

PEARLANDS INNOVATIVE SCHOOL OF BEAUTY

STUDENT CATALOG

Volume #19

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Pearlands innovative school of beauty

[www.pearlandinnovative.com](http://www.pearlandinnovative.com)

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**FAFSA CODE: 042889**

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**Welcome to Pearlands Innovative School of Beauty!**

Welcome to Pearlands Innovative School of Beauty. We are excited to share the passion that we have for cosmetology with you. At Pearlands Innovative School of Beauty we strive to ensure that you are successful in reaching your goals.

# **Mission Statement**

It’s themission of Pearlands Innovative School of Beauty to provide a quality education in the field of Cosmetology, Esthetics, and Cosmetology Instructor while allowing you to express and expand your creativity. We also strive to guide you toward a successful career in the beauty industry.

# **Pearlands Innovative School of Beauty Facility**

The campus is modern and has a professional atmosphere. In the classrooms the students are provided desk along with work tables. On the clinic floor the students have client service stations and styling chairs. The facilities also include shampoo bowls, hair dryers, manicure tables, facial bed and all associated equipment. We also provide students with a lounge area. Smoking of any type, including e-cigarettes are not permitted in the campus facilities.

# **Admissions and Campus tour**

During admitting process we require that each potential student view the campus facility. It’s the best way to experience what makes Pearlands Innovative School of Beauty the way to learn Cosmetology. Why is school tour important? On the tour, potential students are able to watch how our teachers and students interact and learn. Then get to know the campus staff and ask questions.

# **Requirements for Admission**

1. Pass initial entrance exam
2. Provide DL or Birth Certificate (must be at least 17 years of age)
3. Provide High School Diploma or GED or

High School Transcript showing completion date or

Foreign High School Diploma translated and certified as equivalent to a

U.S. High School Diploma. Any High School Diploma that maybe questionable will be validated by reviewing the schools website, State Government, Accreditating Agency or Associations, and the Department of Education. Student self-certification is not sufficient documentation. If the school is unable to verify High School Diploma, there is no appeal process.

1. Provide Valid Cosmetology License (Cosmetology Instructor Program)
2. Complete all necessary documents to enroll
3. Sign and date enrollment agreement

\* Classes will start every 2 weeks. All students are instructed to allow 2 weeks to

complete the enrollment process before the upcoming class start.

\* **Pearlands Innovative School of Beauty does not admit Ability-to-Benefit students**

# **Equal Opportunity in Admissions**

When deciding on the admission of students we do not discriminate on the basis of age, disability, race, color, religion, creed, national origin, sex, marital status, sexual orientation and/or ethnic origin. Our decision is based on student character and passion.

**Student Restarts**

If the student withdrew or were terminated from the program and wish to restart, student must contact the Student Services Department. A Student Services Specialist will first determine whether the student meet eligibility requirements to restart based on the rate of attendance, academic average, time period elapsed since the termination or withdrawal from the program, and other factors or credentials. If the student is eligible, Pearlands Innovative School of Beauty will review the record of prior enrollment, including the disciplinary history and the reason for the termination or withdrawal (as applicable), in order to determine whether the request to restart may be granted without an appeal or must be submitted to the Student Appeals Committee. Pearlands Innovative School of Beauty retains discretion to grant or deny the request for any reason, based on the totality of the circumstances.

If the student is approved to restart after a withdrawal, a Student Services Specialist will talk with the student about the factors that led to the withdrawal and will encourage the student to thoroughly evaluate whether those factors have been sufficiently address, to give the student every opportunity to successfully complete the program.

**Restart Requirements**

A student who restarts at Pearlands Innovative School of Beauty after a withdrawal or a successful appeal from a termination:

* Must pay any balance owed prior to Pearlands Innovative School of Beauty prior to restart, unless other payment arrangements have been made.
* Must sign a new Enrollment Agreement. The terms and conditions of the new Enrollment Agreement will be based on the program requirements at the time the new Enrollment Agreement is signed. This means that new Enrollment Agreement may reflect any applicable tuition increases or other program changes.
* Must maintain satisfactory attendance.
* The student will not be eligible to restart if prior hours with Pearlands Innovative School of Beauty were earned 5 years or later.

If the student restarts within 1 year from his or her last date of attendance at Pearlands Innovative School of Beauty, the student will not lose program hours. Pearlands Innovative School of Beauty reserves the right to adjust a student’s hours if his or her restart occurs more than 1 year for the last date of attendance.

A restart requires sufficient time for Pearlands Innovative School of Beauty to process the withdrawal paperwork as required by state and/or federal agencies, as well as the restart paperwork. It is the student’s responsibility to ensure all required paperwork and fees are paid prior to restart.

# **Applying as a Transfer Student**

Pearlands Innovative School of Beauty does not enroll students that are currently attending another school that offers the same program of study. However we do accept transfer students who are not currently enrolled in a program.

If a student wishes to transfer hours and credits based on their prior enrollment from another school, the student must submit proof of a zero balance from previous school tuition the student also will need to provide a transcript that includes a thorough listing of all hours, courses test and practical services completed as well as grades issued while student attended prior program. The required transcript information must be received prior to student enrollment.

**The transcript will be studied and transfer credit will be allowed from the student’s prior enrollment based on if credits and experience satisfy our program requirements.**

# **Transferring to a non – Pearlands Innovative School of Beauty Institution**

Pearlands Innovative School of Beauty cannot guarantee that hours earned in our program will be accepted as transfer hours by another institution. Transfer of hours is at the discretion of the accepting institution. If you wish to transfer hours to another institution, it is your responsibility to confirm whether or not that institution will accept hours from Pearlands Innovative School of Beauty.

# **Hours Accepted**

We will accept **up to one half** of the total program hours required by the state of Texas.

**Occupational Demands**

In keeping with our commitment to equal opportunity, no student will be denied admission based on membership in a protected group. At the same time, it is our mission to teach our students the skills necessary for success in the beauty industry. In order for you to meaningfully participate in the program and receive the full benefit of the education delivered, there are certain physical demands that you must be able to meet. Specifically, to perform the essential requirements of the cosmetology curriculum, you must have the physical ability, with or without a reasonable accommodation, to:

* Tolerate exposure to and handling of products having or emitting odors, fragrances, and chemicals
* Stand and walk for up to 8 hours consecutively, except during 15 or 30 minute breaks
* Manually grasp, handle, control, move and manipulate objects or tools standard within the beauty industry
* Bend or twist the body and engage in repetitive motions, as needed to perform and demonstrate the full range of services standard within the beauty industry
* Hold arm and hand in one position and, at other times, hold the hand steady while moving the arm
* Lift up to 30 lbs.
* Perform and demonstrate the full range of esthetics-related services standard within the skin care industry (e.g., facial and body skin care with massage, facial and body waxing and makeup application)
* View detail in objects within arm’s length and discern the difference between colors, shades, and brightness within and between those objects
* Perform and demonstrate the full range of hair-related services standard within the cosmetology industry (e.g., shampoo with massage, comb, haircut, hairstyles, hair color and chemical texturing, braid, sculpt, hairdry, etc.)
* Perform and demonstrate the full range of nail-related services standard within the cosmetology industry (e.g., file, buff, clip, clean, and apply polish to nails and/or attach artificial nail products)

# **Student Program Tuition & Cost**

Tuition in full is $11,000 for Cosmetology and $9,000 for Cosmetology Instructor or Esthetics and this includes registration fee, admin fee and kit.

Cost Breakdown for Cosmetology: Cost Breakdown for Cosmetology

Instructor/Esthetics:

Registration/ Admin

Fee $200Registration/ Admin

Fee $200

Books and Kit Fee $800 Books and Kit Fee $800

Tuition $10,000 Tuition $8,000

**Total Tuition** $11,000 **Total Tuition** $9,000

The students will be responsible to pay monthly tuition fee by the **1st of each month before clocking in** during school business hours (Tuesday through Saturday) as indicated on your enrollment agreement, please review individual tuition and fees based on the payment plan above. **The student will not be allowed to clock in until the monthly tuition payment is payed, NO EXCEPTIONS.**

**OVER TIME FEES $15 per hour, payable in advance, until graduation. Students will not be allowed to clock in until applicable payments are made. NO EXCEPTIONS**

**LATE PAYMENT FEES $75 after 1st each month and/or by after 9:00 a.m. (student will not be allowed to clock in until the monthly tuition payment is payed, NO EXCEPTIONS)**

**NOTES: Tuition payment must be made as scheduled on the dates agreed on your enrollment agreement when taking a leave of absence (LOA). NO EXCEPTIONS**

**NOTES: If and when the students need to take a leave of absent (LOA) within the 5 days before monthly tuition fee payment is due. The students need to pay the monthly tuition prior to taking a leave of absence (LOA). Otherwise, there will be a late payment fees added to the students account. NO EXCEPTIONS**

**Students are responsible for school books or equipment that has been lost or stolen.**

**Overtime fees** are to be paid in advance, until graduation. Students will not be allowed to clock in until applicable payments are made (**NO EXCEPTIONS**).

**Please note:** that if you reach the **last (200** **hours)** of your program and have an unpaid balance with Pearlands Innovative School of Beauty, you will be suspended from participation until your outstanding balance is paid in full. **NO EXCEPTIONS**

Pearlands Innovative School of Beauty accepts payment in the form of **CASH, CREDIT/DEBIT CARD, AND/OR CASHIERS CHECK.**

**Any returned check/s is subject to a $35.00 returned check fees. NO EXCEPTIONS.**

**Any credit/debit card per transaction is subject to a 4% credit card usage fee added to each transaction. NO EXCEPTIONS.**

# **Cosmetology Program**

**Outline**: The program is 1,000 hours in length

The time that will be allocated to complete the program is 10 months on a full time schedule. The program consist of phase 1, phase 2, and clinic floor.

**PHASE 1**: Students will spend all day in the classroom where the students will engage in lectures and classroom demonstrations. The students will complete theory work and demonstrate on mannequins.

**PHASE 2 & CLINIC FLOOR**: Upon the completion of phase 1, the students will transition to phase 2 and clinic floor. During this phase students will participate in theory and classroom instructions from 8:30 a.m. – 10:30 a.m. After completing A.M. classroom theory students will move to the clinic floor were the students will work on mannequins to complete practical or work on clients under the supervision and training of a Certified Educator. Students must meet and complete all prerequisites before servicing clients.

**Cosmetology Instructor and Esthetics Program**

**Outline:** The program is 750 in length

The time that will be allocated to complete the program is 5 months on a full time schedule.

# **School Purpose and Objectives**

* To ensure each student is thoroughly prepared and confident to take and pass the Texas State licensing exam (written and practical).
* To ensure students are capable of being competitive in the field of cosmetology and able to obtain a strong clientele based on the student skill and professionalism.

# **Curriculum Guidelines**

* Student must pass all phase 1 technical exams.
* Student must pass all phase 2 technical exams.
* Student must pass all quizzes and exams with an 70% or above including phase 1 and 2 final exams.

# **Program Summary**

Students will establish their understanding of cosmetology theory and technical skills by completing the prerequisite of their practical and clinic activities, both in the classroom and on the clinic floor. All the programs are taught in English.

**Academic Grading**

The following factors will be measured in determining the students are in good standing:

* Non-clinic work (test grades, workbooks, worksheets and projects)
* Clinic work (grades from clinic worksheets, task sheets, technical rubrics and project)
* Non-clinic Work Grading Scale

Students must maintain a minimum of 70% average in order to be considered in good standing. Students are permitted to retake any failed exam. Regardless of the actual grade for the re-taken exam, as long as it was successfully passed with 70% or above, the student is granted up to 70% grade for all retakes. Student progress is evaluated by testing. A percentage system is used for all written work. The number grade is for the written work. Clinic work is evaluated on practical work and attendance.

**Grading Scale**

|  |  |
| --- | --- |
| 90 – 100 | A |
| 80 – 89 | B |
| 70 – 79 | C |
| 0 – 69 | Unsatisfactory |

**Program Materials**

Students will receive a copy of the Laws and Rules book for State of Texas.

Additional reference materials are available for checkout through the school library, including, but not limited to, the Milady Standard Cosmetology Textbook and Study Guide, the Milady Standard Cosmetology Exam Review, the Milady Standard Esthetics Textbook and Study Guide, the Milady Standard Esthetics Exam Review.

The lessons of study include:

**Cosmetology Program Outline**

|  |  |  |  |
| --- | --- | --- | --- |
| Subject | | | Hours |
| **Overview and, laws and rules**   * Introduction to cosmetology   Sanitation and safety laws and rules that apply to cosmetology, Principle  and sciences applied to the cosmetology industry | | | 75 |
| **Haircutting, Styling and correlated theory**   * Haircutting   Innovative principles and skills of Haircutting and the basics of design  choices which will include sanitation and safety rules.   * Hairstyling   Philosophy and basics of hairstyling which will include sanitation and  safety rules.   * Classic Styling   Philosophy and basics of classic styling which will include sanitation and  safety rules.   * Wigs   Philosophy and basics of wig making which will include sanitation and  safety rules. | | | 400 |
| **Hair color and associated theory**   * Hair Color   Innovative principles and applied skills and techniques of hair color design  which will include sanitation and safety rules. | | | 150 |
| **Cold waving and associated theory**   * Perming   Innovative principles and applied skills permanent waving which will  include sanitation and safety rules. | | | 100 |
| **Shampoo and associated theory**   * Properties of Hair   Philosophy and applied basics of hair structure, appropriate draping,  shampooing which will include sanitation and safety rules. | | | 75 |
| **Hair and scalp treatment and associated theory**   * Properties of Hair   Philosophy and the basics of scalp disease and disorders, and treatments,  which will include sanitation and safety and the blood spill procedure. | | | 25 |
| **Chemistry hair relaxing and associated applications**   * Chemical Relaxing   Innovative philosophy and associated skills of chemical relaxing which will  include safety and sanitation rules.   * The philosophy of chemistry basics that correlate to hair coloring, and perming, and all chemical applications which include sanitation, safety rules, and blood spill procedures . | | | 75 |
| **Facials and associated philosophies**   * Skin philosophy and electricity   The philosophy and the associated basics of massage, waxing, diseases  and disorders and electricity which will include sanitation and safety rules   * Sanitation and infection control / Makeup   The philosophy and practical skills of salon ecology, bacteriology, makeup  application which will include safety and sanitation rules. | | | 50 |
| **Manicuring and associated philosophies**   * Nail philosophy   Manicuring, artificial nails, pedicuring, diseases and disorders which will  include safety and sanitation rules.   * Nails   Philosophy and practical skills of nail care, nail enhancements, diseases  and disorders which will include sanitation and safety rules. | | | 50 |
| **Total Hours** | | | 1000 |
|  | | | |
| **Number of Practical Services** | **Category** | **Item** | |
| 75 | Hair cutting | Elective | |
| 225 | Hair styling | Elective | |
| 15 | Hair styling | Roller sets | |
| 15 | Hair styling | Finger waves | |
| 15 | Hair styling | Pin curls | |
| 15 | Hair styling | Blow dry/style with brush | |
| 15 | Hair styling | Blow dry/marcel style | |
| 225 | Hair styling | Shampoo | |
| 30 | Hair styling | Scalp/hair treatment | |
| 80 | Hair coloring | Elective | |
| 10 | Hair coloring | Re-touch | |
| 10 | Hair coloring | Hair lightening | |
| 55 | Chemical texturizing | Elective | |
| 15 | Chemical texturizing | Relaxer | |
| 15 | Chemical texturizing | Permanent wave | |
| 15 | Chemical texturizing | Chemical restructuring | |
| 30 | Nail care | Manicure/pedicure | |
| 30 | Nail care | Artificial nail - tips | |
| 20 | Skin care | Facial | |
| 5 | Skin care | Makeup | |
| 5 | Skin care | Hair removal | |
| 500 | Miscellaneous | Sanitation | |
| 600 | Miscellaneous | Client protection | |

The textbook to be used is the Milady’s Cosmetology textbook and study guide.

