



## 2020 SCHOOL CATALOG

**Glitz School of Cosmetology**  
**2460 Missouri Ave**  
**Las Cruces NM 88001**  
**Glitzlascruces.com**  
**(575) 532 5683**

**Secondary Facility**  
**1744 S. Triviz Dr.**  
**Las Cruces NM 88001**

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Please note: For the purposes of this catalog Glitz School of Cosmetology is also referred to simply as "Glitz."

### **Our Mission Statement**

At Glitz School of Cosmetology, it is our goal to provide our students with the theoretical knowledge and practical experience necessary to successfully pass the state licensure exam. It is also our mission to instill in our students the professional skills required to gain employment and thrive in today's beauty industry.

### **License, Ownership, and Accreditation**

Licensed by: NM Board of Barbers & Cosmetologists  
P.O. Box 25101  
Santa Fe, New Mexico 87504  
505-476-4622

New Mexico Higher Education Department  
2044 Galisteo St, Suite 4  
Santa Fe, NM 87505-2100  
505-476-8442

Owned by: Glitz School of Cosmetology Inc.  
2460 Missouri Avenue  
Las Cruces, New Mexico 88001  
575-532-5683

Accredited By: NACCAS  
3015 Colvin St  
Alexandria, VA 22314  
703-600-7600

### **Administration members with supervisory responsibilities:**

#### **Director of Operations:**

**Liz Telles** (575) 532 5683

The director of operations is responsible for the strategic leadership of the company. The school president also oversees all the departments within the school to ensure all areas work together.

#### **C.F.O.**

**Eric Madrid**

Our Chief Fiscal Officer is in charge of the financial stability of our company. The CFO also oversees the installations and equipment of the company.

#### **Financial Aid Director**

**Erin Small**

Our Financial Aid Director is here to guide and aid any students through the financial aspect of their schooling.

**Financial Aid Officer****Ruby Lazalde**

Our Financial Aid Officer works in collaboration with the Financial Aid Director to ensure all students have access to all the different forms of financial assistance. She also serves as a School Certifying Official for VA students.

**Our Instructors**

<b>INSTRUCTOR</b>	<b>PROGRAM</b>	<b>LICENSE No.</b>	<b>EXPIRATION</b>
Melanie Avalos	All Programs	IMBC061374	03/31/2020
Gabriel Espinosa	Barber	IMB066911	03/31/2020
Mianova Corina Lopez	Nail Technology, Esthetics	IMP066338	03/31/2020
Marie Herrera	All Programs	IP067751	03/31/2020
Diana Flores	Esthetics	IES066714	03/31/2020
Crystal Elaine Quintana	All Programs	IP068227	03/31/2020
Maria Cenicerros	Substitute (Nails)	IMP063022	03/31/2020
Ruby Mia Quintana	Substitute (Cosmetology)	IC067293	03/31/2020
Erin Small	Substitute (Cosmetology)	IP064797	03/31/2020
Mary Ann Luevano	Substitute (Nail Technology)	IMP056690	03/31/2020

Our Instructional Staff is composed of professional individuals carefully selected for their ability to convey knowledge of the craft and their professionalism. It is important to realize that as our student you are the most important person in your education. The staff will teach and train you, but it is very important for you to concentrate on perfecting the dexterity required to master all the different aspects of your trade. Physical dexterity is a skill that cannot be taught. It is achieved only through continuous practice and hard work. Only you can achieve this through perseverance, daily attendance, continuous practice, observation, following daily assignments, and developing good study/work habits.

**Things to remember:**

- a. If you have any questions, do not be afraid to ask.
- b. If you need help, let your Instructor, School Manager, or the School President know – that is why we're here.
- c. We're always open to suggestions and constructive criticism.
- d. We must all work hard to maintain the school's objectives. There is time for fun and your training should be an enjoyable experience. We know we will enjoy you as a student and hope that the feeling is mutual.

**School Facilities and Equipment**

**Please Note: Glitz School of Cosmetology has an approved secondary facility that is located across the parking lot (75 ft away). It is possible that our students may have to complete up to 50% of their education at that location.**

Our school is separated into four different areas. We have a nail technology area, cosmetology area, barber area, and esthetics area. Each area is managed in the following manner:

- The nail technology area consists of manicure and pedicure stations. These stations are used for services to models as well as paying customers throughout the day.
- The cosmetology area consists of hair styling stations which include hydraulic chairs, mirrors, and compartments in which students can store their tools. Instructors will determine what station each student will use on a daily basis.
- The barber area includes stations which include hydraulic chairs, mirrors, and compartments in which students can store their tools. Instructors will determine what station each student will use on a daily basis.
- The esthetics area has two separate rooms with tables for spa services. Instructors will determine what station each student will use on a daily basis.
- Due to the limited parking students are not allowed to park on our lot. However, students are allowed to park at the dirt lot located next to our property.

Each student is provided a locker to use at their discretion for the duration of their training. We also have a break room, a waiting area, and modern functional equipment.

### **Facilities/ Services for Student with Disabilities**

Glitz School of Cosmetology complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. The school will provide reasonable modifications and/or accommodations for students with disabilities depending on the student's need.

If you are interested in attending Glitz School of Cosmetology, but are in need of additional accommodations, you should submit your request in writing to the school director. Please include a description of the nature of the reported disability and its impact on learning. Please also include copies of current documentation of a disability.

Documentation must be provided by a medical expert within the last three years and include:

- a diagnosis of the disability;
- how the diagnosis was determined (what tests were given and the results); and
- A clinical summary, which includes an assessment of how the disability will impact the individual in a college environment and what accommodations are recommended.

The school will respond to the request within 15 work days of receipt. During this 15 work day time frame, the school will consult with The New Mexico Board of Barbers and Cosmetology in order to ensure the accommodation will be granted during the state board-licensing exam. The initial written request and response from the school must take place prior to the pre-enrollment process.

**Note:** In order to be eligible for Title IV funding, you must be able to benefit from the reasonable accommodations and be able to take the state board-licensing exam.

### **Main Building:**

Our main building is located at:

Glitz School of Cosmetology  
2460 Missouri Ave  
Las Cruces NM 88001  
Catalog Used: Jacket 008

**Secondary Facility:**

Please note that Glitz School of Cosmetology has an approved secondary facility located across the parking lot (75 ft away). It is possible that students in this program may have to complete up to 50% of their education at this facility. The physical address of our secondary facility is:

Glitz School of Cosmetology  
 Secondary Facility  
 1744 S. Triviz Dr  
 Las Cruces NM 88001  
 Catalog Used: Jacket 008

Both of the facilities listed above are under common ownership. Due to the proximity between the two facilities, the same faculty and staff are used interchangeably. Our school catalog as well as all school rules, regulations, and standards of conduct apply to both locations and will be equally enforced.

**Graduation, Placement, and Licensure Rates**

The graduation, placement, and licensure rates below represent the outcome rates of Glitz School of Cosmetology for the year 2018.

**Year 2018**

Graduation Rate: 85.25%

Placement Rate: 81.63%

Licensure Rate: 88.64%

**Non-discrimination Policy**

Glitz School of Cosmetology does not discriminate on the basis of age, race, sex, sexual orientation, color, creed, religion, financial status, nationality, ethnic origin or area of residence in any of its practices, admission policies, Instruction, graduation, or hiring process.

**EDUCATIONAL PROGRAM COST INFORMATION**

PROGRAM	Cosmetology (Title IV Approved)	Barber (Title IV Approved)	Instructor	Esthetics (Title IV Approved)	Nail Technology
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LENGTH	1600 Hours	1200 Hours	1000 Hours	700 Hours	420 Hours
APPLICATION FEE	\$92.33	\$92.33	\$92.33	\$92.33	\$92.33
TUITION	\$16,000.00	\$12,000	\$10,000.00	\$8,505.00	\$4,200.00
KIT AND BOOKS	\$2,500.00	\$2,300.00	\$150.00	\$1,600.00	\$500.00
STATE BOARD KIT	\$200.00	\$250.00	\$0.00	\$150.00	\$150.00
STATE BOARD TEST	\$253.00	\$253.00	\$150.00	\$253.00	\$253.00
STATE TAX (8.3125%)	\$1,583.14	\$1,238.17	\$863.86	\$881.15	\$431.86
<b>TOTAL PROGRAM COST</b>	<b>\$20,628.47</b>	<b>\$16,133.50</b>	<b>\$11,256.19</b>	<b>\$11,481.48</b>	<b>\$5,627.19</b>

Note: Glitz School of Cosmetology does not offer room & board, transportation plan, nor a meal plan.

### **Kits, Books, and Supplies Policy**

Students have the option to purchase their kits, books, and supplies from Glitz School of Cosmetology, from local vendors, or online. Regardless of where the materials were purchased, students are required to maintain their own kits, books, and supplies. Students will use their kits and supplies to practice services on each other and on models. Glitz School of cosmetology will provide all supplies once students pass their practical examinations and begin working on the public. This policy applies to all students regardless of their funding source. This includes, but is not limited to Pell Grant Recipients, Subsidized/Unsubsidized loans, and VA Students, Self-Pay Students, and scholarship students.

Students are required to purchase specific products, brands, and tools for their kits in order to ensure educational uniformity. The books, supplies, and utensils required for the student kits were selected based on their quality and availability at local shops. Students who choose their kits elsewhere are provided with ample time to order their kits, books, and supplies online if they choose to do so. New Students are not expected to purchase any materials until the fourth day of their schooling. This is done in order to minimize expenses for students who withdraw within the three-day cooling period.

**Please Note:** With the exception of the wireless tablet, all tools and supplies must be purchased new and unopened for sanitation reasons. The E-book is student specific and must be purchased new as well.

### **Tuition Payments and Assistance**

Glitz School of Cosmetology provides assistance with several different financial aid options including federal financial aid. Selected programs of study at Glitz School of Cosmetology are also approved by the Department of Veterans Affairs. In addition, Glitz School of Cosmetology offers an In-House financing program. An interest rate of 6% applies to all students who opt to

use in-house financing. Students who opt for in-house financing and are under the age of 18 and/or are not employed at the time of acceptance will be required to have a co-signer. A \$10.00 fee applies to all payments that are over 10 calendar days late. Students are required to pay in full prior to graduation. Students who are over 30 days late with their payment will not be allowed to attend class until all payments are made current. Days that a student is unable to attend due to nonpayment do not extend the contract maximum allowed time.

### **Veterans Benefits/Other Funding Sources**

Selected programs of study at Glitz School of Cosmetology are approved by the U.S. Department of Veterans Affairs. Determination of entitlement will vary depending on the level and chapter under which the payments will be issued.

### **State Funded Financial Assistance**

There are several programs within the state of New Mexico that provide financial assistance to students. For additional information regarding this matter please contact:

New Mexico Department of Workforce Solutions  
WIOA  
401 Broadway NE  
Albuquerque NM 87102  
575-524-6195

Erin Small  
Financial Aid Director  
575 532 5683

### **Notice of Early Completion for Students Receiving Financial Aid**

Please note that, should the student complete the program earlier than the estimated timeframe 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.

### **Cooling Period**

A three-day cooling period is granted If a student (or in case of a student under the state's legal age, his/her parent or guardian) cancels enrollment and requests reimbursement in writing within three business days of signing an Enrollment Agreement, making an initial tuition payment, the initial visit to the school, **or by 12:00 A.M. of the third day of class**, whichever is later, regardless of whether or not the student actually started training, all money collected shall be refunded except for the \$92.33 non-refundable application fee.

### **Scholarships**

Glitz School of cosmetology reserves the right to award scholarships at its own discretion. Scholarships include a partial or full cost reduction of the tuition only. The recipient is responsible for the cost of the kit and application fees.

### **Financial arrangements Prior to Enrollment**

The student must make financial arrangements with the Financial Aid Office in regard to FAFSA application, V.A. Benefits, Scholarships and/or Cash payment plan prior to enrolling.

### **Late Payments and Outstanding Balances**

Students that are 10 calendar days late with their payment will incur a \$10.00 late fee. Students who are 30 calendar days late with their payment will not be allowed to attend class until payments are made current. Days that the student misses due to non-payment do not extend the student's maximum allowed time frame. If an account is more than sixty calendar days delinquent Glitz School of Cosmetology will terminate the contract and begin the collection process. The collection process may include collection fees, wage garnishment, and trade license cancellation. Glitz School of Cosmetology will withhold grades, transcripts, diplomas, state permits, and any graduation documentation from students who are delinquent in their account until all balances are satisfied.

### **Extra-Instructional Charges**

Students who have exhausted all of their absences and have not completed all of their required hours or services by the end of their maximum allowed time frame will incur extra instructional charges (additional tuition charges). The charges will be applied to all hours remaining after the contract ending date. The rate of extra instructional charges is \$25.00 per hour. The extra instructional charges will be applied to the student's remaining balance after they graduate. Please note that financial assistance provided by government entities does not usually cover extra-instructional charges.

### **Payment Terms**

Student and sponsor/co-signer (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment plan stated in their enrollment agreement. A non-refundable \$100.00 application fee must be turned in with the application. Once a student is accepted, he/she must make financial arrangements with our institution no later than the first day of instruction by the end of day. The remaining balance is due through an approved payment plan as stated in the enrollment agreement. Payments may be made by cash, money order, check, credit card or through federal and state financial aid programs and loans. If a check is denied by the bank a \$60 fee will apply and the student will be unable to use checks for future payments. Checks must be cleared prior to the release of any documents. Students are responsible for paying the total tuition and fees as well as repaying any applicable loans plus interest. Students who are 30 calendar days late with their payment will not be allowed to attend class until all payments are made current. Days that the student does not attend due to non-payment do not extend the student's maximum allowed time frame. The student and sponsor/co-signer (if applicable) understand that they are responsible for any and all balances unpaid by financial aid, regardless of the source.

### **Financial Aid Information Assistance**

Financial Aid information (for all types) is available in our catalog and can also be viewed on our website at [www.glitz.edu](http://www.glitz.edu). If additional information is required or clarification needed on any of the different financial aid programs and assistance, please contact:

Eric Madrid  
Chief Fiscal officer  
575 532 5683  
M-F 9:AM-5:PM  
[Eric@glitz.edu](mailto:Eric@glitz.edu)

Erin Small  
Financial Aid Officer  
575 532 5683  
M-F 9:AM-5:PM  
[Erin@glitz.edu](mailto:Erin@glitz.edu)

Department of Veterans Affairs  
PO Box 900  
Albuquerque, NM 87103  
(505) 346-4741

### **How Eligibility is determined for TITLE IV, HEA**

#### **Requirements to receive Federal Student Aid:**

1. Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a state approved secondary homeschool program.
2. Be enrolled or accepted for enrollment as a **regular student** in one of our Title IV accepted programs (Cosmetology Program or Esthetics Program)
3. Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25).

Men exempted from the requirement to register include;

- Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
  - Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
  - Males born before 1960;
  - Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia\*;
  - Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.
4. Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.
  5. Completed a FAFSA and the school must have a current ISIR to start the initial eligibility process.

6. Sign certifying statements on the **FAFSA** stating that:
  - you are not in **default** on a **federal student loan**
  - do not owe a refund on a **federal grant**
  - Sign the required statement that you will use federal student aid only for educational purposes
7. Maintain **satisfactory academic progress (SAP)** while you are attending college or a career school.
8. Be enrolled at least halftime to receive assistance from the Direct Loan Program.
9. The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.

**In addition, you must meet one of the following:**

- 1) Be a U.S. CITIZEN or U.S. NATIONAL
  - a. You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
- 2) Have a GREEN CARD
  - a. You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.
- 3) Have an ARRIVAL-DEPARTURE RECORD
  - a. You're Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
    - b. Refugee
    - c. Asylum Granted
    - d. Cuban-Haitian Entrant (Status Pending)
    - e. Conditional Entrant (valid only if issued before April 1, 1980)
    - f. Parolee
- 4) Have BATTERED IMMIGRANT STATUS
  - a. You are designated as a **“battered immigrant-qualified alien”** if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the **Violence Against Women Act**.
- 5) Have a T-VISA
  - a. You are eligible if you have a T-visa or a parent with a T-1 visa.
- 6) **U-Visa” holders** are not designated as qualified aliens under the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA), and are therefore not eligible for Title IV, HEA program funds. However, U-Visa holders may convert to lawful permanent resident (LPR) status after they have physically been present in the United States for a continuous period of at least three years after the date of admission given on their U-Visa.
  - a. Once LPR status has been granted, the holder of LPR status becomes a qualified alien under the PRWORA (see above), and thus potentially eligible for Title IV, HEA funds (assuming they meet all other eligibility requirements, for example, being enrolled as a regular student in an eligible program, having a high-school

diploma or its recognized equivalent, having a Social Security number.

### **FAFSA Verification**

Every year a number of students who are eligible for financial aid are randomly selected for verification by the U.S. Department of Education by the FAFSA Central Processing System (CPS). If a student is selected for federal verification, he/she will be asked to complete a Verification Worksheet (provided by the Office of Student Financial Planning) and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax transcript and W-2 forms (student's, spouse and/or parents/guardians), proof of untaxed income, housing allowances, etc. Students will be notified in writing of all documents required to fulfill this federal requirement and what their verification code (V1 – V6) was so they can complete the required verification requirement. If after review by the Office of Student Financial Planning, there are any changes to the financial aid package the student will be notified in writing.

### **Institutional Refund Policy**

This refund policy applies to all terminations for any reason, by either party. These reasons include, but are not limited to: student decision, expulsion, applicant is rejected, course cancellation, or school closure.

- a. A three-day cooling period is granted If a student (or in case of a student under the state's legal age, his/her parent or guardian) cancels enrollment and requests reimbursement in writing within three business days of signing an Enrollment Agreement, making an initial tuition payment, or the initial visit to the school, or by 12:00 A.M. of the third day after the contracted start date, whichever is later, regardless of whether or not the student actually started training, all money collected shall be reimbursed except for the \$100 non-refundable application fee.
- b. Refunds prior to commencing instruction. Prior to the beginning of instruction, a student may withdraw from enrollment, effective upon personal appearance at the institution or deposit of a written statement of withdrawal delivered by mail or other means, and the student shall be entitled to a refund of all moneys except the \$100 application fee.
- c. If a course is cancelled after a student has enrolled but before instruction begins, Glitz School of Cosmetology will provide a refund of all moneys paid including the \$100 application fee.
- d. If a course is cancelled after instruction begins, but within the 3-day cooling period, Glitz School of Cosmetology will provide a refund of all moneys paid including the \$100 application fee.
- e. If a course is cancelled subsequent to the 3-day cooling period, and after instruction has begun, Glitz School of Cosmetology will provide a full refund of all moneys paid including the \$100 application fee.
- f. If the school is permanently closed, or no longer offering instruction after a student has enrolled, Glitz School of Cosmetology will offer a pro-rata refund of tuition to the student.
- g. An Applicant rejected by the school shall be entitled to a refund of all monies paid except for the non-refundable application fee of \$100.00.

- h. For Students who enroll and begin classes, the following schedule of tuition refund will apply:

Refund Calculation: **Actual** Hours Attended ÷ Hours Contracted

A Termination/Withdrawal Fee of \$150.00 will be charged.

<b>Percentage of Attendance</b>	<b>Retained by the Institution</b>
0.01% - 4.9%	20%
5% - 9.9%	30%
10% - 14.9%	40%
15% - 24.9%	45%
25% - 49.9%	70%
50% and After	100%

Attendance time is determined by dividing the actual clock hours attended by the contracted hours. Formal termination shall occur no more than 14 calendar days from the last date of physical attendance.

- i. Students who withdraw will also be required to pay for the cost of any books and/or kit items that have already been accepted and received by the student.
- j. For students who do not return from a Leave of Absence, the termination date will be the last day of attendance.
- k. All money due the applicant or student shall be refunded within 45 calendar days after cancellation or termination whether official or unofficial.
  1. In case of an illness or disabling accident, death in the immediate family, or circumstances beyond the control of the student, the school will make a settlement, which is both fair and reasonable.
- l. Students are required to complete their program within 111% of their contracted weeks. After the maximum allowed time has expired, an extra fee of \$25.00 per hour will be charged to the student. These charges will be added to the student's remaining balance after graduation. Emergency situations of absenteeism will be discussed and reviewed with the School Board. A Leave of Absence may be requested, in writing, by the student. If the request is approved the contract end date will be extended by the same amount of calendar days in the leave of absence. Schedule changes will not benefit students who are not on track to graduate within their maximum allowed time frame.

### **Cancellations and Withdrawals**

A student who is rejected, expelled, or otherwise terminated from the school will be notified in writing. All cancellations and withdrawals on the student's part must be submitted in writing to the registrar office or the school director. The cancellation date will be determined by the date on the postmark or the day the notification is delivered to the school in person. The contract of a student who is absent for fourteen calendar days will be considered terminated and the student will be withdrawn. For purposes of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of the 14-day period. A withdrawal fee of \$150.00 will apply to all contract terminations that occur after the three-day cooling period.

