



EVVAYLOIS **Academy**

School of Beauty

CATALOG

2021

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Brenham, Texas 77833

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GENERAL **INFORMATION**

GENERAL INFORMATION

ABOUT US

EVVAYLOIS Academy School of Beauty, owned by EVVAYLOIS Foundation, Inc., is a non-profit organization. Phone: 979.421.8262 Fax: 979.421.8426. The school is located at 2244 South Market Street, Brenham, Texas 77833. The school suite occupies a space within a commercial and shopping area building. **EVVAYLOIS Academy** is a non-smoking facility.

EVVAYLOIS Academy maintains a tradition of excellence in preparing its undergraduates for creative work in the cosmetology industry. Its curriculum is designed to prepare an individual for entry, development, and promotion in the cosmetology field.

The school is designed to best accommodate three areas of traditional instruction: **Theory, Practical, and Clinical** work. All areas are fully equipped with classroom and practical equipment and modern styling stations to serve the public. EVVAYLOIS Academy does not utilize distance learning for credit, although the resources provided by the internet are fully integrated in to the curriculum.

Zelda Moore is the President and CEO of EVVAYLOIS Foundation, Inc. and President of the EVVAYLOIS Academy School of Beauty. She has been a licensed Cosmetologist since 1984 and Instructor for the past ten years. For many years, she and her family have owned and operated their own salon in College Station, Syblings Hair and Nail Salon, where her specialty is manicuring and nail enhancement.

Ms. Moore, has served area beauty schools and taught for several years in Houston at Royal Beauty Careers (also known as American National College) where she graduated many successful entrepreneurs in the beauty industry.

CONSUMER INFORMATION

EVVAYLOIS Academy School of Beauty is licensed under the Texas Department of Licensing and Regulation (TDLR). Documentation regarding the Institution's licensing is available to any student, upon request. As of June, 2018, EVVAYLOIS Academy School of Beauty is a Candidate for Accreditation under COE, the Council of Occupational Education.

MISSION STATEMENT

- EVVAYLOIS Academy School of Beauty provides a quality educational experience to produce strong working professionals in the Beauty Industry.

PHILOSOPHY

- We are an elite team of disciplined leaders who walk in the spirit of excellence
- We are motivators as well as innovators
- We assist and insist that our students become independent and self-sufficient business people, with the mind to succeed in this sea of beauty
- We place a level of high importance on developing what is already inside each student
- We specialize in seeing and tapping into the creative abilities of each student
- We believe that each student has a natural desire to want to change, to choose, and to be.
- We believe that curriculum as well as support is critical in the development of the greatness that dwells within each student

We are EVVAYLOIS

We welcome inquiries about our school.

FULL-TIME FACULTY AND ADMINISTRATIVE STAFF

Owner..... Ms. Zelda Moore
Instructor Cosmetology Operator..... Ms. Jane Archie
Graduate of Emory University, BA in Spanish; Northeastern Illinois University, MA in Guidance and Counseling; Debbie’s School of Beauty Culture, Cosmetology Operator license; Spring Branch Beauty College, Cosmetology Instructor’s license
Instructor for Manicurist..... Ms. Zelda Moore
Graduate of Brenham High School, HS Diploma; Career technical Institute, Cosmetology Operator license; Royal Beauty Careers, Cosmetology Instructor’s license
Instructor for Instructor Classes..... Ms. Jane Archie
Campus Director.....Ms. LaTrece Miles
Financial Aid Director..... Ms. Jane Archie
Registrar.....Ms. LaTrece Miles

HEIRARCHY OF THE COSMETOLOGY INDUSTRY





ENROLLMENT AND ADMISSIONS

POLICY ON ENROLLMENT

Candidates for enrollment as a regular student into the **EVVAYLOIS** Academy School of Beauty's **Cosmetology Operator** program must be at least 17 years of age and not enrolled in any primary or secondary education. Candidates need:

A High School Diploma from an approved school in the United States*

or

A recognized equivalent of a high school diploma, such as a general educational development (GED) certificate or other state sanctioned test or diploma-equivalency certificate

or

High school diplomas/transcripts from other countries are acceptable toward the student eligibility general requirement, as long as the diploma is equivalent to a U.S. high school diploma. As documentation of proof of completion of secondary education, the diploma or transcript must be officially translated into English and officially certified as the equivalent to a high school completion in the United States,

or

Has completed homeschooling at the secondary level as defined by state law or has completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, since Texas state law does not require a homeschooled student to receive a credential for their education.

EVVAYLOIS Academy School of Beauty does not accept "Ability to Benefit" candidates or ATB/ Career Pathway students.

Students accepted into the **Cosmetology Operator** Program may be eligible for Title IV financial aid assistance (as described in our catalog section on Financial Assistance).

The **Instructor Program** candidate must at least 18 years of age, have a high school diploma or high school equivalency certificate, have a valid Operator, Manicurist, Esthetician, or other Specialty license, and must have one year of experience working under that license.

Students enrolled in this program are not eligible for Title IV financial aid, but may qualify for other assistance as described in our catalog section on Financial Assistance.

Candidates interested in the **Manicurist program** must at least 17 years of age, have a high school diploma or high school equivalency certificate.

Students enrolled in this program are not eligible for Title IV financial aid, but may qualify for other assistance as described in our catalog section on Financial Assistance.

**An approved High School is one that is recognized by an accrediting body for institutions of higher education by the Secretary of U.S. Department of Education or a federal agency, state government or other organization that recognizes accrediting agencies or associations.*

TEXAS DEPARTMENT OF LICENSING AND REGULATION PERMITS

All Cosmetology program students (Operators, Instructors and Manicurists) are required to submit an application for a Texas Department of Licensing and Regulation (TDLR) Student Permit. This application must be accompanied by an application fee of \$25.00. The school requests that students bring two (2) small pictures or a school picture will be taken to place on the permit. Each student enrolled must have a TDLR permit. The application and fee must be submitted to TDLR by EVVAYLOIS Academy.

ENROLLMENT SCHEDULES

A candidate for enrollment may register for an Informational Interview at any time. Potential students are encouraged to set up an appointment with the Campus Director or Registrar for the Interview and a tour of the Academy. Prior to beginning class, candidates must complete the registration packet, submit proof of age and education, and pay the Academy registration fee of \$100.00 and the Texas Department of Licensing and Registration permit fee of \$25.00.

