria Beauty & Barber College Scholarship and Fee Waiver Policy is used to define acceptable tuition payment options.

## **Procedure**

- Scholarships are accepted at Victoria Beauty & Barber College.
- Fee Waivers are not applicable at Victoria Beauty & Barber College.

## **RELEASE OF STUDENT INFORMATION POLICY**

(See Operating Policies and Procedures Manual for full Policy)

The Release of Student Information Policy is used to define the procedure Victoria Beauty & Barber College follows when releasing student information to students and parents or guardians of dependent minors.

## **Procedure**

Student information is considered confidential. Protecting the privacy rights of students, parent's/guardian's personal information, and staff members is strictly observed by all school employees.

- Written authorization from the student is needed before any information can be released to family, pertinent agencies, prospective employers, etc.
- Victoria Beauty & Barber College must also provide and permit access to student records as required for any accreditation or reporting process initiated by the Department of Education or NACCAS or in response to a directive of the commission.

## **CONDUCT POLICY**

(See Operating Policies and Procedures Manual for full Policy)

The Conduct Policy is used to define the conduct requirements for students enrolled at Victoria Beauty & Barber College.

## **Procedure**

- Students are expected to conduct themselves in a professional manner. Professionalism includes proper attitude, language, dress code and complying with all Victoria Beauty & Barber College rules and regulations as well as other governing agencies.
- Swearing, cursing or profanity is not tolerated. Any threat of violence, possession of drugs, alcohol or weapons on your person, locker, purse, bag or vehicle is grounds for termination.
- Respect and courtesy is required when dealing with other students, school staff and patrons.
- Any student(s) in violation of this policy will be subject to the consequences outlined in the Violation of Policies, Rules and Regulations Policy.

## **TERMINATION POLICY**

(See Operating Policies and Procedures Manual for full Policy)

The Termination Policy at Victoria Beauty & Barber College is used to determine when students can be terminated from enrollment.

### **Procedure**

A student can be terminated from enrollment for the following reasons:

- Failure to return from a Leave of Absence.
- Unexcused absence for thirty (30) consecutive days from the last date of attendance. Any student receiving Title IV funding with unexcused absences for ten (10) days or fourteen (14) consecutive days will be terminated from Financial Aid. If a student has not yet been terminated from the program but has lost financial aid, determination of reinstatement will be reviewed at the students next evaluation period.
- The date the student's hours exceed the Maximum Time Frame.  
Terminated students may be considered for re-enrollment no sooner than six (6) months from the date of termination.
- A student may be terminated for failure to comply with the school's rules and regulations or failure to comply with the rules and regulations regarding the teaching and practice of Cosmetology and Barbering issued by the Texas Department of Licensing and Regulation (T.D.L.R) and/or other governing agencies. A student found guilty of destroying school property, theft, or carrying illegal drugs, alcohol or weapons is subject to immediate suspension or termination from enrollment. A student may be terminated for uncooperative and/or violent attitudes or behavior toward the school, faculty or fellow students.
- Any student who withdraws or transfers before completion of his/her course, is subject to a non-refundable enrollment fee of one hundred (\$100.00).

## **EXCUSED AND UNEXCUSED ABSENCES POLICY**

(See Operating Policies and Procedures Manual for full Policy)

The Excused and Unexcused Absence Policy is used to verify proper documentation for students enrolled at Victoria Beauty & Barber College concerning excused or unexcused absences.

### **Procedure**

- Excused absences include but are not limited to:
  - Leave of Absence
  - Medical Excuses
  - Military Documentation
  - Court Ordered Documentation
- Excused absences are used if a student clocks out prior to 11:30am and plans to return to school the same day.

- Excused absences allow students to make up test or theory assignments.
- Unexcused absences include but are not limited to:
  - Unexcused absences are not accepted therefore any student returning from being absent and fails to bring in proper excused documentation is considered to have an unexcused absence.
  - Verbal excuses are unexcused absences.

## **ACADEMIC MAKE-UP WORK POLICY**

(See Operating Policies and Procedures Manual for full Policy)

The Academic Make-Up Work Policy is used to define the procedures for any academic and/or practical work for students at Victoria Beauty & Barber College.

### **Procedure**

- Victoria Beauty & Barber College students are able to make up academic and/or practical work the day they return to school or clock in.
- Those students returning from an approved Leave of Absence are not required to make up any academic and/or practical work.
- All students need to physically clock in and out using the time clock. If a student is not physically present he/she cannot clock in any hours; therefore they cannot make up any clock hours.

## **INSTITUTIONAL REFUND POLICY**

(See Operating Policies and Procedures Manual for full Policy)

The Institutional Refund Policy is used to define the refund procedure that applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure at Victoria Beauty & Barber College. The policy is written in the English language that is easily understood and complies with the state mandated policy, which includes Sec.1603.3601. Cancellation and Settlement Policy, Sec. 1603.3602. Refund Policy and Sec. 1603.3603. Withdrawal or Termination of Student.