**Esthetics Program Outline**

|  |  |  |
| --- | --- | --- |
| Subject | | Hours |
| **Facial Treatment, cleansing, masking, therapy**   * Client Preparation, Skin Analysis and Consultation, Skin Types, Skin Condition and Disorders, Facial Procedures, Facial Treatments with or without Machines, Overview of Aromatherapy, and Product Recommendation | | 225 |
| **Anatomy and physiology**   * Cells, Tissues and Organs, Body Systems, Structure and Function of the Human Body, with emphasis on the Structure and Function of the Skin, and including conditions and diseases | | 90 |
| **Electricity, machine, and related equipment**   * Electricity and its Effects on the Skin, Galvanic Current for Iontophoresis or Disincrustation, High Frequency Current, Use of Magnifying Lamp and Wood’s Lamp, Brushing Machine, Spray Machine, Suction Machine, Vaporizer and Pulverizador, Hot Towel Cabinet, Paraffin Unit, Electric Mittens, Booties, and Face Mask | | 75 |
| **Makeup**   * Product Knowledge, Eye Brow Contouring, Make-up Application, Corrections and Contouring, False Eyelashes, Eyelashes and Eyebrow Tinting with Non-Permanent Mineral Colors | | 75 |
| **Orientation, rules and law**   * School Rules and Regulations, History of Esthetics, The Role of the Esthetician, Qualities of the Professional Esthetician, and Code of Ethics | | 50 |
| **Chemistry**   * Chemistry and Matter as Related to Esthetics, Chemical Reactions and Solutions/Elements, Compounds and Mixtures/Biochemistry, and the pH Scale | | 50 |
| **Care of client**   * Conduct client consultations, Assess Skin Types and practice effective communications skill | | 50 |
| **Sanitation, safety, and first aid**   * Local, State, Federal Safety Codes, Salon/Clinical Rules and Regulations, General Salon/Clinic Safety, First Aid | | 40 |
| **Management**   * Business Operations, Site Planning and Design, Accounting, Inventory and SalesTax, Payroll Regulations, Ethics and Professional Conduct, Communications Skills, Retailing Techniques, Marketing, and Customer Relations | | 35 |
| **Superfluous hair removal**   * Theoretical Overview of Permanent Methods (Electrolysis, Thermolysis, Blend), Temporary Methods of Hair Removal (manual tweezing, depilatory lotion and waxing (strip and non-strip), and Bleaching of the Hair | | 25 |
| **Aromatherapy**   * Body Exfoliation(wet and dry), Back Treatments, Use of Various Products to Enhance the Appearance of the Skin, Seaweed, Salt, Paraffin, Mud, Ampoules, Creams etc., and Discussion for Further Training Required for Advanced Body Techniques such as Aromatherapy, Water Therapies | | 15 |
| **Nutrition**   * Importance of water, and Nutrition for Healthy Skin and Longevity | | 10 |
| **Color psychology**   * Color Analysis, Morphology of the Face, Chemistry and Related Composition | | 10 |
| **Total Hours** | | 750 |
|  | | |
| **Number of Practical Services** | **Category** | |
| 75 | Consultations | |
| 100 | Sanitations | |
| 75 | Cleansing | |
| 75 | Facials | |
| 10 | Extractions | |
| 16 | Make-Up | |
| 25 | Back Treatment | |
| 60 | Wax | |
| 25 | Machines | |
| 5 | Eyelashes | |

The textbook to be used is the Milady’s Esthetics textbook and study guide.

**Cosmetology Instructor Program Outline**

|  |  |
| --- | --- |
| Subject | Hours |
| Lesson plans | 140 |
| Methods of teaching | 180 |
| Classroom management | 90 |
| Evaluation techniques | 90 |
| State laws and forms | 60 |
| Visual aids preparation and use | 60 |
| Learning theory | 100 |
| Orientation, rules, and laws | 30 |
| **Total Hours** | 750 |

# **Program Completion and Graduation**

**Graduation Requirements**

The students must meet the following requirements in order to graduate and receive a diploma in Cosmetology, or Esthetics, or Cosmetology Instructor:

* Complete the required hours of training
* Complete all curriculum and practical services requirements
* Must pass all phase I and phase II technical exams
* Must pass all quizzes and exams with 70% or above including phase I and phase II final exams
* Anything that the student fails will require a retake that will be administered during the next testing unit
* Satisfy all financial obligations to Pearlands Innovative School of Beauty

**Please note:** that if you reach the **last (200** **hours)** of your program and have an unpaid balance with Pearlands Innovative School of Beauty, you will be suspended from participation until your outstanding balance is paid in full. **No Exceptions.**

If the student have completed all required program hours but have not satisfied one or more of the other requirements for graduation, student will then have the status of **“incomplete graduate.”** An incomplete graduate will not be provided with a diploma or official transcript, but will have the option to complete all outstanding requirements and quality to receive a diploma. Student will be charged for additional hours required, if any, to complete any outstanding requirements. Additional hours will be charged at the current tuition rate.

**After Graduation**

State licensure requirements vary by state but generally require completion of all program requirements, completion of a state application, successful completion of state written and practical exams, and payment of any applicable state testing and license fees. Please see the State Appendix for the licensure requirements in your state, including hour marks when exams may be taken.

Student must pre-schedule the licensing exam with the state testing service.

Each student must schedule an exit interview with the Campus Administration after they have successfully passed all state required exams to complete the licensing process. In the interview, we will solicit your feedback on our program through a confidential graduate survey, discuss your licensing exam results and career plans and review the career services available as a graduate.

**Career Paths**

Once the student graduate and secure a license, these achievements open the way to many possible career paths, which may include:

Cosmetologist Esthetician/Make-up Artist

Stylist Nail Technician/Manicurist

Cruise Ship Stylist Cosmetology or Product Consultant/Trainer

Color Technician Cosmetology or Product Sales Representative

Chemical Texturizing Specialist Research Cosmetologist

Cosmetology Instructor Platform Artist

Salon Manager or Owner Video, Magazine or film Artist

Some of these career paths may require additional training, experience, or licensure. Students should also be aware that (1) the law may differ by state as to the training, experience, or licensure that will be required for any of the career opportunities in the list (2) state reciprocity laws may limit the application of program completion in one state to licensure in any other state.

**Pearlands Innovative School of Beauty has not made and will not make any guarantees of employment or salary upon graduation.**

**Career Services**

Pearlands Career Services Department actively works to establish relationship with potential employers and to provide student access to and information about potential employers through salon fairs.

**Pearlands Innovative School of Beauty has not made and will not make any guarantees of employment or salary upon graduation.**

# **The School Schedule**

Pearlands Innovative School of Beauty School of Beauty runs year-round, and we generally start new students every two weeks. The campus is open five (5) days a week and each full time and/or part time student is scheduled for five days a week, regularly including Saturdays.

**School Start dates:**

**Year: 2020** **Year: 2021**

January 7, 21 January 5, 19

February 4, 18 February 2, 16

March 3, 17, 31 March 2, 16, 30

April 14, 28 April 13, 27

May 12, 26 May 11, 25

June 9, 23 June 8, 22

July 7, 21 July 6, 20

August 4, 18 August 3, 17, 31

September 1, 15, 29 September 14, 28

October 13, 27 October 12, 26

November 10, 24 November 9, 23

December 8, 22 December 7, 21

# **School Holidays**

The school will be closed on these days:

Monday - May 25, 2020 (Memorial Days)

Saturday - July 04, 2020 (Independence Day)

Monday - September 07, 2020 (Labor Day)

Thursday - November 26, 2020 (Thanksgiving)

Friday - November 27, 2020 (Post Holiday)

Thursday - December 24, 2020 (Christmas Eve)

Friday - December 25, 2020 (Christmas Day)

Thursday - December 31, 2020 (New Year’s Eve)

Friday - January 1, 2021 (New Year’s Day)

# **School Closings**

In the event the school is closed due to weather or other reasons, the staff will communicate with students by phone or there will be a posting on the schools webpage.

**Students Schedules**

Students are required to adhere to their assigned schedule and may not exchange assigned days or times with other students.

# **School Time and Attendance Rules**

Taking ownership of your time.

To ensure you are successful in the program it is imperative to maintain satisfactory attendances you can effectively manage time your time.

* Clock your time
* Be on time
* Take your daily breaks
* Attend classes regularly
* If absent for a long duration take a leave

**Clocking In and Out**

In order to receive credit for all time attended, student must clock in or out using a computerized time-clock. Pearlands Innovative School of Beauty uses this system to track student attendance and update student record. Student should clock in and out as appropriate to record the time in school and to exclude time periods that do not count for attendance purposes, such as the 30-minute meal breaks (see below).

Students who attend school without clocking in or out **will not receive** **credit** for the time attended, unless the failure to clock in or out was due to Pearlands Innovative School of Beauty system failure. In the event the time clock is out of service, students must sign in and out using Pearlands Innovative School of Beauty manual time tracking procedures.

Please see the State Appendix for information on additional or different clocking policies which may apply.

**Daily Breaks**

Full-time students will receive a 30-minutes meal break and two 15-minute breaks each day:

* Students schedule will not be shifted forward 30 minutes if students skip the break. Students should take the break and stay until the end of the day.
* Students must clock out for their 30 minutes lunch break, and may leave the campus.
* Students should not clock out for 15-minute breaks and should stay in the campus.

**Timeliness**

A full-time student has each school day divided into two sessions. Pearlands Innovative School of Beauty expects that students will be on time for each session. Excessive or chronic tardiness may be addressed by the campus staff in accordance with the Student Behavioral Expectations Policy. Teachers will not repeat class materials to accommodate tardy students. Each student is responsible for any content missed due to tardiness.

Your future clients will demand promptness and reliability, from you. Start the habit of being on time, every time. It’s a good habit to cultivate. Being late disrupts your educational experience and reduces the overall attendance rate.

# **Overtime Fees**

Students must complete the program by the agreement end date to avoid overtime fees. Each course / program has been scheduled for completion within an allotted time frame. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course / program. If a student **does not** graduate within the contract period, additional training will be billed at the rate of **$15 per hour,** payable in advance, until graduation. Students will not be allowed to clock in until applicable payments are made (**NO EXCEPTIONS**).

* Please review the **Enrollment Agreement** to make sure that you know your **Agreement End Date**.
* If all program practical services within the contract hours are not complete, the student will be charged for additional hours to complete all services.
* The student will not be eligible to graduate until all program requirements are met and all balances are paid.

# **14-Day Absence Policy**

If a student miss 14 consecutive calendar days (Excluding an approved leave of absence) the student will be terminated from the program.

* **Note:** Suspension days are counted in the 14 consecutive calendar days.
* Student must have clocking activity in order to consider present for that day. On the 14th day of absence, student must clock at least four (4) hours to be considered present for that day.
* For purpose of the 14-day absence policy, attendance is measured in sessions, as described in this Section of the catalog above.

# **ATTENDANCE POLICY FOR VA STUDENTS**

# **For Department of Veterans Affairs (DVA) purposes, recording of attendance will be subject to the following policy:**

# **ATTENDANCE POLICY FOR VA STUDENTS**

# Students using veterans’ benefits to attend Pearlands Innovative School of Beauty will have attendance monitored until the time the student drops, graduates, or completes the program. Unsatisfactory attendance will be reported to the DVA even if the VA student has completed the required number of hours and no refund is due the student and/or refund sources. Therefore, the attendance policy (20% of the total program and/or being absent five [5] consecutive days) will apply throughout the student’s stay in school. All violations of the attendance policy will be reported to DVA on VA Form 22-1999b within 30 days at such time the student exceeds the allowed number of absences.

# **For clock hour programs, to prevent overpayment situations, the DVA recommends weekly certification of ACTUAL attendance on a weekly basis.**

# **Managing Leave of Absence from School**

There might be times that student may need to take a leave from school for family and medical or other reasons. We permit leaves from school for a variety of reasons, as outlined in the Student Leaves section below. Unless it is an approved leave, there are no “excused” absences from the program. By planning ahead when a need for a leave is predictable or when unexpected need for leave occurs, promptly submit the request for leave of absence. Permitted leave of absence can be used to keep the attendance rate high and help complete the program.

# **LOA (Leave of Absence)**

Pearlands Innovative School of Beauty acknowledges that all students over the course of the program, it may be necessary for student to take short break from training for different reasons. Pearlands Innovative School of Beauty may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, if the institution documents the reason for its decision and collect the request from the student at a later date. There must be a reasonable expection that the student will return from the LOA. A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. The institution will extend the student’s contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. Days included in an approved leave of absence are not counted from the schedule and, therefore, do not count towards the attendance rate or under the 14-day absent policy.

If a student has to take time away from school due to personal or medical circumstances the student will be eligible to take 3 types of leave of absence:

* Personal Leave
* Medical and Family Leave
* Administrative Leave

The LOA together with any additional leave of absence must not exceed a total of 180 calendar days in any 12 month period.

# **Planning and Requesting a Leave of Absense**

If student is considering a taking a leave, student must talk with a Student Services Specialist about the circumstances. All request for leave of absence (LOA) must be submitted in advance in writing, including the reason for the student’s request and include the student’s signature unless unforeseen circumstance prevent the student from doing so. **For example: if a student were injured in a car accident and needed a few weeks to recover before returning to institution, the student would not have been able to request the LOA in advance.** The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision and collect the request from the student at a later date. **For example: the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.** The institution may not assess the student any additional institutional charges as a result of the LOA. The specialist will determine if the student is eligible for a leave and explain how the leave may affect the progress through the program. The specialist will also assist the student with the leave request process, including any supporting documentation that will be required to approve the leave.

Students are strongly encouraged to reach out 30 days before the start of the desired leave or as soon as the need for the leave is known. In some cases, where the need is unpredictable (for example, a sudden illness), student must reach out within 7 days or as soon as possible. Please keep in mind that in the event that student is terminated under the 14-day absence policy described in the Time and Attendance Policies Section of this catalog, that termination cannot be reversed regardless of the reason for the absence.

**Family and Medical Leave**

Student may request up to two (2) leaves based upon:

* Your own medical condition
* The care of a child, spouse, domestic partner, or parent with a medical condition
* The birth of adoption of a child or placement of a foster child (provided that the leave must begin within 13 months of the birth, adoption or placement)
* The death of a child, sibling, spouse, domestic partner, parent, or grandparent

The two (2) medical leaves, when totaled, cannot exceed 84 calendar days (12 weeks), except in rare extenuating circumstances.

To approve a leave request relating to your own or your family member’s medical condition, Pearlands Innovative School of Beauty requires that you submit valid and authentic medical certification from a health care provider (HCP) to support the request. The HCP certification must include a start and end date for the leave and reference you by name. The leave may be refused until such HCP certification is provided and, if adequate HCP certification is not provided, the leave may be denied. Pearlands Innovative School of Beauty reserves the right to contact the HCP noted on certification submitted to Pearlands, in order to confirm that the HCP certification is authentic.

To approve a leave request related to the birth or adoption of a child or the death of a family member, Pearlands Innovative School of Beauty will require that student submit appropriate verification (birth certification, adoption order, obituary, etc.).