### Externships

Students at Glitz School of Cosmetology may, at the school's option, participate in the externship program upon completion of seventy-five percent of their contracted course of study. The externship program allows students to train in a licensed establishment for one day or up to eight hours per week until graduation. However, the maximum amount of hours that a student is allowed to complete as part of their externships is 10% of their total program. The training would be supervised by a designated salon licensee and would include any activity that is routine in a salon except offering complete services on the public. The student would be allowed, for example, to perform receptionist duties, ASSIST stylists with salon services; perform inventory or dispensary activities, sanitation duties, etc. Students will NOT be allowed to take appointments for complete services or apply chemicals (specifically hair color or bleach, perm solution, chemical relaxers, or acrylic nail products) to any client. The externship program will allow students who are nearing graduation to begin a professional relationship with a salon and increase their opportunity for successful employment once they complete their program. In addition, it will allow the salon to perform very valuable "on-the-job" training while the student is still in training.

In order to qualify for the externship program, the following requirements must be met: T

1. The student must have successfully completed seventy-five percent of the contracted course of study;
2. The student must have taken and passed an interim FINAL written and practical examination establishing the individual's qualifications to assist in the establishment;
3. The student must have an attendance score of 90% or better. If a student falls below the minimum attendance grade of 90% at any time while in the externship program, the student's externship will be terminated.
4. The student must have an academic and practical grade of 80% or better. Students who fail to meet a grade of 80% or better will be removed from the externship program.
5. The establishment where the student will carry out their externship must agree to complete a certification of attendance and training imparted during the externship. The training must relate to curriculum requirements;
6. The student must apply for and post a student externship permit in the establishment while training in the establishment;
7. The student must meet any other eligibility requirement established by the school;
8. The establishment must notify and obtain permission from each individual client to allow the student to assist in any manner in providing services to the client.
9. Glitz School of Cosmetology must accept the training certified by the establishment and include it on the official transcript of training for state board;
10. The establishment must be willing to receive periodic visits from a school official. The visits will be conducted in order to:
  - a. Observe and verify the program is being followed according to requirements.
  - b. Establishments are not required to participate in this program. However, if they elect to participate, they must agree to comply with the requirements of the program.

**PLEASE NOTE: Glitz School of Cosmetology may, at the school's option, cancel or discontinue the externship program in part or in its entirety.**

### Admission Policy

Our Admissions Policy is used in order to define the enrollment requirements for individuals who wish to enroll at Glitz School of Cosmetology as regular students. Our admissions policy is designed in order to meet the guidelines set forth by the U.S. Department of Education, New Mexico Board of Barbers and Cosmetology, The New Mexico Higher Education Department, and the National Accrediting Commission of Career Arts and Sciences. Glitz School of Cosmetology is open to all students without regard to race, color, religion, age, sex, creed, origin, sexual orientation, disability or marital status.

**PLEASE NOTE: Glitz School of Cosmetology does not currently hold any training agreements with secondary education institutions. Glitz School of Cosmetology does not currently accept students who are still enrolled in a secondary institution facility.**

### **Admission Requirements:**

To be considered as a candidate for any of our programs at Glitz School of Cosmetology an applicant must meet the following requirements:

1. Be at least 16 years of age and have a government issued ID.
2. Meet at least one of the educational requirements below:
  - a. Have a high school diploma. High school diplomas from foreign countries must be translated by an outside agency that is qualified to translate documents into English. The foreign high school diploma must also be verified as the academic equivalent of a U.S. high school diploma. A copy of the documentation for this process must be submitted with the application.
  - b. General Education Diploma (G.E.D. or HiSet).
  - c. Evidence of successful completion of a state approved homeschooling program.
  - d. Students who are beyond the age of compulsory education and do not possess a high school diploma or the equivalent must meet the following requirements:
    1. Present proof of successful completion of 2 years of high school. Proof of successful completion of 2 years of high school includes:
      - a) A sealed letter from the high school attended,
      - b) A copy of the high school transcript showing all required grades have been passed
    2. Demonstrate the ability to benefit from the program in which the student is enrolled by satisfactorily completing 225 clock hours. Ability to benefit students who fail to satisfactorily complete 225 clock hours will be immediately terminated and will be subject to the institutional refund calculation.

**PLEASE NOTE: Students who do not have a high school diploma or the equivalent will not qualify to receive Title IV financial aid.**

- e. Government issued identification with a picture as proof of age
- f. Transferring students must meet all the admission requirements listed above and be approved by the School President as well as the New Mexico Board of Barbers and Cosmetologists. Clock hours from the originating schools that are accepted will be applied at a 1:1 ratio and remaining hours will be charged at the current rate for that program. Please note Glitz may not accept 100% of the hours granted by another school and will only accept up to 75% of the course length. Transfer hours will

count as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. Satisfactory Academic Progress Evaluations for transfer students will be completed based on actual contracted hours.

**Applicants to the instructor program must meet at least one of the above requirements and:**

- Be at least 17 years old
- Applicants to the instructor program **must** hold a high school diploma or the equivalent
- Hold a current license as a practitioner in the field they wish to teach.
- Complete an application for enrollment
- Complete an instructor in training application to be forwarded to the state board of cosmetology.

### **Transferring Students Policy**

#### **Clock Hours**

Transferring students must meet all the admission requirements and be approved by the School President as well as the New Mexico Board of Barbers and Cosmetologists. Clock hours from the originating schools that are accepted will be applied at a 1:1 ratio and remaining hours will be charged at the current rate for that program. Please note Glitz may not accept 100% of the hours granted by another school and will only accept up to 75% of the course length. Transfer hours will count as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. Satisfactory Academic Progress Evaluations for transfer students will be completed based on actual contracted hours.

#### **Credit Hours**

Glitz School of Cosmetology accepts transfer credit hours from all post-secondary accredited institutions. Credit hours will be reviewed by the school board and converted to clock hours based on federal requirements. The hours will then be submitted to the New Mexico Board of Barbers and Cosmetologists for approval. Please note that it is ultimately the New Mexico Board of Barbers and Cosmetologists, and not the school, that approves transfer hours.

#### **Ability to Benefit**

Students who are beyond the age of compulsory education and do not possess a high school diploma or the equivalent must meet the following requirements:

1. Present proof of successful completion of 2 years of high school. Proof of successful completion of 2 years of high school includes:
  - a) A sealed letter from the high school attended,
  - b) A copy of the high school transcript showing all required grades have been passed
2. Demonstrate the ability to benefit from the program in which the student is enrolled by satisfactorily completing 225 clock hours. Ability to benefit students who fail to satisfactorily complete 225 clock hours will be immediately terminated and will be subject to the institutional refund calculation.

**PLEASE NOTE: Students who do not have a high school diploma or the equivalent will not qualify to receive Title IV financial aid.**

**PLEASE NOTE: Students who do not have a high school diploma or the equivalent will not qualify to receive Title IV financial aid.**

### **In-School Transfers**

An in-school transfer occurs when an enrollee transfers from one program to another within Glitz School of Cosmetology. In such instances, the original enrollment agreement will be cancelled, and the student will owe the tuition balance as dictated by the institutional refund policy. Clock hours from the original program that are accepted for the new program will be applied at a 1:1 ratio and remaining hours will be charged at the current rate for that course. It is possible that not all hours will be transferrable from one program to the other. A \$150.00 non-refundable withdrawal fee will be applied to all in-school transfers. Students who transfer from one program to another will qualify for a tuition waiver for their original program if they meet all of the following requirements:

1. Complete the new program with an attendance grade of 90% or better by their scheduled graduation date.
2. Complete the new program with an academic grade of 85% or better by their scheduled graduation date.

**Please Note:** The amount of tuition waved for the original program will be determined by the administration

### **Transfer Hours**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours. Evaluation periods for transfer students will be based on the number of hours contracted with the student. The first evaluation point will be conducted by the mid-point of the contracted hours or the school's (Glitz) established evaluation point, whichever occurs first.

### **Re-entry Students**

To be eligible for readmission the student must submit a new application, pay the non-refundable \$100 application fee, and meet all the admission requirements at the time of re-entry. The student must also be current on any outstanding debts with Glitz School of Cosmetology. Previous balances owed may be applied to the new agreement balance. Prior clocked hours will be evaluated prior to readmission and submitted to the New Mexico Board of Barbers and Cosmetologists for approval. Please note that it is the New Mexico Board of Barbers and Cosmetologists (and not our school) that determines the amount of re-entry hours that will be accepted. Therefore, previously completed hours may or may not be approved. Approval for readmission is determined by the School Board and is based on program, schedule, space availability, and the student's prior conduct and academic record. Glitz School of Cosmetology reserves the right to deny readmission following termination or withdrawal for any reason. If re-entry is granted, the applicant will be required to sign a new Enrollment Agreement and pay additional tuition, books, supplies, and equipment costs (if applicable). Additionally, any returning students will re-enter in the same progress status as when they left. If a student withdraws and has been charged 100% of their Agreement price, and the student is in good standing, he/she may be eligible to return to the course during the following Twelve (12) month period without any additional tuition costs. If a student withdraws and has been charged less than 100% of their agreement, and the student wishes to reenroll at our school, the student will owe the original amount as determined by their refund calculation as well as the remaining program

cost based on the current tuition price. Please note, Glitz School of Cosmetology will not release any graduation documents until all the balances have been paid off.

### **Multiple Re-entry Students**

Approval for re-entry is determined by the School Board and is based on program, schedule, student's academic standing, student's academic and conduct record, and space availability. Students who return to Glitz School of Cosmetology must pay the nonrefundable \$100 application fee. Students who re-enter the school will do so in the exact same attendance/academic and financial status. **Please note that it is very difficult for students who withdraw from the school prior to program completion to be granted re-enrollment.**

### **Policy for Admission of Secondary Students**

**Glitz School of Cosmetology does not currently accept students who are still enrolled in a secondary institution facility.**

### **Application Process**

**Pre-enrollment requirements:** Prior to enrolling, prospective students must complete the following steps:

1. Complete a school application and submit along with the \$100.00 non-refundable fee and the documents listed therein.
2. Meet with a school official, complete a tour of the school, and receive the initial visit packet. The school official will answer any questions during the initial visit.
3. Read, understand, agree with, and sign the following documents:
  - a. School Catalog
  - b. Admissions Policy
  - c. Course description
  - d. Attendance and Academic Requirements
  - e. Challenges of the beauty industry leaflet (Physical demands and state licensing requirements)
  - f. Glitz School of Cosmetology Graduation, licensure, and placement rates
  - g. Safety Requirements Form
  - h. Consumer information report including campus crime statistics
4. Complete a one-page composition expressing the student's desire and passion for the beauty industry.

Applicants to the Instructor program must be at least 18 years old and possess an active license for the program for which they wish to teach.

**Upon Enrollment:** The following documents must be completed upon enrollment:

1. Provide Government issued picture ID showing minimum age requirement is met. A copy of this document will be made and kept in the student's file.
2. Proof of education requirements (HS Diploma, GED/HiSET, Etc.). A Copy of this document will be made and kept in the student's file. Please note Glitz School of Cosmetology verifies the authenticity of education documents within 15 business day of enrollment. If we are unable to verify the documents within 15 calendar days the student will be terminated until the problem is resolved. If the problem is not resolved and the student is unable to return to the school he/she will still be liable for the amount for tuition, kits, and any other fees accumulated during attendance.
3. Read, understand, agree with, and sign the Enrollment Agreement.

4. Provide 2 passport (2"x 2") photos. Photos must be in color.
5. Complete the Board of Barbers and Cosmetology Registration Form

### Schedule Changes

Students who wish to change their schedule may do so by submitting a written request to the school director. A \$100.00 fee will apply to each schedule change. Please note, schedule changes will not benefit students who are not on track to graduate within their maximum allowed time frame.

### Policy on Training Agreements

**PLEASE NOTE: Glitz School of Cosmetology does not currently hold any training agreements with secondary education institutions, government agencies, or any other entities. Glitz School of Cosmetology does not currently accept students who are still enrolled in a secondary institution facility.**

### Incarcerated Applicants

Glitz School of Cosmetology does not offer distance education. Our attendance policy also specifies that all classed and practical studies must be done at our school's physical location; therefore, incarcerated students are not eligible for admissions.

### Conviction for possession or sale of illegal drugs

- A Federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible for by using the FAFSA. Glitz School of Cosmetology is not required to confirm this unless there is evidence of conflicting information.
- The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs)

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

- If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different the student will be ineligible for the longer period
- A student regains eligibility the day after the period of ineligible ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/her ineligible again.
- When a student regains eligibility during the award year, the institute may award Pell and/or Loan for the current payment period.

- A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
  - Be qualified to receive funds directly or indirectly from a federal, state or local government program.
  - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
  - Be administered or recognized by federal, state or local government agency or court.
  - Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Upon receipt of all required documents and in good order, the prospective student is eligible to enroll in the school. When all admissions criteria and requirements are met, the prospective student is given the date of the next class. The prospective student is asked to bring their Student Permit Fee, if applicable, a color photo of themselves and is informed of the appropriate dress code. The first day of class will include financial aid and academic orientation.

### **School Calendar**

Upcoming classes will start on the following Months:

January 14, 2020

March 24, 2020

June 2, 2020

August 11, 2020

October 20, 2020

Late starts will be expected to progress at a faster pace to catch up with other students. The school could be closed during a student's enrollment for unexpected reasons. In the event of inclement weather classes may be canceled for one or more days. The anticipated graduation date will be extended accordingly.

School will be closed on the following holidays:

- Independence Day
- Thanksgiving Day & the following Friday and Saturday
- December 24<sup>th</sup> through first Tuesday of the following year. If the first Tuesday of the year is January 1<sup>st</sup> then the school will be closed for that day and opened the next day.

PLEASE NOTE: Glitz School of Cosmetology celebrates the adoption of the U.S. Constitution every year. If constitution day (September 17<sup>th</sup>) lands on a day in which our school is closed, then the celebration will take place on the last day of school preceding the U.S. Constitution Day.

## **INSTRUCTOR PROGRAM**

**1000 Clock Hours**

### **INSTRUCTOR PROGRAM DESCRIPTION**

Our 1000 clock hour instructor program combines longstanding methods with the latest training and teaching methodology techniques to enhance and produce well rounded instructors.

### **Instructor Program Educational Objectives**

Our instructor program is a combination of book work, hands on experience, shadowing of a full licensed cosmetology instructor designed to prepare you to successfully pass both the theory and practical licensing examinations administered by the New Mexico Board of Barbers and Cosmetologists. This program is also tailored to meet or exceed the clock hour and service requirements set forth by the state of New Mexico Board of Barbers and Cosmetologists. In addition, this program is fashioned to produce experienced, professional, and confident graduates who can obtain gainful employment and succeed as an instructor.

### **Instructional Methods Used for the Instructor Program**

Instruction is divided into theory (taught in a classroom setting), and hands on training. Glitz School of Cosmetology uses Milady's Standard Instructor book as the primary resource to prepare our students for their State licensing examinations. Our student's learning is also complemented and enhanced through field trips, online resources, and professional guest speakers. Instruction and hands-on training are delivered by certified instructors approved by the New Mexico Board of Barbers and Cosmetologists.

### **Instructor Program Graduation Requirements**

In order to graduate from this program, all students must:

- Complete 100% of the 1000 State mandated hours.
- Complete the program with a 70% or better academic grade (Theory and Practical)
- Complete the program with a 90% or better attendance grade.
- Complete 100% of the tasks mandated by the New Mexico Board of Barbers and Cosmetologists. Please refer to the program curriculum for additional information.
- Pay off any and all amounts owed to Glitz School of Cosmetology.

Upon meeting the above requirements for this program, students will receive a diploma as well as a transcript of training hours. Students will also receive a form containing the steps to follow after graduation. After successful completion of our State approved curriculum Glitz graduates are ready to take the State mandated theory and practical exams.

### **SATISFACTORY ACADEMIC PROGRESS POLICY FOR THE INSTRUCTOR PROGRAM**

**Please note this policy is often referred to as "SAP" throughout this catalog**

This Satisfactory Academic Progress Policy is provided to all students prior to enrollment. All students, regardless of their program or enrollment status (full time/part time), are evaluated periodically to determine if they are meeting the minimum Satisfactory Academic Progress (SAP) requirements. The academic progress is based on both qualitative (subject knowledge) and quantitative (attendance) performance.

### **SAP STANDARDS:**

Glitz School of Cosmetology requires its students to maintain Satisfactory Academic Progress (SAP) as established by this institution in order to continue to matriculate at the school and to continue to be eligible to participate in the federal government's Title IV financial aid programs. This Satisfactory Academic Progress Policy applies to all students enrolled at Glitz School of Cosmetology, regardless of the source of their funding and/or enrollment status (full-time or part-time). All students must comply with the following standards:

1. All students must maintain a cumulative academic average of 70% or better on all required course work.
2. Students must maintain an attendance grade of 90% or better to meet the requirements set forth by the New Mexico Board of Barbers and Cosmetologists and Glitz School of Cosmetology.
3. All students are held responsible for regular and punctual attendance. Due to regulations set forth by the New Mexico Board of Barbers and Cosmetologists students at Glitz School of Cosmetology must complete 100% of the hours required for their program. For example, a student scheduled to complete a 1000-hour program must complete 1000 clock hours.
4. All students must complete the program within the maximum allowed time frame, which is one and one-tenth (1.11) times the normal length of time required to complete the program as defined in the enrollment agreement. This time frame will be measured in terms of clock hours attempted.
5. Students who fail to complete the program within the maximum allowed time frame of 111% will incur extra-instructional charges at the rate of \$25 per hour. The fees will be added to the student's account after the student graduates.
6. Regardless of the average level of attendance, students who have more than 14 days of consecutive absence will be dismissed (unofficially withdrawn). This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 14 or more days are encouraged to request a Leave-of-Absence.

In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the School Catalog.

### **INITIAL PERIOD ATTENDANCE REQUIREMENTS**

Students in the Instructor program must achieve an attendance grade of 80% or better during the first 25 calendar days of their attendance. If a student's attendance grade is below 80% by the end of their initial period, the student will be terminated from Glitz School of Cosmetology. A grade of 90% or better is required for student graduation.

### **SAP EVALUATION PERIODS**

#### **Evaluation Periods for Attendance, Practical, and Academic Evaluations:**

Student compliance with the policy for Satisfactory Academic Progress is divided into evaluation periods, which include both clock hours and weeks attempted.

<b>PROGRAM</b>	<b>LENGTH (Clock Hours)</b>	<b>APPROVED FOR TITLE IV</b>	<b>EVALUATION PERIOD</b>	<b>ACTUAL CLOCK HOURS</b>	<b>WEEKS COMPLETED</b>
Instructor (Full Time)	1000	No	1	500	15
Instructor (Part Time)	1000	No	1	500	24

In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; either at the time the student is scheduled to reach each additional 375 clock hours, or at the time of actual completion of the remaining hours, whichever occurs first.

#### **Evaluation of Transfer Students**

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the maximum allowed time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution. Transfer students will be evaluated either at the midpoint of their contracted hours or the established evaluation period, whichever comes first.

#### **Evaluation of Re-entry Students**

Re-entry students will be evaluated at their normal scheduled SAP or the midpoint of their contracted hours, whichever comes first.

#### **Attendance Progress Evaluations**

Students are required to carry a minimum of 90% attendance grade in order to maintain satisfactory attendance progress. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 90% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

#### **Possible Attendance Scores**

- 96 - 100 Excellent
- 92 - 95 Very Good
- 90 - 91 Satisfactory
- 89- 0 Does not meet standards

#### **MAXIMUM ALLOWED TIME FRAME**

Students are allowed 111% of their contracted hours to complete their program. This is known as the maximum allowed time frame. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for determining when the maximum allowed time frame has been completed. SAP Periods are based on actual contracted hours at the institution.

### Extra-instructional Charges

Students who do not complete the course within the maximum allowed timeframe will incur extra instructional charges at a rate of \$25 per hour. The additional cost will be added to the student's remaining balance after the student graduates.

### MAXIMUM ALLOWED TIME FRAME CHART

PROGRAM	Length in Hours	Length in Weeks	Attendance Hours Per Week	Maximum Allowed Time Frame
Instructor (Full Time)	1000 Clock Hours	28.57	35	31.71 Weeks
Instructor (Part Time)	1000 Clock Hours	47.61	21	52.85 Weeks

The maximum allowed timeframe for transfer students who need less than the full course requirements or part-time students will be determined based the following formula:

$$\text{Contracted Hours} * 111\% = \text{Maximum Time Allowed}$$

### Qualitative Progress Evaluations

Qualitative (Subject Knowledge) progress is determined by combining the scores of all practical and written examinations. Students who do not meet a minimum of 70% grade in subject knowledge will be required to retake practical and written examinations as necessary. Written evaluations consist of tests and quizzes. In the case of practical evaluations students will be graded via the use of a "Yes" or "No" checklist. Students are will be observed while completing any and all learned services. If the student misses a step or uses improper technique the student will receive a "No" for that step.

Qualitative progress evaluations (both written and practical) are evaluated by dividing the number of correct answers by the total possible number of correct answers.

### Possible Academic and Practical Scores

- 90 - 100 Excellent
- 80 - 89 Very Good
- 70 - 79 Satisfactory
- 69- 0 Does not meet standards

### Satisfactory Academic Progress Evaluation Results

All students are provided with a copy of their evaluation results within 7 days of their scheduled evaluation. Students who do not meet the minimum Satisfactory Academic Progress requirements will be required to sign the original adverse evaluation and will be provided with a copy. Students who wish to review their past assignment can request to review their file.