All classes begin twice each month.

ENROLLMENT TIME

“Enrollment Time” is defined as the time elapsed between the actual starting date and the date on which the student officially terminates enrollment by graduating or withdrawing from the institution.

Termination shall occur upon student’s last day of physical attendance in the school.

ENROLLMENT AGREEMENT

The student must sign an enrollment agreement agreeing to abide by all rules and regulations in effect or which may become effective in the school during any period of enrollment. Students understand that he/she will be eligible to take the State Board examinations under the State Law when he/she has satisfied all monetary obligations to the school, and has received a completion certificate or diploma of graduation from the school. Cosmetology Operator students must take and pass the written portion of the exam before graduation.

AMERICANS WITH DISABILITIES ACT OF 1990

The school complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. If enrolled under training with a government agency, institution district, and/or other entity, students must meet the admission requirements set out in the training agreement and/or applicable state licensing or certifications requirements. Those students with handicaps wishing to pursue training in the field of Cosmetology will be evaluated on an individual basis to determine if:

1. They meet the basic requirements and
2. They can benefit from the training offered by the school.
3. The instructional and physical facilities are accessible to them.

The Academy accepts applications from candidates without regard to sex, race, age, color, religion and national origin in compliance with the Civil Rights Act of 1964, as amended in 1991, and all requirements imposed by that law.

FACILITIES/ SERVICES FOR STUDENT WITH DISABILITIES

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

Students interested in attending EVVAYLOIS Academy who are in need of accommodations, should schedule an appointment with the Campus Director. At that meeting, the nature of the reported disability, its impact on learning, the process for receiving reasonable accommodations, and the types of accommodations available will be discussed. Please bring copies of current documentation of a disability to this meeting. Documentation must be provided by a medical expert within the last three years and include:

- a diagnosis of the disability;

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

Upon completion of the initial meeting, a formal request for the accommodation must be submitted in writing to the school. The school will respond to the request within 15 days of receipt. During this 15-day time frame, the school will consult with Texas Department of Licensing and Regulation in order to ensure the accommodation will be granted during the state board-licensing exam. The initial meeting, formal request, and response from the school must take place prior to the pre-enrollment process.

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

TRANSFER STUDENT

EVVAYLOIS Academy School of Beauty abides by the rules and regulations of the Texas Department of Licensing and Regulation (TDLR) for defining policies on the transfer of a student from other institutions for all programs. Each transfer student is considered on an individual basis. A transfer student must be officially dropped from their previous school before they can be considered for enrollment in EVVAYLOIS Academy. The transfer student may be required to take a written and practical test to determine his/her class placement.

All hours are officially kept by TDLR. It is the responsibility of the transfer student to interact with TDLR to get all of their hours from other schools posted and released in the TDLR system. The tuition will be charged per hour needed and is based on the total number of hours that the transfer student needs to complete, not to exceed the full program discounted tuition price.

If the transferred student's hours are not posted or released in TDLR, upon enrollment, a contract for the entire program is written. If a transfer student's previous hours are released in TDLR, within 60 days of enrollment, a new contract based on the TDLR hours will be written and the student will be charged accordingly; and, if necessary, placement in classes will change.

Cosmetology Operator transfer students with 700 or more previous hours must complete at least 300 hours at EVVAYLOIS Academy School of Beauty to graduate.

COURSE TRANSFER POLICY

Students may transfer from Manicuring to Cosmetology Operator or from Cosmetology Operator to Manicuring after they have completed at least 100 hours in that course. They may only transfer 100 hours either way, and they must drop the first course, and enroll as a new student, pay a new TDLLR permit fee for the new course, and pay for new books and kit. Tuition for the new course will be prorated.

RE-ENTRY POLICY

Students who were dropped or were terminated and wish to re-enter **EVVAYLOIS Academy** School of Beauty must do so by submitting a written request, which is reviewed by the Appeals Committee.

The decision regarding re-entry is made by the Appeals Committee. A student must re-enter **EVVAYLOIS Academy** after being terminated or withdrawn, at the same satisfactory academic progress status as in place at the time the student was terminated or withdrawn.

Cosmetology Operator students wishing to qualify for Title IV financial aid, upon re-entry, will not be eligible to receive any funds until they have accomplished satisfactory academic standards of progress.

Satisfactory standards of progress are:

1. Grade average minimum of 80%
2. Attendance average minimum of 80%
3. Attended hours necessary for subsequent disbursements.

A returning Cosmetology Operator student will be readmitted on probation for a specific period of time determined by the Appeals Committee. At the end of this specified time, the student will be evaluated and it will be determined if they are making satisfactory progress in academics and attendance to make them eligible to receive financial aid. Until this is determined, the student will be required to pay cash for tuition, and will not be considered making satisfactory standards of progress.

Students returning will re-apply at the current rate of tuition. Placement in class will be determined on a case-by-case basis. Arrangements for

satisfying payments of any applicable balance owed under previous enrollment must be made prior to re-enrollment. Arrangements for purchasing a new kit or books may be made with Campus Director.

STUDENT CONSUMER INFORMATION POLICY

The student should consider carefully all aspects of his/her decision to attend **EVVAYLOIS Academy** School of Beauty. Federal laws require schools to publish all pertinent facts for public information. One such law is Section 493A of the Federal Higher Education Act of 1965, as amended by Public Law 94-482 in 1977. This consumer information law covers many items in different parts of this catalog. Generally, the items include, but are not limited to:

| | | |
|---------------|-------------------|-----------|
| Facilities | Financial Aid | Placement |
| Refund Policy | Academic Programs | Faculty |

EVVAYLOIS Academy adheres to the Federal Educational Rights and Policies Act and the disposal rule of the Fair and Accurate Credit Transactions Act of 2003, as appended in 2005 and 2008 Federal Register 16 Code of Federal Regulations, Part 682.

MILITARY RE-ADMISSION

For a student to be considered for Military re-admission the student must have been enrolled in the school and making satisfactory academic progress prior to being called to active duty.