**Personal Leave**

Student may request up to two (2) personal leaves for any reason. A personal leave must be seven (7) consecutive calendar days in length.

A request for personal leave must be submitted to the Student Services Department at least one (1) day in advance of the first scheduled day of the leave.

**Administrative Leave**

Administrative leave may be taken in the event that an absence from school is required for military duty or jury duty.

If students are called for jury duty, at student’s request the Student Services Department will provide a letter notifying the court that the student is enrolled with Pearlands Innovative School of Beauty and stating that an absence for jury duty would have a negative effect on their training. If the students wish to attend jury duty or if appeals to be released from duty are denied, students must provide the Student Services Department with documentation form the court certifying the day(s) required for jury duty.

If students are called to military duty, student must provide the Student Service Department with documentation from applicable military branch certifying the day(s) required for military duty.

In addition, Pearlands Innovative School of Beauty reserves the right to place a student on an administrative leave under circumstances justifying such leave. For example, a student is placed on an absence due to an investigation (described in the Complaints, Investigations, and Disciplinary Action section below) may, if permitted to continue the program, convert the time on the absence for investigation to an administrative leave.

Time spent on an administrative leave will not affect towards the student’s combined leave limits of 180 days applicable to personal and family and medical leaves, except where state law requires otherwise.

# **Approving a Leave of Absence**

If a student is granted a leave from the program:

* Any hours that fall between the approved leave times will not count and therefore will not affect your rate of attendance.
* The student’s Enrollment Agreement End Date and the end date will be extended by the same number of days in your leave.
* The student will be informed as to the day you are required to return to the program.

**Leave Amendment**

If students wish to change the length of an approved (1) family and medical leave or (2) administrative leave (that is, to reduce or extend the leave), student are required to contact the Student Services Department prior to the date that the student is required to return to the program. Two (2) business days notice is required, except in extraordinary circumstances. A new leave request form with updated dates and a new HCP certification (if applicable) will be required.

A personal leave must be 7 days and may not be reduced or extended; however, the 2 personal leaves may be taken back to back.

**Return from leave**

Failure to return from leave on the scheduled return date will result in **immediate termination** from the program. A student returning from an approved leave or other official interruption of training will return to school at the same status he/she maintained immediately prior to the leave. At an institution that is not required to take attendance, if a student does not return to the institution at the expiration of an approved LOA ( or a student takes an unapproved LOA), the student’s withdrawal date is the date the student began the LOA. At an institution required to take attendance, the withdrawal date for the purpose of calculating a refund is always student’s last day of attendance.

# **Student Withdrawals**

In the event that a student is withdrawn from the program, the Student Record will note the withdrawal and the reason for withdraw, if known. A student who decides to officially withdraw from the program should contact the Student Services Department as soon as possible. Students must remove all personal belongings from the campus building within 14 days from the date of the withdrawal/termination or it will be removed by the School and dispose of accordingly.

# **Campus Compliance**

Students are expected to comply with all campus rules and policies at all times. These rules include dress code. Students must show up to school every day in dress code.

**Dress code:**

Preparing for your career includes building the work habits you will need to succeed. Accordingly, we require the students to come to school dressed in a professional manner. Like your future employers, we require that if students choose to wear makeup or style their hair that all the grooming should be perform at home. The following requirements apply to all the students while in campus.

* Black Scrub (top and bottom) OR
* Black Pants and School Shirt (shirt purchase @ school)
* Shoes: Any color closed toed tennis shoes

**Smartphone and Cell Phone usage Policy**

**General Rule**

Students also must be prepared for class every day with tools and materials needed to be engaged in the facilitation. **Students must keep cell phones on vibrate while in the campus and cell phone usage is only permitted in the lounge area**. Cell phones cannot be visible while in the classroom area. Students must take all clients as they are scheduled. Students **cannot refuse** clients. All students are expected to take reasonable direction from staff members. Students who are not in compliance with all school rules will face disciplinary actions which include suspension and/or termination of enrollment.

Campus Manager will make a final determination of what constitute unacceptable Cell Phone usage. Pearlands Innovative School of Beauty is not responsible for lost, stolen, or damaged Cell Phones. Any Cell Phone found unattended in the campus must be turned in to Pearlands Innovative School of Beauty staff.

# **Student Behavior**

Students are required to display professionalism at all times. Students are also expected to be respectful and show integrity. Students who are caught cheating, stealing, or fighting will face disciplinary action which includes suspension and or termination of enrollment.

# **Drug and Alcohol-Free School Rules**

Pearlands Innovative School of Beauty prohibits the use and abuse of alcohol and any other drugs. Students may not distribute, manufacture, or possess any drugs or alcohol while at the campus. This includes all school grounds and the parking areas. Students may not show up to school under the influence of alcohol or any controlled substance. Any student who shows up to the campus under the influence of any drug or alcohol will be asked to clock out and leave the building. Disciplinary action will be taken which includes suspension and or termination of enrollment.

**Drug and Alcohol Resources:**

**A Prevention Program Regarding Illicit Drugs and Alcohol Abuse:**

**For Students and Employees of Pearlands Innovative School of Beauty:**

Pearlands Innovative School of Beauty policies relating to the use of illegal drugs and alcoholic beverages have been established by the Board of Trustees of Pearlands Innovative School of Beauty in compliance with state and federal law.  In compliance with the Drug-Free Schools and Communities Act Amendment of 1989, Public Law. 101-226, the school will notify all employees and students in writing of school standards of conduct, possible legal sanctions and penalties, a statement of health risks associated with alcohol and drug abuse, the school’s programs available to students and employees, and disciplinary sanctions for violations of the standards of conduct.  Each employee and student must sign a written acknowledgement of receipt of this notification.

**STANDARDS OF CONDUCT:**

State law prohibits individuals under 21 years of age from possessing or consuming alcoholic beverages.

College policy prohibits all employees (full-time and part-time faculty and staff) and students from engaging in the unlawful manufacture, distribution, dispensation, sale, possession, ingestion, or use of drugs  or alcohol in the workplace, on College grounds, in College vehicles, at College-related or -sponsored activities regardless of location, or while otherwise on duty.  This policy prohibits all employees and students from reporting to work, class, or a College activity (including Field Trips) while under the influence of drugs or alcohol.  Finally, notwithstanding these prohibitions on use of drugs or alcohol, the Chancellor is authorized to permit the use, service, or consumption of alcohol for persons older than 21 at certain events.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage or according to a physician’s prescription.

Employees who receive College funds for travel may not use the funds to buy alcoholic beverages.

For more information on College standards of conduct regarding drugs and alcohol, please see Policy on Alcohol Usage, Procedure, Drug-free Workplace, and the Student Handbook and Code of Conduct (applicable to all students).  These publications are available on the College’s web site at [www.pearlandinnovative.com](http://www.pearlandinnovative.com).

**HEALTH RISKS:**

**Alcohol Abuse**

Alcohol is a primary and continuous depressant of the central nervous system. Impairment of judgment and of recently learned, complex and finely tuned skills begins to occur at blood alcohol concentrations as low as 0.025 percent. These impairments are followed by the loss of more primitive skills and functions, such as gross motor control and orientation at concentrations in excess of 0.05 percent. Alcohol in moderate doses impairs nearly every aspect of information processing, including the ability to abstract and conceptualize, the ability to use large numbers of situational cues presented simultaneously, and the cognitive ability to determine meaning from incoming information. Alcohol consumption can therefore promote action on impulse without full appreciation of, or concern about, the potential negative consequences of such action.

Chronic long-term effects of heavy drinking over a period of years can result in brain damage, cancer of the mouth, esophagus or stomach, heart disease, liver damage resulting in cirrhosis, alcoholic hepatitis, and cancer of the liver, peptic ulcer disease and possible damage of the adrenal and pituitary glands. Prolonged, excessive drinking can shorten life-span by 10-12 years.

**Illicit Drugs**

Illicit drugs include narcotics, such as heroin or morphine; depressants, such as barbiturates, Quaaludes, or Valium; stimulants, such as cocaine or “crack”; hallucinogens, such as PCP, LSD, or mescaline; cannabis such as marijuana or hashish; inhalants, such as nitrous oxide, amyl nitrate (poppers) or various hydrocarbon solvents; and designer drugs, such as China White, methamphetamine (Ecstasy) or meperidine (Demerol).

**Narcotics**

Narcotics initially produce a feeling of euphoria that is often followed by drowsiness, nausea and vomiting. Tolerance may develop rapidly and dependence is likely. The use of contaminated syringes may result in diseases such as AIDS, endocarditis (inflammation of the lining of the heart) and hepatitis.

**Depressants**

The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but a somewhat larger dose can cause slurred speech, ataxia or unstable gait and altered perception. Very large doses can cause respiratory depression, coma and death. The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence.

**Stimulants**

Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils; elevated blood pressure, heart and respiratory rate; and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose with long-term use eroding the nasal septum. The injection of cocaine with un-sterile equipment can cause AIDS, hepatitis and other diseases. Preparation of freebase, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Cocaine can produce psychological and physical dependency. In addition, tolerance develops rapidly. Crack or freebase rock is extremely addictive. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia and seizures. Overdoses occur easily.

**Hallucinogens**

Phencyclidine (PCP) users frequently report a sense of distance and estrangement. Time and body movement are slowed down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent. Chronic PCP users report persistent memory problems and speech difficulties. Mood disorders, such as depression, anxiety and violent behavior, may also occur. In late stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations. Large doses may produce convulsions and coma, heart failure, lung problems and/or ruptured blood vessels in the brain. Lysergic acid (LSD), mescaline and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness and tremors. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline and psilocybin. The user may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects or flashbacks can occur even after use has ceased.

**Inhalants**

The chemicals in most inhalants are rapidly absorbed in the lungs and exert their central nervous system effects within seconds, producing an altered mental state for about five to fifteen minutes. Immediate effects of inhalants include nausea, sneezing, coughing, nose bleeds, fatigue, lack of coordination and loss of appetite. Solvents and aerosol sprays can decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrate can cause rapid pulse, headaches and involuntary passing of urine and feces.

Inhalation of toluene as well as other hydrocarbons has been associated with kidney and liver damage, peripheral nerve problems, convulsions, encephalopathy (organ brain damage) and other central nervous system disorders. Sudden death associated with both glue sniffing and especially the inhalation of aerosols containing halogenated hydrocarbons (Freon) has been reported and is thought to be secondary to cardiac arrhythmias (abnormal electrical conduction patterns in the heart).

**Marijuana/Cannabis**

The short term effects of marijuana include distortion of time perception, increased heart rate, dilation of blood vessels and loss of short term memory. Also decreased are visual perception and psychomotor skills, which have adverse effects on driving ability. The effects of long term use include loss of motivation, chronic bronchitis, decreased vital lung capacity and an increased risk of lung cancer. Tolerance and psychological dependence do develop with marijuana.

**Designer Drugs and other Drugs of Concern**

Designer drugs are synthetic chemical modifications of older drugs of abuse that are designed and manufactured in covert laboratories and sold at great profit for recreational use. These drugs can be several hundred to several thousand times stronger than the drugs they are designed to imitate. Designer drugs similar to opiates include fentanyl, Demerol, and “China White.”  The narcotic analogs of designer drugs can cause symptoms such as those seen in Parkinson’s disease-uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogs of amphetamines and methamphetamines cause blurred vision, chills or sweating and faintness. Psychological effects include anxiety, irritability, depression and paranoia.  Withdrawal problems include sweating, diarrhea, fever, insomnia, irritability, nausea and vomiting and muscle and joint pain.

Some substances are not currently controlled by the Controlled Substances Act but still pose risk to individuals who abuse them.  The drugs include but are not limited to bath salts or designer cathinones (synthetic stimulants), DXM (a cough suppressor), and Salvia Divinorum (an herb abused for its hallucinogenic effects).  Use of synthetic stimulants may cause agitation, insomnia, irritability, dizziness, depression, paranoia, delusions, suicidal thoughts, seizures, or panic attacks.  Use of DXM may cause confusion, agitation, paranoia, or hallucinations.  Over-the-counter products that contain DXM often contain other ingredients that have their own effects, such as liver damage, rapid heart rate, lack of coordination, vomiting, seizures or coma.  Use of salvia divinorum may cause loss of coordination, dizziness, or slurred speech.

**PENALTIES:**

**Students**

General Disciplinary Procedure: In all cases of alleged violations of public law or student life policies, the school reserves the right to review the allegations and exercise disciplinary sanctions (if any) in addition to any proceedings that occur as a matter of public law. Disciplinary sanctions include, but are not limited to, reprimand, probation, suspension, or expulsion.

**Discipline:**The Student Code of Conduct addresses the subject of drugs and alcohol. The school will investigate all reported violations and will exercise professional judgment in the imposition of sanctions in accordance with the school’s prescribed disciplinary procedures. Students may receive school sanctions, criminal sanctions, or both. Disciplinary sanctions include, but are not limited to, reprimand, probation, suspension, or expulsion.

**Alcohol:**The use, possession, or distribution of alcohol by any person, regardless of age, is strictly prohibited on school property.  Alcohol usage is likewise prohibited at any off-campus activity when such activity, or the student’s participation therein, is under the sponsorship of the school or a student organization recognized by the school.

**Controlled Substances:**The unlawful use, possession, or distribution of controlled substances by any person on school property is strictly prohibited.  The school’s policy also applies to students participating in off-campus activities when the activity itself, or the student’s participation, is under the sponsorship of the school or a student organization recognized by the school.

Students determined to be in violation of this regulation are subject to severe disciplinary sanctions which include permanent suspension from the school. When such violations also constitute violations of public law, charges will be filed by the school for prosecution by the appropriate law enforcement agency. Under public law, conviction for the unlawful use, possession, or distribution of illicit drugs is punishable by fine, imprisonment, or both.

**Employees:**

Observance of the policy regarding alcoholic beverages and illegal drugs is a condition of employment for all Pearlands Innovative School of Beauty employees. An employee violating this policy shall be subject to employment discipline up to and including termination, or shall be required to undergo satisfactory participation in a drug abuse assistance or rehabilitation program.

Any employee directly engaged in the performance of work pursuant to the provision of a federal grant or contract who is convicted of violating a criminal drug statute shall notify his or her immediate supervisor of the conviction no later than five days after the conviction. The immediate supervisor shall promptly report the conviction to the appropriate member, to the President, and Human Resources. On behalf of the school President, Human Resources shall notify the federal agency grantor or contractor of the conviction within ten days of the school receipt of notice from the employee or of receipt of other actual notice.

Board Policy and Human Resources Procedure address the circumstances under which employees may be tested for unlawful use of drugs and alcohol ([www.pearlandinnovative.com](http://www.pearlandinnovative.com)).

**COUNSELING, TREATMENT, & REHABILITATION:**

**Students**

In recognition of these increasing problems within contemporary society dealing with alcohol and substance abuse, education has been, and will continue to be, the primary focus of the school’s efforts. Providing honest, factual information through organized educational programs will assist individuals in making reasonable decisions regarding the use of chemical substances. This includes information about illegal substances and their effects, and about the establishment of responsible drinking behavior for those who choose to use alcoholic beverages.

Students who desire confidential assistance from the school in dealing with a perceived alcohol or chemical substance abuse problem may self-refer for that assistance by making an appointment with a counselor in the Educational Planning & Counseling Center. Although the school does not conduct treatment or rehabilitation programs, school counselors are equipped to facilitate referrals to appropriately qualified providers of treatment programs.