### Determination of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled

evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress will be placed on warning and will be at risk of having their Title IV Funding interrupted.

### **Warning**

Students who fail to meet Satisfactory Academic Progress at their evaluation point will be subject to one of the two following processes:

1. In cases where it is determined that the student will be unable to meet SAP by their next evaluation period, he/she will lose financial aid eligibility. The student will be placed on warning and can continue to attend school on a self-pay basis. The student will be advised of their loss of Title IV eligibility in writing. Students will also receive a notification of the actions required to reestablish satisfactory academic progress. Students who regain satisfactory academic progress may regain Title IV eligibility.
2. If it is determined that the student will be able to meet the minimum SAP requirements by their next evaluation period, he/she will be placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing of the possibility of Title IV eligibility loss but will continue to receive Title IV funds. The student will also be advised in writing on the actions required to re-establish satisfactory academic progress by their next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will be deemed ineligible to receive Title IV funds. Students who lose Title IV eligibility will be notified in writing. Students who are no longer eligible for Title IV funds are allowed to continue attending school on a cash pay basis. Students who regain satisfactory academic progress may regain Title IV eligibility.

**Please note:** Glitz School of Cosmetology does not offer appeals for unsatisfactory SAP evaluations.

### **Loss of Title IV Eligibility**

All students who are at risk of, or have already lost Title IV eligibility, will be notified in writing. A student who does not the minimum attendance and/or academic standards is no longer eligible for Title IV HEA program funds unless the student is on warning. A student who fails to meet SAP at the end of a warning period will lose Title IV eligibility. If a student fails to meet SAP, and it is determined that the student will be unable to meet SAP by their next evaluation, he/she will lose Title IV eligibility at that point. Students who lose Title IV eligibility may continue to attend school on a self-pay basis. Glitz School of Cosmetology will not release graduation documents to the student or the New Mexico State Board until all remaining balances are paid.

### **Re-establishing satisfactory Academic Progress:**

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

### **Re-establishing Satisfactory Attendance Progress:**

Students are allowed to make up missed hours for excused absences at no charge. Students who wish to make up hours must fill out the necessary form and select the days and/or nights on which the student will attend to make up missed hours. The administration must review and approve the request prior to the student beginning make up attendance. Students are obligated to attend on the days for which they've signed up. If a student is absent on a day for which he/she signed up, then the student will not be allowed to make up those hours.

Students also have the option to make up absences for unexcused absences on Mondays (only) between the hours of 9:30 am and 3:00 pm at a cost of \$5.00 per hour. Students who will attend on Mondays must send an email to the school manager to [Maria@glitz.edu](mailto:Maria@glitz.edu) at least 48 hours in advance.

Alternatively, students can attend approved advanced classes outside their regular schedule to make up hours. Please note that students seeking to attend advanced classes must fill out the necessary form and must be preapproved. In order for advanced classes to be approved a Glitz School of Cosmetology instructor must be in attendance.

**Re-establishing Satisfactory Academic (Theory and Practical) Progress:** Students can, and might be required to, retake written evaluations in order to meet the minimum theory Satisfactory Academic Progress (SAP) requirements. It is also permissible for students to re-do any other written assignments that were turned in for a grade. Students who do not have a passing grade of 70% or better by the end of their maximum allowed time frame will be required to retake written and practical examinations until their grade is satisfactory. Extra-instructional charges of \$25.00 per hour will apply. The extra-instructional charges will be added to the student's balance after graduation.

### **Course Incompletes and Withdrawals**

Course incompletes and withdrawals do not apply to this institution and therefore have no effect upon this institution's satisfactory academic progress policy. However, Glitz School of Cosmetology will submit any re-entry hours for the board's approval. The New Mexico Board of Barbers and Cosmetologists (not our school) makes the final determination of the hours that will be accepted. Course incompletes and non-credit remedial courses have no effect upon our school's satisfactory academic progress. Students who reenroll in the school will do so in the exact same attendance and academic status as when they withdrew.

### **Repetitions**

Course repetitions for students who failed the program are not allowed at Glitz School of Cosmetology. Students who fail to graduate the program must re-enter in the exact same status in which they were before withdrawing from the school. Students are allowed to repeat a course only if they have previously graduated from the entire program. Please note that most forms of financial aid assistance do not cover course repetitions. Students wishing to repeat a program will most likely cover all expenses out of pocket.

### **Interruptions**

If enrollment is temporarily interrupted for a Leave of Absence (See Leave of Absence Policy), the student will return to school in the same progress status as prior to the leave of absence. The

Student's Contract Period and Maximum allowed time frame will be extended by the same amount of calendar days taken in the leave of absence. Students will not incur any additional fees due to a Leave of Absence.

### **Re-entry Students**

To be eligible for readmission the student must submit a new application, pay the non-refundable \$100 application fee, and meet all the admission requirements at the time of re-entry. The student must also be current on any outstanding debts with Glitz School of Cosmetology. Previous balances owed may be applied to the new agreement balance. Prior clocked hours will be evaluated prior to readmission and submitted to the New Mexico Board of Barbers and Cosmetologists for approval. Please note that it is the New Mexico Board of Barbers and Cosmetologists (and not our school) that determines the amount of re-entry hours that will be accepted. Therefore, previously completed hours may or may not be approved. Approval for readmission is determined by the School Board and is based on program, schedule, space availability, and the student's prior conduct and academic record. Glitz School of Cosmetology reserves the right to deny readmission following termination or withdrawal for any reason. If re-entry is granted, the applicant will be required to sign a new Enrollment Agreement and pay additional tuition, books, supplies, and equipment costs (if applicable). Additionally, any returning students will re-enter in the same progress status as when they left. If a student withdraws and has been charged 100% of their Agreement price, and the student is in good standing, he/she may be eligible to return to the course during the following Twelve (12) month period without any additional tuition costs. If a student withdraws and has been charged less than 100% of their agreement, and the student wishes to reenroll at our school, the student will owe the original amount as determined by their refund calculation as well as the remaining program cost based on the current tuition price. Please note, Glitz School of Cosmetology will not release any graduation documents until all the balances have been paid off.

### **Multiple Re-entry Students**

Approval for re-entry is determined by the School Board and is based on program, schedule, student's academic standing, student's academic and conduct record, and space availability. Students who return to Glitz School of Cosmetology must pay the nonrefundable \$100 application fee. Students who re-enter the school will do so in the exact same attendance/academic and financial status. **Please note that it is very difficult for students who withdraw from the school prior to program completion to be granted re-enrollment.**

### **Successful Course Completion**

A student's successful course completion percentage is based on their theoretical grade and the number of successfully completed clock hours (those with a theory grade of 70% or higher and an attendance grade of 90% or higher). Theory grade is determined by dividing the number of points attained by the number of possible points. Attendance grade is determined by dividing by the cumulative number of clock hours completed by the number of scheduled clock hours.

### **Notice of Early Completion for Students Receiving Financial Aid**

Please note that, should the student complete the program earlier than the estimated timeframe 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.

### **Remedial Courses and Repetitions**

Remedial courses do not apply to this institution and therefore have no effect upon this institution's satisfactory academic progress policy. However, it is possible (and highly recommended) for students to retake written and practical evaluations in which the student obtained a low score. Students may attend a program for which they were previously certified at their own expense.

### **Repetitions for VA students**

The Department of Veteran Affairs does not permit re-certification of courses successfully completed in the past.

## **INSTRUCTOR PROGRAM CURRICULUM OUTLINE**

### **(All items must be completed to graduate)**

Our curriculum is based on the requirements set forth by the New Mexico Board of Barbers and Cosmetologists. To graduate our students must complete the following lesson hours and services:

Instructor course curriculum - 1000 course hours or equivalent credit

- (1) **THEORY: 75 hours**
  - (a) limited to orientation;
  - (b) state laws and regulations;
  - (c) employment and compensation information;
  - (d) professional ethics and image;
  - (e) effective communications;
  - (f) first aid;
  - (g) chemistry;
  - (h) electricity;
  - (i) job seeking;
  - (j) ethics;
  - (k) principles of teaching;
  - (l) teacher maturity;
  - (m) student learning principles; and
  - (n) academic advising
- (2) **COURSE DEVELOPMENT AND LESSON PLANNING: 100 hours**
  - (a) planning;
  - (b) analysis;
  - (c) implementation
  - (d) benefits;
  - (e) outline;
  - (f) examples of lesson plans;
  - (g) components of effective lesson plans;
  - (h) principles of preparing lesson plans; and
  - (i) practical course review
- (3) **TEACHING METHODS: 100 hours**
  - (a) preparation;
  - (b) presentation;
  - (c) application;
  - (d) testing;

- (e) lecture and workbooks;
  - (f) demonstrations and return demonstrations;
  - (g) discussion;
  - (h) question and answer;
  - (i) projects; and
  - (j) field trips
- (4) **TEACHING AIDS: 50 hours**
- (a) films or videos;
  - (b) charts;
  - (c) mannequins;
  - (d) reference materials;
  - (e) chalkboards; and
  - (f) overhead projectors and transparencies
- (5) **THEORY TEACHING AND CLASSROOM MANAGEMENT: 200 hours**
- (a) independent classroom instructing;
  - (b) records and reports;
  - (c) safety measures;
  - (d) classroom conditions and maintenance;
  - (e) class supervision and control;
  - (f) classroom problems and solutions; and
  - (g) academic advising
- (6) **TESTING AND STUDENT EVALUATION: 50 hours**
- (a) measurement of student ability/achievement;
  - (b) diagnosis of student weaknesses;
  - (c) motivation for study;
  - (d) oral and written testing; and
  - (e) development and use of testing/measurement Instruments
- (7) **LABORATORY SUPERVISION: 300 hours**
- (a) independent clinic supervision;
  - (b) client communications/reception desk;
  - (c) inventory control;
  - (d) effective dispensary procedures;
  - (e) supervision of clinic sanitation/client safety; and
  - (f) technical skills ability
- (8) **MISCELLANEOUS: 125 hours**
- (a) fundamentals of business management;
  - (b) to be applied by Instructor to strengthen student performance in curriculum areas
  - (c) for supervised field trips and other course related training

**Secondary Facility:**

Please note that Glitz School of Cosmetology has an approved secondary facility located across the parking lot (75 ft away). It is possible that students in this program may have to complete up to 50% of their education at this facility. The physical address of our secondary facility is:

Glitz School of Cosmetology  
 Secondary Facility  
 1744 S. Triviz Dr  
 Las Cruces NM 88001

**BARBER PROGRAM**  
**1200 Clock Hours**

**BARBER PROGRAM DESCRIPTION**

Our 1200 clock hour barber program combines longstanding methods with the latest techniques to provide our students with the ability to serve all generations. Students will be trained in all aspects of this profession including straight edge razoring, shampoo and haircutting, tapering, scissor cutting, hot towel service, facials for men, perming, and much more. Students will also be taught how to start and run a successful business.

**Barber Program Educational Objectives**

Our barber program is a combination of book work and hands on experience designed to prepare you to successfully pass both the theory and practical licensing examinations administered by the New Mexico Board of Barbers and Cosmetologists. This program is also tailored to meet or exceed the clock hour and service requirements set forth by the state of New Mexico Board of Barbers and Cosmetologists. In addition, this program is fashioned to produce experienced, professional, and confident graduates who can obtain gainful employment and succeed within their field of program study.

**Instructional Methods Used for the Barber Program**

Instruction is divided into theory (taught in a classroom setting), and hands on training. Glitz School of Cosmetology uses Milady's Standard Barbering book as the primary resource to prepare our students for their State licensing examinations. Our student's learning is also complemented and enhanced through field trips, online resources, and professional guest speakers. Instruction and hands-on training are delivered by certified instructors approved by the New Mexico Board of Barbers and Cosmetologists.

**Barber Program Graduation Requirements**

In order to graduate from this program, all students must:

- Complete 100% of the 1200 State mandated hours.
- Complete the program with a 70% or better academic grade (Theory and Practical).
- Complete the program with a 90% or better attendance grade.
- Complete 100% of the services mandated by the New Mexico Board of Barbers and Cosmetologists. Please refer to the program curriculum for additional information.
  - Pay off any and all amounts owed to Glitz School of Cosmetology.

Upon meeting the above requirements for this program, students will receive a diploma as well as a transcript of training hours. Students will also receive a form containing the steps to follow

after graduation. After successful completion of our State approved curriculum Glitz graduates are ready to take the State mandated theory and practical exams.

### **SATISFACTORY ACADEMIC PROGRESS POLICY FOR THE BARBER PROGRAM**

**Please note this policy is often referred to as “SAP” throughout this catalog**

This Satisfactory Academic Progress Policy is provided to all students prior to enrollment. All students, regardless of their program or enrollment status (full time/part time), are evaluated periodically to determine if they are meeting the minimum Satisfactory Academic Progress (SAP) requirements. The academic progress is based on both qualitative (subject knowledge) and quantitative (attendance) performance.

#### **SAP STANDARDS:**

Glitz School of Cosmetology requires its students to maintain Satisfactory Academic Progress (SAP) as established by this institution in order to continue to matriculate at the school and to continue to be eligible to participate in the federal government's Title IV financial aid programs. This Satisfactory Academic Progress Policy applies to all students enrolled at Glitz School of Cosmetology, regardless of the source of their funding and/or enrollment status (full-time or part-time). All students must comply with the following standards:

1. All students must maintain a cumulative academic average of 70% or better on all required course work.
2. Students must maintain an attendance grade of 90% or better to meet the requirements set forth by the New Mexico Board of Barbers and Cosmetologists and Glitz School of Cosmetology.
3. All students are held responsible for regular and punctual attendance. Due to regulations set forth by the New Mexico Board of Barbers and Cosmetologists students at Glitz School of Cosmetology must complete 100% of the hours required for their program. For example, a student scheduled to complete a 1000-hour program must complete 1000 clock hours.
4. All students must complete the program within the maximum allowed time frame, which is one and one-tenth (1.11) times the normal length of time required to complete the program as defined in the enrollment agreement. This time frame will be measured in terms of clock hours attempted.
5. Students who fail to complete the program within the maximum allowed time frame of 111% will incur extra-instructional charges at the rate of \$25 per hour. The fees will be added to the student's account after the student graduates.
6. Regardless of the average level of attendance, students who have more than 14 days of consecutive absence will be dismissed (unofficially withdrawn). This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 14 or more days are encouraged to request a Leave-of-Absence.

In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the School Catalog.

### INITIAL PERIOD ATTENDANCE REQUIREMENTS

Students in the Barber program must achieve an attendance grade of 80% or better during the first 25 calendar days of their attendance. If a student's attendance grade is below 80% by the end of their initial period, the student will be terminated from Glitz School of Cosmetology. A grade of 90% or better is required for student graduation

### SAP EVALUATION PERIODS

#### Evaluation Periods for Attendance, Practical, and Academic Evaluations:

Student compliance with the policy for Satisfactory Academic Progress is divided into evaluation periods, which include both clock hours and weeks attempted.

PROGRAM	LENGTH (Clock Hours)	APPROVED FOR TITLE IV	EVALUATION PERIOD	ACTUAL CLOCK HOURS	WEEKS COMPLETED
Barber (Full Time)	1200	Yes	1	450	13
			2	900	26
Barber (Part Time)	1200	Yes	1	450	22
			2	900	43

In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; either at the time the student is scheduled to reach each additional 375 clock hours, or at the time of actual completion of the remaining hours, whichever occurs first.

#### Evaluation of Transfer Students

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the maximum allowed time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution. Transfer students will be evaluated either at the midpoint of their contracted hours or the established evaluation period, whichever comes first.

#### Evaluation of Re-entry Students

Re-entry students will be evaluated at their normal scheduled SAP or the midpoint of their contracted hours, whichever comes first.

#### Attendance Progress Evaluations

Students are required to carry a minimum of 90% attendance grade in order to maintain satisfactory attendance progress. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 90% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

#### Possible Attendance Scores

96 - 100 Excellent

92 - 95 Very Good

90 - 91 Satisfactory  
 89- 0 Does not meet standards

**MAXIMUM ALLOWED TIME FRAME**

Students are allowed 111% of their contracted hours to complete their program. This is known as the maximum allowed time frame. Transfer hours from another institution that are accepted toward the student’s educational program are counted as both attempted and completed hours for determining when the maximum allowed time frame has been completed. SAP Periods are based on actual contracted hours at the institution.

**Extra-instructional Charges**

Students who do not complete the course within the maximum allowed timeframe will incur extra instructional charges at a rate of \$25 per hour. The additional cost will be added to the student’s remaining balance after the student graduates.

**MAXIMUM ALLOWED TIME FRAME CHART**

PROGRAM	Length in Hours	Length in Weeks	Attendance Hours Per Week	Maximum Allowed Time Frame
Barber (Full Time)	1200 Clock Hours	34.29	35	38.06 Weeks
Barber (Part Time)	1200 Clock Hours	57.14	21	63.43 Weeks

The maximum allowed timeframe for transfer students who need less than the full course requirements or part-time students will be determined based the following formula:

$$\text{Contracted Hours} * 111\% = \text{Maximum Time Allowed}$$

**Qualitative Progress Evaluations**

Qualitative (Subject Knowledge) progress is determined by combining the scores of all practical and written examinations. Students who do not meet a minimum of 70% grade in subject knowledge will be required to retake practical and written examinations as necessary. Written evaluations consist of tests and quizzes. In the case of practical evaluations students will be graded via the use of a “Yes” or “No” checklist. Students are will be observed while completing any and all learned services. If the student misses a step or uses improper technique the student will receive a “No” for that step.

Qualitative progress evaluations (both written and practical) are evaluated by dividing the number of correct answers by the total possible number of correct answers.

**Possible Academic and Practical Scores**

- 90 - 100 Excellent
- 80 - 89 Very Good
- 70 - 79 Satisfactory
- 69- 0 Does not meet standards

**Satisfactory Academic Progress Evaluation Results**

All students are provided with a copy of their evaluation results within 7 days of their scheduled evaluation. Students who do not meet the minimum Satisfactory Academic Progress requirements will be required to sign the original adverse evaluation and will be provided with a copy. Students who wish to review their past assignment can request to review their file.

### **Determination of Progress Status**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress will be placed on warning and will be at risk of having their Title IV Funding interrupted.

### **Warning**

Students who fail to meet Satisfactory Academic Progress at their evaluation point will be subject to one of the two following processes:

1. In cases where it is determined that the student will be unable to meet SAP by their next evaluation period, he/she will lose financial aid eligibility. The student will be placed on warning and can continue to attend school on a self-pay basis. The student will be advised of their loss of Title IV eligibility in writing. Students will also receive a notification of the actions required to reestablish satisfactory academic progress. Students who regain satisfactory academic progress may regain Title IV eligibility.
2. If it is determined that the student will be able to meet the minimum SAP requirements by their next evaluation period, he/she will be placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing of the possibility of Title IV eligibility loss but will continue to receive Title IV funds. The student will also be advised in writing on the actions required to re-establish satisfactory academic progress by their next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will be deemed ineligible to receive Title IV funds. Students who lose Title IV eligibility will be notified in writing. Students who are no longer eligible for Title IV funds are allowed to continue attending school on a cash pay basis. Students who regain satisfactory academic progress may regain Title IV eligibility.

**Please note:** Glitz School of Cosmetology does not offer appeals for unsatisfactory SAP evaluations.

### **Loss of Title IV Eligibility**

All students who are at risk of, or have already lost Title IV eligibility, will be notified in writing. A student who does not meet the minimum attendance and/or academic standards is no longer eligible for Title IV HEA program funds unless the student is on warning. A student who fails to meet SAP at the end of a warning period will lose Title IV eligibility. If a student fails to meet SAP, and it is determined that the student will be unable to meet SAP by their next evaluation, he/she will lose Title IV eligibility at that point. Students who lose Title IV eligibility may continue to attend school on a self-pay basis. Glitz School of Cosmetology will not release graduation documents to the student or the New Mexico State Board until all remaining balances are paid.

### **Re-establishing satisfactory Academic Progress:**

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

### **Re-establishing Satisfactory Attendance Progress:**

Students are allowed to make up missed hours for excused absences at no charge. Students who wish to make up hours must fill out the necessary form and select the days and/or nights on which the student will attend to make up missed hours. The administration must review and approve the request prior to the student beginning make up attendance. Students are obligated to attend on the days for which they've signed up. If a student is absent on a day for which he/she signed up, then the student will not be allowed to make up those hours.

Students also have the option to make up absences for unexcused absences on Mondays (only) between the hours of 9:30 am and 3:00 pm at a cost of \$5.00 per hour. Students who will attend on Mondays must send an email to the school manager to [Maria@glitz.edu](mailto:Maria@glitz.edu) at least 48 hours in advance.

Alternatively, students can attend approved advanced classes outside their regular schedule to make up hours. Please note that students seeking to attend advanced classes must fill out the necessary form and must be preapproved. In order for advanced classes to be approved a Glitz School of Cosmetology instructor must be in attendance.