The student must return within 5 years of the last day of attendance, and re-enroll within 60 days of the end of their tour of duty. They must be able to prove they were in good standing with the military upon the completion of their tour of duty.

The process for a military re-admission is same as a new student with the rate of tuition at the time in which the student originally enrolled, not to extend beyond 5 years of withdrawal.

Books and any supplies will be no lower than cost. All the financial aid forms must be completed again except for the FASFA unless the previous FASFA has expired.

EVVAYLOIS Academy School of Beauty *does not* offer Program incompletes; Repeat Courses; or Non-Covered Remedial Courses



***STANDARDS
OF
PROGRESS***

STANDARDS OF PROGRESS

SATISFACTORY ACADEMIC PROGRESS

All Students in all programs must show good attendance and passing grades to stay current and satisfactorily progress toward graduation. All students are regularly evaluated on the requirement to meet Satisfactory Academic Progress (SAP) criteria, a cumulative 80% attendance and "B" academic average in order to remain at EVVAYLOIS Academy. Satisfactory Progress in attendance and academic work is a requirement for all courses.

The *Cosmetology Operator program (1000 clock hours)* is the only course currently eligible for enrolled students to receive Title IV, HEA funding. For Cosmetology Operator students, SAP determines continued eligibility to receive Title IV funds. Cosmetology Operator students must maintain SAP to continue to attend the Academy and for eligibility for Title IV funding.

ATTENDANCE REQUIREMENTS:

Students must attend school a minimum of 80% of their scheduled time, and must complete their course within the maximum timeframe for their course. (Maximum timeframe is explained below). Students are evaluated to determine if they are meeting this minimum during *SATISFACTORY ACADEMIC PROGRESS EVALUATION PERIODS (SAP)*.

These SAP Evaluations occur at the following scheduled hour marks:

| | |
|-----------------------|---------------------|
| Cosmetology Operator: | 500 scheduled hours |
| Manicurist | 300 scheduled hours |
| Instructor: | 250 scheduled hours |

Satisfactory Academic Progress evaluation periods are based on the student's contracted (scheduled) hours at the institution. The percent of attendance is determined by dividing the student's actual (accumulated) hours by the scheduled hours.

For the Cosmetology course, this evaluation period is also called the payment period for financial aid. Each month, the number of scheduled hours in that month are posted by the timeclock, as well as the minimum hours needed to meet the 80% requirement. Students falling below the 80% mark during a month are counseled by their Instructor and the Campus Director

ATTENDANCE PROGRESS – MAXIMUM TIMEFRAME

All students must complete their course in no more than 150% of the published program length, called the Maximum Time Frame. This is determined by multiplying the scheduled number of hours for the program by 150%. See below for an example of the maximum timeframe allowed to complete the courses offered at the Academy.

1. For the Cosmetology Operator program all attempted instructional clock hours earned either at this Institution or attempted hours from other institutions must be counted toward the 150% funding eligibility for Title IV, HEA funds. These must be counted whether a student received Title IV, HEA federal student aid or not, in order to graduate within the maximum allowed 150 % Quantitative time frame.
2. Attendance: Students must maintain at least an 80% cumulative attendance average to be considered making satisfactory progress and to complete the program within the maximum time frame.
3. A leave of absence will extend the student’s contract period, and maximum time frame, by the same number of days in the leave of absence

Course Maximum Time Allowed

Maximum Scheduled Hours Maximum Weeks

| | | | |
|----------------------|-----------|------------------|----------|
| Cosmetology Operator | Full Time | 1500 Clock Hours | 43 weeks |
| Cosmetology Operator | Part Time | 1500 Clock Hours | 66 weeks |
| Manicurist | Full Time | 900 Clock Hours | 26 weeks |
| Instructor | Full Time | 750 Clock Hours | 22 weeks |

Any student reaching this maximum time frame will be dropped from the program and will be eligible to re-enroll after sixty days at the current hourly rate of the program. Leave of Absence and/or suspension will not extend the maximum time frame of the contract.

ACADEMIC REQUIREMENTS WITH PASSING GRADES

The following factors will be measured to determine academic progress:

- Theory work (test grades, homework assignments, etc.)
- Practical work (Mannequin, live model and clinic floor customers)
- Sanitation grades

Theory and practical work are graded according to the following scale:

| | |
|---|-------------------------|
| A | 90 - 100 (Superior) |
| B | 80 - 89 (Above Average) |
| C | 70 - 79 (Average) |
| F | 0 - 69 (Failing) |

Students must maintain a minimum B (80%) grade, average, to be considered making satisfactory academic progress. Students who are absent for a scheduled practical or academic test or quiz are encouraged to make-up the work.

There is no “Incomplete”, “Course Repetition”, or “Remedial coursework” option from the Academy

Exam Re-takes: Students are encouraged to re-take tests or quizzes to replace a failing grade if they do not feel the grade reflects their knowledge and comprehension of the subject.

The re-take actual score replaces the failing grade. The goal is to assure that the student has the knowledge to successfully pass the state board exam. The highest grade will be the official grade. (This policy is considered to be the minimum standard and additional options may be offered at the discretion of the instructor).

ACADEMIC YEAR DEFINITION

EVVAYLOIS Academy academic year is defined as 1000 clock hours and 29 weeks for Title IV, financial aid purposes. In order to receive Title IV financial aid payments, a student must be enrolled in the Cosmetology Operator program and meet both clock hours and weeks of instruction as well as complying with all standards of Satisfactory Academic Progress.

DETERMINATION OF PROGRESS

SATISFACTORY ACADEMIC PROGRESS (SAP) EVALUATIONS

A cumulative evaluation of both attendance and academics for all students enrolled in EVVAYLOIS Academy is conducted by the Campus Director (or school official) at the scheduled SAP periods. Each review includes both an evaluation of that SAP period and a cumulative review of the actual hours of attendance, the student's pace of attendance and academic grades.

At these scheduled Satisfactory Progress evaluations, a student receives a copy of their Satisfactory Academic Progress Report from their instructor or the Director.

ATTENDANCE/TARDINESS POLICIES

1. Attendance is extremely important. All students are expected to attend class, daily, and on time.

2. Excessive absences or lateness negatively impact the satisfactory progress of the student. Students must be in class to learn the materials and practice the skills to succeed.