**Employees**

School employees with supervisory responsibilities must be cognizant of employee behavior related to unacceptable job performance that may result from drug or alcohol abuse. Employees with a chemical dependency are available in the community, including private practitioners offering individual counseling, self-help groups such as Alcoholics Anonymous and Narcotics Anonymous, and patient/outpatient treatment at various health care facilities.

It is the intent of Pearlands Innovative School of Beauty to strive for a drug-free district and to comply with state and federal regulations regarding prevention programs established to eliminate the illegal use of drugs and alcohol abuse.  In addition, the school will conduct a biennial review of this program implemented to provide a learning and working environment free of unlawful drug use and alcohol abuse.  The purpose of the biennial review will be to: (1) determine the effectiveness of the program and implement needed changes; and (2) ensure that the sanctions included in the program are consistently enforced.  The President, Human Resources will be responsible for initiating the biennial review.

**Resources:**

**General Resources**

Bay Area Council on Drug and Alcohol  
800-510-3111  
[http://bayareacouncilondrugsandalcohol.homestead.com](http://bayareacouncilondrugsandalcohol.homestead.com/)

**Residential Treatment and Hospitals**

Bay Area Recovery Center  
281-337-1343  
[www.bayarearecovery.com](http://www.bayarearecovery.com/)

Memorial Hermann Prevention and Recovery Center (PaRC)  
713-939-7272  
877-464-7272  
[www.parc.memorialhermann.org](http://www.parc.memorialhermann.org/)

**Support Groups**

Alcoholics Anonymous  
713-686-6300  
[www.aahouston.org](http://www.aahouston.org/)

Narcotics Anonymous  
713-943-1111  
[www.hascona.com](http://www.hascona.com/)

**Legal Sanctions and Penalties:**

A student or employee who violates the school’s alcohol and drug policy may be subject to school discipline as well as to criminal penalties provided by federal, state, and local law.

**Local Ordinance:**

|  |  |  |
| --- | --- | --- |
| City of Houston Ordinance | | |
| **Offense** | **Minimum Punishment** | **Maximum Punishment** |
| Possession, provision, sale, barter, production, manufacture, or distribution of any illicit synthetic drug |  | Fine not to exceed $2,000 |
| Offering, displaying, marketing, or advertising for sale any illicit synthetic drug |  | Fine not to exceed $2,000 |
| Purchasing with the intent to provide, sell, barter, produce, manufacture, or distribute any illicit synthetic drug |  | Fine not to exceed $2,000 |
| Failure to publicly display or label herbal incense |  | Fine not to exceed $2,000 |
| Solicitation to purchase or acquire a controlled substance, controlled substance analogue, dangerous drug or volatile chemical | Fine not less than $100 | Fine not to exceed $2,000 |

**Texas Law**

|  |  |  |
| --- | --- | --- |
| **Offense** | **Minimum Punishment** | **Maximum Punishment** |
| Possession of salvia divinorum | Confinement in jail term of 6 months – 20 years and fines from $2,000--$10,000 | Confinement in jail term of 5-99  years and fine not to exceed $50,000 |

# **Campus Violence Rules**

Pearlands Innovative School of Beauty has a zero tolerance for students who threaten any other student, staff, or client with physical violence. The staff will take immediate attention and disciplinary action will be taken which includes suspension and or termination of enrollment.

**Equal Opportunity Policies**

**Policy against Discrimination, Harassment, Bullying and Offensive Behavior**

Pearlands Innovative School of Beauty strives to provide an environment in which all students can achieve their goals and thrive. Discrimination, harassment, bullying, and any significantly offensive behavior create barriers to education and achievement and are contrary to Pearlands Innovative School of Beauty core values. In certain cases, such conduct may also violate the law.

Pearlands Innovative School of Beauty is committed to complying with all applicable laws providing equal educational opportunities to individuals regardless of sex/gender, age, disability, race, color, ethnicity origin, religion, creed, national origin, marital status, sexual orientation, gender identity, or membership in other protected groups, as defined by local, state or federal law. Discrimination means treating an individual or group less favorably than another because of a membership in a legally protected class. Harassment is verbal or physical conduct that demeans stereotypes, or shows hostility or aversion toward an individual or group because of a membership in a legally protected class and which creates an offensive, intimidating, or hostile school environment. Bullying is the continuous or repeated infliction of physical harm or psychological distress on one or more students or employees.

For all these reasons, Pearlands Innovative School of Beauty will not tolerate discrimination, harassment, bullying or other significantly offensive conduct directed towards students in connection with their educational programs and activities at Pearlands Innovative School of Beauty, without regard for the intent or basis for the conduct. If you believe you have been subject to conduct in violation of the policy and wish to make a complaint, please see the Complaints, Investigations and Disciplinary Action section of this catalog for direction.

**Title IX and Clergy Policy**

In addition to its general prohibition of discrimination, harassment and offensive behavior, Pearlands Innovative School of Beauty has instituted policies and procedures applicable specifically to sex discrimination, sexual harassment, sexual assault, dating violence, domestic violence, and stalking.

Pearlands Innovative School of Beauty is committed to complying with all laws that prohibit discrimination on the basis of sex in admission to, employment with, and otherwise in the operation of its educational program and activities.

Among the applicable laws, Title IX of the Education Amendments of 1972 prohibits sex discrimination and sexual harassment in schools, In compliance with Title IX, Pearlands Innovative School of Beauty is committed to ensuring that all its students have equal opportunity to benefit from our program and activities, and that all its employees enjoy equal employment opportunity, free from sex discrimination and sexual harassment. The protections of Title IX also extend to third parties.

Additionally, the Jeanne Clergy Disclosure of Campus Security Policy and Crime Statistics Act (“Clergy Act”) in part requires educational institutions such as Pearlands Innovative School of Beauty to prohibit the offenses of sexual assault, domestic violence, dating violence, and stalking. There is some overlap between the requirements and prohibitions of Title IX and the Clergy Act. All references to Pearlands Innovative School of Beauty “Title IX and Clergy Policy” encompass Pearlands Innovative School of Beauty policy and procedures in compliance with Title IX, the Clergy Act, and all applicable laws that prohibit sex discrimination, sexual harassment, sexual assault, domestic violence, dating violence, and stalking.

As noted above, the Title IX and Clergy Policy is supplemental to Pearlands Innovative School of Beauty policies generally prohibiting illegal discrimination and harassment against students and employees, including on the basis of sex and includes certain additional safeguards and requirements pursuant to Title IX and the Clergy Act. Pearlands Innovative School of Beauty has developed its Title IX and Clergy Policy and the associated processes to ensure that all complaints of sex discrimination, sexual harassment, sexual assault, domestic violence, dating violence, and stalking that occur in connection with Pearlands Innovative School of Beauty program whether brought by students, employees, or third parties – are promptly investigated and, where a violation is found, that Pearlands Innovative School of Beauty takes action to end the conduct, prevent its recurrence, and address its effects.

It is important to be clear that Pearlands Innovative School of Beauty may be limited in the type of response it can provide with respect to conduct that did not take place within the context of Pearlands Innovative School of Beauty educational programs and activities. Where Pearlands Innovative School of Beauty lacks a meaningful ability to investigate and take remedial action, it will provide assistance, in directing victims to resources and organizations able to assist with investigation, prosecution, shelter, victim services, and the like.

**Key Title IX and Clergy Definitions**

The Title IX and Clergy Policy in part govern Pearlands Innovative School of Beauty response to complaints of sex discrimination, sexual harassment, sexual assault, domestic violence, dating violence, and stalking. These terms are defined below, along with some examples of types of conduct that may violate this policy.

**Sex Discrimination**

Sex discrimination means treating an individual or group less favorable than another based upon the sex or gender of that individual or group. For students, it involves conduct or statements that deny the student(s) an equal opportunity to fully benefit from our program and activities. For employees, it involves conduct or statements that deny the employee(s) an equal opportunity in employment. Sexual harassment is one form of sexual discrimination.

**Sexual Harassment**

Sexual harassment is one form of sex discrimination. Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal, or physical conduct of a sexual nature when: (1) submission to such conduct is made a term or condition of enrollment or employment; (2) submission to or rejection of such conduct is used as a basis for enrollment or employment-related decisions, or (3) such conduct has the effect of unreasonably interfering with school or work performance or creating an intimidating, hostile, or offensive environment. Sexual harassment also includes sexual assault, as defined below.

Sexual harassment is defined by the sexual nature of the conduct or communication, not the gender of the individuals involved. Therefore, it may be perpetrated by and against individuals of either gender and between individuals who are of the same gender.

The determination of what constitutes sexual harassment will vary with the particular circumstances. Uncivil conduct or common profanity generally do not meet the definition of sexual harassment, except where sexual in nature and so severe or pervasive as to deny or limit the individual’s ability to participate in or benefit from our program (in the case of a student) or to enjoy equal employment opportunity (in the case of an employee). A series of incidents may constitute sexual harassment, even if one of the incidents on its own would not rise to the level of harassment. At the same time, a single or isolated action may constitute sexual harassment when that action is sufficiently severe.

While hostile-environment sexual harassment may encompass a wide range of conduct, some examples of specifically prohibited conduct include:

* Acts of verbal, non-verbal or physical aggression, intimidation or hostility based on gender, gender identity, or gender-stereotyping.
* Use of offensive or demeaning terms that have a sexual connotation.
* Objectionable physical closeness, behavior, actions, or contact.
* Inappropriate or repeated suggestions regarding or invitations to, social engagements or events, whether or not Pearlands Innovative School of Beauty related.
* Suggestions express or implied that the terms or conditions of enrollment or employment may depend on the granting of sexual favors.
* Actions relating to a student’s or employee’s status with Pearlands Innovative School of Beauty which is in fact impacted by the grant or refusal of sexual favors.
* Jokes or remarks of a sexual nature.
* Showing or sending materials that have a sexual content or are of a sexual nature (such as cartoons, articles, pictures, etc.), either by e-mail, interoffice mail, internet or otherwise.
* Refusal to interact with a student, employee or guest in accordance with that individual’s gender identity (including without limitation refusal to address and refer to the individual using his other preferred name and pronouns).

This list is not in-depth. Pearlands Innovative School of Beauty reserves the right to determine whether particular conduct violates its Policy against Discrimination, Harassment, Bullying and Offensive Behavior, the Title IX and Clergy Policy, or other policies.

In determining whether certain conduct creates a hostile environment in violation of this policy, Pearlands Innovative School of Beauty considers all relevant circumstances. Relevant factors may include, but are not limited to:

* The degree to which the conduct has affected one or more person’s education and/or employment
* The type, frequency, and duration of the conduct
* The identity of and relationship between the alleged harasser and the subject or subjects of the harassment
* The number of individuals involved

The totality of the circumstances will be considered in determining whether a hostile environment exits.

Additional, sexual harassment may include, but is not limited to, sexual assault, domestic violence, dating violence, and stalking, as defined below.

**Sexual Assault**

A range of conduct falls into the category of sexual assault, including without limitation sexual violence, sexual battery, sexual coercion, rape, or other sexual contact involving force, threat, or intimidation, or without consent.

* **Consent** means the affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during a sexual encounter. Consent is active and not passive. Silence, in and of itself, cannot be interpreted as consent.

**Domestic Violence**

Domestic violence includes crimes of violence committed by:

* A current or former spouse or intimate partner of the victim
* A person with who a victim shares a child in common
* A person who is living with or has lived with the victim as a spouse or partner
* A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which this policy applies, or
* Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the acts occurred.

**Dating Violence**

Dating violence means violence (including but not limited to sexual or physical abuse or the threat of such abuse) committed by a person who is or has been in social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the following factors:

* The length of the relationship
* The type of relationship
* The frequency of interaction between the persons involved in the relationship

**Stalking**

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress.

**Title IX and Clergy Coordinator**

Pearlands Innovative School of Beauty Title IX and Clergy Coordinator (the “Coordinator”) oversees and supports Pearlands Innovative School of Beauty enforcement of its Title IX and Clergy Policy. The contact information for the Title IX and Clergy Coordinator is as follows:

Title IX and Clergy Coordinator

Pearlands Innovative School of Beauty

9330 Broadway St. Suite D432

Pearland, TX 77584

Phone: (281) 670-5119

Fax: (281) 670-5120

The Title IX and Clergy Coordinator is available to speak with students, employees and third parties who have questions concerning the Title IX and Clergy Policy and/or widh to make a complaint of an alleged violation of the policy.

More details concerning Pearlands Innovative School of Beauty Title IX and Clergy Policy and procedures concerning sex discrimination, sexual harassment, sexual assault, domestic violence, dating violence, and stalking, including procedures specific to investigations and disciplinary actions in connection with a complaint of one or more of these offenses, can be found on Student Catalog.

**Complaints, Investigations and Disciplinary Action**

**Complaints at the School**

If you believe you have been subjected to conduct in violation of Pearlands Innovative School of Beauty Equal Opportunity Policies, Student Behavioral Expectations Policies, or any other Pearlands Innovative School of Beauty policy or law by anyone in connection with your enrollment with Pearlands Innovative School of Beauty (e.g. an employee, fellow student, or guest), you are urged to notify Pearlands Innovative School of Beauty immediately. Pearlands Innovative School of Beauty takes all such complaints seriously. We strongly encourage that any such complaint be submitted in writing and include a detailed description of the alleged events that are the basis for the complaint and list of witnesses to the events.

For campus related concerns, we suggest that students submit any complaints to the campus Manager. Students, however, may also submit complaints to any school employee with whom they feel comfortable.

With respect to complaints under the Title IX and Clergy Policy specifically, we strongly encourage students to present their complaints directly to the Title IX and Clergy Coordinator at the contact information provided and to review the procedures specific those complaints on the Student Catalog.

**Investigations by the School**

Upon receipt of a complaint or other direct knowledge of a potential policy violation, Pearlands Innovative School of Beauty will undertake a prompt and thorough investigation.

Pearlands Innovative School of Beauty seeks to handle each complaint and investigation with professionalism and discretion. A fair and effective investigation often requires that the details of the complaints and/or the identity of the complainant be shared with those individuals involved in and/or interviewed in the investigation. Such individuals will, however, be instructed that they are expected to maintain the confidentiality of the matter as directed.

Students are expected to cooperate fully with any investigation of inappropriate conduct. Except in extraordinary circumstances, Pearlands Innovative School of Beauty seeks to conclude each such investigation within 30 calendar days (or 60 calendar days in the case of an investigation involving allegations of sexual assault, dating violence, domestic violence, or stalking). Upon conclusion of an investigation Pearlands Innovative School of Beauty will, when appropriate, take corrective action.

Further information concerning the investigation of complaints of sex discrimination, sexual harassment, sexual assault, dating violence, domestic violence, or stalking under the Title IX and Clergy Policy – including without limitation requests for confidentiality in connection with such a complaint as well as the timeframes for the major stages of the investigation – is provided on the Student Catalog.

**Absence for Investigation**

In circumstances where the student is the subject of a complaint, Pearlands Innovative School of Beauty reserves the right to place the student on an absence during the investigation. During that time, the student will not be allowed to return to the school and may not complete hours until the investigation is complete and any disciplinary action has been taken.

Such an absence counts against the student’s attendance, but is limited to twelve (12) calendar days. If a student continues in the program at the conclusion of an absence for investigation the student may petition for an administrative leave for the absence so that it does not count against the student’s attendance rate. If an administrative leave is granted, the student will return to the program on a date determined at Pearlands Innovative School of Beauty discretion to maximize the student’s ability to successfully resume and complete the program.