**Re-establishing Satisfactory Academic (Theory and Practical) Progress:** Students can, and might be required to, retake written evaluations in order to meet the minimum theory Satisfactory Academic Progress (SAP) requirements. It is also permissible for students to re-do any other written assignments that were turned in for a grade. Students who do not have a passing grade of 70% or better by the end of their maximum allowed time frame will be required to retake written and practical examinations until their grade is satisfactory. Extra-instructional charges of \$25.00 per hour will apply. The extra-instructional charges will be added to the student's balance after graduation.

### **Course Incompletes and Withdrawals**

Course incompletes and withdrawals do not apply to this institution and therefore have no effect upon this institution's satisfactory academic progress policy. However, Glitz School of Cosmetology will submit any re-entry hours for the board's approval. The New Mexico Board of Barbers and Cosmetologists (not our school) makes the final determination of the hours that will be accepted. Course incompletes, repetitions, and non-credit remedial courses have no effect upon our school's satisfactory academic progress. Students who reenroll in the school will do so in the exact same attendance and academic status as when they withdrew.

### **Interruptions**

If enrollment is temporarily interrupted for a Leave of Absence (See Leave of Absence Policy), the student will return to school in the same progress status as prior to the leave of absence. The Student's Contract Period and Maximum allowed time frame will be extended by the same amount

of calendar days taken in the leave of absence. Students will not incur any additional fees due to a Leave of Absence.

### **Re-entry Students**

To be eligible for readmission the student must submit a new application, pay the non-refundable \$100 application fee, and meet all the admission requirements at the time of re-entry. The student must also be current on any outstanding debts with Glitz School of Cosmetology. Previous balances owed may be applied to the new agreement balance. Prior clocked hours will be evaluated prior to readmission and submitted to the New Mexico Board of Barbers and Cosmetologists for approval. Please note that it is the New Mexico Board of Barbers and Cosmetologists (and not our school) that determines the amount of re-entry hours that will be accepted. Therefore, previously completed hours may or may not be approved. Approval for readmission is determined by the School Board and is based on program, schedule, space availability, and the student's prior conduct and academic record. Glitz School of Cosmetology reserves the right to deny readmission following termination or withdrawal for any reason. If re-entry is granted, the applicant will be required to sign a new Enrollment Agreement and pay additional tuition, books, supplies, and equipment costs (if applicable). Additionally, any returning students will re-enter in the same progress status as when they left. If a student withdraws and has been charged 100% of their Agreement price, and the student is in good standing, he/she may be eligible to return to the course during the following Twelve (12) month period without any additional tuition costs. If a student withdraws and has been charged less than 100% of their agreement, and the student wishes to reenroll at our school, the student will owe the original amount as determined by their refund calculation as well as the remaining program cost based on the current tuition price. Please note, Glitz School of Cosmetology will not release any graduation documents until all the balances have been paid off.

### **Multiple Re-entry Students**

Approval for re-entry is determined by the School Board and is based on program, schedule, student's academic standing, student's academic and conduct record, and space availability. Students who return to Glitz School of Cosmetology must pay the nonrefundable \$100 application fee. Students who re-enter the school will do so in the exact same attendance/academic and financial status. **Please note that it is very difficult for students who withdraw from the school prior to program completion to be granted re-enrollment.**

### **Successful Course Completion**

A student's successful course completion percentage is based on their theoretical grade and the number of successfully completed clock hours (those with a theory grade of 70% or higher and an attendance grade of 90% or higher). Theory grade is determined by dividing the number of points attained by the number of possible points. Attendance grade is determined by dividing by the cumulative number of clock hours completed by the number of scheduled clock hours.

### **Remedial Courses and Repetitions**

Remedial courses do not apply to this institution and therefore have no effect upon this institution's satisfactory academic progress policy. However, it is possible (and highly recommended) for students to retake written and practical evaluations in which the student obtained a low score. Students may attend a program for which they were previously certified at their own expense.

**Notice of Early Completion for Students Receiving Financial Aid**

Please note that, should the student complete the program earlier than the estimated timeframe 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.

**Repetitions for VA students**

The Department of Veteran Affairs does not permit re-certification of courses successfully completed in the past.

**BARBER PROGRAM CURRICULUM OUTLINE****(All items must be completed to graduate)**

Our curriculum is based on the requirements set forth by the New Mexico Board of Barbers and Cosmetologists. To graduate our students must complete the following lesson hours and services:

- (1) **THEORY: 75 hours**
  - (a) Orientation- Welcome to Glitz
  - (b) State laws and regulations
  - (c) professional image
  - (d) first aid
  - (e) chemistry
  - (f) electricity
  - (g) job seeking
  - (h) ethics
- (2) **STERILIZATION, SANITATION, BACTERIOLOGY: 75 hours**
  - (a) related theory and safety
  - (b) preparation, procedures and practice
  - (c) products, materials and implements
  - (d) public sanitation
  - (e) methods of sanitation and sterilization
  - (f) chemical agents
  - (g) types and classifications of bacteria
  - (h) bacterial growth
  - (i) infections
  - (j) infection control and safety standards
- (3) **SHAMPOO, RINSES, SCALP TREATMENTS: 75 hours**
  - (a) related theory
  - (b) anatomy
  - (c) physiology
  - (d) preparation
  - (e) procedures and practice
  - (f) products, materials and implements
  - (g) hair analysis
  - (h) disorders of the hair and scalp
  - (i) hair and scalp treatments
  - (j) related chemistry
  - (k) client record keeping and safety

- (4) **CHEMICAL REARRANGING - PERMS AND RELAXERS: 200 hours**
- (a) related theory
  - (b) anatomy
  - (c) physiology
  - (d) preparation, procedures and practice
  - (e) products, materials and implements
  - (f) hair analysis and client consultation
  - (g) related chemistry
  - (h) client record keeping and safety
- (5) **HAIRSTYLING: 150 hours**
- (a) related theory
  - (b) anatomy
  - (c) physiology
  - (d) preparation, procedures and practice
  - (e) products, materials and implements
  - (f) hair analysis and client consultation
  - (g) related chemistry
  - (h) wet styling
  - (i) blow drying
  - (j) finger waving
  - (k) air waving
  - (l) hair pressing
  - (m) hair extensions
  - (n) hair weaving
  - (o) braiding
  - (p) corn rowing
  - (q) client consultation and recommendations
  - (r) client record keeping and safety
  - (s) care of wigs and hair pieces
- (6) **HAIR COLORING - BLEACHING: 125 hours**
- (a) related theory
  - (b) anatomy
  - (c) physiology
  - (d) preparation, procedures and practice
  - (e) products, materials and implements
  - (f) hair analysis and client consultation
  - (g) related chemistry
  - (h) temporary, semi-permanent, and permanent applications
  - (i) bleaching, tinting, toning, frosting, special effects and problems
  - (j) client consultation and recommendations
  - (k) client record keeping and safety
- (7) **HAIR CUTTING AND BEARD TRIMMING: 250 hours**
- (a) related theory
  - (b) anatomy
  - (c) physiology
  - (d) shaving, honing and stropping

- (e) preparation, procedures, and practice
  - (f) use of scissors, shears, razor and clippers
  - (g) products, materials and implements
  - (h) client consultation and recommendations
  - (i) client record keeping and safety
- (8) **FACIALS: 175 hours**
- (a) related theory
  - (b) anatomy
  - (c) physiology
  - (d) preparation, procedures and practice
  - (e) products, materials and implements
  - (f) theory of massage and facial treatments
  - (g) makeup application
  - (h) use of electrical appliances, currents and specialized machines  
For treatments
  - (i) artificial eyelashes
  - (j) removal of unwanted hair
  - (k) eyelash and brow tinting
  - (l) light therapy
  - (m) client consultation and recommendations
  - (n) client record keeping and safety
- (9) **REQUIRED HANDS-ON-TRAINING – instructor approved procedures**
- (a) 40 facial shave
  - (b) 30 shaving around ears and neck
  - (c) 25 lady's haircuts
  - (d) 75 men's haircuts
  - (e) 25 hairstyling
  - (f) chemical texturing
    - (i) 7 permanent waving
    - (ii) 7 permanent relaxing
- (10) **SALON BUSINESS, RETAIL SALES: 50 hours**
- (a) related theory
  - (b) opening a salon and business plan
  - (c) written agreements,
  - (d) resume writing, how to build a portfolio, job seeking, interview  
Preparation, professionalism, work ethics
  - (e) regulations and laws
  - (f) salon operation, policies, practices, personnel, compensation,  
Payroll deductions
  - (g) use of telephone, advertising, retail and salesmanship, client  
communications, public relations, insurance
  - (h) salon safety
- (11) **MISCELLANEOUS: 25 hours**
- (a) To be applied by the Instructor to strengthen student performance  
In curriculum related areas
  - (b) Supervised field trips, resume development, job readiness

**Secondary Facility:**

Please note that Glitz School of Cosmetology has an approved secondary facility located across the parking lot (75 ft away). It is possible that students in this program may have to complete up to 50% of their education at this facility. The physical address of our secondary facility is:

Glitz School of Cosmetology  
Secondary Facility  
1744 S. Triviz Dr  
Las Cruces NM 88001

**COSMETOLOGY PROGRAM****1600 Clock Hours****COSMETOLOGY PROGRAM DESCRIPTION**

Our 1600 clock hour cosmetology program combines longstanding methods with the latest techniques to provide our students with the ability to serve all generations. Students will be trained in all aspects of this profession including shampoo, haircutting/styling, perming, braiding, coloring. Manicuring, pedicuring, acrylic tips, sculpted nails, facials, waxing, make up, are also part of our curriculum. Students will also be taught how to start and run a successful business.

**Cosmetology Program Educational Objectives**

Our cosmetology program is a combination of book work and hands on experience designed to prepare you to successfully pass both the theory and practical licensing examinations administered by the New Mexico Board of Barbers and Cosmetologists. This program is also tailored to meet or exceed the clock hour and service requirements set forth by the state of New Mexico Board of Barbers and Cosmetologists. In addition, this program is fashioned to produce experienced, professional, and confident graduates who can obtain gainful employment and succeed within their field of program study.

**Instructional Methods Used for the cosmetology Program**

Instruction is divided into theory (taught in a classroom setting), and hands on training. Glitz School of Cosmetology uses Milady's Standard Cosmetology book as the primary resource to prepare our students for their State licensing examinations. Our student's learning is also complemented and enhanced through field trips, online resources, and professional guest speakers.

Instruction and hands-on training are delivered by certified instructors approved by the New Mexico Board of Barbers and Cosmetologists.

**Cosmetology Program Graduation Requirements**

In order to graduate from this program, all students must:

- Complete 100% of the 1600 State mandated hours.
- Complete the program with a 70% or better academic grade (Theory and Practical)
- Complete the program with a 90% or better attendance grade.

- Complete 100% of the services mandated by the New Mexico Board of Barbers and Cosmetologists. Please refer to the program curriculum for additional information.
- Pay off any and all amounts owed to Glitz School of Cosmetology.

Upon meeting the above requirements for this program, students will receive a diploma as well as a transcript of training hours. Students will also receive a form containing the steps to follow after graduation. After successful completion of our State approved curriculum Glitz graduates are ready to take the State mandated theory and practical exams.

### **SATISFACTORY ACADEMIC PROGRESS POLICY FOR THE COSMETOLOGY PROGRAM**

**Please note this policy is often referred to as “SAP” throughout this catalog**

This Satisfactory Academic Progress Policy is provided to all students prior to enrollment. All students, regardless of their program or enrollment status (full time/part time), are evaluated periodically to determine if they are meeting the minimum Satisfactory Academic Progress (SAP) requirements. The academic progress is based on both qualitative (subject knowledge) and quantitative (attendance) performance.

#### **SAP STANDARDS:**

Glitz School of Cosmetology requires its students to maintain Satisfactory Academic Progress (SAP) as established by this institution in order to continue to matriculate at the school and to continue to be eligible to participate in the federal government's Title IV financial aid programs. This Satisfactory Academic Progress Policy applies to all students enrolled at Glitz School of Cosmetology, regardless of the source of their funding and/or enrollment status (full-time or part-time). All students must comply with the following standards:

3. All students must maintain a cumulative academic average of 70% or better on all required course work.
4. Students must maintain an attendance grade of 90% or better to meet the requirements set forth by the New Mexico Board of Barbers and Cosmetologists and Glitz School of Cosmetology.
5. All students are held responsible for regular and punctual attendance. Due to regulations set forth by the New Mexico Board of Barbers and Cosmetologists students at Glitz School of Cosmetology must complete 100% of the hours required for their program. For example, a student scheduled to complete a 1000-hour program must complete 1000 clock hours.
6. All students must complete the program within the maximum allowed time frame, which is one and one-tenth (1.11) times the normal length of time required to complete the program as defined in the enrollment agreement. This time frame will be measured in terms of clock hours attempted.
7. Students who fail to complete the program within the maximum allowed time frame of 111% will incur extra-instructional charges at the rate of \$25 per hour. The fees will be added to the student’s account after the student graduates.

8. Regardless of the average level of attendance, students who have more than 14 days of consecutive absence will be dismissed (unofficially withdrawn). This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 14 or more days are encouraged to request a Leave-of-Absence.

In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the School Catalog.

### **INITIAL PERIOD ATTENDANCE REQUIREMENTS**

Students in the Cosmetology program must achieve an attendance grade of 80% or better during the first 25 calendar days of their attendance. If a student's attendance grade is below 80% by the end of their initial period, the student will be terminated from Glitz School of Cosmetology. A grade of 90% or better is required for student graduation

### **SAP EVALUATION PERIODS**

#### **Evaluation Periods for Attendance, Practical, and Academic Evaluations:**

Student compliance with the policy for Satisfactory Academic Progress is divided into evaluation periods, which include both clock hours and weeks attempted.

<b>PROGRAM</b>	<b>LENGTH (Clock Hours)</b>	<b>APPROVED FOR TITLE IV</b>	<b>EVALUATION PERIOD</b>	<b>ACTUAL CLOCK HOURS</b>	<b>WEEKS COMPLETED</b>
Cosmetology (Full Time)	1600	Yes	1	450	13
			2	900	26
			3	1250	36
Cosmetology (Part Time)	1600	Yes	1	450	22
			2	900	43
			3	1250	60

In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; either at the time the student is scheduled to reach each additional 375 clock hours, or at the time of actual completion of the remaining hours, whichever occurs first.

#### **Evaluation of Transfer Students**

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the maximum allowed time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution. Transfer students will be evaluated either at the midpoint of their contracted hours or the established evaluation period, whichever comes first.

#### **Evaluation of Re-entry Students**

Re-entry students will be evaluated at their normal scheduled SAP or the midpoint of their contracted hours, whichever comes first.

### Attendance Progress Evaluations

Students are required to carry a minimum of 90% attendance grade in order to maintain satisfactory attendance progress. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 90% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### Possible Attendance Scores

- 96 - 100 Excellent
- 92 - 95 Very Good
- 90 - 91 Satisfactory
- 89- 0 Does not meet standards

### MAXIMUM ALLOWED TIME FRAME

Students are allowed 111% of their contracted hours to complete their program. This is known as the maximum allowed time frame. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for determining when the maximum allowed time frame has been completed. SAP Periods are based on actual contracted hours at the institution.

### Extra-instructional Charges

Students who do not complete the course within the maximum allowed timeframe will incur extra instructional charges at a rate of \$25 per hour. The additional cost will be added to the student's remaining balance after the student graduates.

### MAXIMUM ALLOWED TIME FRAME CHART

PROGRAM	Length in Hours	Length in Weeks	Attendance Hours Per Week	Maximum Allowed Time Frame
Cosmetology (Full Time)	1600 Clock Hours	45.71	35	50.74 Weeks
Cosmetology (Part Time)	1600 Clock Hours	76.19	21	84.57 Weeks

The maximum allowed timeframe for transfer students who need less than the full course requirements or part-time students will be determined based the following formula:

$$\text{Contracted Hours} * 111\% = \text{Maximum Time Allowed}$$

### Qualitative Progress Evaluations

Qualitative (Subject Knowledge) progress is determined by combining the scores of all practical and written examinations. Students who do not meet a minimum of 70% grade in subject knowledge will be required to retake practical and written examinations as necessary. Written evaluations consist of tests and quizzes. In the case of practical evaluations students will be graded via the use of a "Yes" or "No" checklist. Students are will be observed while completing any and

all learned services. If the student misses a step or uses improper technique the student will receive a “No” for that step.

Qualitative progress evaluations (both written and practical) are evaluated by dividing the number of correct answers by the total possible number of correct answers.

### **Possible Academic and Practical Scores**

90 - 100 Excellent

80 - 89 Very Good

70 - 79 Satisfactory

69- 0 Does not meet standards

### **Satisfactory Academic Progress Evaluation Results**

All students are provided with a copy of their evaluation results within 7 days of their scheduled evaluation. Students who do not meet the minimum Satisfactory Academic Progress requirements will be required to sign the original adverse evaluation and will be provided with a copy. Students who wish to review their past assignment can request to review their file.

### **Determination of Progress Status**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress will be placed on warning and will be at risk of having their Title IV Funding interrupted.

### **Warning**

Students who fail to meet Satisfactory Academic Progress at their evaluation point will be subject to one of the two following processes:

9. In cases where it is determined that the student will be unable to meet SAP by their next evaluation period, he/she will lose financial aid eligibility. The student will be placed on warning and can continue to attend school on a self-pay basis. The student will be advised of their loss of Title IV eligibility in writing. Students will also receive a notification of the actions required to reestablish satisfactory academic progress. Students who regain satisfactory academic progress may regain Title IV eligibility.
10. If it is determined that the student will be able to meet the minimum SAP requirements by their next evaluation period, he/she will be placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing of the possibility of Title IV eligibility loss but will continue to receive Title IV funds. The student will also be advised in writing on the actions required to re-establish satisfactory academic progress by their next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will be deemed ineligible to receive Title IV funds. Students who lose Title IV eligibility will be notified in writing. Students who are no longer eligible for Title IV funds are allowed to continue attending school on a cash pay basis. Students who regain satisfactory academic progress may regain Title IV eligibility.

**Please note:** Glitz School of Cosmetology does not offer appeals for unsatisfactory SAP evaluations.

### **Loss of Title IV Eligibility**

All students who are at risk of, or have already lost Title IV eligibility, will be notified in writing. A student who does not meet the minimum attendance and/or academic standards is no longer eligible for Title IV HEA program funds unless the student is on warning. A student who fails to meet SAP at the end of a warning period will lose Title IV eligibility. If a student fails to meet SAP, and it is determined that the student will be unable to meet SAP by their next evaluation, he/she will lose Title IV eligibility at that point. Students who lose Title IV eligibility may continue to attend school on a self-pay basis. Glitz School of Cosmetology will not release graduation documents to the student or the New Mexico State Board until all remaining balances are paid.

### **Re-establishing satisfactory Academic Progress:**

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

### **Re-establishing Satisfactory Attendance Progress:**

Students are allowed to make up missed hours for excused absences at no charge. Students who wish to make up hours must fill out the necessary form and select the days and/or nights on which the student will attend to make up missed hours. The administration must review and approve the request prior to the student beginning make up attendance. Students are obligated to attend on the days for which they've signed up. If a student is absent on a day for which he/she signed up, then the student will not be allowed to make up those hours.

Students also have the option to make up absences for unexcused absences on Mondays (only) between the hours of 9:30 am and 3:00 pm at a cost of \$5.00 per hour. Students who will attend on Mondays must send an email to the school manager to [Maria@glitz.edu](mailto:Maria@glitz.edu) at least 48 hours in advance.

Alternatively, students can attend approved advanced classes outside their regular schedule to make up hours. Please note that students seeking to attend advanced classes must fill out the necessary form and must be preapproved. In order for advanced classes to be approved a Glitz School of Cosmetology instructor must be in attendance.

**Re-establishing Satisfactory Academic (Theory and Practical) Progress:** Students can, and might be required to, retake written evaluations in order to meet the minimum theory Satisfactory Academic Progress (SAP) requirements. It is also permissible for students to re-do any other written assignments that were turned in for a grade. Students who do not have a passing grade of 70% or better by the end of their maximum allowed time frame will be required to retake written and practical examinations until their grade is satisfactory. Extra-instructional charges of \$25.00 per hour will apply. The extra-instructional charges will be added to the student's balance after graduation.

### **Course Incompletes and Withdrawals**

Course incompletes and withdrawals do not apply to this institution and therefore have no effect upon this institution's satisfactory academic progress policy. However, Glitz School of

Cosmetology will submit any re-entry hours for the board's approval. The New Mexico Board of Barbers and Cosmetologists (not our school) makes the final determination of the hours that will be accepted. Course incompletes, repetitions, and non-credit remedial courses have no effect upon our school's satisfactory academic progress. Students who reenroll in the school will do so in the exact same attendance and academic status as when they withdrew.

### **Interruptions**

If enrollment is temporarily interrupted for a Leave of Absence (See Leave of Absence Policy), the student will return to school in the same progress status as prior to the leave of absence. The Student's Contract Period and Maximum allowed time frame will be extended by the same amount of calendar days taken in the leave of absence. Students will not incur any additional fees due to a Leave of Absence.