### **Procedure**

#### **Sec. 1603.3601. Cancellation and Settlement Policy**

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

1. cancels the enrollment agreement or contract not later than midnight of the third day after the date the agreement or contract is signed by the student, excluding Saturdays, Sundays and legal holidays; or
2. entered into the enrollment agreement or contract because of a misrepresentation made:

- a. in the advertising or promotional materials of the school; or
- b. by an owner or representative of the school.

#### Sec. 1603.3602. Refund Policy

The holder of a private post secondary school license shall maintain a refund policy to provide for the refund of any unused parts of tuition, fees, and other charges paid by a student who, at the expiration of the cancellation period established under Section 1603.3601.:

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.

The refund policy provides that:

1. the refund is based on the period of the student's enrollment, computed on the basis of course time expressed in scheduled hours, as specified by an enrollment agreement, contract, or other document acceptable to the department;
2. the effective date of the termination for refund purposes is the earliest of:
  - a. the last date of attendance, if the student is terminated by the school;
  - b. the date the license holder receives the student's written notice of withdrawal; or
  - c. 10 school days after the last date of attendance; and
3. the school may retain not more that \$100 if:
  - a. tuition is collected before the course of training begins; and
  - b. the student does not begin the course of training before the cancellation period established under Sec.1603.3601. expires.

#### Sec. 1603.3603. Withdrawal or Termination of Student ;

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

1. may retain 100 percent of the tuition and fees paid by the student; and
2. is not obligated to refund any additional outstanding tuition.

If a student at a private post secondary school begins a course of training that is scheduled to run not more than 12 months and, before the last 50 percent of the course, withdraws from the course or is terminated by the school, the school shall refund:

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



3. 75 percent of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the course but not later than the completion of the first 25 percent of the course; and
4. 50 percent of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the course.

A refund owed under this section must be paid not later than the 30th day after the date the student becomes eligible for the refund.

The institution maintains evidence that institutional refunds are received by the recipient in a timely manner, such as, but not limited to, a canceled check, bank reconciliation, signed receipt of delivery, or documentation that funds were disbursed in accordance with applicable federal or state regulations.

## **SCHOOL CLOSURE POLICY**

(See Operating Policies and Procedures Manual for full Policy)

The School Closure Policy is used if the school closes permanently and ceases to offer instruction after students have enrolled and instruction has begun at Victoria Beauty & Barber College.

### **Procedure**

Victoria Beauty & Barber College shall have at its option:

- A pro-rata refund of tuition is made.
- A list of all students who were enrolled at the time of school closure, including the amount of each pro-rata refund, is submitted to: National Accrediting Commission of Career Arts and Sciences (NACCAS).
- After determining the type of withdrawal, last date of attendance, date of withdrawal and calculating the number of scheduled hours, specific paperwork is completed.
- Victoria Beauty & Barber College does not participate in any teach-out agreement plans with other institutions.

## **COLLECTION POLICY**

(See Operating Policies and Procedures Manual for full Policy)

The Collection Policy is used to define the procedure used in collecting unpaid fees and/or tuition owed to Victoria Beauty & Barber College and loan repayment responsibility for those students receiving Title IV funding.

### **Procedure**

- Each drop student is given or mailed an Exit Interview Packet, detailing the balance owed (if applicable) to Victoria Beauty & Barber College and Loan Repayment Information (if applicable).
- All collection procedures reflect ethical business practices.

- The National Accrediting Commission of Career Arts and Sciences (NACCAS) is not used in the Refund/Withdrawal & Settlement Policy or in any of its collection efforts.
- Collection correspondence regarding cancellation and settlement from Victoria Beauty & Barber College itself, banks, collection agencies, lawyers or any other third parties representing the institution clearly acknowledges to the drop or graduate student the existence of the Victoria Beauty & Barber College. Refund/Withdrawal & Settlement Policy and Return to Title IV Policy.
- No promissory notes or contracts for tuition are sold or discounted to any third parties.
- Victoria Beauty & Barber College uses the minimum standards for refunds according to the Texas Department of Licensing and Regulation (TDLR) schedule of tuition.

## **RETURN TO TITLE IV POLICY**

(See Operating Policies and Procedures Manual for full Policy)

The Return to Title IV Policy is used to define the procedures followed to ensure that all withdrawals and refund calculations are in compliance with Return to Title IV guidelines for all students who receive federal funding and withdraw from enrollment.

### **Procedure**

The Return to Title IV Policy is discussed thoroughly with new students during orientation.