**Disciplinary Action by the School**

Every incident of student misconduct presents unique facts and circumstances, and we review the facts of each incident on its own merit. Pearlands Innovative School of Beauty will consider aggravating (making more serious) and mitigating (making less serious) circumstances when determining appropriate discipline. Factors considered can include the student’s history of prior misconduct, the severity of the conduct at issue, the harm or risk posed by the misconduct, the student’s acceptance of responsibility for his or her actions, and the impact upon other students in the school. In each instance, Pearlands Innovative School of Beauty retains full discretion to determine what discipline (up to and including termination) is warranted. Further information concerning factors considered in the investigation of complaints of sex discrimination, sexual harassment, sexual assault, dating violence, or stalking under Title IX and clergy policy is provided on the Student Catalog.

Pearlands Innovative School of Beauty commonly appoints 5 levels of disciplinary action, explain below. Pearlands Innovative School of Beauty does not provide students with progressive discipline. Additionally, these levels of discipline are not exclusive; rather, Pearlands Innovative School of Beauty may implement other types of discipline as appropriate to the situation. Thus, while multiple disciplinary actions issued to an individual student may progress up the levels described below, such step-by-step progression is neither promised nor required.

Pearlands Innovative School of Beauty common disciplinary actions for students are as follows:

1. **Verbal Warning** – Generally, a verbal warning is appropriate when Pearlands

Innovative has no knowledge of prior misconduct by the student and

Pearlands Innovative School of Beauty determines that the misconduct is moderate in

nature. A memorandum of the verbal warning will be placed in the student’s record.

2. **Written Warning** – Generally, a written warning is appropriate when it is

determined that the student has engaged in a prior act of misconduct or the

misconduct is serious in nature.

3. **One-Day Suspensions** – Generally, a one-day suspension is appropriate

when the student has engaged in a prior act of misconduct or the misconduct

is serious in nature.

4. **Three-Day Suspensions** – Generally, a three-day suspension is appropriate

when the student has engaged in repeated acts of prior misconduct or the

misconduct is severe in nature.

5. **Termination** – Generally, termination of enrollment is appropriate when the

student has engaged in repeated acts or prior misconduct and the misconduct

is severe in nature. However, certain types of misconduct are so severe that

Pearlands Innovative School of Beauty may choose to terminate the student’s

enrollment upon a first offense.

The following nonexecutive list provides examples of conduct that, when committed by a student, are likely to result in disciplinary action.

* Statements or conduct towards a fellow student, staff member, or guest that demeans, harasses, or discriminates against that person on the basis of sex/gender, age, disability, race, color, ethnicity, religion, creed, national origin, marital status, sexual orientation, gender identity, or membership in other protected groups, as defined by local, state or federal law;
* Sexualized, abusive, bullying, profane, or other offensive statements or conduct towards a fellow student, staff member, or guest;
* Refusal to follow reasonable directions from a staff member or other insubordination;
* Theft or destruction of property belonging to Pearlands Innovative School of Beauty, students, guests, or co-workers;
* Acts or threats of violence towards a fellow student, staff member, or guest or on Pearlands Innovative School of Beauty property;
* Violation of the Policy Governing Alcohol and Other Drugs;
* Possession of firearms, explosives, weapons or other unlawful or dangerous materials or items on Pearlands Innovative School of Beauty property;
* Cheating on tests;
* Copying or photographing assessment materials;
* Disrupting the learning environment;
* Refusing a client
* Violation of the clocking in and out policy, including but not limited to clocking in or out for another student, or asking another student to clock in or out for you;
* Other acts in violation of Pearlands Innovative School of Beauty Policy; and
* Acts in violation of applicable federal, state, and local law or accreditor standards

This list does not limit the circumstances under which Pearlands Innovative School of Beauty may impose disciplinary action against students. Any conduct that falls below our standards of conduct or breaches Pearlands Innovative School of Beauty policy is subject to disciplinary action.

**Anti-Retaliation Policy**

Pearlands Innovative School of Beauty will not retaliate against you for filling a good-faith complaint or for participating in good faith in an investigation of alleged misconduct. Likewise, Pearlands Innovative School of Beauty will not tolerate retaliation by others against you on these grounds. An employee or student who retaliates will be subject to disciplinary action, up to and including termination from Pearlands Innovative School of Beauty.

Any student who feels that he/she has been subject to retaliation in violation of this policy should report the matter immediately. We suggest that a student make the complaint to a student services specialist, but you may bring complaints to any campus employee with whom you feel comfortable.

**Grievances and Student Appeals**

**Grievance Policy**

Pearlands Innovative School of Beauty will work to resolve any student grievance that has merit.

In the event that you disagree with a final decision or disciplinary action issued by Pearlands Innovative School of Beauty or have another grievance, you may seek a review of the matter by submitting an appeal to Pearlands Innovative School of Beauty Student Appeals Committee.

To file a grievance or appeal with the Student Appeals Committee, you must submit a written statement that identifies the decision or matter at issue, the reason that you disagree with the decision or matter in which you are aggrieved, what outcome you seek and any other information that you would like the Student Appeals Committee to consider.

**Appeals**

When a student appeals a disciplinary action, the appeal must be filed within 14 calendar days of receipt of the disciplinary action and the appeal may be made on one or more of the following grounds only: (1) an error occurred that, if corrected, may change the outcome of the investigation; or (2) new information has arisen, that was not available or known to the student at the time of the investigation, which if considered may change the outcome of the investigation. Information that was known or available to the student during the investigation. Information that was known or available to the student during the investigation will not be considered. The statement should be submitted to:

Student Appeals Committee

Pearlands Innovative School of School

9330 Broadway St. Suite D432

Pearland, TX. 77584

Phone: (281) 670-5119

Fax: (281) 670-5120

Appeals may be submitted to the Committee by fax or mail.

The Committee will conduct an impartial review of the appeal and will provide the appealing student with a written determination. The Committee seeks to issue its determination on each appeal within 10 calendar days of its receipt of the appeal; however, this timeframe may be longer in certain cases.

Further information concerning appeals of determinations relating to complaints under the Title IX and Clergy Policy is provided on the Student Catalog.

**Student Records**

**Student Record Access**

Pearlands Innovative School of Beauty’s policy quaranteed the right of student and/or parents / guardians of dependent minors to have access to review the student record. Student and/or parents / guardians of dependent minors should submit a written request that identifies the record(s) you wish to inspect and/or copy to Pearlands Innovative School of Beauty records department at the following address:

Pearlands Innovative School of Beauty

9330 Broadway St. Suite D432

Pearland, TX 77584

Fax: (281) 670-5120

Pearlands Innovative School of Beauty graduates will be provided with their (1) transcript free of charge. Additionally, Pearlands Innovative School of Beauty mails each graduate one (1) certificate / diploma, free of charge. Pearlands Innovative School of Beauty may charge a reasonable fee of $10.00 each for additional copy of transcript or other student records with a written request or submission of a completed Pearlands Innovative School of Beauty Transcript Request form. In the event that you wish to inspect your record, Pearlands Innovative School of Beauty will schedule a mutually agreeable time with you.

**Release of Records to Third-Parties**

Pearlands Innovative School of Beauty maintains student records and administers access to student records in compliance with law, including the Family Educational Rights and Privacy Act (FERPA). Under FERPA, the release of student education records by Pearlands Innovative School of Beauty to third parties, other than a school department or official, is generally prohibited without the student’s written permission. For each third party request, the student or parent / guardian must provide for access with the exception of permitted third parties such as NACCAS, authorized government agencies or unless otherwise required by law. Pearlands Innovative School of Beauty, therefore, requires written consent from the student (or parent/guardian if the student is a dependent minor) before releasing any information from a student’s education record in response to a third-party request.

# **Refund and Cancellation Rules**

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

Any monies due the applicant or students shall be refunded **within 30 days** of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student or legal guardian (of a student under 21 years of age) cancels his/her enrollment in writing or in person within **three business days** of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student or legal guardian (of a student under 21 years of age) cancels his/her enrollment after **three business days** of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of **$100**.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

* For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

**COSMETOLOGY – 1000 hours COSMETOLOGY INSTRUCTOR – 750 HOURS**

**ESTHETICS – 750 HOURS**

0 – 32.5 10% 0 – 40.9 10%

32.6 – 97.5 20% 41 – 120.9 20%

97.6 – 375 25% 121 – 187.9 25%

376 – 750.9 50% 188 – 375.9 50%

751 – 1500 100% 376 – 750 100%

* All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 30 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is cancelled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rate refund for all students transferring to another school based on the hours accepted by the receiving school OR provide a full refund of all monies paid.
* Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of **$150.00**. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
* The school will determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance or the student’s scheduled attendance by using the Return of Title IV Aid worksheet. Up through the 60% point in each enrollment/payment period, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the enrollment/payment period, a student has earned 100% of the Title IV funds. This entire process is called a Title IV Funds (RST4) calculation.

**RETURN OF FEDERAL STUDENT AID**

If a student withdraws or is dismissed from Pearlands Innovative School of Beauty, the School and/or the student may be required to return a portion of the Federal Student Aid received. The last date of attendance is used to calculate the amount of any federal student aid that must be returned.

The amount of Federal Student Aid a student has earned at the time of withdrawal is equal to the percentage of the payment period completed. The percentage of the payment period completed is determined by dividing the number of hours the student was scheduled to complete in the payment period, as of the last date of attendance, by the total number of clock hours in the payment period.

For that payment period, if the number of hours scheduled to complete in the payment period is greater than 60% of the clock hours in the payment period, the student has earned 100% of the Federal Student Aid, no return is due. If the number of clock hours scheduled to complete in the payment period is less than 60% of the clock hours in the payment period, a return of Federal Student Aid may be necessary. The amount of Federal Student Aid to be returned is calculated by subtracting the amount of earned Federal Student Aid from the total amount of Federal Student Aid received.

The student is required to return any unearned Federal Student Aid less the amount returned by Pearlands Innovative School of Beauty. If a student needs to return loan funds, the funds are repaid as required by the normal loan repayment phases. If the student is required to return Federal Student Aid, Pearlands Innovative School of Beauty will notify the student of the repayment amount within thirty days of determining the student withdrawal. If the student fails to return the grant aid as instructed, the student is considered to be in overpayment and thus ineligible for any additional Federal Student Aid at any school until that amount is repaid to the U.S. Department of Education or satisfactory repayment arrangements are agreed to by the student and the U.S. Department of Education.

Pearlands Innovative School of Beauty returns unearned Federal Student Aid within forty-five (45) calendar days of the date the School becomes aware the student is no longer enrolled.

If a student has earned more Federal Student Aid than has been posted to his/her account, the student may be entitled to a post withdrawal disbursement of Federal Student Aid. The post withdrawal disbursement is first used by the School to pay outstanding charges; any remaining amount is offered to the student or parent borrower. Pearlands Innovative School of Beauty will send the borrower a written notice of any loan funds returned to the lender as a result of the withdrawal calculation. A student borrower who fails to attend in-person exit counseling prior to or at the time of withdrawal will be mailed loan counseling materials. The borrower should complete the exit counseling form and return it to the School.

The Return of Federal Student Aid Policy applies only to the Federal Student Aid Programs. Assistance received from other aid programs will be returned to those programs in accordance with the funding source's refund policies.

The Return of Federal Student Aid calculation is performed to determine the amount of Federal Student Aid that must be returned to the U.S. Department of Education. It is not used to calculate the amount of tuition and fees a student will owe the School upon withdrawal. A separate refund policy is provided to assist students in determining the amount of tuition and other charges owed to Pearlands Innovative School of Beauty.

If the student has a remaining balance owed to Pearlands Innovative School of Beauty after all refund calculations are completed, whether the student withdraws or the School withdraws the student, the student may be responsible for the 15% interest fee added to the owed remaining balance.

Pearlands Innovative School of Beauty will send an invoice to withdrawn students if a balance is owed the School. Any balance due will be calculated by determining earned charges using the institutional refund policy, and then subtracting the amount of earned aid as determined using the return to federal student aid policy.

**CANCELLATION & SETTLEMENT POLICY/REFUND POLICY**

**(a)** **Termination Date**: Termination date is determined by the postmark date on written notification or the date student notifies the School Director (or designate) in person of his/her intent to withdraw or the date of withdrawal specified in writing by student, whichever is later. Legal guardian/guarantor of students under eighteen (18) years of age must provide such notice of cancellation. A withdrawal does not relieve student and legal guardian/guarantor, if any, of financial responsibilities under the phases of this Enrollment Agreement. For an unofficial withdrawal, the termination date is when school recognizes Student is no longer in attendance.

**(b) Refund Calculations:** For the purpose of refund calculations, a refund is based on the period of student’s enrollment computed on the basis expressed in scheduled hours. The effective date for refund purposes is the earliest of: the last date of attendance (if student is withdrawn/dismissed by the school), or the date the license holder receives the notice of withdrawal or the date the school recognizes that the student is no longer in attendance. Refunds of tuition and fees will be paid not later than the 30th day after the date the student becomes eligible for the refund.

**(c)** **Rejection, Three-Day Cancellation, and Course Cancellation:** If student is rejected by school or if student cancels the enrollment agreement not later than midnight of the third day after the date the agreement is signed by the student, excluding Saturdays, Sundays and legal holidays, all amounts paid will be refunded, regardless of training.

**(d) Other Cancellations:**

1. If student reasonably demonstrates that they entered into the Enrollment Agreement because of a misrepresentation made in the advertising or promotional materials of the school; or by an owner or representative of the school, all amounts paid will be refunded, regardless of training or;
2. If school is permanently closed and is no longer offering instruction after course commences, school will refund the unused portion paid by student or;
3. If student or school cancels this Enrollment Agreement more than three (3) business days after signing Enrollment Agreement, but on or before the fifth (5th) scheduled course day, student is entitled to a refund of all tuition fees paid or;
4. In cases of cancellation of this Enrollment Agreement, either by student or school, after student has commenced the course and after the fifth (5th) scheduled course day, a percentage of the tuition is retained by school and/or refunded to student per school’s tuition adjustment schedule.

**(e) Student Financial Aid Refund Allocation:** Refund and repayment amounts must be distributed according to a specific order of priority prescribed in law and regulations. School's refund or repayment allocation may not deviate from the prescribed order. Refunds on behalf of Student Financial Aid recipients must be distributed in the following order: 1) Direct Unsubsidized Stafford Loans; 2) Direct Subsidized Stafford Loans; 3) Direct PLUS Loans; 4) Federal Pell Grants; 5) FSEOGs; 6) Other SFA Programs; 7) The Student. Refunds of Financial Aid funding will be made within forty-five (45) days of the date student withdraws, as defined in section (a).

**(f) Refund of Tuition and Fees:**

1. For students who enroll and begin classes but withdraw, or are terminated, prior to program completion and during the last 50% of the scheduled course, the school:
2. May retain 100% of tuition and fees paid by the student; and
3. Is not obligated to refund any additional outstanding tuition
4. For students who enroll and begin classes but withdraw, or are terminated, prior to program completion and within the first 50% of the scheduled course, the school shall refund:
5. 90% of any outstanding tuition for a withdrawal or termination that occurs during

the first week or first one-tenth of the course, whichever period is shorter;

1. 80% of any outstanding tuition for a withdrawal or termination that occurs after

the first week or first one-tenth of the course, whichever period is shorter, but within

the first three weeks of the course\*;

1. 75% of any outstanding tuition for a withdrawal or termination that occurs after

the first three weeks of the course but not later than the completion of the first 25

percent of the course; and

1. 50% of any outstanding tuition for a withdrawal or termination that occurs not

later than the completion of the first 50 percent of the course.