### **Re-entry Students**

To be eligible for readmission the student must submit a new application, pay the non-refundable \$100 application fee, and meet all the admission requirements at the time of re-entry. The student must also be current on any outstanding debts with Glitz School of Cosmetology. Previous balances owed may be applied to the new agreement balance. Prior clocked hours will be evaluated prior to readmission and submitted to the New Mexico Board of Barbers and Cosmetologists for approval. Please note that it is the New Mexico Board of Barbers and Cosmetologists (and not ours school) that determines the amount of re-entry hours that will be accepted. Therefore, previously completed hours may or may not be approved. Approval for readmission is determined by the School Board and is based on program, schedule, space availability, and the student's prior conduct and academic record. Glitz School of Cosmetology reserves the right to deny readmission following termination or withdrawal for any reason. If re-entry is granted, the applicant will be required to sign a new Enrollment Agreement and pay additional tuition, books, supplies, and equipment costs (if applicable). Additionally, any returning students will re-enter in the same progress status as when they left. If a student withdraws and has been charged 100% of their Agreement price, and the student is in good standing, he/she may be eligible to return to the course during the following Twelve (12) month period without any additional tuition costs. If a student withdraws and has been charged less than 100% of their agreement, and the student wishes to reenroll at our school, the student will owe the original amount as determined by their refund calculation as well as the remaining program cost based on the current tuition price. Please note, Glitz School of Cosmetology will not release any graduation documents until all the balances have been paid off.

### **Multiple Re-entry Students**

Approval for re-entry is determined by the School Board and is based on program, schedule, student's academic standing, student's academic and conduct record, and space availability. Students who return to Glitz School of Cosmetology must pay the nonrefundable \$100 application fee. Students who re-enter the school will do so in the exact same attendance/academic and financial status. **Please note that it is very difficult for students who withdraw from the school prior to program completion to be granted re-enrollment.**

### **Successful Course Completion**

A student's successful course completion percentage is based on their theoretical grade and the number of successfully completed clock hours (those with a theory grade of 70% or higher and

an attendance grade of 90% or higher). Theory grade is determined by dividing the number of points attained by the number of possible points. Attendance grade is determined by dividing by the cumulative number of clock hours completed by the number of scheduled clock hours.

### **Remedial Courses and Repetitions**

Remedial courses do not apply to this institution and therefore have no effect upon this institution's satisfactory academic progress policy. However, it is possible (and highly recommended) for students to retake written and practical evaluations in which the student obtained a low score. Students may attend a program for which they were previously certified at their own expense.

### **Notice of Early Completion for Students Receiving Financial Aid**

Please note that, should the student complete the program earlier than the estimated timeframe 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.

### **Repetitions for VA students**

The Department of Veteran Affairs does not permit re-certification of courses successfully completed in the past.

## **COSMETOLOGY PROGRAM CURRICULUM OUTLINE**

**(All items must be completed to graduate)**

Our curriculum is based on the requirements set forth by the New Mexico Board of Barbers and Cosmetologists. To graduate our students must complete the following lessons hours and services:

- (1) THEORY: 75 hours**
  - (a) Orientation
  - (b) State laws and regulations
  - (c) professional image
  - (d) first aid
  - (e) chemistry
  - (f) electricity
  - (g) job seeking
  - (h) ethics
- (2) STERILIZATION, SANITATION, BACTERIOLOGY: 75 hours**
  - (a) related theory and safety
  - (b) preparation, procedures and practice
  - (c) products, materials and implements
  - (d) public sanitation
  - (e) methods of sanitation and sterilization
  - (f) chemical agents
  - (g) types and classifications of bacteria
  - (h) bacterial growth
  - (i) infections
  - (j) infection control and safety standards
- (3) SHAMPOO, RINSES, SCALP TREATMENTS: 75 hours**

- (a) related theory
  - (b) anatomy
  - (c) physiology
  - (d) preparation
  - (e) procedures and practice
  - (f) products, materials and implements
  - (g) hair analysis
  - (h) disorders of the hair and scalp
  - (i) hair and scalp treatments
  - (j) related chemistry
  - (k) client record keeping and safety
- (4) CHEMICAL REARRANGING - PERMS AND RELAXERS: 200 hours**
- (a) related theory
  - (b) anatomy
  - (c) physiology
  - (d) preparation procedures and practice
  - (e) products, materials and implements
  - (f) hair analysis and client consultation
  - (g) related chemistry
  - (h) client record keeping and safety
- (5) HAIRSTYLING: 150 hours**
- (a) related theory
  - (b) anatomy
  - (c) physiology
  - (d) preparation procedures and practice
  - (e) products, materials and implements
  - (f) hair analysis and client consultation
  - (g) related chemistry
  - (h) wet styling
  - (i) blow drying
  - (j) finger waving
  - (k) air waving
  - (l) hair pressing
  - (m) hair extensions
  - (n) hair weaving
  - (o) braiding
  - (p) corn rowing
  - (q) client consultation and recommendations
  - (r) client record keeping and safety
  - (s) care of wigs and hair pieces
- (6) HAIR COLORING - BLEACHING: 125 hours**
- (a) related theory
  - (b) anatomy
  - (c) physiology
  - (d) preparation, procedures and practice
  - (e) products, materials and implements

- (f) hair analysis and client consultation
- (g) related chemistry
- (h) temporary, semi-permanent, and permanent applications
- (i) bleaching, tinting, toning, frosting, special effects and problems
- (j) client consultation and recommendations; and
- (k) client record keeping and safety
- (7) HAIR CUTTING: 200 hours**
  - (a) related theory
  - (b) anatomy
  - (c) physiology
  - (d) preparation, procedures, and practice
  - (e) use of scissors, shears, razor and clippers
  - (f) products, materials and implements
  - (g) client consultation and recommendations
  - (h) client recordkeeping and safety
- (8) FACIALS: 175 hours**
  - (a) related theory
  - (b) anatomy
  - (c) physiology
  - (d) preparation, procedures and practice
  - (e) products, materials and implements
  - (f) theory of massage and facial treatments
  - (g) makeup application
  - (h) use of electrical appliances, currents and specialized machines for treatments
  - (i) artificial eyelashes
  - (j) removal of unwanted hair
  - (k) eyelash and brow tinting
  - (l) light therapy
  - (m) client consultation and recommendations
  - (n) client record keeping and safety
- (9) MANICURING/PEDICURING: 175 hours**
  - (a) related theory;
  - (b) anatomy;
  - (c) physiology;
  - (d) preparation, procedures and practice;
  - (e) products, materials and implements;
  - (f) theory of massage;
  - (g) advanced nail techniques;
  - (h) client consultation and recommendations
  - (i) client record keeping and safety
- (10) REQUIRED HANDS-ON TRAINING: Required procedures**
  - (a) 75 lady's haircuts
  - (b) 25 men's haircuts
  - (c) 25 hairstyling's
  - (d) 30 coloring

- (e) chemical texturing:
  - (i) 7 permanent waving; and
  - (ii) 7 permanent relaxing
- (11) **SALON BUSINESS, RETAIL SALES: 50 hours**
  - (a) related theory
  - (b) opening a salon and business plan
  - (c) written agreements,
  - (d) resume writing, how to build a portfolio, job seeking, interview Preparation, professionalism, work ethics
  - (e) regulations and laws
  - (f) salon operation, policies, practices, personnel, compensation, Payroll deductions
  - (g) use of telephone, advertising, retail and salesmanship, client communications, public relations, insurance
  - (h) salon safety
- (12) **MISCELLANEOUS: 300 hours**
  - (a) to be applied by the Instructor to strengthen student performance In curriculum related areas or
  - (b) Supervised field trips, resume development, interview preparation, Job search skills

**Secondary Facility:**

Please note that Glitz School of Cosmetology has an approved secondary facility located across the parking lot (75 ft away). It is possible that students in this program may have to complete up to 50% of their education at this facility. The physical address of our secondary facility is:

Glitz School of Cosmetology  
 Secondary Facility  
 1744 S. Triviz Dr  
 Las Cruces NM 88001

**NAIL TECHNOLOGY PROGRAM****420 Clock Hours**

**PLEASE NOTE: The Nail Technology Program at Glitz School of Cosmetology requires 20 more clock hours than the minimum mandated by the New Mexico Board of Barbers and Cosmetologists. The additional hours are set in place to ensure our students graduate with the most knowledge, experience, confidence, and ability to excel in their particular field. Our nail program also includes some items that are not required by the New Mexico Board of Barbers and Cosmetologists as part of the curriculum.**

**NAIL TECHNOLOGY PROGRAM DESCRIPTION**

Our 420-clock hour nail technology program combines longstanding methods with the latest techniques to provide our students with the ability to serve all generations. Students will be trained in all aspects of this profession including manicuring/pedicuring, gel manicures, tips with acrylic, tips with gel, sculpted nails, 3-D artwork, and whatever the latest trends may be at the time in the nail industry. Students will also be taught how to start and run a successful business.

### **Nail Technology Program Educational Objectives**

Our Nail Technology program is a combination of book work and hands on experience designed to prepare you to successfully pass both the theory and practical licensing examinations administered by the New Mexico Board of Barbers and Cosmetologists. This program is also tailored to meet or exceed the clock hour and service requirements set forth by the state of New Mexico Board of Barbers and Cosmetologists. In addition, this program is fashioned to produce experienced, professional, and confident graduates who can obtain gainful employment and succeed within their field of program study.

### **Instructional Methods Used for the Nail Technology Program**

Instruction is divided into theory (taught in a classroom setting), and hands on training. Glitz School of Cosmetology uses Milady's Standard Nail Technology book as the primary resource to prepare our students for their State licensing examinations. Our student's learning is also complemented and enhanced through field trips, online resources, and professional guest speakers. Instruction and hands-on training are delivered by certified instructors approved by the New Mexico Board of Barbers and Cosmetologists.

### **Nail Technology Program Graduation Requirements**

In order to graduate from this program, all students must:

- Complete 100% of the 420 program hours. This includes the 400 hours mandated by the state as well as the additional 20 hours required by Glitz School of Cosmetology.
- Complete the program with a 70% or better academic grade (Theory and Practical)
- Complete the program with a 90% or better attendance grade.
- Complete 100% of the services mandated by the New Mexico Board of Barbers and Cosmetologists. Please refer to the program curriculum for additional information.
- Pay off any and all amounts owed to Glitz School of Cosmetology.

Upon meeting the above requirements for this program, students will receive a diploma as well as a transcript of training hours. Students will also receive a form containing the steps to follow after graduation. After successful completion of our State approved curriculum Glitz graduates are ready to take the State mandated theory and practical exams.

## **SATISFACTORY ACADEMIC PROGRESS POLICY FOR THE NAIL TECHNOLOGY PROGRAM**

**Please note this policy is often referred to as "SAP" throughout this catalog**

This Satisfactory Academic Progress Policy is provided to all students prior to enrollment. All students, regardless of their program or enrollment status (full time/part time), are evaluated periodically to determine if they are meeting the minimum Satisfactory Academic Progress (SAP)

requirements. The academic progress is based on both qualitative (subject knowledge) and quantitative (attendance) performance.

### **SAP STANDARDS:**

Glitz School of Cosmetology requires its students to maintain Satisfactory Academic Progress (SAP) as established by this institution in order to continue to matriculate at the school and to continue to be eligible to participate in the federal government's Title IV financial aid programs. This Satisfactory Academic Progress Policy applies to all students enrolled at Glitz School of Cosmetology, regardless of the source of their funding and/or enrollment status (full-time or part-time). All students must comply with the following standards:

11. All students must maintain a cumulative academic average of 70% or better on all required course work.
12. Students must maintain an attendance grade of 90% or better to meet the requirements set forth by the New Mexico Board of Barbers and Cosmetologists and Glitz School of Cosmetology.
13. All students are held responsible for regular and punctual attendance. Due to regulations set forth by the New Mexico Board of Barbers and Cosmetologists students at Glitz School of Cosmetology must complete 100% of the hours required for their program. For example, a student scheduled to complete a 1000-hour program must complete 1000 clock hours.
14. All students must complete the program within the maximum allowed time frame, which is one and one-tenth (1.11) times the normal length of time required to complete the program as defined in the enrollment agreement. This time frame will be measured in terms of clock hours attempted.
15. Students who fail to complete the program within the maximum allowed time frame of 111% will incur extra-instructional charges at the rate of \$25 per hour. The fees will be added to the student's account after the student graduates.
16. Regardless of the average level of attendance, students who have more than 14 days of consecutive absence will be dismissed (unofficially withdrawn). This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 14 or more days are encouraged to request a Leave-of-Absence.

In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the School Catalog.

### **INITIAL PERIOD ATTENDANCE REQUIREMENTS**

Students in the Nail Technology program must achieve an attendance grade of 80% or better during the first 15 calendar days of their attendance. If a student's attendance grade is below 80% by the end of their initial period, the student will be terminated from Glitz School of Cosmetology. A grade of 90% or better is required for student graduation

### **SAP EVALUATION PERIODS**

#### **Evaluation Periods for Attendance, Practical, and Academic Evaluations:**

Student compliance with the policy for Satisfactory Academic Progress is divided into evaluation periods, which include both clock hours and weeks attempted.

<b>PROGRAM</b>	<b>LENGTH (Clock Hours)</b>	<b>APPROVED FOR TITLE IV</b>	<b>EVALUATION PERIOD</b>	<b>ACTUAL CLOCK HOURS</b>	<b>WEEKS COMPLETED</b>
Nail Technology (Full Time)	420	No	1	210	6
Nail Technology (Part Time)	420	No	1	210	10

In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; either at the time the student is scheduled to reach each additional 375 clock hours, or at the time of actual completion of the remaining hours, whichever occurs first.

#### **Evaluation of Transfer Students**

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the maximum allowed time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution. Transfer students will be evaluated either at the midpoint of their contracted hours or the established evaluation period, whichever comes first.

#### **Evaluation of Re-entry Students**

Re-entry students will be evaluated at their normal scheduled SAP or the midpoint of their contracted hours, whichever comes first.

#### **Attendance Progress Evaluations**

Students are required to carry a minimum of 90% attendance grade in order to maintain satisfactory attendance progress. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 90% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

#### **Possible Attendance Scores**

- 96 - 100 Excellent
- 92 - 95 Very Good
- 90 - 91 Satisfactory
- 89- 0 Does not meet standards

#### **MAXIMUM ALLOWED TIME FRAME**

Students are allowed 111% of their contracted hours to complete their program. This is known as the maximum allowed time frame. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for

determining when the maximum allowed time frame has been completed. SAP Periods are based on actual contracted hours at the institution.

### **Extra-instructional Charges**

Students who do not complete the course within the maximum allowed timeframe will incur extra instructional charges at a rate of \$25 per hour. The additional cost will be added to the student's remaining balance after the student graduates.

### **MAXIMUM ALLOWED TIME FRAME CHART**

<b>PROGRAM</b>	<b>Length in Hours</b>	<b>Length in Weeks</b>	<b>Attendance Hours Per Week</b>	<b>Maximum Allowed Time Frame</b>
Nail Technology (Full Time)	420 Clock Hours	12	35	13 Weeks
Nail Technology (Part Time)	420 Clock Hours	20	21	21 Weeks

The maximum allowed timeframe for transfer students who need less than the full course requirements or part-time students will be determined based the following formula:

$$\text{Contracted Hours} * 111\% = \text{Maximum Time Allowed}$$

### **Qualitative Progress Evaluations**

Qualitative (Subject Knowledge) progress is determined by combining the scores of all practical and written examinations. Students who do not meet a minimum of 70% grade in subject knowledge will be required to retake practical and written examinations as necessary. Written evaluations consist of tests and quizzes. In the case of practical evaluations students will be graded via the use of a "Yes" or "No" checklist. Students are will be observed while completing any and all learned services. If the student misses a step or uses improper technique the student will receive a "No" for that step.

Qualitative progress evaluations (both written and practical) are evaluated by dividing the number of correct answers by the total possible number of correct answers.

### **Possible Academic and Practical Scores**

- 90 - 100 Excellent
- 80 - 89 Very Good
- 70 - 79 Satisfactory
- 69- 0 Does not meet standards

### **Satisfactory Academic Progress Evaluation Results**

All students are provided with a copy of their evaluation results within 7 days of their scheduled evaluation. Students who do not meet the minimum Satisfactory Academic Progress requirements will be required to sign the original adverse evaluation and will be provided with a copy. Students who wish to review their past assignment can request to review their file.

### **Determination of Progress Status**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress will be placed on warning and will be at risk of having their Title IV Funding interrupted.

### **Warning**

Students who fail to meet Satisfactory Academic Progress at their evaluation point will be subject to one of the two following processes:

17. In cases where it is determined that the student will be unable to meet SAP by their next evaluation period, he/she will lose financial aid eligibility. The student will be placed on warning and can continue to attend school on a self-pay basis. The student will be advised of their loss of Title IV eligibility in writing. Students will also receive a notification of the actions required to reestablish satisfactory academic progress. Students who regain satisfactory academic progress may regain Title IV eligibility.
18. If it is determined that the student will be able to meet the minimum SAP requirements by their next evaluation period, he/she will be placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing of the possibility of Title IV eligibility loss but will continue to receive Title IV funds. The student will also be advised in writing on the actions required to re-establish satisfactory academic progress by their next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will be deemed ineligible to receive Title IV funds. Students who lose Title IV eligibility will be notified in writing. Students who are no longer eligible for Title IV funds are allowed to continue attending school on a cash pay basis. Students who regain satisfactory academic progress may regain Title IV eligibility.

**Please note:** Glitz School of Cosmetology does not offer appeals for unsatisfactory SAP evaluations.

### **Loss of Title IV Eligibility**

All students who are at risk of, or have already lost Title IV eligibility, will be notified in writing. A student who does not meet the minimum attendance and/or academic standards is no longer eligible for Title IV HEA program funds unless the student is on warning. A student who fails to meet SAP at the end of a warning period will lose Title IV eligibility. If a student fails to meet SAP, and it is determined that the student will be unable to meet SAP by their next evaluation, he/she will lose Title IV eligibility at that point. Students who lose Title IV eligibility may continue to attend school on a self-pay basis. Glitz School of Cosmetology will not release graduation documents to the student or the New Mexico State Board until all remaining balances are paid.

### **Re-establishing satisfactory Academic Progress:**

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

**Re-establishing Satisfactory Attendance Progress:**

Students are allowed to make up missed hours for excused absences at no charge. Students who wish to make up hours must fill out the necessary form and select the days and/or nights on which the student will attend to make up missed hours. The administration must review and approve the request prior to the student beginning make up attendance. Students are obligated to attend on the days for which they've signed up. If a student is absent on a day for which he/she signed up, then the student will not be allowed to make up those hours.

Students also have the option to make up absences for unexcused absences on Mondays (only) between the hours of 9:30 am and 3:00 pm at a cost of \$5.00 per hour. Students who will attend on Mondays must send an email to the school manager to [Maria@glitz.edu](mailto:Maria@glitz.edu) at least 48 hours in advance.

Alternatively, students can attend approved advanced classes outside their regular schedule to make up hours. Please note that students seeking to attend advanced classes must fill out the necessary form and must be preapproved. In order for advanced classes to be approved a Glitz School of Cosmetology instructor must be in attendance.

**Re-establishing Satisfactory Academic (Theory and Practical) Progress:** Students can, and might be required to, retake written evaluations in order to meet the minimum theory Satisfactory Academic Progress (SAP) requirements. It is also permissible for students to re-do any other written assignments that were turned in for a grade. Students who do not have a passing grade of 70% or better by the end of their maximum allowed time frame will be required to retake written and practical examinations until their grade is satisfactory. Extra-instructional charges of \$25.00 per hour will apply. The extra-instructional charges will be added to the student's balance after graduation.

**Course Incompletes and Withdrawals**

Course incompletes and withdrawals do not apply to this institution and therefore have no effect upon this institution's satisfactory academic progress policy. However, Glitz School of Cosmetology will submit any re-entry hours for the board's approval. The New Mexico Board of Barbers and Cosmetologists (not our school) makes the final determination of the hours that will be accepted. Course incompletes, repetitions, and non-credit remedial courses have no effect upon our school's satisfactory academic progress. Students who reenroll in the school will do so in the exact same attendance and academic status as when they withdrew.

**Interruptions**

If enrollment is temporarily interrupted for a Leave of Absence (See Leave of Absence Policy), the student will return to school in the same progress status as prior to the leave of absence. The Student's Contract Period and Maximum allowed time frame will be extended by the same amount of calendar days taken in the leave of absence. Students will not incur any additional fees due to a Leave of Absence.

**Re-entry Students**

To be eligible for readmission the student must submit a new application, pay the non-refundable \$100 application fee, and meet all the admission requirements at the time of re-entry. The student

must also be current on any outstanding debts with Glitz School of Cosmetology. Previous balances owed may be applied to the new agreement balance. Prior clocked hours will be evaluated prior to readmission and submitted to the New Mexico Board of Barbers and Cosmetologists for approval. Please note that it is the New Mexico Board of Barbers and Cosmetologists (and not our school) that determines the amount of re-entry hours that will be accepted. Therefore, previously completed hours may or may not be approved. Approval for readmission is determined by the School Board and is based on program, schedule, space availability, and the student's prior conduct and academic record. Glitz School of Cosmetology reserves the right to deny readmission following termination or withdrawal for any reason. If re-entry is granted, the applicant will be required to sign a new Enrollment Agreement and pay additional tuition, books, supplies, and equipment costs (if applicable). Additionally, any returning students will re-enter in the same progress status as when they left. If a student withdraws and has been charged 100% of their Agreement price, and the student is in good standing, he/she may be eligible to return to the course during the following Twelve (12) month period without any additional tuition costs. If a student withdraws and has been charged less than 100% of their agreement, and the student wishes to reenroll at our school, the student will owe the original amount as determined by their refund calculation as well as the remaining program cost based on the current tuition price. Please note, Glitz School of Cosmetology will not release any graduation documents until all the balances have been paid off.