All students must clock in, clock out for lunch, clock in upon return from lunch, and clock out at the end of the day.

3. Attendance records are maintained, electronically clearly show the attendance of a student. These records indicate the student's presence, absence, or tardiness for each scheduled day. These records are maintained, in such a manner as to make the student's attendance readily determined by anyone authorized to inspect such records.

4. All classes begin at 9:00AM. If a student arrives late, the student cannot clock in for that class and must go home for the day.

5. All students must inform the office of absences or tardiness.

When a student is absent, it is up to the student to find out if there was a test. The student has one week to make up the test. If the student does not make-up the text, within that week, the student will receive a zero.

6. If a student exceeds the contracted graduation date of their program, the student will be responsible for over contract tuition for all hours needed based on the current hourly rate.

WARNING STATUS

After a Satisfactory Academic Progress evaluation, if a student does not meet one or both of the minimum requirements for SAP (attendance and/or academic progress), and this is the first period in their enrollment, or they did meet SAP in the prior evaluation period, they will be placed on Warning Status for one evaluation period. Warning status is for one evaluation period only.

If the student is a financial aid recipient, they may continue to receive financial assistance for that evaluation (payment) period only.

The student will be advised in writing of the actions required to attain satisfactory academic progress by the next SAP evaluation. At the next evaluation, the student will be considered to meeting SAP if they have met the cumulative minimum standards for academics and attendance.

At the next Evaluation, if the student fails to meet SAP, the student will lose Title IV financial aid eligibility and will be placed on a cash-basis status with the Academy. During this period the student will not be eligible to receive Title IV financial aid funds and he/she must create a cash payment plan with the Academy. This plan must be approved within 10 school days of notification of the failure to meet SAP.

The student will have the right to appeal the SAP failure in order to be placed on Probation Status.

APPEALS and PROBATION STATUS

Students failing to meet minimum progress requirements after a warning status period, must appeal, in writing, prior to being placed on probation.

If a student is determined to not be making SAP in the evaluation period following being on warning status, he/she may appeal the determination within ten calendar days. Reasons for which a student may appeal a negative progress determination include death of a relative, injury or illness of the student or any other allowable special or mitigating circumstances.

The student must submit a written appeal to the Academy Appeals Committee, describing why they failed to meet SAP, what has changed in their situation so that he/she will be able to meet SAP in the next evaluation period, and any supporting documentation of the reasons why the determination should be reversed.

Attendance and grades of theory tests and practical work are used to evaluate the student's academic progress. Students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. At the end of the Probation period, if the student is meeting the SAP criteria, he/she will be allowed to continue their attendance at the Academy, and financial aid eligibility will be restored.

If the Appeals Committee determines that it will take more than one evaluation period for the student to meet SAP, he/she may be placed on probation with an academic plan.

The academic plan will include specific attendance and academic requirements. It will be created with input from the student, Instructor, and Campus Director, taking into consideration the individual issues needing to be addressed to successfully meet SAP and move toward completion of the course within the maximum time frame allowed. Students placed on an academic plan must meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan at the end of the probation period will be considered making Satisfactory Academic Progress, and financial aid eligibility can be restored.

The student will be advised, in writing, of the actions required to attain satisfactory academic progress by the next evaluation. If, at the end of the probationary period, the student has not met both attendance and academics required for satisfactory academic progress, or criteria set forth by the academic plan, the student will be determined as not making satisfactory academic progress and will be terminated from the school.

Appeal documents will be reviewed and a decision will be made and reported to the student within 10 calendar days. The appeal and decision documents will be retained in the student file.

TERMINATION UNDER SATISFACTORY ACADEMIC PROGRESS

At times, the change in satisfactory academic progress status can result from the failure of a student to meet the minimum cumulative requirements for rate of attendance and academic performance, resulting in a termination of enrollment.

However, under the Satisfactory Academic Progress Policy, a termination is not necessarily final. Rather, a student whose enrollment is terminated under satisfactory academic progress often has the option of filing an appeal requesting to re-start the program. A student can appeal a termination under satisfactory academic progress, subject to a limit of one appeal.

The student must submit a written appeal to the Academy Appeals Committee, describing why they failed to meet SAP, what has changed in their situation so that he/she will be able to re-enter the school and meet SAP in the next evaluation period. The Committee will review the student's case with Faculty members, taking into consideration any mitigating circumstances presented by the student.

If, in the view of the Committee, the student (even though not meeting all satisfactory progress criteria) may be considered because of mitigating circumstances to be making satisfactory progress, an individual judgment to negate the termination can be made.

RE-ENTRY AFTER A TERMINATION UNDER SATISFACTORY ACADEMIC PROGRESS

A student who re-starts at EVVAYLOIS Academy School of Beauty after termination due to lack of satisfactory academic progress, will retain the attendance and academic history from his or her previous enrollment at the Academy. Additionally, as noted above, a student re-starting after an appeal from satisfactory academic progress termination will re-start the program with the same satisfactory academic progress status in place at the time the student was terminated or withdrawn.

A returning student will be readmitted on probation for a specific period of time determined by the Appeals Committee. The student will be subject to any new policies enacted by the school for all "new" students. At the end of this specified time, the student will be evaluated and it will be determined if they are making satisfactory progress in academics and attendance to make them eligible to continue their attendance at the Academy and if applicable, receive financial aid.

Until this is determined, the student will be required to pay cash for tuition and will not be considered making satisfactory academic progress.

LEAVE OF ABSENCE POLICY

A Leave of Absence can only be granted under the following conditions:

1. The student has made a written request to be granted Leave of Absence (LOA)
2. **EVVAYLOIS Academy** has given permission for the LOA, in writing.
3. The LOA does not involve any additional charges by the school to the student.
4. LOA cannot be less than five days and cannot exceed 60 calendar days.
5. Student must have attended for at least 30 days prior to requesting LOA.
6. In a 12-month period, a student may not have more than two LOAs, which may not exceed more than 120 days, combined.
7. Students requesting LOA in the first 90 days of enrollment must be making Satisfactory Academic Progress. Additionally, the student must provide documentation of hardship for the LOA.
8. The grace period for loan repayment for students receiving Financial Aid may be affected. Please check with the Financial Aid office for more information concerning this.
9. A student must re-enter on the first day after expiration of the LOA. If the student DOES NOT resume attendance of their classes the first day after expiration of the LOA, the student will be withdrawn. If the 120th day falls on a Sunday, the return date is Monday. However, if it falls on a Saturday, the return date is Friday.
10. Students returning from LOA or other official interruption of training, must return to school in the same satisfactory progress status they had prior to their departure.