1. Books, equipment and supplies (kit) are distributed in two parts for both Cosmetology and Esthetic students. Portions of the kit, once received, are non-refundable.

\*For a first-time Pearlands Innovative School of Beauty student, 100% of any outstanding tuition will be refunded

# **Licensure**

Pearlands Innovative School of Beauty is licensed by the Texas Department of Licensing and Regulation (TDLR) which can be reached as follows:

TDLR Cosmetology Program

P.O. Box 12088

Austin, Texas 78711

Telephone: (512) 463-6599

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

Fax: (512) 463-9468

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

Texas cosmetology law and regulations can be found at:

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

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# **Accreditation Candidacy**

Pearlands Innovative School of Beauty – **Pearland Location Only** is accredited by NACCAS and is recognized by the United States Department of Education.

NACCAS

3015 Colvin St.

Alexandria, VA 22314

(703) 600 - 7600

# **Licensure Requirements**

* High School diploma or GED
* At least 17 years of age
* Pay required fees
* Complete 1,000 hours (Cosmetology Program)
* Complete 750 hours (Esthetics Program)
* Complete 750 hours (Cosmetology Instructor Program)
* Complete application
* Pass the necessary examinations
* Has not committed a crime that would give grounds for denial of the license

**School Staff, Owners and Administrators**

Owners:

Sabrina Miller Kimble

Instructors: Sabrina Miller Kimble / Natalie Hill

Administrator(s): Sabrina Miller / Natalie Hill

**Pearlands Innovative School of Beauty**

**Pearland Location: Pasadena Location:**

9330 Broadway St. Suite D432 1100 Pasadena Blvd. Suite B1

Pearland, TX 77584 Pasadena, TX 77506

Phone number: (281) 670-5119 Phone number: (832) 487-9837

Fax number: (281) 670-5120 Fax number: (281) 670-5120

Website: www.pearlandinnovative.com

**Student Catalog Appendix – Texas**

This State Appendix details information concerning Pearlands Innovative School of Beauty policies applicable within the State of Texas.

**Licensure**

Pearlands Innovative School of Beauty is licensed by the Texas Department of Licensing and Regulation (TDLR) which can be reached as follows:

TDLR Cosmetology Program

P.O. Box 12088

Austin, Texas 78711

Telephone: (512) 463-6599

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

Fax: (512) 463-9468

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

Texas cosmetology law and regulations can be found at:

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

# **Accreditation Candidacy**

Pearlands Innovative School of Beauty – **Pearland Location Only** is accredited by NACCAS and is recognized by the United States Department of Education.

NACCAS

3015 Colvin St.

Alexandria, VA 22314

(703) 600 - 7600

**Student Licenses**

Prospective students must submit to TDLR an application for a student permit with applicable fee within one week of enrollment.

**2020 Cosmetology Program Tuition and Costs**

Tuition $9000

Book and Kit Fee $800

**2020 Cosmetology Instructor Program Tuition and Costs**

Tuition $7000

Book and Kit Fee $800

**2020 Esthetics Program Tuition and Costs**

Tuition $7000

Book and Kit Fee $800

Students may be subject to the following additional fees:

|  |  |
| --- | --- |
| **Item** | **Fee** |
| Student license and registration | As published by the state agency |
| License fee | As published by the state agency |

**Refund and Cancellation Policy**

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

Any monies due the applicant or students shall be refunded **within 30 days** of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student or legal guardian (of a student under 21 years of age) cancels his/her enrollment in writing or in person within **three business days** of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student or legal guardian (of a student under 21 years of age) cancels his/her enrollment after **three business days** of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of **$100**.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

* For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

**COSMETOLOGY – 1000 hours COSMETOLOGY INSTRUCTOR – 750 HOURS**

**ESTHETICS – 750 HOURS**

0 – 32.5 10% 0 – 40.9 10%

32.6 – 97.5 20% 41 – 120.9 20%

97.6 – 375 25% 121 – 187.9 25%

376 – 750.9 50% 188 – 375.9 50%

751 – 1500 100% 376 – 750 100%

* All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 30 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is cancelled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rate refund for all students transferring to another school based on the hours accepted by the receiving school OR provide a full refund of all monies paid.
* Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of **$150.00**. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

**Program Outline**

**Cosmetology Program Length**

|  |  |
| --- | --- |
| **Hours** | **Full time** |
| 1000 | Approximately 6 months |

**Program Description**

Pearlands Innovative School of Beauty Cosmetology program consists of forty-two (42) classes, which are completed within 1000 hours. The normal time to complete the 1000 hours program on a full time-time basis is approximately 10 months. Classes have time dedicated to study theory and engage in hands-on practical work. The program is designed so that classes build upon one another. This means that you will apply what you learn in each class towards the remaining classes and through guest services on the performances floor.

**Program Overview**

Students will demonstrate their knowledge of cosmetology theory and technical skills through the completion of the required assessments and hands-on practice exercises, both in the classrooms and on the performance floor.

|  |  |
| --- | --- |
| **Program Requirements (42 Class)** | |
| **Required**  **Assessments** | 1. Blowdry & Iron 23. Virgin Relaxer 2. Fingerwave & Pincurl 24. Retouch Relaxer 3. Updo & Braids 25. Thio Straightener 4. Natural Nails 26. Curl Reforming 5. One-length 27. Basic Bricklay 6. Graduated 28. Specialty Double Rod 7. Layered 29. Artificial Nails 8. Clipper 30. Basic Perm & Design 9. Skin 31. Basic Bricklay & Design 10. One-length, Layered & Design 32. Specialty Perm & Design 11. Layered, Graduated & Design 33. Artificial Hair Enhancements 12. Razor & Design 34. Virgin Hair, Retouch & Design 13. Solid 35. Thio Straightener & Design 14. Retouch 36. Curl Reforming & Design 15. Double Process 37. Interviewing 16. Dimensional 38. Cut, Color & Design 1 (corrective color) 17. Retouch & Roller 39. Cut, Color & Design 2 (color techniques) 18. Solid & Wrap 40. Cut, Color & Design 3 (cutting variations) 19. Double Process & Design 41. Mock State Board 20. Dimensional & Design 42. Salon Management 21. Basic Perm 22. Specialty Spiral |
| **Technical**  **Evaluations** | 1. Hairstyling 2. Haircoloring 3. Chemical Texturizing 4. Haircutting |

Pearlands Innovative School of Beauty Cosmetology program meets the following required units of study:

|  |  |
| --- | --- |
| Subject | Hours |
| **Overview and, laws and rules**   * Introduction to cosmetology   Sanitation and safety laws and rules that apply to cosmetology, Principle  and sciences applied to the cosmetology industry | 75 |
| **Haircutting, Styling and correlated theory**   * Haircutting   Innovative principles and skills of Haircutting and the basics of design  choices which will include sanitation and safety rules.   * Hairstyling   Philosophy and basics of hairstyling which will include sanitation and  safety rules.   * Classic Styling   Philosophy and basics of classic styling which will include sanitation and  safety rules.   * Wigs   Philosophy and basics of wig making which will include sanitation and  safety rules. | 400 |
| **Hair color and associated theory**   * Hair Color   Innovative principles and applied skills and techniques of hair color design  which will include sanitation and safety rules. | 150 |
| **Cold waving and associated theory**   * Perming   Innovative principles and applied skills permanent waving which will  include sanitation and safety rules. | 100 |
| **Shampoo and associated theory**   * Properties of Hair   Philosophy and applied basics of hair structure, appropriate draping,  shampooing which will include sanitation and safety rules. | 75 |
| **Hair and scalp treatment and associated theory**   * Properties of Hair   Philosophy and the basics of scalp disease and disorders, and treatments,  which will include sanitation and safety and the blood spill procedure. | 25 |
| **Chemistry hair relaxing and associated applications**   * Chemical Relaxing   Innovative philosophy and associated skills of chemical relaxing which will  include safety and sanitation rules   * The philosophy of chemistry basics that correlate to hair coloring, and perming, and all chemical applications which will include sanitation, safety rules, and blood spill procedures. | 75 |
| **Facials and associated philosophies**   * Skin philosophy and electricity   The philosophy and the associated basics of massage, waxing, diseases  and disorders and electricity which will include sanitation and safety rules   * Sanitation and infection control / Makeup   The philosophy and practical skills of salon ecology, bacteriology, makeup  application which will include safety and sanitation rules. | 50 |
| **Manicuring and associated philosophies**   * Nail philosophy   Manicuring, artificial nails, pedicuring, diseases and disorders which will  include safety and sanitation rules.   * Nails   Philosophy and practical skills of nail care, nail enhancements, diseases  and disorders which will include sanitation and safety rules. | 50 |
| **Total Hours** | 1000 |

# Pearlands Innovative School of Beauty Cosmetology program requires students to complete the following practical exercises:

|  |  |  |
| --- | --- | --- |
| **Number of Practical Services** | **Category** | **Item** |
| 75 | Hair cutting | Elective |
| 225 | Hair styling | Elective |
| 15 | Hair styling | Roller sets |
| 15 | Hair styling | Finger waves |
| 15 | Hair styling | Pin curls |
| 15 | Hair styling | Blow dry/style with brush |
| 15 | Hair styling | Blow dry/marcel style |
| 225 | Hair styling | Shampoo |
| 30 | Hair styling | Scalp/hair treatment |
| 80 | Hair coloring | Elective |
| 10 | Hair coloring | Re-touch |
| 10 | Hair coloring | Hair lightening |
| 55 | Chemical texturizing | Elective |
| 15 | Chemical texturizing | Relaxer |
| 15 | Chemical texturizing | Permanent wave |
| 15 | Chemical texturizing | Chemical restructuring |
| 30 | Nail care | Manicure/pedicure |
| 30 | Nail care | Artificial nail - tips |
| 20 | Skin care | Facial |
| 5 | Skin care | Makeup |
| 5 | Skin care | Hair removal |
| 500 | Miscellaneous | Sanitation |
| 600 | Miscellaneous | Client protection |

**COSMETOLOGY COURSE SYLLABUS**

Office Hours: (Full Time) Tue. – Sat. 8:30 a.m. to 5:00 p.m.

(Part Time) Tue. – Fri. 8:30 a.m. to 3:00 p.m. / Sat. 8:30 a.m. – 5:00 p.m.

**COURSE DESCRIPTION:**

The course length is 1500 clock hours. The amount of time allocated to complete the program is 10 months. The course will include a Phase I that covers the first 4 weeks of the full time program. Students spend in **Phase I** exclusively in the classroom, attending lectures and demonstrations, completing classroom work, and technical skills on mannequins. **Phase II** and clinic floor after completing **Phase I**, students will continue to complete their theory knowledge in the morning at 8:45 a.m. in the classroom setting and at 10:00 a.m. will be assisted by a certified educator when working on live clients. All students must meet all state requirements prerequisites before being permitted to service clients. The course content included the practical skills, theory, and training for the future cosmetologist.

This course content includes the practical skills, theory, and training for future cosmetologist. Professional development, which focuses on the requirements needed to practice becoming a professional cosmetologist.  Theory and hands-on learning about hair structure, scalp and hair disorders/ treatments, hair removal, sanitation, haircutting, long hair designing and aspects of the service cycle are included.  Skin Theories and applications of skin, massage, and make-up along with manicuring and pedicuring. Men’s or Ladies hair designs, Hair color & Lightening applications including permanent waving, chemical texturizing,   theory of chemistry, customer service skills and preparing for State Board examinations. Knowledge of the human body (anatomy & physiology), and knowledge of electricity (the salon has many electrical appliances).  Focus on building your business skills and State Board licensing requirements and preparing the learner for industry entry. Students will study wigs and hair additions, salon operations, preparation in seeking and obtaining employment, intense practice in Mock State Board exams, and advanced training on salon techniques.

**COURSE OBJECTIVE:**

To ensure that the students have thorough knowledge in the field of Cosmetology and to be secure and maintain a career in the cosmetology industry.

**COURSE TEXTBOOK:**

Milady Standard Cosmetology

Milady Standard Workbook

Milady Standard Exam Review Book

Milady Cosmetology Audio/Video

**CLASS EXPECTATIONS:**

* Attend class regularly
* Bring classroom materials and supplies
* Actively participate in class practice and theory
* Complete all class assignments by the due date
* All class quizzes and exams with at least 80% accuracy
* Retakes or missed assignments will only receive a maximum of 80% score
* No cell phone usage allowed in classroom or on the performance floor
* Abide by the rules and regulations of the school according to the student handbook
* Respect yourself, fellow students, educators and staff
* In case of an absence and or missed assignment, student is responsible for contacting the Instructor for make-up opportunities
* Demonstrate skill competencies by practicing and mastering the various techniques of Cosmetology

**Instructionals methods:**

***Students are expected to participate in:***

1. Class discussions
2. Be prepared for practical exercises
3. Theory Activities e.g. flash cards, games, worksheets, chapter questions
4. Prepare Projects and complete practical procedures and assignments on mannequins
5. Create a portfolio
6. View required audio visuals
7. Process through the theory class and onto the performance floor
8. Completion of all Technical Rubrics with a passing score

**Course Requirements and grading guidelines:**

|  |  |
| --- | --- |
| Assignment | Grading Guidelines |
| Workbooks & Worksheets | 10 % |
| Technical Rubrics | 10 % |
| Chapter Quizzes | 10 % |
| Practical Applications | 10% |
| State Board Mock | 10% |
| Final Exam | 50% |

**100-90= A; 80-89 = B; 70-79 = C; 0-69 = Unsatisfactory**

Texas Department of Licensing and Regulation requires a score of at least 70% to pass State Board Exam.

***Disclaimer: The instructor reserves the right to make modifications in content and schedule as necessary to promote the best education possible within prevailing conditions affecting the course.***

***Grade Requirements:***

**The following factors will be measured in determining satisfactory academic progress:**

Non-clinic work (test grades, workbooks, work sheets and projects)

Clinic work (grades from clinic worksheets, task sheets, technical rubrics and projects)

Non-clinic Work Grading Scale

Students must maintain a minimum of 70% average in order to be considered making satisfactory academic progress. Students are permitted to retake any failed exam. Regardless of the actual grade for the re-taken exam, as long as it was successfully passed with 70% or above, the student is granted up to 70% grade for all retakes. Student progress is evaluated by testing. A percentage system is used for all written work. The number grade is for the written work. Clinic work is evaluated on practical work and attendance***.***

|  |  |
| --- | --- |
| 90 – 100 | A |
| 80 – 89 | B |
| 70 – 79 | C |
| 0 – 69 | Unsatisfactory |

**Esthetics Program Length**

|  |  |
| --- | --- |
| **Hours** | **Full time** |
| 750 | Approximately 5 months |

**Program Description**

Pearlands Innovative School of Beauty Esthetics program consists of sixteen (16) classes, which are completed within 750 hours. The normal time to complete the 750 hours program on a full time-time basis is approximately 5 months. Classes have time dedicated to study theory and engage in hands-on practical work. The program is designed so that classes build upon one another. This means that you will apply what you learn in each class towards the remaining classes and through guest services on the performances floor.