### **Multiple Re-entry Students**

Approval for re-entry is determined by the School Board and is based on program, schedule, student's academic standing, student's academic and conduct record, and space availability. Students who return to Glitz School of Cosmetology must pay the nonrefundable \$100 application fee. Students who re-enter the school will do so in the exact same attendance/academic and financial status. **Please note that it is very difficult for students who withdraw from the school prior to program completion to be granted re-enrollment.**

### **Successful Course Completion**

A student's successful course completion percentage is based on their theoretical grade and the number of successfully completed clock hours (those with a theory grade of 70% or higher and an attendance grade of 90% or higher). Theory grade is determined by dividing the number of points attained by the number of possible points. Attendance grade is determined by dividing by the cumulative number of clock hours completed by the number of scheduled clock hours.

### **Remedial Courses and Repetitions**

Remedial courses do not apply to this institution and therefore have no effect upon this institution's satisfactory academic progress policy. However, it is possible (and highly recommended) for students to retake written and practical evaluations in which the student obtained a low score. Students may attend a program for which they were previously certified at their own expense.

### **Notice of Early Completion for Students Receiving Financial Aid**

Please note that, should the student complete the program earlier than the estimated timeframe 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.

**Repetitions for VA students**

The Department of Veteran Affairs does not permit re-certification of courses successfully completed in the past.

**NAIL TECHNOLOGY PROGRAM CURRICULUM OUTLINE****(All items must be completed to graduate)**

Our curriculum is based on the requirements set forth by the New Mexico Board of Barbers and Cosmetologists. To graduate our students must complete the following lesson hours and services:

- (1) **THEORY: 75 hours**
  - (a) Limited to orientation
  - (b) State laws and regulations
  - (c) Professional image
  - (d) First aid
  - (e) Chemistry
  - (f) Electricity
  - (g) Job seeking
  - (h) ethics
- (2) **STERILIZATION, SANITATION, BACTERIOLOGY: 75 hours**
  - (a) related theory and safety
  - (b) preparation, procedures and practice
  - (c) products, materials and implements
  - (d) public sanitation
  - (e) methods of sanitation and sterilization
  - (f) chemical agents
  - (g) types and classifications of bacteria
  - (h) bacterial growth
  - (i) infections
  - (j) infection control and safety standards
- (3) **MANICURING/PEDICURING: 175 hours**
  - (a) related theory
  - (b) anatomy
  - (c) physiology
  - (d) preparation, procedures and practice
  - (e) products, materials and implements
  - (f) theory of massage
  - (g) advanced nail techniques
  - (h) client consultation and recommendations
  - (i) client record keeping and safety
- (4) **REQUIRED HANDS-ON TRAINING: instructor approved procedures**
  - (a) 45 manicures;
  - (b) 45 pedicures; and
  - (c) 20 acrylic nail sets
- (5) **SALON BUSINESS, RETAIL SALES: 50 hours**
  - (a) related theory

- (b) opening a salon and business plan
- (c) written agreements,
- (d) resume writing, how to build a portfolio, job seeking, interview Preparation, professionalism, work ethics
- (e) regulations and laws
- (f) salon operation, policies, practices, personnel, compensation, Payroll deductions
- (g) Use of telephone, advertising, retail and salesmanship, client communications, public relations, insurance
- (h) salon safety
- (j) Resume writing and interviewing
- (6) **INNOVATIVE TECHNIQUES: 25 Hours**
  - (a) Related Theory
  - (b) Gel Overlay
  - (c) Nail stamping
  - (d) Nail dipping system
  - (e) Nail art and design
- (7) **MISCELLANEOUS: 20 hours**
  - (a) to be applied by the Instructor to strengthen student performance In curriculum related areas
  - (b) Supervised field trips, resume development, interview preparation, Job search skills

**Secondary Facility:**

Please note that Glitz School of Cosmetology has an approved secondary facility located across the parking lot (75 ft away). It is possible that students in this program may have to complete up to 50% of their education at this facility. The physical address of our secondary facility is:

Glitz School of Cosmetology  
Secondary Facility  
1744 S. Triviz Dr  
Las Cruces NM 88001

**ESTHETICS PROGRAM****700 Clock Hours**

**PLEASE NOTE: The Esthetics Program at Glitz School of Cosmetology requires 100 more hours than mandated by the New Mexico Board of Barbers and Cosmetologists. The additional hours are set in place to ensure our students graduate with the most knowledge, experience, confidence, and ability to excel in their particular field. Our esthetics program also covers services that are not required by the New Mexico Board of Barbers and Cosmetologists as part of the curriculum.**

**ESTHETICS PROGRAM DESCRIPTION**

Our 700-clock hour esthetics program combines longstanding methods with the latest techniques to provide our students with the ability to serve all generations. Students will be trained in all aspects of this profession including facials, microdermabrasion, chemical peels, waxing, eyelash

extensions, spray tanning, makeup applications, and much more. Students will also be taught how to start and run a successful business.

### **Esthetics Program Educational Objectives**

Our esthetics program is a combination of book work and hands on experience designed to prepare you to successfully pass both the theory and practical licensing examinations administered by the New Mexico Board of Barbers and Cosmetologists. These programs are also tailored to meet or exceed the clock hour and service requirements set forth by the state of New Mexico Board of Barbers and Cosmetologists. In addition, this program is fashioned to produce experienced, professional, and confident graduates who can obtain gainful employment and succeed within their field of program study.

### **Instructional Methods Used for the Esthetics Program**

Instruction is divided into theory (taught in a classroom setting), and hands on training. Glitz School of Cosmetology uses Milady's Standard Esthetics book as the primary resource to prepare our students for their State licensing examinations. Our student's learning is also complemented and enhanced through field trips, online resources, and professional guest speakers. Instruction and hands-on training are delivered by certified instructors approved by the New Mexico Board of Barbers and Cosmetologists.

### **Esthetics Program Graduation Requirements**

In order to graduate from this program, all students must:

- Complete 100% of the 700 hours. This includes the 600 State mandated hours as well as the additional 100 hours required by Glitz School of Cosmetology.
- Complete the program with a 70% or better academic grade (Theory and Practical)
- Complete the program with a 90% or better attendance grade.
- Complete 100% of the services mandated by the New Mexico Board of Barbers and Cosmetologists. Please refer to the program curriculum for additional information.
- Pay off any and all amounts owed to Glitz School of Cosmetology.

Upon meeting the above requirements for this program, students will receive a diploma as well as a transcript of training hours. Students will also receive a form containing the steps to follow after graduation. After successful completion of our State approved curriculum Glitz graduates are ready to take the State mandated theory and practical exams.

### **SATISFACTORY ACADEMIC PROGRESS POLICY FOR THE ESTHETICS PROGRAM**

**Please note this policy is often referred to as "SAP" throughout this catalog**

This Satisfactory Academic Progress Policy is provided to all students prior to enrollment. All students, regardless of their program or enrollment status (full time/part time), are evaluated periodically to determine if they are meeting the minimum Satisfactory Academic Progress (SAP) requirements. The academic progress is based on both qualitative (subject knowledge) and quantitative (attendance) performance.

**SAP STANDARDS:**

Glitz School of Cosmetology requires its students to maintain Satisfactory Academic Progress (SAP) as established by this institution in order to continue to matriculate at the school and to continue to be eligible to participate in the federal government's Title IV financial aid programs. This Satisfactory Academic Progress Policy applies to all students enrolled at Glitz School of Cosmetology, regardless of the source of their funding and/or enrollment status (full-time or part-time). All students must comply with the following standards:

1. All students must maintain a cumulative academic average of 70% or better on all required course work.
2. Students must maintain an attendance grade of 90% or better to meet the requirements set forth by the New Mexico Board of Barbers and Cosmetologists and Glitz School of Cosmetology.
3. All students are held responsible for regular and punctual attendance. Due to regulations set forth by the New Mexico Board of Barbers and Cosmetologists students at Glitz School of Cosmetology must complete 100% of the hours required for their program. For example, a student scheduled to complete a 1000-hour program must complete 1000 clock hours.
4. All students must complete the program within the maximum allowed time frame, which is one and one-tenth (1.11) times the normal length of time required to complete the program as defined in the enrollment agreement. This time frame will be measured in terms of clock hours attempted.
5. Students who fail to complete the program within the maximum allowed time frame of 111% will incur extra-instructional charges at the rate of \$25 per hour. The fees will be added to the student's account after the student graduates.
6. Regardless of the average level of attendance, students who have more than 14 days of consecutive absence will be dismissed (unofficially withdrawn). This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 14 or more days are encouraged to request a Leave-of-Absence.

In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the School Catalog.

**INITIAL PERIOD ATTENDANCE REQUIREMENTS**

Students in the Esthetics program must achieve an attendance grade of 80% or better during the first 15 calendar days of their attendance. If a student's attendance grade is below 80% by the end of their initial period, the student will be terminated from Glitz School of Cosmetology. A grade of 90% or better is required for student graduation

**SAP EVALUATION PERIODS****Evaluation Periods for Attendance, Practical, and Academic Evaluations:**

Student compliance with the policy for Satisfactory Academic Progress is divided into evaluation periods, which include both clock hours and weeks attempted.

<b>PROGRAM</b>	<b>LENGTH (Clock Hours)</b>	<b>APPROVED FOR TITLE IV</b>	<b>EVALUATION PERIOD</b>	<b>ACTUAL CLOCK HOURS</b>	<b>WEEKS COMPLETED</b>
Esthetics (Full Time)	700	Yes	1	350	10
Esthetics (Part Time)	700	Yes	1	350	17

In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; either at the time the student is scheduled to reach each additional 375 clock hours, or at the time of actual completion of the remaining hours, whichever occurs first.

#### **Evaluation of Transfer Students**

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the maximum allowed time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution. Transfer students will be evaluated either at the midpoint of their contracted hours or the established evaluation period, whichever comes first.

#### **Evaluation of Re-entry Students**

Re-entry students will be evaluated at their normal scheduled SAP or the midpoint of their contracted hours, whichever comes first.

#### **Attendance Progress Evaluations**

Students are required to carry a minimum of 90% attendance grade in order to maintain satisfactory attendance progress. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 90% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

#### **Possible Attendance Scores**

- 96 - 100 Excellent
- 92 - 95 Very Good
- 90 - 91 Satisfactory
- 89- 0 Does not meet standards

#### **MAXIMUM ALLOWED TIME FRAME**

Students are allowed 111% of their contracted hours to complete their program. This is known as the maximum allowed time frame. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for determining when the maximum allowed time frame has been completed. SAP Periods are based on actual contracted hours at the institution.

#### **Extra-instructional Charges**

Students who do not complete the course within the maximum allowed timeframe will incur extra instructional charges at a rate of \$25 per hour. The additional cost will be added to the student's remaining balance after the student graduates.

### MAXIMUM ALLOWED TIME FRAME CHART

PROGRAM	Length in Hours	Length in Weeks	Attendance Hours Per Week	Maximum Allowed Time Frame
Esthetics (Full Time)	700 Clock Hours	20	35	22.2 Weeks
Esthetics (Part Time)	700 Clock Hours	33.33	21	37 Weeks

The maximum allowed timeframe for transfer students who need less than the full course requirements or part-time students will be determined based the following formula:

$$\text{Contracted Hours} * 111\% = \text{Maximum Time Allowed}$$

### Qualitative Progress Evaluations

Qualitative (Subject Knowledge) progress is determined by combining the scores of all practical and written examinations. Students who do not meet a minimum of 70% grade in subject knowledge will be required to retake practical and written examinations as necessary. Written evaluations consist of tests and quizzes. In the case of practical evaluations students will be graded via the use of a "Yes" or "No" checklist. Students are will be observed while completing any and all learned services. If the student misses a step or uses improper technique the student will receive a "No" for that step.

Qualitative progress evaluations (both written and practical) are evaluated by dividing the number of correct answers by the total possible number of correct answers.

### Possible Academic and Practical Scores

- 90 - 100 Excellent
- 80 - 89 Very Good
- 70 - 79 Satisfactory
- 69- 0 Does not meet standards

### Satisfactory Academic Progress Evaluation Results

All students are provided with a copy of their evaluation results within 7 days of their scheduled evaluation. Students who do not meet the minimum Satisfactory Academic Progress requirements will be required to sign the original adverse evaluation and will be provided with a copy. Students who wish to review their past assignment can request to review their file.

### Determination of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress

Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress will be placed on warning and will be at risk of having their Title IV Funding interrupted.

### **Warning**

Students who fail to meet Satisfactory Academic Progress at their evaluation point will be subject to one of the two following processes:

7. In cases where it is determined that the student will be unable to meet SAP by their next evaluation period, he/she will lose financial aid eligibility. The student will be placed on warning and can continue to attend school on a self-pay basis. The student will be advised of their loss of Title IV eligibility in writing. Students will also receive a notification of the actions required to reestablish satisfactory academic progress. Students who regain satisfactory academic progress may regain Title IV eligibility.
8. If it is determined that the student will be able to meet the minimum SAP requirements by their next evaluation period, he/she will be placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing of the possibility of Title IV eligibility loss but will continue to receive Title IV funds. The student will also be advised in writing on the actions required to re-establish satisfactory academic progress by their next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will be deemed ineligible to receive Title IV funds. Students who lose Title IV eligibility will be notified in writing. Students who are no longer eligible for Title IV funds are allowed to continue attending school on a cash pay basis. Students who regain satisfactory academic progress may regain Title IV eligibility.

**Please note:** Glitz School of Cosmetology does not offer appeals for unsatisfactory SAP evaluations.

### **Loss of Title IV Eligibility**

All students who are at risk of, or have already lost Title IV eligibility, will be notified in writing. A student who does not the minimum attendance and/or academic standards is no longer eligible for Title IV HEA program funds unless the student is on warning. A student who fails to meet SAP at the end of a warning period will lose Title IV eligibility. If a student fails to meet SAP, and it is determined that the student will be unable to meet SAP by their next evaluation, he/she will lose Title IV eligibility at that point. Students who lose Title IV eligibility may continue to attend school on a self-pay basis. Glitz School of Cosmetology will not release graduation documents to the student or the New Mexico State Board until all remaining balances are paid.

### **Re-establishing satisfactory Academic Progress:**

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

### **Re-establishing Satisfactory Attendance Progress:**

Students are allowed to make up missed hours for excused absences at no charge. Students who wish to make up hours must fill out the necessary form and select the days and/or nights on which the student will attend to make up missed hours. The administration must review and

approve the request prior to the student beginning make up attendance. Students are obligated to attend on the days for which they've signed up. If a student is absent on a day for which he/she signed up, then the student will not be allowed to make up those hours.

Students also have the option to make up absences for unexcused absences on Mondays (only) between the hours of 9:30 am and 3:00 pm at a cost of \$5.00 per hour. Students who will attend on Mondays must send an email to the school manager to [Maria@glitz.edu](mailto:Maria@glitz.edu) at least 48 hours in advance.

Alternatively, students can attend approved advanced classes outside their regular schedule to make up hours. Please note that students seeking to attend advanced classes must fill out the necessary form and must be preapproved. In order for advanced classes to be approved a Glitz School of Cosmetology instructor must be in attendance.

**Re-establishing Satisfactory Academic (Theory and Practical) Progress:** Students can, and might be required to, retake written evaluations in order to meet the minimum theory Satisfactory Academic Progress (SAP) requirements. It is also permissible for students to re-do any other written assignments that were turned in for a grade. Students who do not have a passing grade of 70% or better by the end of their maximum allowed time frame will be required to retake written and practical examinations until their grade is satisfactory. Extra-instructional charges of \$25.00 per hour will apply. The extra-instructional charges will be added to the student's balance after graduation.

### **Course Incompletes and Withdrawals**

Course incompletes and withdrawals do not apply to this institution and therefore have no effect upon this institution's satisfactory academic progress policy. However, Glitz School of Cosmetology will submit any re-entry hours for the board's approval. The New Mexico Board of Barbers and Cosmetologists (not our school) makes the final determination of the hours that will be accepted. Course incompletes, repetitions, and non-credit remedial courses have no effect upon our school's satisfactory academic progress. Students who reenroll in the school will do so in the exact same attendance and academic status as when they withdrew.

### **Interruptions**

If enrollment is temporarily interrupted for a Leave of Absence (See Leave of Absence Policy), the student will return to school in the same progress status as prior to the leave of absence. The Student's Contract Period and Maximum allowed time frame will be extended by the same amount of calendar days taken in the leave of absence. Students will not incur any additional fees due to a Leave of Absence.

### **Re-entry Students**

To be eligible for readmission the student must submit a new application, pay the non-refundable \$100 application fee, and meet all the admission requirements at the time of re-entry. The student must also be current on any outstanding debts with Glitz School of Cosmetology. Previous balances owed may be applied to the new agreement balance. Prior clocked hours will be evaluated prior to readmission and submitted to the New Mexico Board of Barbers and Cosmetologists for approval. Please note that it is the New Mexico Board of Barbers and

Cosmetologists (and not ours school) that determines the amount of re-entry hours that will be accepted. Therefore, previously completed hours may or may not be approved. Approval for readmission is determined by the School Board and is based on program, schedule, space availability, and the student's prior conduct and academic record. Glitz School of Cosmetology reserves the right to deny readmission following termination or withdrawal for any reason. If re-entry is granted, the applicant will be required to sign a new Enrollment Agreement and pay additional tuition, books, supplies, and equipment costs (if applicable). Additionally, any returning students will re-enter in the same progress status as when they left. If a student withdraws and has been charged 100% of their Agreement price, and the student is in good standing, he/she may be eligible to return to the course during the following Twelve (12) month period without any additional tuition costs. If a student withdraws and has been charged less than 100% of their agreement, and the student wishes to reenroll at our school, the student will owe the original amount as determined by their refund calculation as well as the remaining program cost based on the current tuition price. Please note, Glitz School of Cosmetology will not release any graduation documents until all the balances have been paid off.

### **Multiple Re-entry Students**

Approval for re-entry is determined by the School Board and is based on program, schedule, student's academic standing, student's academic and conduct record, and space availability. Students who return to Glitz School of Cosmetology must pay the nonrefundable \$100 application fee. Students who re-enter the school will do so in the exact same attendance/academic and financial status. **Please note that it is very difficult for students who withdraw from the school prior to program completion to be granted re-enrollment.**

### **Successful Course Completion**

A student's successful course completion percentage is based on their theoretical grade and the number of successfully completed clock hours (those with a theory grade of 70% or higher and an attendance grade of 90% or higher). Theory grade is determined by dividing the number of points attained by the number of possible points. Attendance grade is determined by dividing by the cumulative number of clock hours completed by the number of scheduled clock hours.

### **Remedial Courses and Repetitions**

Remedial courses do not apply to this institution and therefore have no effect upon this institution's satisfactory academic progress policy. However, it is possible (and highly recommended) for students to retake written and practical evaluations in which the student obtained a low score. Students may attend a program for which they were previously certified at their own expense.

### **Notice of Early Completion for Students Receiving Financial Aid**

Please note that, should the student complete the program earlier than the estimated timeframe 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.

### **Repetitions for VA students**

The Department of Veteran Affairs does not permit re-certification of courses successfully completed in the past.