For a student on approved LOA, upon return, their contract will be extended by the same number of calendar days taken during the LOA.

OFFICIAL WITHDRAWAL

A student may officially withdraw from **EVVAYLOIS Academy School of Beauty** at any time by:

1. Notifying the Campus Director or Financial Aid Director in writing.
2. The withdrawal will be effective on the day the notification is received by the Campus Director.
3. The date of the termination for return and refund purposes is the date the student provided official notification of intent to withdraw, in writing or the date the student began the withdrawal from EVVAYLOIS Academy records.

4. A student is allowed to rescind his notification in writing and continue the program. If the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

DEFINITIONS - UNOFFICIAL WITHDRAWAL

A student will be unofficially withdrawn from the school if:

1. They are not currently on an approved leave of absence and miss 8 (eight) consecutive school days without personally contacting the Campus Director or their Instructor.
2. If a student is absent for more than 14 consecutive calendar days and does not provide official notification to the Campus Director of his or her intent to withdraw.
3. A student, who is on approved leave of absence, fails to return on the scheduled date of return

In these cases, the date of the termination for return and refund purposes is the student's last day of attendance.

EVVAYLOIS Academy School of Beauty *does not* offer Program incompletes; Repeat Courses; or Non-Covered Remedial Courses

GRADUATION, LICENSING AND PLACEMENT

EVVAYLOIS Academy School of Beauty is proud of our track record in graduating students, preparing them for the State Board examinations and assisting them in employment.

The following information is contained in the 2019 Annual Report to the Council on Occupational Education (COE):

| Program Name | Completion Rate | Licensure Rate | Placement Rate |
|---------------------------------------|-----------------|----------------|----------------|
| Cosmetology Operator | 75% | 100% | 100% |
| Manicurist | 100% | 100% | 100% |
| Instructor (with one year experience) | 100% | 100% | 100% |



FINANCES AND REFUNDS

FINANCES AND REFUNDS - TUITION AND FEES

COSMETOLOGY OPERATOR

1000 HOURS

Full-Time: 8 Months

Part Time: 11 Months

| <i>DESCRIPTION</i> | <i>AMOUNT</i> |
|---|----------------------------|
| Enrollment Fee | \$100.00 |
| Tuition | \$10,500.00 |
| Books, Smock/T-Shirt | \$600.00 |
| Kit | \$1000.00 |
| Graduation (or Drop) Fee | \$100.00 |
| State Permit Fee, State Board Theory Exam Fee | \$80.00 |
| <i>Total Cost</i> | <i>\$12,380.00*</i> |

***Students who qualify may be eligible to receive Title IV Financial Aid for this course**

MANICURIST

600 HOURS

Full-Time: 5 Months

Part Time: 7 Months

| <i>DESCRIPTION</i> | <i>AMOUNT</i> |
|---|---------------------------|
| Enrollment Fee | \$100.00 |
| Tuition | \$4200.00 |
| Books, Smock/T-Shirt | \$550.00 |
| Kit | \$800.00 |
| Graduation (or Drop) Fee | \$100.00 |
| State Permit Fee, State Board Theory Exam Fee | \$80.00 |
| <i>Total Cost</i> | <i>\$5830.00**</i> |

****This course is not approved for Title Iv Financial Aid benefits**

INSTRUCTOR (with one- year experience)

500 HOURS

Full-Time: 4 Months

Part Time: 6 Months

| <i>DESCRIPTION</i> | <i>AMOUNT</i> |
|---|---------------------------|
| Enrollment Fee | \$100.00 |
| Tuition | \$5000.00 |
| Books, Smock/T-Shirt | \$550.00 |
| Kit | \$250.00 |
| Graduation (or Drop) Fee | \$100.00 |
| State Permit Fee, State Board Theory Exam Fee | \$80.00 |
| <i>Total Cost</i> | <i>\$6080.00**</i> |

****This course is not approved for Title Iv Financial Aid benefits**

DIPLOMA PROGRAMS

| DESCRIPTION | HOURS | FULL-TIME | PART-TIME | TUITION |
|--|-------|-----------|-----------|------------------|
| Cosmetology Operator | 1000 | 29 Weeks | 44 Weeks | \$10,500 |
| Manicurist | 600 | 18 Weeks | 26 Weeks | \$4200.00 |
| Instructor (with one year. experience) | 500 | 15 Weeks | 22 Weeks | \$5000.00 |

METHODS OF PAYMENT

1. Cash paying students will have scheduled interest-free payments.
2. Credit Cards: Master Card, Visa, American Express, and Discover.
3. Title Iv Financial Aid (**for the Cosmetology Operator Program, only**)
4. The Academy works with Texas Workforce Department of Rehabilitative Services to help individuals with physical, emotional or vocational handicaps, which are detrimental to obtaining employment. They may be eligible for funds for tuition, fees, books and, in some cases, maintenance and transportation allowances.
5. EVVAYLOIS FOUNDATION offers scholarships to students in need of financial assistance on a case-by-case basis depending on student application and availability of funds.

Discuss any or all payment options with the Campus Director.

All tuition, registration, kit, book, smock, t-shirt, and supply fees are due and payable on the first day of attendance at EVVAYLOIS Academy School of Beauty (payment plans may be arranged.)

EXTRA-INSTRUCTIONAL CHARGES POLICY

All contracts between **EVVAYLOIS Academy** and its students have a contract completion date. Any student who does not graduate by the contract completion date will be allowed to continue school with a new contract based on the current hourly rate. The amount will be figured by multiplying the number of remaining hours needed to graduate by the current hourly rate.