- The Return to Title IV Policy is made available upon request to any prospective student.
- Victoria Beauty & Barber College provides students with the requirements and procedures for officially withdrawing from school.
- A Return to Title IV calculation is performed by the financial aid administrator, for all students who receive federal funding and withdraw from enrollment.
- A Return to Title IV calculation is determined by the amount of tuition received, the students scheduled hours and percentage of payment period completion.
- A student's scheduled hours and date of withdrawal is determined by one of the following:
  - Official Withdrawal - Occurs when the student notifies a School Representative, Financial Aid Administrator or the Director in writing of their withdrawal;
    - Completes a Notice of Enrollment Termination Form and a Financial Aid Exit Interview (for Loan repayment amount).
    - If a student notifies the school of a withdrawal in writing, then the date of withdrawal will be the date on the written notification.
  - Unofficial Withdrawal
    - When a student fails to return from an approved Leave of Absence then the withdrawal date will be the next day after the Leave of Absence ends.

- A student will be dropped from the Financial Aid program if they do not attend for ten (10) curriculum days, as required by the Department of Education, but remains enrolled at Victoria Beauty & Barber College as a cash paying student.
  - Any student who becomes a cash paying student due to loss of financial aid will be required to make cash payments on the remaining tuition balance.
  - Failure to make required payments will result in termination from enrollment at Victoria Beauty & Barber College.
  - In accordance with Texas Department of Licensing and Regulation rules, except for a documented Leave of Absence, a school shall terminate a student who does not attend for thirty (30) curriculum days.
- After determining the type of withdrawal, date of withdrawal and calculating the number of scheduled hours, specific paperwork is completed.
- A “Treatment of Title IV Funds When A Student Withdraws from a Clock-Hour Program” is completed to determine the refund amount, if any, to return to Title IV, with the following:
  - The amount of tuition a student received for the current payment period;
  - The student’s scheduled hours or number of hours a student could have attended for the current payment period;
  - Using the student’s scheduled hours, the percent of completion of the payment period is calculated by dividing those hours by the number of hours in the payment period; (Example: 250 scheduled hours/450 hours in payment period)
  - If the percent calculated is less than 60%, then the amount of earned tuition is determined by multiplying that percent amount by the amount of tuition received for that payment period.
  - Earned tuition is then subtracted from total tuition received in the current payment period to determine the refund amount.
  - If the percent calculated is equal to or greater than 60% then a refund is not due on the student. However, a return of excess funding may be due as determined by the In-House Refund Worksheet that is also processed upon termination of enrollment in conjunction with the Return to Title IV refund calculation worksheets.
- If it is determined that a refund or return is due on a student, then the unearned funds will be returned as soon as possible but no later than forty-five (45) days from the date of withdrawal.
- Students will be notified within thirty (30) days of unearned aid or overpayment received by the student as determined by a Return to Title IV calculation and such funds are to be returned as soon as possible but no later than forty-five (45) days after receiving written notification from the institution.
- Unearned funds will be returned in the following order:
  - Unsubsidized Federal Direct Loans
  - Subsidized Federal Direct Loans
  - Federal Direct PLUS Loans

- Federal Pell Grants

- The student will be notified in writing of the amount and type of refund or return made within thirty (30) days.
- The student will also be notified of their responsibility to repay any loan amount that is still owed. An estimated repayment amount will be outlined in the Exit Interview, which a student must sign upon termination of enrollment. An Exit Interview with repayment information will be mailed to any student who unofficially withdraws from enrollment with instructions to sign and return a copy of the Exit Interview to the financial aid administrator.
- Post Withdrawal: If a student did not receive all the funds that he or she earned, he or she may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the institution must get permission before it can disperse them. A student may choose to decline some or all the loan funds so he or she will not incur additional debt. The institution may automatically use all or a portion of the post-withdrawal disbursement (including loan funds, if the student accepts them) for tuition and fees. For all other school charges, the institution needs the student's permission to use the post-withdrawal disbursement. If a student does not give permission, the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce debt at the school.
- If Victoria Beauty & Barber College is not required to return all the excess funds; the student must return the remaining amount. Any loan funds that must be returned; the student (or parent for a PLUS Loan) repays in accordance with the terms of the promissory note.
- Any amount of unearned grant funds that the student must return is called an overpayment. The student must make arrangements with the Victoria Beauty & Barber College or Department of Education to return the unearned grant funds.
- The requirements for Title IV program funds, as it applies to student withdrawals, are separate from Victoria Beauty & Beauty College Refund Policy.
- A student may owe funds for unpaid institutional charges or any balance created by funding that was required to be returned in accordance with the Return to Title IV calculation.

## **CAMPUS CRIME STATISTICS**

Our Campus Crime Statistics are a disclosure statement provided to you as required by section 485 of the High Education Act of 1965. We provide a safe and educational learning environment for all students, staff, faculty members, clients and guests.

(Updated October 2022)

<b>CRIME STATISTICS</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Murder	0	0	0
Rape	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
<b>ARREST STATISTICS</b>			
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	1	0
Weapons Possession	0	0	0