## ESTHETICS COURSE CURRICULUM OUTLINE

(All items must be completed to graduate)

Our curriculum is based on the requirements set forth by the New Mexico Board of Barbers and Cosmetologists. To graduate our students must complete the following lessons hours and services:

- (1) **THEORY: 75 hours**
  - (a) limited to orientation
  - (b) state laws and regulations
  - (c) professional image
  - (d) first aid
  - (e) chemistry
  - (f) electricity
  - (g) job seeking
  - (h) ethics
- (2) **STERILIZATION, SANITATION, BACTERIOLOGY: 75 hours**
  - (a) related theory and safety
  - (b) preparation, procedures and practice
  - (c) products, materials and implements
  - (d) public sanitation
  - (e) methods of sanitation and sterilization
  - (f) chemical agents
  - (g) types and classifications of bacteria
  - (h) bacterial growth
  - (i) infections
  - (j) infection control and safety standards
- (3) **FACIALS: 350 hours**
  - (a) related theory
  - (b) anatomy
  - (c) physiology
  - (d) preparation, procedures and practice
  - (e) products, materials and implements
  - (f) theory of massage
  - (g) facial treatments and makeup application
  - (h) use of electrical appliances, currents and specialized machines for treatments
  - (i) artificial eyelashes
  - (j) removal of unwanted hair
  - (k) eyelash and brow tinting
  - (l) light therapy
  - (m) client consultation and recommendations and
  - (n) client record keeping and safety
- (4) **SALON BUSINESS, RETAIL SALES: 50 hours**
  - (a) related theory
  - (b) opening a salon and business plan
  - (c) written agreements,

- (d) resume writing, how to build a portfolio, job seeking, interview Preparation, professionalism, work ethics
- (e) regulations and laws
- (f) salon operation, policies, practices, personnel, compensation, Payroll deductions
- (g) use of telephone, advertising, retail and salesmanship, client communications, public relations, insurance
- (h) salon safety
- (5) **REQUIRED HANDS-ON TRAINING: instructor approved procedures:**
  - (a) 50 basic facial procedures
  - (b) 25 machine facial procedures
  - (c) 25 waxing procedures
  - (d) 10 makeup procedures
- (6) **MISCELLANEOUS: 150 hours**
  - (a) to be applied by the Instructor to strengthen student performance in curriculum related areas; or
  - (b) Supervised field trips, resume development, interview preparation, job Search skills

### **Secondary Facility:**

Please note that Glitz School of Cosmetology has an approved secondary facility located across the parking lot (75 ft away). It is possible that students in this program may have to complete up to 50% of their education at this facility. The physical address of our secondary facility is:

Glitz School of Cosmetology  
Secondary Facility  
1744 S. Triviz Dr  
Las Cruces NM 88001

### **Graduation Requirements and Licensure for all Programs**

Students are required to complete the following items in order to graduate from the program and sign up for their test examinations:

1. Complete 100% of their hours
2. Complete 100% of the state mandated services as outlined in the curriculum
3. Have satisfactory academic and attendance grades
4. Pay off any and all remaining balances with Glitz School of Cosmetology.

Upon meeting the above requirements for their selected program, students will receive a diploma as well as a transcript of training hours. Students will also receive a form containing the steps to follow after graduation. After successful completion of our State approved curriculum Glitz graduates are ready to take the State mandated theory and practical exams.

### **State Examination Requirements**

Upon satisfactory course completion, Glitz School of Cosmetology will work alongside with our graduates and complete their state board registration for their jurisprudence, practical, and theory

examinations. Students must obtain a minimum grade of 75% in order to pass each of the state examinations.

### Exams Required for Each Program

PROGRAM	EXAM COST	
	PRACTICAL	THEORY
Cosmetology	\$73.00	\$130.00
Barber	\$73.00	\$130.00
Instructor	N/A	\$130.00
Esthetics	\$73.00	\$130.00
Nail Technology	\$73.00	\$130.00

### Practical Examination Dates

LOCATION	EXAM DATES					
Albuquerque	1/13/2020	2/17/2020	3/9/2020	4/13/2020	5/11/2020	6/8/2020
	7/13/2020	8/10/2020	9/21/2020	10/12/2020	11/9/2020	12/14/2020
Las Cruces	2/3/2020	4/6/2020	6/1/2020	8/3/2020	10/12/2020	12/7/2020
Farmington	6/15/2020					
Roswell	8/17/2020					

**Please note:** For students who include the examination as part of their enrollment agreement, Glitz School of Cosmetology will only cover the first attempt for each examination. After passing the required tests graduates are licensed to provide services for direct or indirect compensation.

#### Eligibility Requirements:

A candidate who wishes to obtain a cosmetology license must pass 3 examinations: practical, theory and State Law theory. To qualify to take these examinations, a candidate must:

1. Be at least 17 years old;
2. Have completed at least the 10<sup>th</sup> grade of high school or equivalent
3. Have successfully completed 100% of their course of instruction in a licensed school of cosmetology.

Training Expiration Limit ! . All required examinations must be taken and passed and the license obtained within 12 or 24 months of the date the training was completed, depending on when your training was completed.

Candidates who started training on December 17, 2015 or after will have 1 year (12 months from the date of completion to pass all required examinations and obtain license. Examination scores are only valid within 12 months of your training completion date.

Candidates who started training on December 16, 2015 or before will have 2 years (24 months) from the date of completion to pass all required examinations and obtain license. Examination scores are only valid within 24 months of your training completion date.

**Required Documentation:**

Must submit with the examination application:

1. Proof of age: (copy of driver's license, birth certificate, Visa or passport). **DO NOT SEND ORIGINALS.**
2. New Mexico Training Affidavit: An official transcript of hours completed from the school attended. This transcript must include a curriculum breakdown of hours and the official school seal.

**How to Apply:**

Complete all areas on the examination application and attach requested documentation.

Specifically:

1. Fees should be submitted with the examination application and made payable to PCS in the form of a cashier's check, money order, or credit card. Personal checks are not accepted.
2. If the name on the first page of the examination application differs from any supporting eligibility documentation that is submitted to PCS, you must provide legal documentation connecting the former name to the current name (marriage certificate, divorce decree, or court order).
3. Special Accommodations: If you need special accommodations under the Americans with Disabilities Act, you must make the request at the time you submit your examination application to PCS, along with supporting medical documentation. The request and documentation will be reviewed and approved by PCS. You may obtain an ADA Accommodations Form online at [www.pcsnj.com](http://www.pcsnj.com) or from your school.
4. Examination application and all required documentation must be received no later than 15 business days prior to the date you wish to take a practical examination.

**Examination Locations:**

Theory Examination:

Las Cruces 1001 N. Solano Suite # D Las Cruces, NM 88001	Roswell 105 E. Fifth St. Roswell, NM 88201	Albuquerque 2820 Broadbent Pkwy NE, Suites E & F Albuquerque, NM 87107	Farmington 1307 E. 20th St., NM 87401
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Practical Examination:

The location of practical examinations varies depending on the number of applicants. Graduates who sign up for the test will receive information on the location 10 days prior to the examination.

**License Duration**

The original issuance and renewal of licenses to practice as a barber, cosmetologist, instructor, esthetician, manicurist-pedicurist shall be for a period of one year or less from the date of issuance. If the licensee fails to renew the license for the next year, the license is void; provided the license may be restored at any time during the year following expiration upon the payment of the appropriate fee and a late charge not to exceed one hundred dollars (\$100) as set forth by board rules. If the licensee fails to restore the license within one year following its expiration, the licensee may request restoration of the license pursuant to rules promulgated by the board

**TYPE OF LICENSE:**

<b>PROGRAM</b>	<b>LICENSE OBTAINED</b>
Cosmetology Program	Cosmetologist License
Barber Program	Barber License
Esthetics Program	Esthetician License
Nail Technology Program	Manicurist/Pedicurist License
Instructor Program	Instructor License

**ISSUING AGENCY:**

Regulation and Licensing Department  
 Board of Barbers and Cosmetologists  
 2550 Cerrillos Rd  
 2<sup>nd</sup> Floor  
 Santa Fe NM, 87505  
 505-476-4622

**DURATION:** Renewable/Permanent.

**Occupations Available to Graduates**

<b>BARBER PROGRAM</b>	<b>COSMETOLOGY PROGRAM</b>	<b>ESTHETICS PROGRAM</b>	<b>NAIL TECHNOLOGY PROGRAM</b>	<b>INSTRUCTOR PROGRAM</b>
Hair Stylist	Hair Stylist	Esthetician	Nail Technician	Instructor
Salon Owner	Esthetician	Salon Owner	Salon Owner	
Salon Manager	Nail Technician	Makeup Artist	Sales Representative	
Barber	Salon Owner	Dermatologist Assistant		
Makeup Artist	Makeup Artist	Makeup Representative		
Makeup Representative	Dermatologist Assistant			
	Makeup Representative			

**Employment Assistance**

Glitz School of Cosmetology does not guarantee job placement. However, as part of their training students are instructed how to write resumes and prepare for job interviews. Every possible effort will be made by Glitz School of Cosmetology to expose our students to

professionals in the field. Our aim is to make students aware of the many professional opportunities available to them. Students who display the utmost professionalism and dedication during their training will receive priority with employment assistance.

### **Student Resources**

#### **Career Counseling**

Glitz School of Cosmetology is committed to the success of our students and graduates. Our staff is always available to aid with career exploration, searching for employment, planning for the future and business startup.

#### **Health and Wellness**

Pamphlets for mental and physical health assistance programs are available in our restrooms and breakroom.

### **Student Academic Advisement**

#### **Progress Records**

Students are provided with a copy of their Monthly Progress Reports (if any) and SAP results. Students are also provided with a copy of their test scores, practical evaluation results, financial aid documents, and transcripts. Additional copies can be made upon request at a cost of \$0.10 per page. Requests should be submitted in writing to the school director. All originals are kept by Glitz School of Cosmetology for at least 7 years.

#### **Monthly Progress Reports**

In some instances, and at the instructor's discretion, students may receive progress evaluations on attendance, academic learning, and practical skills on the last day of every month during the course of their schooling. The staff is required to assist you with any educational and professional concerns whenever possible.

#### **Advisement and Counseling**

All students, regardless of their academic standing, will be advised in career goals and challenges. Our instructors are trained and dedicated to eliminating student's areas of weakness and capitalize on student's strengths. All students who wish to specialize in any areas of their training, or otherwise need additional assistance, should inform their instructor as soon as possible. Our instructors will then communicate with the administration to develop a plan to set our students on the path that will offer the shortest path to success.

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

**Please note this policy is often referred to as "SAP" throughout this catalog**

This Satisfactory Academic Progress Policy is provided to all students prior to enrollment. All students, regardless of their program or enrollment status (full time/part time), are evaluated periodically to determine if they are meeting the minimum Satisfactory Academic Progress (SAP) requirements. The academic progress is based on both qualitative (subject knowledge) and quantitative (attendance) performance.

#### **SAP STANDARDS:**

Glitz School of Cosmetology requires its students to maintain Satisfactory Academic Progress (SAP) as established by this institution in order to continue to matriculate at the school and to continue to be eligible to participate in the federal government's Title IV financial aid programs. This Satisfactory Academic Progress Policy applies to all students enrolled at Glitz School of Cosmetology, regardless of the source of their funding and/or enrollment status (full-time or part-time). All students must comply with the following standards:

9. All students must maintain a cumulative academic average of 70% or better on all required course work.
10. Students must maintain an attendance grade of 90% or better to meet the requirements set forth by the New Mexico Board of Barbers and Cosmetologists and Glitz School of Cosmetology.
11. All students are held responsible for regular and punctual attendance. Due to regulations set forth by the New Mexico Board of Barbers and Cosmetologists students at Glitz School of Cosmetology must complete 100% of the hours required for their program. For example, a student scheduled to complete a 1000-hour program must complete 1000 clock hours.
12. All students must complete the program within the maximum allowed time frame, which is one and one-tenth (1.11) times the normal length of time required to complete the program as defined in the enrollment agreement. This time frame will be measured in terms of clock hours attempted.
13. Students who fail to complete the program within the maximum allowed time frame of 111% will incur extra-instructional charges at the rate of \$25 per hour. The fees will be added to the student's account after the student graduates.
14. Regardless of the average level of attendance, students who have more than 14 days of consecutive absence will be dismissed (unofficially withdrawn). This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 14 or more days are encouraged to request a Leave-of-Absence.

In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the School Catalog.

### **INITIAL PERIOD ATTENDANCE REQUIREMENTS**

Student's in the Nail Technology and Esthetics Programs must achieve an attendance grade of 80% or better during the first 15 calendar days of their schooling. Students in the Barber, Cosmetology, and Instructor programs must achieve an attendance grade of 80% or better during the first 25 calendar days of their attendance. If a student's attendance grade is below 80% by the end of their initial period, the student will be terminated from Glitz School of Cosmetology. A grade of 90% or better is required for student graduation.

### **SAP EVALUATION PERIODS**

#### **Evaluation Periods for Attendance, Practical, and Academic Evaluations:**

Student compliance with the policy for Satisfactory Academic Progress is divided into evaluation periods, which include both clock hours and weeks attempted.

SAP will be assessed at each of the following times:

### EVALUATION PERIODS CHART

<b>PROGRAM</b>	<b>LENGTH (Clock Hours)</b>	<b>APPROVED FOR TITLE IV</b>	<b>PAYMENT PERIOD</b>	<b>ACTUAL CLOCK HOURS</b>	<b>WEEKS COMPLETED</b>
Cosmetology (Full Time)	1600	Yes	1	450	13
			2	900	26
			3	1250	36
Cosmetology (Part Time)	1600	Yes	1	450	22
			2	900	43
			3	1250	60
Barber (Full Time)	1200	Yes	1	450	13
			2	900	26
Barber (Part Time)	1200	Yes	1	450	22
			2	900	43
Instructor (Full Time)	1000	No	1	500	15
Instructor (Part Time)	1000	No	1	500	24
Esthetics (Full Time)	700	Yes	1	350	10
Esthetics (Part Time)	700	Yes	1	350	17
Nail Technology (Full Time)	420	No	1	210	12
Nail Technology (Part Time)	420	No	1	210	22

In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; either at the time the student is scheduled to reach each additional 375 clock hours, or at the time of actual completion of the remaining hours, whichever occurs first.

#### Evaluation of Transfer Students

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the maximum allowed time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution. Transfer students will be evaluated either at the midpoint of their contracted hours or the established evaluation period, whichever comes first.

#### Evaluation of Re-entry Students

Re-entry students will be evaluated at their normal scheduled SAP or the midpoint of their contracted hours, whichever comes first.

**Attendance Progress Evaluations**

Students are required to maintain a minimum of 90% attendance grade in order to maintain satisfactory attendance progress. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 90% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

**Possible Attendance Scores**

- 96 - 100 Excellent
- 92 - 95 Very Good
- 90 - 91 Satisfactory
- 89- 0 Does not meet standards

**MAXIMUM ALLOWED TIME FRAME**

Students are allowed 111% of their contracted hours to complete their program. This is known as the maximum allowed time frame. Transfer hours from another institution that are accepted toward the student’s educational program are counted as both attempted and completed hours for determining when the maximum allowed time frame has been completed. SAP Periods are based on actual contracted hours at the institution.

**Extra-instructional Charges**

Students who do not complete the course within the maximum allowed timeframe will incur extra instructional charges at a rate of \$25 per hour. The additional cost will be added to the student’s remaining balance after the student graduates.

**MAXIMUM ALLOWED TIME FRAME CHARTS**

**FULL TIME STUDENTS**

PROGRAM	Cosmetology	Barber	Instructor	Esthetics	Nail Technology
CLOCK HOURS	1600 Hours	1200 Hours	1000 Hours	700 Hours	420 Hours
HOURS PER WEEK	35	35	35	35	35
PROGRAM LENGTH IN WEEKS	45	34	28	20	12
MAXIMUM TIME ALLOWED IN WEEKS (111%)	50	37	31	22	13

**PART TIME STUDENTS**

PROGRAM	Cosmetology	Barber	Instructor	Esthetics	Nail Technology
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CLOCK HOURS	1600 Hours	1200 Hours	1000 Hours	700 Hours	420 Hours
HOURS PER WEEK	21	21	21	21	21
PROGRAM LENGTH IN WEEKS	76	57	47	33	28
<b>MAXIMUM TIME ALLOWED IN WEEKS (111%)</b>	<b>84</b>	<b>63</b>	<b>52</b>	<b>37</b>	<b>31</b>

The maximum allowed timeframe for transfer students who need less than the full course requirements or part-time students will be determined based the following formula:

$$\text{Contracted Hours} * 111\% = \text{Maximum Time Allowed}$$

### **Qualitative Progress Evaluations**

Qualitative (Subject Knowledge) progress is determined by combining the scores of all practical and written examinations. Students who do not meet a minimum of 70% grade in subject knowledge will be required to retake practical and written examinations as necessary. Written evaluations consist of tests and quizzes. In the case of practical evaluations students will be graded via the use of a “Yes” or “No” checklist. Students are will be observed while completing any and all learned services. If the student misses a step or uses improper technique the student will receive a “No” for that step.

Qualitative progress evaluations (both written and practical) are evaluated by dividing the number of correct answers by the total possible number of correct answers.

### **Possible Academic and Practical Scores**

- 90 - 100 Excellent
- 80 - 89 Very Good
- 70 - 79 Satisfactory
- 69- 0 Does not meet standards

### **Satisfactory Academic Progress Evaluation Results**

All students are provided with a copy of their evaluation results within 7 days of their scheduled evaluation. Students who do not meet the minimum Satisfactory Academic Progress requirements will be required to sign the original adverse evaluation and will be provided with a copy. Students who wish to review their past assignment can request to review their file.

### **Determination of Progress Status**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress will be placed on warning and will be at risk of having their Title IV Funding interrupted.

**Warning**

Students who fail to meet Satisfactory Academic Progress at their evaluation point will be subject to one of the two following processes:

15. In cases where it is determined that the student will be unable to meet SAP by their next evaluation period, he/she will lose financial aid eligibility at that point. The student will be placed on warning and can continue to attend school on a self-pay basis. The student will be advised of their loss of Title IV eligibility in writing. Students will also receive a notification of the actions required to reestablish satisfactory academic progress. Students who regain satisfactory academic progress may regain Title IV eligibility.
16. If it is determined that the student will be able to meet the minimum SAP requirements by their next evaluation period, he/she will be placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing of the possibility of Title IV eligibility loss but will continue to receive Title IV funds. The student will also be advised in writing on the actions required to re-establish satisfactory academic progress by their next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will be deemed ineligible to receive Title IV funds. Students who lose Title IV eligibility will be notified in writing. Students who are no longer eligible for Title IV funds are allowed to continue attending school on a cash pay basis. Students who regain satisfactory academic progress may regain Title IV eligibility.

**Please note:** Glitz School of Cosmetology does not offer appeals for unsatisfactory SAP evaluations.

**Loss of Title IV Eligibility**

All students who are at risk of, or have already lost Title IV eligibility, will be notified in writing. A student who does not meet the minimum attendance and/or academic standards is no longer eligible for Title IV HEA program funds unless the student is on warning. A student who fails to meet SAP at the end of a warning period will lose Title IV eligibility. If a student fails to meet SAP, and it is determined that the student will be unable to meet SAP by their next evaluation, he/she will lose Title IV eligibility at that point. Students who lose Title IV eligibility may continue to attend school on a self-pay basis. Glitz School of Cosmetology will not release graduation documents to the student or the New Mexico State Board until all remaining balances are paid.

**Re-establishing satisfactory Academic Progress:**

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

**Re-establishing Satisfactory Attendance Progress:**

Students are allowed to make up missed hours for excused absences at no charge. Students who wish to make up hours must fill out the necessary form and select the days and/or nights on which the student will attend to make up missed hours. The administration must review and approve the request prior to the student beginning make up attendance. Students are obligated to attend on the days for which they've signed up. If a student is absent on a day for which he/she signed up, then the student will not be allowed to make up those hours.

Students also have the option to make up absences for unexcused absences on Mondays (only) between the hours of 9:30 am and 3:00 pm at a cost of \$5.00 per hour. Students who will attend on Mondays must send an email to the school manager to [Maria@glitz.edu](mailto:Maria@glitz.edu) at least 48 hours in advance.

Alternatively, students can attend approved advanced classes outside their regular schedule to make up hours. Please note that students seeking to attend advanced classes must fill out the necessary form and must be preapproved. In order for advanced classes to be approved a Glitz School of Cosmetology instructor must be in attendance.

**Re-establishing Satisfactory Academic (Theory and Practical) Progress:** Students can, and might be required to, retake written evaluations in order to meet the minimum theory Satisfactory Academic Progress (SAP) requirements. It is also permissible for students to re-do any other written assignments that were turned in for a grade. Students who do not have a passing grade of 70% or better by the end of their maximum allowed time frame will be required to retake written and practical examinations until their grade is satisfactory. Extra-instructional charges of \$25.00 per hour will apply. The extra-instructional charges will be added to the student's balance after graduation.

### **Course Incompletes and Withdrawals**

Course incompletes and withdrawals do not apply to this institution and therefore have no effect upon this institution's satisfactory academic progress policy. However, Glitz School of Cosmetology will submit any re-entry hours for the board's approval. The New Mexico Board of Barbers and Cosmetologists (not our school) makes the final determination of the hours that will be accepted. Course incompletes, repetitions, and non-credit remedial courses have no effect upon our school's satisfactory academic progress. Students who reenroll in the school will do so in the exact same attendance and academic status as when they withdrew.

### **Interruptions**

If enrollment is temporarily interrupted for a Leave of Absence (See Leave of Absence Policy), the student will return to school in the same progress status as prior to the leave of absence. The Student's Contract Period and Maximum allowed time frame will be extended by the same amount of calendar days taken in the leave of absence. Students will not incur any additional fees due to a Leave of Absence.

### **Re-entry Students**

To be eligible for readmission the student must submit a new application, pay the non-refundable \$100 application fee, and meet all the admission requirements at the time of re-entry. The student must also be current on any outstanding debts with Glitz School of Cosmetology. Previous balances owed may be applied to the new agreement balance. Prior clocked hours will be evaluated prior to readmission and submitted to the New Mexico Board of Barbers and Cosmetologists for approval. Please note that it is the New Mexico Board of Barbers and Cosmetologists (and not ours school) that determines the amount of re-entry hours that will be accepted. Therefore, previously completed hours may or may not be approved. Approval for readmission is determined by the School Board and is based on program, schedule, space

availability, and the student's prior conduct and academic record. Glitz School of Cosmetology reserves the right to deny readmission following termination or withdrawal for any reason. If re-entry is granted, the applicant will be required to sign a new Enrollment Agreement and pay additional tuition, books, supplies, and equipment costs (if applicable). Additionally, any returning students will re-enter in the same progress status as when they left. If a student withdraws and has been charged 100% of their Agreement price, and the student is in good standing, he/she may be eligible to return to the course during the following Twelve (12) month period without any additional tuition costs. If a student withdraws and has been charged less than 100% of their agreement, and the student wishes to reenroll at our school, the student will owe the original amount as determined by their refund calculation as well as the remaining program cost based on the current tuition price. Please note, Glitz School of Cosmetology will not release any graduation documents until all the balances have been paid off.