The **Extra-Instructional hourly rate** fees are:

Cosmetology Operator: \$10.00 per hour

Manicurist: \$10.00 per hour

Instructor: \$12.00 per hour

REFUND POLICY:

Our refund policy is based **on all tuition and fees paid on the first day of class**; pursuant to Texas Department of Licensing and Regulation Refund Policy Guidelines for Cosmetology students.

1. An applicant rejected by the school shall be entitled to a refund of all monies paid.
2. If the enrollment of the student was procured from a misrepresentation made in the advertising or promotional materials of the school or a representation by an owner or representative of the school, all monies collected by the school shall be refunded.
3. If a student (or in case of a student under legal age, his/her parents/guardian) cancels his/her enrollment agreement and demands his/her money back in writing or in person, not later than midnight of the third day after the date on which the enrollment agreement is signed by the applicant, excluding Saturdays, Sundays, and legal holidays, and making an initial payment and prior to entering classes, all monies collected by the school shall be refundable.
4. If tuition is collected in advance of the first day of the program, and if, after expiration of the 72-hour cancellation privilege, the student does not enter the program, the registration fee (not more than \$100.00), shall be retained by the school.
5. If the student cancels his/her enrollment three (3) days after the signing of the enrollment agreement and the student does not enter, all monies shall be refunded, less a registration fee (not more than \$100.00). The registration fee applies to all courses.
6. For students who enroll and begin classes, the schedule on the next page of tuition adjustment is authorized in courses where student paid this fee.
7. Refunds are based on scheduled hours as of the last day of attendance.
8. If student is on a payment plan, they will have to pay up to the schedule at withdrawal time (unless other arrangements are made).
9. TDLR permit fee, and textbooks are not refundable or returnable. Kits, smocks, and school issued outer wear are not refundable or returnable due to sanitary precautions.
10. Withdrawn and/or terminated students may or may not owe monies to the school for tuition, according to State refund policies as outlined, previously.
11. Refunds, when due, are made within 30 days of the last day of attendance if written notification has been provided to the school by the student, or from the date that the school determines withdrawal by the student.
12. Refunds, when due, are made without requiring a request from the student.
13. Refunds for funding through VA follow the VA pro rata refund policies.

14. EVVAYLOIS Academy is not responsible for delays in funding that might occur if the information given by the student to secure funding proves not to be correct or requires validation procedures

| REFUND POLICY CHART | | | |
|--|-----------------------|---------------------------|----------------------------|
| Clock Hours during Week 1 or 1st 10% (whichever is less) | | | |
| Description | Hours | Refund to Students | Student Owes School |
| Instructor - 500 hrs. | .01 to 40 or 50 hours | 90% | 10% |
| Manicurist | .01 to 40 or 60 hours | 90% | 10% |
| Cosmetology Operator | .01 to 40 hours | 90% | 10% |
| REFUND POLICY CHART | | | |
| Clock Hours after Week 1 or 1st 10% (whichever is less) but within the first three weeks | | | |
| Description | Hours | Refund to Students | Student Owes School |
| Instructor - 500 hrs. | 40.01 to 50 hours | 80% | 20% |
| Manicurist | 40.01 to 60 hours | 80% | 20% |
| Cosmetology Operator | 40.01 to 100 hours | 80% | 20% |
| REFUND POLICY CHART | | | |
| Clock Hours after Week 3 or 1st 10% to 25% (whichever is less) | | | |
| Description | Hours | Refund to Students | Student Owes School |
| Instructor - 500 hrs. | 50.01 to 125 hours | 75% | 25% |
| Manicurist | 60.01 to 150 hours | 75% | 25% |
| Cosmetology Operator | 100.01 to 250 hours | 75% | 25% |
| REFUND POLICY CHART | | | |
| Clock Hours after 1st 25% to 50% (whichever is less) | | | |
| Description | Hours | Refund to Students | Student Owes School |
| Instructor - 500 hrs. | 125.01 to 250 hours | 50% | 50% |
| Manicurist | 150.01 to 300 hours | 50% | 50% |
| Cosmetology Operator | 250.01 to 500 hours | 50% | 50% |
| REFUND POLICY CHART | | | |
| Clock Hours after 2nd 50% to 100% (whichever is less) | | | |
| Description | Hours | Refund to Students | Student Owes School |
| Instructor - 500 hrs. | 250.01 to 500 hours | 0% | 100% |
| Manicurist | 300.01 to 600 hours | 0% | 100% |
| Cosmetology Operator | 500.01 to 1000 hours | 0% | 100% |



FINANCIAL AID

FINANCIAL AID PROGRAMS

EVVAYLOIS Academy School of Beauty is eligible to participate in the following student Financial Aid Programs, offered by the Federal Government, EVVAYLOIS Foundation, and the State to help students finance their education:

1. Federal Direct Student Loan Programs
2. Federal Pell Grant Program
3. Texas Workforce Vocational Rehabilitative Services (Formerly DARS)
4. EVVAYLOIS Foundation Scholarships

PROCEDURE FOR APPLICATION OF FINANCIAL AID PROGRAMS AND ELIGIBILITY REQUIREMENTS

Each prospective student is provided with admission and financial aid application information. **For students enrolling in the Cosmetology Operator program, step one of the application process is to file a *Free Application for Federal Student Aid (FAFSA)*.**

Eligible students enrolled in the Cosmetology Operator program will receive financial aid as long they are enrolled at least half time and maintain satisfactory progress.

Students enrolling in Manicurist or Instructor program as well as the Cosmetology Operator program may apply for aid through the TWC Rehabilitative Services or the EVVAYLOIS Foundation. The Campus Director has application information for both of these programs.

ACADEMIC QUALIFICATIONS FOR TITLE IV, HEA FUNDING

To receive Title IV, HEA funds, such as Pell Grant or a Direct Student Loan, a student must be qualified to study at **EVVAYLOIS Academy** in the Cosmetology Operator program.