**Program Overview**

Students will demonstrate their knowledge of cosmetology theory and technical skills through the completion of the required assessments and hands-on practice exercises, both in the classrooms and on the performance floor.

|  |  |
| --- | --- |
| **Program Requirements (16 Class)** | |
| **Required**  **Assessments** | 1. Skin Analysis 2. Skin Cleansing 3. Guest Consultation 4. Aromatherapy 5. Diseases & Disorders 6. Vacuum (Machines) 7. Extractions 8. Lashes Extensions 9. Eye Tabbing 10. Highlight & Contour 11. Eyebrow Contouring 12. Full Face Make up Application 13. Product Knowledge 14. Hard Wax 15. Soft Wax 16. Tweezing |
| **Technical**  **Evaluations** | 1. Facials 2. Make up 3. Waxing |

Pearlands Innovative School of Beauty Esthetics program meets the following required units of study:

**Esthetics Program Outline**

|  |  |
| --- | --- |
| Subject | Hours |
| **Facial Treatment, cleansing, masking, therapy**   * Client Preparation, Skin Analysis and Consultation, Skin Types, Skin Condition and Disorders, Facial Procedures, Facial Treatments with or without Machines, Overview of Aromatherapy, and Product Recommendation | 225 |
| **Anatomy and physiology**   * Cells, Tissues and Organs, Body Systems, Structure and Function of the Human Body, with emphasis on the Structure and Function of the Skin, and including conditions and diseases | 90 |
| **Electricity, machine, and related equipment**   * Electricity and its Effects on the Skin, Galvanic Current for Iontophoresis or Disincrustation, High Frequency Current, Use of Magnifying Lamp and Wood’s Lamp, Brushing Machine, Spray Machine, Suction Machine, Vaporizer and Pulverizador, Hot Towel Cabinet, Paraffin Unit, Electric Mittens, Booties, and Face Mask | 75 |
| **Makeup**   * Product Knowledge, Eye Brow Contouring, Make-up Application, Corrections and Contouring, False Eyelashes, Eyelashes and Eyebrow Tinting with Non-Permanent Mineral Colors | 75 |
| **Orientation, rules and law**   * School Rules and Regulations, History of Esthetics, The Role of the Esthetician, Qualities of the Professional Esthetician, and Code of Ethics | 50 |
| **Chemistry**   * Chemistry and Matter as Related to Esthetics, Chemical Reactions and Solutions/Elements, Compounds and Mixtures/Biochemistry, and the pH Scale | 50 |
| **Care of client**   * Conduct client consultations, Assess Skin Types and practice effective communications skill | 50 |
| **Sanitation, safety, and first aid**   * Local, State, Federal Safety Codes, Salon/Clinical Rules and Regulations, General Salon/Clinic Safety, First Aid | 40 |
| **Management**   * Business Operations, Site Planning and Design, Accounting, Inventory and SalesTax, Payroll Regulations, Ethics and Professional Conduct, Communications Skills, Retailing Techniques, Marketing, and Customer Relations | 35 |
| **Superfluous hair removal**   * Theoretical Overview of Permanent Methods (Electrolysis, Thermolysis, Blend), Temporary Methods of Hair Removal (manual tweezing, depilatory lotion and waxing (strip and non-strip), and Bleaching of the Hair | 25 |
| **Aromatherapy**   * Body Exfoliation(wet and dry), Back Treatments, Use of Various Products to Enhance the Appearance of the Skin, Seaweed, Salt, Paraffin, Mud, Ampoules, Creams etc., and Discussion for Further Training Required for Advanced Body Techniques such as Aromatherapy, Water Therapies | 15 |
| **Nutrition**   * Importance of water, and Nutrition for Healthy Skin and Longevity | 10 |
| **Color psychology**   * Color Analysis, Morphology of the Face, Chemistry and Related Composition | 10 |
| **Total Hours** | 750 |

# Pearlands Innovative School of Beauty Esthetics program requires students to complete the following practical exercises:

|  |  |
| --- | --- |
| **Number of Practical Services** | **Category** |
| 75 | Consultations |
| 100 | Sanitations |
| 75 | Cleansing |
| 75 | Facials |
| 10 | Extractions |
| 16 | Make-Up |
| 25 | Back Treatment |
| 60 | Wax |
| 25 | Machines |
| 5 | Eyelashes |

**ESTHETICS COURSE SYLLABUS:**

Office Hours: (Full Time) Tue. – Sat. 8:30 a.m. to 5:00 p.m.

(Part Time) Tue. – Fri. 8:30 a.m. to 3:00 p.m. / Sat. 8:30 a.m. – 5:00 p.m.

**COURSE DESCRIPTION:**

This course content includes the practical skills, theory and training for future Estheticians. Professional development, which focuses on the requirements needed to practice becoming a professional Esthetician.  Theory and hands-on learning about the structure, of the skin and skin diseases and disorders/ treatments, hair removal, sanitation, and Facial treatment cleansing masking therapy included.  Skin Theories and applications of skin, massage, make-up along with Client care and Chemistry, Nutrition and Anatomy /physiology and electricity machines and related equipment.  Focus on Building your business skills and State Board licensing requirements and preparing the learner for industry entry.

**COURSE OBJECTIVE:**

Students will be prepared in seeking and obtaining employment, intense practice in Mock State Board exams, and advanced training on spa techniques.

**COURSE TEXTBOOK:**

Milady Standard Esthetics

Milady Standard Workbook

Milady Esthetics Audio/Video

**CLASS EXPECTATIONS:**

* Attend class regularly
* Bring classroom materials and supplies
* Actively participate in class practice and theory
* Complete all class assignments by the due date
* Pass all class quizzes and exams with at least 80% accuracy
* Retakes or missed assignments will only receive a maximum of 80% score
* No cell phone usage allowed in classroom or on the Facial Room
* Abide by the rules and regulations of the school according to the student handbook
* Respect yourself, fellow students, educators and staff
* In case of an absence and or missed assignment, student is responsible for contacting the Instructor for make-up opportunities
* Demonstrate skill competencies by practicing and mastering the various techniques of Esthetics

**INSTRUCTIONALS METHODS:**

***Students are expected to participate in:***

1. Class discussions
2. Be prepared for practical exercises
3. Theory Activities e.g. flash cards, games, worksheets, chapter questions
4. Prepare Projects and complete practical procedures and assignments on mannequins
5. Create a portfolio
6. View required audio visuals
7. Process through the theory class and onto the performance floor
8. Completion of all Technical Rubrics with a passing score

**Course Requirements and grading guidelines:**

|  |  |
| --- | --- |
| Assignment | Grading Guidelines |
| Workbooks & Worksheets | 10 % |
| Technical Rubrics | 10 % |
| Chapter Quizzes | 10 % |
| Practical Applications | 10% |
| State Board Mock | 10% |
| Final Exam | 50% |

**100-90 = A; 80-89 = B; 70-79 = C; 0-69 = Unsatisfactory**

Texas Department of Licensing and Regulation requires a score of at least 70% to pass State Board Exam.

***Disclaimer: The instructor reserves the right to make modifications in content and schedule as necessary to promote the best education possible within prevailing conditions affecting the course.***

***Grade Requirements:***

**The following factors will be measured in determining satisfactory academic progress:**

Non-clinic work (test grades, workbooks, work sheets and projects)

Clinic work (grades from clinic worksheets, task sheets, technical rubrics and projects)

Non-clinic Work Grading Scale

Students must maintain a minimum of 70% average in order to be considered making satisfactory academic progress. Students are permitted to retake any failed exam. Regardless of the actual grade for the re-taken exam, as long as it was successfully passed with 70% or above, the student is granted up to 70% grade for all retakes. Student progress is evaluated by testing. A percentage system is used for all written work. The number grade is for the written work. Clinic work is evaluated on practical work and attendance*.*

|  |  |
| --- | --- |
| 90 – 100 | A |
| 80 – 89 | B |
| 70 – 79 | C |
| 0 – 69 | Unsatisfactory |

**Cosmetology Instructor Length:**

|  |  |
| --- | --- |
| **Hours** | **Full time** |
| 750 | Approximately 5 months |

**Program Description**

Pearlands Innovative School of Beauty Cosmetology Instructor program consists of fifteen (15) classes, which are completed within 750 hours. The normal time to complete the 750 hours program on a full time-time basis is approximately 5 months. Classes have time dedicated to study theory and engage in hands-on practical work. The program is designed so that classes build upon one another. This means that you will apply what you learn in each class towards the remaining classes and through guest services on the performances floor.

**Program Overview**

Students will demonstrate their knowledge of cosmetology theory and technical skills through the completion of the required assessments and hands-on practice exercises, both in the classrooms and on the performance floor.

|  |  |
| --- | --- |
| **Program Requirements (15 Class)** | |
| **Required**  **Assessments** | 1. Classroom Conditions & Maintenance 2. Safety Measures 3. Classroom Supervision & Control 4. Records & Reports Management 5. Classroom Problem & Solutions 6. Teaching Methods 7. Format of Lesson Plans (Outlines) 8. Lecture 9. Educational Aids 10. Demontrations 11. Question & Answers (Discussion) 12. State Format (Approved) 13. Lesson Plan Development 14. Preparation 15. Student Motivation for Studying & Learning |
| **Technical**  **Evaluations** | 1. Classroom Set-up 2. Presentation 3. Lesson Plan |

Pearlands Innovative School of Beauty Cosmetology Instructor program meets the following required units of study:

|  |  |
| --- | --- |
| Subject | Hours |
| Lesson plans | 140 |
| Methods of teaching | 180 |
| Classroom management | 90 |
| Evaluation techniques | 90 |
| State laws and forms | 60 |
| Visual aids preparation and use | 60 |
| Learning theory | 100 |
| Orientation, rules, and laws | 30 |
| **Total Hours** | 750 |

**COSMETOLOGY INSTRUCTOR COURSE SYLLABUS:**

Office Hours: (Full Time) Tue. – Sat. 8:30 a.m. to 5:00 p.m.

(Part Time) Tue. – Fri. 8:30 a.m. to 3:00 p.m. / Sat. 8:30 a.m. – 5:00 p.m.

**COURSE DESCRIPTION:**

This course content includes the basic teaching skills for career education instructors. This learning theory helps future educators to identify the basic learning styles and principles, and gives the educator knowledge on how to create teaching ideas and activities that will target each learning style. The course also includes information on visual aids and the correct way to facilitate with them. The course gives a wide variety of teaching methods, classroom management, and evaluation techniques. The course will give students knowledge on how to write and present lesson plans and conduct classes using audio and visual aids. Students will also be given thorough knowledge of state laws and necessary forms.

**COURSE OBJECTIVE:**

All students are asked to maintain 90% attendance to stay in school.

**COURSE TEXTBOOK:**

Milady 3rd Edition Master Educator

**CLASS EXPECTATIONS:**

* Attend class regularly
* Bring classroom materials and supplies
* Actively participate in class practice and theory
* Complete all class assignments by the due date
* All class essays and exams with at least 80% accuracy
* Retakes or missed assignments will only receive a maximum of 80% score
* No cell phone usage allowed in classroom or on the performance floor
* Abide by the rules and regulations of the school according to the student handbook
* Respect yourself, fellow students, educators and staff
* In case of an absence and or missed assignment, student is responsible for contacting the Instructor for make-up opportunities
* Demonstrate skill competencies by practicing and mastering the various techniques of Cosmetology

**INSTRUCTIONALS METHODS:**

***Students are expected to participate in:***

1. Class discussions
2. Be prepared for facilitating practical exercises
3. Facilitating theory Activities e.g. flash cards, games, worksheets, chapter questions
4. Prepare Projects and complete practical procedures and assignments on mannequins
5. demonstrating classroom management
6. Teaching using visual aids and audio
7. Process and demonstrate different evaluation techniques
8. Completion of written lesson plans and presentations

**Course Requirements and grading guidelines:**

|  |  |
| --- | --- |
| Assignment | Grading Guidelines |
| Workbooks & Worksheets | 10 % |
| Technical Rubrics | 10 % |
| Chapter Quizzes | 10 % |
| Practical Applications | 10% |
| State Board Mock | 10% |
| Final Exam | 50% |

**100-90 = A; 80-89 = B; 70-79 = C; 0-69 = Unsatisfactory**

Texas Department of Licensing and Regulation requires a score of at least 70% to pass State Board Exam.

***Disclaimer: The instructor reserves the right to make modifications in content and schedule as necessary to promote the best education possible within prevailing conditions affecting the course.***

***Grade Requirements:***

**The following factors will be measured in determining satisfactory academic progress:**

Non-clinic work (test grades, workbooks, work sheets and projects)

Clinic work (grades from clinic worksheets, task sheets, technical rubrics and projects)

Non-clinic Work Grading Scale

Students must maintain a minimum of 70% average in order to be considered making satisfactory academic progress. Students are permitted to retake any failed exam. Regardless of the actual grade for the re-taken exam, as long as it was successfully passed with 70% or above, the student is granted up to 70% grade for all retakes. Student progress is evaluated by testing. A percentage system is used for all written work. The number grade is for the written work. Clinic work is evaluated on practical work and attendance***.***

|  |  |
| --- | --- |
| 90 – 100 | A |
| 80 – 89 | B |
| 70 – 79 | C |
| 0 – 69 | Unsatisfactory |

Pearlands Innovative School of Beauty periodically reviews and reserves the right to revise its class content and materials to ensure that they are up-to-date and best meet our educational and instructional goals. For students with active Enrollment Agreements, Pearlands Innovative School of Beauty will not adjust its tuition or expenses on account of charges in class content and materials.

**Program Completion and Graduation**

**Graduation Requirements**

The students must meet the following requirements in order to graduate and receive a diploma in Cosmetology, or Esthetics, or Cosmetology Instructor:

* Complete the required hours of training
* Complete all curriculum and practical services requirements
* Must pass all phase I and phase II technical exams
* Must pass all quizzes and exams with 70% or above including phase I and phase II final exams
* Anything that the student fails will require a retake that will be administered during the next testing unit
* Satisfy all financial obligations to Pearlands Innovative School of Beauty

**State Licensure:**

**Hours Marks When Exams May Be Taken**

**COSMETOLOGY: COSMETOLOGY INSTRUCTOR:**

State Written Exam: 1000 hours State Written Exam: 750 hours

State Practical Exam: 1000 hours State Practical Exam: 750 hours

**ESTHETICS:**

State Written Exam: 750 hours

State Practical Exam: 750 hours

**Licensure Requirements:**

A student applying for a cosmetology license in the State of Texas must meet the following requirements:

* Be at least seventeen (17) years of age;
* Have obtained a high school diploma or the equivalent of a high school diploma;
* Have completed 1000 hours and/or 750 hours of instruction in a licensed beauty culture school;
* Pass the applicable examination;
* Pay the required fees;
* Has not committed an act that constitutes a ground for denial of the license; and
* Submit an application on a form prescribed by the department

**Criminal Convictions**

Some license applications require the applicant to provide information about criminal convictions. TDLR Licensing Division also runs a criminal background check through the Department of Public Safety (DPS) on each original license application and each renewal application filed. If the application or the DPS check reveals a conviction that could be a basis for denying the license, the Licensing staff will refer the matter to TDLR Enforcement Division for further review.

The guidelines and process used by TDLR to determine whether a criminal conviction renders an applicant an unsuitable candidate for the license can be found at:

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

**School Hours:**

|  |  |
| --- | --- |
| **Full-Time Student Hours** | |
| Tuesday – Saturday | 8:30 a.m. – 5:00 p.m. |

**Student Schedules:**

|  |  |  |
| --- | --- | --- |
| **Full-Time Schedule** | **Hrs. per week** | **Schedule** |
| Rehearsal and Performances Floor Rotation – A / B | 37.50 | Tuesday – Saturday  8:30 a.m. – 5:00 p.m. |

**Clocking Time**

Texas students must clock in and out for lunches and breaks, as well as each time they leave the campus for any reason.