### **Multiple Re-entry Students**

Approval for re-entry is determined by the School Board and is based on program, schedule, student's academic standing, student's academic and conduct record, and space availability. Students who return to Glitz School of Cosmetology must pay the nonrefundable \$100 application fee. Students who re-enter the school will do so in the exact same attendance/academic and financial status. **Please note that it is very difficult for students who withdraw from the school prior to program completion to be granted re-enrollment.**

### **Successful Course Completion**

A student's successful course completion percentage is based on their theoretical grade and the number of successfully completed clock hours (those with a theory grade of 70% or higher and an attendance grade of 90% or higher). Theory grade is determined by dividing the number of points attained by the number of possible points. Attendance grade is determined by dividing by the cumulative number of clock hours completed by the number of scheduled clock hours.

### **Remedial Courses and Repetitions**

Remedial courses do not apply to this institution and therefore have no effect upon this institution's satisfactory academic progress policy. However, it is possible (and highly recommended) for students to retake written and practical evaluations in which the student obtained a low score. Students may attend a program for which they were previously certified at their own expense.

### **Student Access to Records**

Glitz School of Cosmetology maintains all student records including transcripts for a period of 100 years in accordance with New Mexico rules. All students, as well as the parents or guardians of dependent minors, have the right to view any items in their files and may do so by request. This request will be granted within a reasonable amount of time to accommodate the office's schedule. At no time, may a student or parent/guardian remove any items or articles from their file. The School Administration is the official custodian of the records. All records will be maintained for a period of 7 years from the date of graduation or termination from the school. The School Director may request other school personnel to assist in answering any questions that students may have regarding interpretation of the records. In all cases where access to student education information is requested, except as provided in this policy, a written request to see the files must be made by the student or, in the case of a dependent minor, the student's parent or legal guardian. The school's Chief Financial Officer, upon receipt of this request, will provide

access to review the records at a date and time no more than 3 business days after the request has been made. The student, or the parent or legal guardian of a dependent minor, as well as anyone the student, or parent or guardian of a dependent minor shall examine the file in the presence of the School Director and/or other person(s) designated by her/him. The record itself may not be taken from the school premises. However, upon request, one copy of the records, including academic transcripts and/or financial aid documents and fees shall be provided within a reasonable time at no charge. Additional copies may be obtained at the cost of \$0.10 per page.

### **Student Information Release Policy**

Glitz School of Cosmetology will disclose personal, identifiable information from the records of a student without written consent of the student to the following parties:

- a. School employees who have a “need to know”.
- b. Schools to which a student is transferring.
- c. Annual Reporting to Accrediting Agencies.
- d. Appropriate parties in connection with financial aid (when applicable)
- e. Organizations doing authorized studies or reports for the school.
- g. Individuals who have obtained court orders or subpoenas, or in case of health and/or safety emergencies.
- h. State and local authorities to whom disclosure is required by state laws.
- i. Parents/Legal guardians of dependent minors are provided access to student records. Parents/Guardians are also allowed to release the student’s records to third parties.
- j. Glitz School of Cosmetology will also provide access to student and any other records as required to any accreditation process initiated by Glitz School of Cosmetology or by the National Accrediting Commission of Career Arts and Sciences or in response to a directive of the commission.

If a request from an outside agency (other than listed above) for information regarding a student is received, the school will not release any information without the student’s express permission. The request must be made in writing, clearly stating the agency requesting the information, and include the student’s signature. Only an officer of the school will be able to release such information.

Documentation of any correspondence will be placed in the student’s file.

### **STUDENT GRIEVANCE PROCEDURE**

Glitz School of Cosmetology will make every attempt to resolve any student complaint that is not frivolous or without merit. Students are allowed to submit a complaint at any time.

Evidence of final resolution of all complaints will be retained in school files. The following procedure outlines the specific steps of the complaint process.

1. The student should request and fill out the internal grievance form from any of the instructors or members of the administration. The student must then register the complaint in writing on the designated form provided by the institution within 10 calendar days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to a person who will serve as an impartial representative of the institution but not be directly involved in the area of the complaint. Retaliation or any form of adverse action against a person registering a complaint is against school policy.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 calendar days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 calendar days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 calendar days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Per New Mexico rule **5.100.7.10 (Q)** students must exhaust the institution's internal complaint process before submitting the complaint to the New Mexico Higher Education Department. However, students can submit a complaint with any other of our accrediting agencies at any time.
8. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to the New Mexico Higher Education Department.

New Mexico Higher Education Department  
2044 Galisteo Street, Suite 4  
Santa Fe, NM 87505-2100  
505-476-8400

### **School Standards and Conduct Requirements**

#### **A. Breaks & Lunches:**

All full-time students must take at least a 30-minute lunch. Lunch times for all students will vary depending on their booking.

**Food and Drinks are only permitted in the school's designated break/lunch area. Food and Drinks are not permitted anywhere else in the school.**

**B. Phone Calls and Cell Phone Usage:**

No personal calls on the school business phones without express permission from the School Director. Students are allowed to check their cell phones during breaks or between clients. Students who use their cell phone excessively during theory or while working on a client will lose all cell phone privileges.

**C. Smoking:**

Smoking is not permitted within our premises or within 50 feet from any of our entrances. Smokers should dispose of their cigarette butts in designated containers.

**D. Cheating:**

Students caught cheating could be subject to termination from the program.

**E. Leaving During Hours of Scheduled Attendance:**

Students may not leave the school installations during scheduled hours without their instructor's consent. Students who leave during scheduled hours without permission might not be allowed to return for the day and could be written up depending on the circumstances. If a student receives their instructor's permission to leave during scheduled hours he/she must clock out.

**F. Alcohol and Drugs:**

The use of alcohol or drugs (unless prescribed by a physician) is strictly prohibited. Alcoholic beverages in a public building are illegal. The use of illegal drugs, possession of such, or of any drug paraphernalia, is also illegal. The use of alcohol or drugs in any form on school premises, on school grounds, or at any school related activity could result in immediate expulsion. Students who need professional help can find referrals for counseling in our restrooms.

**G. Make-up Work and Exams**

Make-up days for missed examinations will be scheduled at the discretion of the Instructor. Make-up exams are a privilege – not a right! Students should be in attendance on examination days.

**H. Appearance, Dress Code, Uniforms:**

1. Proper attire in the school is mandatory. Appearance should be neat, clean, well-groomed with clothing properly fastened and pressed. No soiled, torn or inappropriate dress for a professional environment will be permitted. Attire considered to be too revealing will not be allowed.

**ATTIRE:**

- Students must be wearing either their apron, lab coat, or shirts that are provided with their kits at **all times**.
- Tops: Students who are not wearing a Glitz approved top will have the option to purchase one of these items. Students who are unable or unwilling to purchase an additional item will be asked to return home to change.
- Pants: Jeans, slacks, or dressy pants of any color are permitted. Minor and fashionable tears in jeans are

allowed. Excessively torn jeans or pants will not be allowed.

- Tights are allowed as long as undergarments are not showing through.
- Student are **not** allowed to wear shorts or skirts above the knee at any time.
- Shoes: Only closed toe shoes are permitted due to sanitation reasons.

(Our Goal is to help you be as professional as possible)

2. Personal hygiene and sanitation are the daily responsibility of each student. We are in close proximity to many people daily. It is imperative that each student be keenly aware of personal breath and body odor, including cigarette smoke. We strongly suggest showering/bathing before coming to school.

3. At no time during the day (unless designated by the curriculum) are students allowed to work on themselves. Hair, nails, and make-up are to be done before arriving at school. A professional appearance in these areas is essential to the overall image of today's cosmetologist, esthetician, nail technician, or barber.

4. Students in violation of the dress code will be asked to clock out and return after correcting their attire. The Faculty or Administrative Staff will have the final decision on any questionable dress code or appearance violations.

5. PURSES- Only clear handbags or purses are allowed on the premises. Regular purses must be placed in the student's locker or left in the car.

6. Students will be asked to cover abrasions, excessive bruising, hickeys, and bite marks both for sanitary and etiquette reasons.

**I. Personal Belongings and Kits:**

You are required to work as neatly as possible. After each work assignment, you are expected to clean and tidy up. Your personal belongings should be stored in your locker or your vehicle.

**The school is not responsible for missing items or belongings. Please do not leave personal belongings unattended.**

**J. Personal Supplies and Services:**

Students wishing to purchase supplies or services must first get permission from their Instructor and all supplies and services must be paid for. It is considered stealing for students to receive services or take supplies for personal use without permission. Students who are caught stealing will be terminated immediately.

**K. Duties:**

A duty roster will be made monthly for all classroom/clinic duties/front desk duties. This will be done on a rotating basis for fairness to all students. Your duties are an assignment as part of your training. Instructors will check all duties at the end of the day.

**L. Dispensary and Supply Room:**

Only Administrators and Instructors are allowed to access the dispensary room.

**M. Client Services:**

Students at Glitz School of Cosmetology are required to perform services on clients as part of their instruction. It is the school's policy and requirement for students to continue doing services until they graduate. If a student refuses to do a

service on a client, the student will be asked clock-out and leave for the rest of the day. Students are **never** to leave a client unattended – it could be dangerous to the client and it is unprofessional.

**N. Weapons in School:**

With the exception of pepper spray, weapons of any type are strictly forbidden in school. Students caught with a weapon in school will be sent home immediately, the weapons will be turned over to the local police department, and a decision will be made as to whether the student will be allowed to return to school.

**O. Plagiarism:**

Students shall not submit someone else's ideas, processes, or words as their own. Students are required to reference the author when quoting or paraphrasing on all assignments and projects.

**P. Attendance, Tardiness, and Absenteeism Policy**

**1. Attendance Days**

Students are required to attend class based on the days stated on their enrollment agreement. Students are not allowed to show up on their days off to make up missed clock hours without first obtaining prior approval from the administration. Saturday Attendance is mandatory and students who fail to submit documentation for absences on such days will incur a \$25.00 fee. Students who have partial Saturday absences (leaving early or showing up late) will incur a charge based on the percentage that they missed. For example, a student who only completed 25% of their Saturday hours will owe 75% of the \$25.00 fee.

**2. Excused Absences**

Students are required to notify the school prior to their absence at all times unless unforeseen circumstances apply. Notifications **must** be sent to the school manager via email (no texts or calls accepted) to Maria@glitz.edu. Students are allowed to make up hours for excused absences at any time during regular school hours at no extra charge. The date and time at which the student will make up the hours must be pre-approved by the administration in advance. Absences during scheduled make up hours will be considered unexcused. In order for absences to be considered excused students must submit one of the following forms of documentation:

1. Doctor's note
2. Proof of death of a family member
3. Note from an instructor stating the student was sent home due to a contagious illness

**3. Unexcused absences**

Students should be aware that absenteeism for more than 14 consecutive calendar days without contacting the school can result in the student being terminated from the program. Students have the option to make up unexcused absence hours Mondays (only) between the hours of 9:30 am and 3:00 pm at a cost of \$5.00 per hour.

**4. Tardiness**

Excessive lateness or overstaying allotted break time could lead to disciplinary action. Students who show up after theory has started may not be allowed to enter the classroom until theory has concluded in order to avoid interruptions. The

student will not be allowed to clock-in and the missed time will count against the student's attendance rate. Hours missed due to tardiness can be made up as dictated by the unexcused absence guidelines.

**NOTE: Certain assignments are only available for the day on which they are taught. It is unfeasible for the instructor to teach a class again for a single student. Therefore, it is the student's responsibility to make up work on their own time. The student must ask the instructor for missed assignments and/or tests and complete them on their own time.**

**Q. Every Instructor is your instructor:**

Students are expected to receive and follow instructions from every instructor as well as all members of the staff. Failure to follow directions from any instructor or administrative officer is considered a violation of our policy.

**R. Creating a Hostile Environment:**

It is strictly forbidden for students to behave in a manner that creates or promotes a hostile environment. This includes any actions or comments directed at other classmates, instructors, members of the staff, or clients. These rules apply at any given time on and off campus. There is a zero tolerance policy for the following actions whether directly or indirectly:

1. Bullying
2. Gossip
3. Harassment (of any kind)
4. Demeaning commentaries
5. Provocation

**NOTE: Physical altercations will result in immediate termination and the local authorities will be contacted.**

**S. Sexual Harassment**

It is unlawful to harass a person because of that person's sex. Sexual harassment can include "sexual harassment" or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. Any complaints of sexual harassment will be addressed in-house or reported to the police department, depending on the victim's wish. Anyone who is found guilty of sexual harassment will be terminated from the school immediately.

**T. Clock-in procedures.**

Students are allowed to clock in 5 minutes prior to the start of class. Once a student is clocked in he/she must inform their instructor and begin their training. No student shall, under any circumstances, clock another student in or out. Students who are caught using the clock for another student, or allowing another student to clock them in or out, could be suspended or expelled from the school. Students have up to ten calendar days to question any clocked hour discrepancies. For that reason, we recommend that all students print and review their clock hours at the end of every week. Students who forget to clock-in must pay a \$5.00 clock adjustment fee. In the event that our biometric clock fails, students must fill out the time sheet manually.

**U. Theft**

Students who are caught stealing on school property will be terminated immediately. This rule applies to all forms of theft regardless of who the victim is.

**V. Suspensions**

Suspensions apply to active days (days of attendance) only. Suspensions do not extend the contract time allotted. Students are not allowed to make up hours for suspension days.

**Violation of the above rules and standards may result in disciplinary action up to and including termination from the school. The school reserves the right to terminate any student whose personal conduct towards school staff, clients, or fellow students is deemed unsatisfactory. Re-admittance to the school will be at the School Board's discretion.**

**Leave of Absence Policy**

This policy applies to all students regardless of their program or funding source.

Leaves of Absence can only be granted in the following situations:

1. The student is incapacitated or hospitalized due to serious injury.
2. The student is incapacitated or hospitalized due to serious illness.
3. Death of an immediate family member. For purposes of this catalog "Immediate Family Member" refers to spouse, domestic partner, son, daughter, stepchild, parent, stepparent, brother, or sister.

A student who is granted a Leave of Absence by Glitz School of Cosmetology is not considered to have withdrawn from Glitz. A Leave of Absence will extend the student's graduation date and maximum allowed time frame for completion by the same amount of calendar days granted in the leave of absence. Students will not incur any additional charges due to a leave of absence.

In order to be placed on leave of absence a student must:

- A. Have reasonable expectation that the student will return.
- B. Submit a written leave of absence request in advance unless unforeseen circumstances prevent the student from doing so.
  - a. In the event that a student is unable to provide the request prior to the LOA due to unforeseen circumstances, Glitz will collect the information from the student at a later date and reach a decision based on the information provided. The beginning date of the approved leave of absence will be determined by the institution to be the first date the student was unable to attend class due to the unforeseen circumstance.
- C. Include the reason as well as backup documentation for the request.
  - i. In instances of serious injury or illness documentation of hospitalization must be submitted.
  - ii. In cases of death of an immediate family member an obituary or a death certificate must be submitted along with proof of the person's relationship to the student.
- D. The leave of absence request must be signed by the student in advance unless mitigating circumstances apply. In cases where a student did not

- request the LOA in advance due to unforeseen circumstances our school may still grant the Leave of absence upon review of the situation.
- E. The request must be approved by the Chief Financial Officer.
  - F. The leave of absence together with any other additional leaves of absence must  
Not exceed a total of 180 calendar days in any 12-month period.
  - G. Students will not incur any additional charges due to a leave of absence.
  - H. A student who is granted a LOA is not considered to have withdrawn and  
No refund calculation will be completed.
  - I. The student's contract period and maximum allowed time frame will be  
extended by the same number of calendar days taken in the leave of  
absence. Changes to the contract period on the enrollment agreement must  
be initialed and dated by all parties or an addendum must be signed and  
dated by all parties.

### **Students may not arbitrarily decide to “take” a leave of absence**

If a student is unable to return to Glitz School of Cosmetology at the expiration of an approved leave of absence the student will be considered to have withdrawn.

The withdrawal date used for the refund calculation will be the student's last day of attendance.

Exceptions to this policy due to extenuating circumstances may be accepted.

### **Amendments**

Glitz School of Cosmetology is an ever-changing institution. Therefore, it is impossible to create rules and regulations that apply to every possible instance. For that reason, it will sometimes be necessary to add, delete, or change some of the rules listed in this catalog. The school administration will meet regularly to update rules and regulations in a manner that is fair to everyone.

### **Grounds for Termination**

Violation of our policies (included in your catalog) may result in disciplinary action up to and including termination from the school. The school reserves the right to terminate any student whose personal conduct towards school staff or fellow students is deemed unsatisfactory. Student termination will be determined based on the type of violation as well as the severity and/or frequency of the offense. Students who fail to meet satisfactory academic progress during their warning period will be terminated from the program. Re-admittance to the school will be at the School Board's discretion. Students who are terminated from the school will incur a \$150.00 early termination fee.

### **Conduct and Catalog Acknowledgement**

Glitz School of Cosmetology is a place of business and both staff and students alike are expected to behave in a professional manner. All forms of offensive language are prohibited.

In training to be a professional cosmetologist, esthetician, barber, or nail technician, you must be a caring, open-minded individual. You must use your training and knowledge to satisfy the needs and wants of every client. You must be able to put your ego and problems aside in order to be a contributing member of the team. You must be an excellent communicator. This requires the ability to listen and observe, to consult with and suggest ideas, services, and products to colleagues, instructors, management, and clients.

Professionalism can be seen and felt in a school, salon, spa, or any technical business. It is a balanced combination of choice of words, tone of voice, physical actions, education, technical training, determination, honesty, good judgment, decision making, cleanliness, sharp appearance and talent.

Glitz School of Cosmetology maintains a low student to instructor ratio to ensure the highest quality education possible. For that reason, there are several instructors present at any given time. It is necessary that you understand that every instructor is your instructor, including those from another department.

Public sanitation is part of your curriculum as well as a state requirement. Students are expected to maintain a clean workstation throughout the day. Students are also required to clean other areas (including restrooms) as part of their daily and closing duties.

By signing below, I acknowledge that I have received, read, and understood the 2019 Glitz School of Cosmetology Student Catalog:

Student Name	Signature	Date

Glitz School of Cosmetology

**VA Student School Enrollment Policy**

Glitz School of Cosmetology permits any *\*covered individual* to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility (COE) for entitlement to educational assistance ending on the earlier of the following dates:

1. The date on which payment from the VA is made to the institution
  2. 90 days after the date the institution certified tuition and fees following the receipt of the COE
- Glitz School of Cosmetology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the VA under Chapter 31 or 33

**Standards of Progress for VA Students**

Evaluation of progress of VA students will be conducted by the school’s evaluation policy schedule. Students with a minimum of 70% academic average and 90% attendance will be considered making satisfactory progress until the next scheduled evaluation.

**Attendance – first 15 calendar days:** (Nail Technology/Esthetician Programs) Students must achieve an attendance grade of 80% or better during the first 15 calendar days of their schooling. If the student’s attendance grade is below 80% by the 25<sup>th</sup> calendar day of their program start date the student will be terminated.

**Attendance – first 25 calendar days:** (Cosmetology/Barber/Instructor Programs) Students must achieve an attendance grade of 80% or better during the first 25 calendar days of their schooling. If the student’s attendance grade is below 80% by the 25<sup>th</sup> calendar day of their program start date the student will be terminated.

**Warning:** At the end of the 2<sup>nd</sup> month and thereafter, if a student falls below the minimum of 70% academic average and 90% attendance, he/she will be placed on academic and/ or attendance Warning. Students on Warning status will be advised in writing of the steps they need to take in order to meet SAP by their next evaluation period. If it is determined that a student will not be able to meet satisfactory academic progress by their next evaluation, the student will be terminated from the program. If the student does not meet the minimum academic and attendance requirements by their next evaluation period, the student will be terminated from the program without a right to appeal.

**Attendance Suspension:** If the student fails to meet minimum requirements in either academics or attendance, the student will be determined to **not be** making satisfactory progress and the VA education benefits will be terminated (by the school’s certifying official submitting a 22-1999b) effective on the last day of warning.

**Reinstatement of VA student’s educational benefits:** Once VA students educational benefits has been suspended and after 30 days and the students is meeting the minimum standards of progress, the education benefits will be re-instated by the school’s certifying official by submitting a 22-1999. The school may or may not terminate you from school attendance, but you must meet the minimum standards discussed above in order to receive payment for your VA benefits.

Authority: 38 CFR 21.4253 and 38 CFR 21.4254

\_\_\_\_\_  
School Certifying Official Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
VA Student Signature

\_\_\_\_\_  
Date