A student qualifies if she/he:

Has a high school diploma, (not from a Diploma Mill – see below for definition) This can be from a foreign school if it is equivalent to a U.S. high school diploma;

or

Has the recognized equivalent of a high school diploma, such as a general educational development (GED) certificate or other state sanctioned test or diploma-equivalency certificate;

or

Has completed homeschooling at the secondary level as defined by state law;

DIPLOMA MILL DEFINITION - AN ENTITY THAT:

1. Charges someone a fee and requires him to complete little or no education or coursework to obtain a degree, diploma, or certificate that may be used to represent to the general public that he has completed a program of secondary or postsecondary education or training; and

2. Lacks accreditation by an agency or association that is recognized as an accrediting body for institutions of higher education by the Secretary (pursuant to Part H, Subpart 2 of Title IV) or a federal agency, state government, or other organization that recognizes accrediting agencies or associations.

A student qualifies if she/he:

1. Is enrolled or accepted for enrollment as a **regular student** in **the Cosmetology Operator program**.
2. If male, has registered with Selective service (Male students must register between the ages of 18 and 25).
3. Is a citizen or eligible non-citizen
4. Has a valid Social Security Number
5. Completes a FAFSA and EVVAYLOIS Academy has a current ISIR to start the eligibility process.
6. Signs certifying statements on the **FAFSA** stating that:
 - The student is not in **default** on any **federal student loans**
 - The student does not owe a refund on a **federal grant**
 - The student signs the required statement that all federal student aid will only be used for educational purposes

Additionally, the student must:

1. Maintain **satisfactory academic progress (SAP)** while attending EVVAYLOIS Academy School of Beauty
2. Be enrolled at least halftime
3. Have remaining eligibility for Pell Grants, Subsidized and Unsubsidized Loans; have not reached the Pell lifetime award limit (12 payment periods or 600%) and have not exceeded the annual and aggregate loan limits.
4. As part of the Institution General Admissions requirements, the institution does not accept "ATB" students at this time

CITIZENSHIP AND RESIDENCY REQUIREMENTS ACCORDING TO §668.33

(a) Except as provided in paragraph (b) of this section, to be eligible to receive Title IV, HEA program assistance, a student must:

- (1) Be a citizen or national of the United States; or
 - a. Provide evidence from the U.S. Immigration and Naturalization Service that he or she
 - i. is a permanent resident of the United States; or
 - ii. Is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident;
 - iii. Is a citizen of the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau and is eligible to receive funds under the FWS, FSEOG, and Federal Pell Grant programs if the student attends an eligible institution in a State, or a public or nonprofit private eligible institution of higher education in those jurisdictions.
 - iv. Satisfies the requirements of paragraph (a) of this section and is eligible to receive funds under the FWS, FSEOG, and the Federal Pell Grant programs if the student attends a public or nonprofit private eligible institution of higher education in the Federated States of Micronesia, republic of the Marshall Islands, or the Republic of Palau.

(2) (a) If a student asserts that he or she is a citizen of the United States on the free Application for Federal Student Aid (FAFSA), the Secretary attempts to confirm that assertion under a data match with the Social Security Administration. If the Social Security Administration confirms the student's citizenship, the Secretary reports that confirmation to the Institution and the student.

(b) If the Social Security Administration does not confirm the student's citizenship assertion under the data match with the Secretary, the student can establish U.S. citizenship by submitting documentary evidence of that status to EVVAYLOIS Academy. Before denying title IV HEA assistance to a student for failing to establish citizenship, an institution must give a student at least 30-day notice to produce evidence of U.S. citizenship.

If the student falls in one of the categories below, they are generally considered an “eligible noncitizen.”

Generally, a student is an eligible noncitizen if they have:

- (1) A permanent U.S. resident with a Permanent Residence Card (I-551);
- (2) A conditional permanent resident with a Conditional Green Card (I-551C);
- (3) An Arrival-Department Record (I-94) from the Department of Homeland Security showing any one of the following designations: “Refugee,” “Asylum Granted,” “Parolee” (I-94 confirms that the individual was paroled for a minimum of one year and status has not expired), T – Visa holder (T-1, T-2, T-3, etc.) or “Cuban-Haitian Entrant;” or
- (4) A valid certification or eligibility letter from the Department of Health and Human Services showing a designation of “Victim of human trafficking.”

If the student is in the U.S. and has been granted Deferred Action for Childhood Arrivals (DACA), an F1 or F2 student visa, a J1 or J2 exchange visitor visa, or a G series visa (pertaining to international organizations), the student must select “No, I am not a citizen or eligible noncitizen.” The student will not be eligible for federal student aid. If the student has a Social Security Number but is not a citizen or an eligible noncitizen, including if the student has been granted DACA, the student should still complete the FAFSA because she/he may be eligible for state or college aid.

STUDENTS CONVICTED OF POSSESSION OR SALE OF DRUGS

- A federal or state drug conviction (but not a local or municipal conviction) can disqualify a student for FSA funds. The student self-certifies in applying for aid that he is eligible;
- EVVAYLOIS Academy is not required to confirm this unless there is conflicting information.
- The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. A conviction for sale of drugs includes for conspiring to sell drugs

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

- If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. **EVVAYLOIS Academy** will provide each student who becomes ineligible for FSA funds due to a drug conviction a clear and conspicuous written notice of his loss of eligibility and the methods whereby she/he can become eligible again.
- A student regains eligibility the day after the period of ineligibility ends (i.e., for a 1st or 2nd offense); or when he or she successfully completes a qualified drug rehabilitation program that includes passing two unannounced drug tests given by such a program. Further drug convictions will make him ineligible again.

FAFSA VERIFICATION

- Every year a number of students who are eligible for financial aid are randomly selected for verification by the U. S. Department of Education by the FAFSA Central Processing System (CPS).
- If a student is selected for verification, they will be asked to complete a Verification Worksheet from the financial aid office.
- The student must provide additional information before financial aid can be disbursed, such as; federal income tax transcript and W-2 forms (students, spouse, and/or parents/guardians).
- The student will be notified in writing of all documents required to fulfill this federal requirement and what their verification code was so they can complete the required verification requirements.
- The verification process could result in changes to the financial aid package, after review by the financial aid office, the student will be notified in writing.

ENTRANCE/EXIT COUNSELING

Every student who fills out a loan application will complete a loan entrance counseling form, which will be completed during step two of the financial aid application. The purpose for the form is to educate the applicant on his responsibilities and rights as a loan recipient.