**Attendance and Academic Progress**

At Pearlands Innovative School of Beauty, our experience has taught us that maintaining high standards for academics and attendance helps our students complete the program and achieve their dreams of beginning careers in the beauty industry. For that reason, we encourage every student to strive for 100% in their rate of attendance and academic performance. At the same time, to provide flexibility for school-life balance. We have set our minimums for attendance and academic performance at 70%. Specifically, Pearlands Innovative School of Beauty requires that all students maintain both of the following:

* An academic average of 70% or higher and
* A rate of attendance of 67% or higher, in the program

This policy applies to all Pearlands Innovative School of Beauty students. It is critical to understand that failure to comply may lead to termination.

**Academic and Attendance Policy**

The **first policy** under which we enforce the minimum rate of attendance and academic average is the Academic and Attendance Policy. The minimum requirements are a rate of attendance of 67% and an academic average of 70%.

**Attendance Rate Calculation.** The rate of attendance is calculated by dividing the cumulative clocked hours by the cumulative scheduled hours recorded during a student’s enrollment, rounded to the nearest hundredth ( for example, 550 clocked hours divided by 570 scheduled hours equals 96.49% attendance).

**28-Day Policy.** Any student whose attendance is below 50% on the 28th calendar day of enrollment will be terminated, with the option to appeal, as described below.

**“Alerts” & Termination.** While we update each student’s rate of attendance and academic average daily, each full-time student’s status is updated once a month. The status update occurs on or near the day-of-month anniversary sate of the student’s start date. (For example, a student who started the program on March 1st will be measured on or near the 1st of each month thereafter). The status is determined as follows:

Students who meet the minimum levels for attendance and academics will be assigned an “Acceptable” status.

Students below the minimum levels in attendance and/or academics will be assigned an “Alert” status as follows:

* Pearlands Innovative School of Beauty will perform a calculation to determine whether it is mathematically possible – if the student attended at a rate of 100% - for that student to achieve a rate of attendance and/or academics of 70% by the end of two additional monthly measurement periods.
  + If this is possible, the student will have a status of “Alert 1,” but will not be terminated at that time.
  + If this is not possible, the student will be terminated from the program, with the option to appeal.
* **Alert 1:** After being assigned a status of Alert 1, if the student is still out of compliance at the next monthly measurement date, Pearlands Innovative School of Beauty will determine whether it is possible that the student will be able to meet the required rate of attendance or academic level by the end of one additional monthly measurement period.
* If this is possible, the student will be assigned a status of “Alert 2.”
* If this is not possible, the student will be terminated from the program, with the option to appeal.
* **Alert 2:** If a student with a status of Alert 2 is out of compliance for 3 consecutive monthly measurement periods, the student’s enrollment will be terminated, with the option to appeal.

When a student is subject to termination, Pearlands Innovative School of Beauty retains the discretion to suspend rather than terminate the student’s enrollment under “re-entry” process. Re-entry is generally available to those students who (1) have not been terminated from the program on two or more occasions in the past, (2) may, based on current attendance, achieve an attendance rate of 67% within two to three additional monthly measurement periods; and (3) submit a “Goal Statement” noting the steps that the student will take to meet and maintain acceptable attendance and academic levels. Subject to his or her full cooperation with the reentry process, an eligible student will be permitted to continue in the program without interruption under his or her current enrollment agreement.

**Satisfactory Academic Progress Policy**

The Satisfactory Academic Progress Policy is consistently applied to all the students enrolled in a NACCAS-approved program at Pearlands Innovative School of Beauty School of Beauty. To be eligible for Title IV funds, students must make satisfactory academic progress. The Satisfactory Academic Progress policy is printed in the school catalog to ensure that all students receive a copy prior to enrollment.

The **Satisfactory Academic policy** under which we enforce the minimum rate of attendance and academic average is the Satisfactory Academic Progress Policy. As the Academic and Attendance Policy, the minimum requirements are a rate of attendance of 67% and an academic average of 70%. Attendance and academics are measured on a cumulative basis.

**Satisfactory Academic Progress Evaluation**

A student's status under Satisfactory Academic Progress is maintained and updated under a different cycle than the student's academic and attendance policy status. The Student is provided with a Student Progress Report, on which the rate of attendance and academic average are updated at the evaluation period/payment period. The Campus Manager will review the Student Progress Report with the student during the program. Specifically, each student's "Satisfactory Academic Progress status" will be evaluated as follows:

* The Satisfactory Academic Progress evaluation points/payment points for Cosmetology students will occur upon the completion of **500** actual clock hours and for Esthetics / Cosmetology Instructor students will occur upon the completion of **375** clock hours of the program, unless one of the following exceptions apply:
  + Transfer Students (External Transfers Only):
    - The Satisfactory Academic Progress evaluation point/payment point for transfer student that contracts with Pearlands Innovative School of Beauty for less than a full academic year of program hours will occur upon the completion of half of the student's contracted program hours.
    - SAP evaluation periods/payment periods are based on actual contracted hours at the institution.
  + Restart Students (Special Restarts Only):
    - A "Special Restart" is one of the following:
      * A student that restarts after being out of the program more than 180 consecutive calendar days; or
      * A student that restart from a different campus, which results in a material change in the base program requirements, tuition or length
      * The Satisfactory Academic Progress evaluation point/payment point for a Special Restart student that contracts for less than a full academic year of program hours will occur upon the completion of half of the student's remaining program hours.
      * The Satisfactory Academic Progress evaluation point/payment point for a Special Restart Cosmetology student that contracts for more than a full academic year of program hours will occur upon the completion of **500** clock hours and for a Special Restart Esthetics / Cosmetology Instructor student that contracts for more than a full academic year of program hours will occur upon the completion of **375** clock hours after restarting the program.

**Note: All evaluations must be completed within (7) seven school days following the established evaluation points/payment points.**

**Maximum Timeframe**

The maximum timeframe for Satisfactory Academic Progress is 150% of the program length (1,000 hours) or approximately 40.5 calendar weeks for full time and 48 calendar weeks for part time. Transfer hours are counted as both attempted and completed for the purpose of determining the maximum timeframe for Satisfactory Academic Progress. Leave of Absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence.

Students who have not completed the course within the maximum timeframe may continue as a student at Pearlands Innovative School of Beauty on a cash pay basis.

**Grading Procedures**

* Technical Evaluation are graded Pass/Fail only. The required criteria and minimum passing score are set forth on the Technical Evaluation Form. A teacher observes the student's performance and awards points for each criterion that is performed properly. A student will receive a "pass" if the total score on the Technical Evaluation meets or exceeds the minimum score.

**Grading Scale**

|  |  |
| --- | --- |
| 90 - 100 | A |
| 80-89 | B |
| 70- 79 | C |
| 0-69 | Unsatisfactory |

This is how Satisfactory Academic Progress works:

**Rate of Attendance Calculation under Satisfactory Academic Progress**. The rate of attendance is calculated in the same manner as under the Rate of Attendance Progress Policy. The rate of attendance is calculated by dividing the cumulative clocked hours by the cumulative scheduled hours recorded during a student's enrollment, rounded to the nearest hundredth (for example, 525 clocked hours divided by 550 scheduled hours equals 95.45 % attendance).

For purposes of Satisfactory Academic Progress, all time that a student is scheduled to attend will be considered when determining the rate of attendance, even if the hours are spent repeating units of instruction or portions thereof for any reason.

**"Warnings" & Termination under Satisfactory Academic Progress.** If a student fails to maintain the "Minimum Satisfactory Progress" levels for attendance or academic at a Satisfactory Academic Progress evaluation point/payment point (defined above), he/she will be assigned a Satisfactory Academic Progress status of "Academic and Financial Aid Warning." If a student does not meet the Minimum Satisfactory Progress levels at the next required evaluation point/payment point, the student's enrollment will be terminated, with the option to appeal. If a student does meet the Minimum Satisfactory Progress levels at the next required evaluation point/payment point, the student's Satisfactory Academic Progress status will be considered "Satisfactory."

Students who meet the "Minimum Satisfactory Progress" levels for attendance and academics, as well as students who have a Satisfactory Academic Progress status of "Warning" or "Financial Aid Probation" (having been granted an appeal from the Students Appeals Committee) can continue receiving Title IV Aid.

Course incomplete, repetitions and non-credit redial courses are not offered at Pearlands Innovative School of Beauty and therefore they have no effects upon the Satisfactory Academic Progress policy.

**Supporting Student Success under Rate of Attendance Progress and Satisfactory Academic Progress**

The policies establish the processes by which Pearlands Innovative School of Beauty monitors every student's rate of attendance and academic average. Pearlands Innovative School of Beauty will support student in meeting the attendance and academic requirements with several resources and tools by which both Pearlands Innovative School of Beauty and student can closely monitor the attendance and academic performance. As mentioned in the Student Support section of the catalog, we provide the student with a Student Progress Report, on which the rate of attendance and academic average are updated monthly. The Campus Manager will review the Student Progress Report with the student during the program. Also, our teachers have an access to the daily roll call and report and use that report to counsel the student if students are falling behind in attendance or academic performance.

**Warning and Alerts**. In addition, during the enrollment, we will evaluate the student's rate of attendance and academic average at the designated evaluation period/payment period for full­ time and part-time students to determine whether the students are on track in attendance and academics. If the students are not meeting the minimums for attendance and/or academics, students will be notified that the attendance rate and/or academic average has fallen below expectations and noting any change in the student Rate of Attendance Progress and Satisfactory Academic Progress status.

**DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point/payment point are considered to be making satisfactory academic progress. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Cosmetology students deemed not maintaining Satisfactory Academic Progress will have their Title IV Funding interrupted, unless the student is on financial aid warning or has prevailed upon appeal resulting in a status of financial aid probation. For all other programs, there is no financial aid warning period. Students in these shorter programs who are not making SAP at the end of the first payment period are immediately placed on Financial Aid Suspension with the right to appeal. If the student successfully appeals, he/she will be placed on Financial Aid Probation for the second payment period. If the student’s appeal is not successful, he/she will remain on Financial Aid Suspension for the remainder of the program.

**FINANCIAL AID WARNING AND PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the financial aid warning period will be placed on financial aid probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period/payment period may be placed on probation. Pearlands Innovative School of Beauty develops an academic plan in conjunct with the students that if followed will ensure that the student is able to meet the institution's satisfactory academic progress requirements. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next two evaluation period/payment plan. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation/payment period. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

**RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

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

**Termination under Rate of Attendance Progress and Satisfactory Academic Progress**

At times, the change in Rate of Attendance Progress or Satisfactory Academic Progress status that will result from a student's failure to meet the minimum requirements for rate of attendance and academic performance will be termination of enrollment. However, under the rate of attendance and academic progress policies a termination is not necessarily final. Rather, a student whose enrollment is terminated under rate of attendance and/or academic progress often has the option of filing an appeal requesting to restart the program. A student can appeal a termination under rate of attendance or academic progress, subject to a limit of 1 appeals of a termination under rate of attendance progress and a limit of 1 appeal of a termination under satisfactory academic progress.

**Appeals**

An appeal, if granted, will allow the student to restart the program. If the appeal is denied, the student's termination from participation in the program is final.

**Rate of Attendance Progress Appeals**. If a student's appeal from termination under rate of attendance progress is granted, the Student Appeal Committee may impose conditions on the student's restart intended to ensure that he/she will regain a rate of attendance progress status of "Acceptable." The student's progress after restart, including whether he/she is meeting the conditions required by the Student Appeal Committee, will be evaluated once a month for full­ time and part-time students on or about the student's monthly anniversary date of the restart date.

**Satisfactory Academic Progress**. If a student's appeal from a satisfactory academic progress termination is granted, he/she will restart the program with a status of "Probation" and must regain Minimum Satisfactory Progress levels for both attendance and academics before the next required evaluation report. Additionally , just as in case of an appeal under rate of attendance progress, when the Student Appeal Committee grants a student's appeal from a satisfactory academic progress termination, it may impose conditions on the student's restart intended to ensure that he/she will regain "Minimum Satisfactory Progress" under satisfactory academic progress. The student's progress after restart, including whether he/she is meeting the conditions required by the Student Appeal Committee, will be evaluated once a month for full­ time or part-time student, on or about the student's monthly anniversary date of the restart date.

**Rate of Attendance Progress and Satisfactory Academic Progress Appeal Procedure**. In order to file an appeal following termination, the student must submit a written appeal to:

Student Appeals Committee

Pearlands Innovative School of Beauty

9330 Broadway St. Suite D432

Pearland, TX 77584

(281) 670-5120 (Fax)

Appeals may be submitted to the Committee by fax or mail. If a student is determined to not be making satisfactory academic progress, the student will appeal the determination within 10 calendar days. Along with the appeal, the student will be required to provide a detailed “Goal Statement” explaining why the student failed to make satisfactory academic progress and what changed in the students situation that will allow the achievement of satisfactory academic progress at the next evaluation (1) the reason for the appeal (i.e., an injury or illness of the student, the death of a relative, or other special circumstances), (2) any changes the student has made that will allow him or her to be successful, (3) the steps the student will take to meet and maintain acceptable attendance and academic levels if he/she is permitted to restart program and (4) any additional information the student believes is relevant to the Committee’s determination.

Each appeal will be decided by the Student Appeals Committee. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The factors considered to determine whether a student may restart may include, but are not limited to, (1) the current rate of attendance and academics, (2) the extent of unfulfilled program requirements, (3) the current capacity at the campus (4) the student’s disciplinary record.

The Committee reserves the right to deny an appeal to restart following termination, at its sole discretion. The Student Appeals Committee will issue a written decision – including any and all conditions on the decision – to the student. All decisions of the Student Appeals Committee are final and are documented in the student’s file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

**Restart and Re-Entry after termination under Rate of Attendance Progress and Satisfactory Academic Progress**

A student who restarts and/or Re-Entry at Pearlands Innovative after a termination under rate of attendance or satisfactory academic progress will retain the attendance and academic history from his or her previous enrollment at Pearlands Innovative School of Beauty. Additionally, as noted above, a student restating after a successful appeal from a satisfactory academic progress termination will restart the program with a satisfactory academic progress status of “Probation” and must regain Minimum Satisfactory Progress levels before the next required satisfactory academic evaluation point. He/she will also be subject to the policies in the Student Restarts section of this catalog.

**Re-Establishment of Satisfactory Academic Progress**

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

**Student Leaves under Satisfactory Academic Progress**

If a student is placed on an approved leave of absence, the Leave of Absence policy will extend the student’s contract period and his or her maximum timeframe by the same number of calendar days as the approved leave of absence. A student returning from an approved leave or other official interruption of training will return to school at the same satisfactory academic progress statuses he/she maintained immediately prior to the leave. Scheduled hours falling within the approved leave time will not count and, therefore, will not affect a student’s rate of attendance.

**External Grievance and Complaint Procedures**

Complaints against this school may be filled with TDLR. TDLR has a comprehensive enforcement program that investigates and resolves complaints against individuals and entities licensed by the Department. Students may file a complaint by contacting the Department:

Enforcement Division

P.O. Box 12157

Austin, TX 78711

Phone: (800) 803-9202 / (512) 539-5600

Fax: (512) 539-5698

Email: [complaints@license.state.tx.us](mailto:complaints@license.state.tx.us)

Complaint forms can be downloaded at the following web site:

<http://www.license.state.tx.us/Complaints>