If a loan recipient drops below half time, either quarter time or completely withdrawals, the recipient must fill out an exit counseling form, even if the loan recipient plans to return to **EVVAYLOIS Academy School of Beauty** in the future. The exit counseling form is a reminder to the loan applicant of his financial obligations.

SELECTION CRITERIA OF APPLICANTS AND CRITERIA FOR DETERMINATION OF AWARD AMOUNTS

Student Financial Aid is awarded on the basis of the uniform methodology of the College Scholarship Service (CSS). Unfortunately, the government does not furnish sufficient funds to provide for all students. Accordingly, students are funded on a priority sequence based on the demonstration of greatest financial need. Students are provided equal opportunity to these funds regardless of the starting date, since the program for many students covers more than one fiscal year.

STUDENT EDUCATION BUDGETS

The student's educational budget consists of the total cost of tuition and fees, books and supplies, room and board, personal expense, transportation and child care. Also included in the budget are the student's resources: parental contributions, the student's income while in school (taxable and non-taxable), contributions from savings and other assets such as social security education benefits, veteran's benefits, scholarships, and the student's Pell Grant. Any budget amount not covered by the resources is known as a student's need. The remaining need may be covered by the student loan program.

School policy is to apply the student's Pell Grant and any other financial aid to the student's tuition and school expenses owed to the school immediately as it is presented to the Financial Aid Office.

If any excess funds exist after the full student tuition and institutional obligations have been satisfied, these funds will be kept on account with the student's permission or given to them within 14 days after requested.

RETURN TO TITLE IV FUNDS POLICY

EVVAYLOIS Academy School of Beauty has a policy that applies to Cosmetology Operator students who have received Title IV funds. This policy is used If one of these students withdraws officially, unofficially,

fails to return from a leave of absence, or is dismissed from enrollment. It is separate and distinct from the Academy refund policy. The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, is determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

EVVAYLOIS Academy determines the date that a student has withdrawn (officially, unofficially, fails to return from a leave of absence, or is dismissed) and will return all unearned funds for which it is responsible within 45 days from the date of that determination. The Academy then notifies the student if they owe a repayment via a written notification.

EVVAYLOIS Academy also advises the student or parent that they have 14 calendar days from the date that the school sent that notification to accept a post withdrawal disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the Academy will return any earned funds that the school is holding to the Title IV, HEA programs.

ORDER OF RETURN

EVVAYLOIS Academy is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on any student is available through the office upon request by that student.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order:

- Unsubsidized Federal Direct loans (other than PLUS loans)
- Subsidized Federal Direct loans
- Federal Direct Parent Plus loans – received on behalf of the student
- Federal Pell Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required
- Other Title IV, HEA assistance

EVVAYLOIS ACADEMY SCHOOL OF BEAUTY RESPONSIBILITIES IN REGARDS TO RETURN OF TITLE IV, HEA FUNDS

EVVAYLOIS Academy:

- Provides information in this policy to all students;
- Identifies students who are affected by this policy and completes the return of Title IV, HEA funds calculation for those students;
- Returns any Title IV, HEA funds due to the correct Title IV, HEA programs.

Note: EVVAYLOIS Academy is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

OVERPAYMENT OF TITLE IV, HEA FUNDS

Any amount of unearned grant funds that a student must return is called overpayment. The amount of grant overpayment that must be repaid is half of the grant funds received or scheduled to be received. The student must make arrangements with **EVVAYLOIS Academy** or the Department of Education to return the amount of unearned grant funds.

STUDENT RESPONSIBILITIES IN REGARDS TO RETURN OF TITLE IV, HEA FUNDS

- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdrawal must be in writing and

addressed to the Campus Director.

- If a student wishes to rescind his or her notification of intent to withdraw, the student must submit a letter of intent to rescind the withdrawal notice in writing.
- Either of these notifications, to withdraw or rescind to withdrawal, must be made to the EVVAYLOIS Academy Campus Director.

REFUND VS. RETURN TO TITLE IV, HEA FUNDS

The requirements for the return of Title IV, HEA program funds upon a student withdrawal are separate from the EVVAYLOIS Academy refund policy. The Academy may have to return funds to the student due to a cash credit balance. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. EVVAYLOIS Academy may also charge students for any Title IV, HEA program funds that they were required to return on that student's behalf.

QUESTIONS REGARDING RETURN TO TITLE IV, HEA

If students have questions regarding Title IV, HEA program funds after meeting with Financial Aid Director, they may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913.

Information is also available on student aid on the web

www.studentaid.ed.gov.

***This policy is subject to change at any time, and without prior notice.**



RULES AND REGULATIONS

RULES AND REGULATIONS

A student may be written up, suspended or terminated for violating rules and regulations of the school.

1. Students must report to class on time, in uniform, with all books and supplies ready to work each day.
2. All services must be checked and graded by an instructor and recorded on the student requirement sheets.
3. Customers come here for the benefit of students practical experiences. Anyone refusing to service a customer can be suspended or terminated, immediately.
4. Students must clock out for lunch, even if they stay in the building.
5. Cell phones may only be used for classwork or as a reference.
 - a. Phones must be kept on “silent” or “vibrate” at all times
 - b. Personal calls or use of cell phones for “other than school work “is limited to lunch or when not clocked in
 - c. Cell phones **may not be used on the clinic floor**, or whenever working on customers.
6. Excessive tardiness and/or absences will result in failure of satisfactory academic progress criteria and may lead to termination from school
7. Any confrontations with fellow students, staff members, and above all, with customers will not be tolerated. These actions are not professional and are interruptions to the educational process of **EVVAYLOIS Academy** School of Beauty and will not be tolerated.
8. No soliciting or selling of any kind is allowed inside the Academy.
9. Students engaging in idle gossip about a fellow student, staff member, or customer may be suspended or terminated.
10. Students engaging in unprofessional comments or display of unprofessional pictures on the internet of themselves or a fellow student, staff member, or customer may be suspended or terminated
11. Only Instructors or Student Instructors may assign customers. Students may not request another student to assist in taking care of a patron without receiving prior approval from an instructor.
12. Students must read each ticket given to them very carefully. The student must understand what services have been paid for, and what is to be done for that customer.

TERMINATION POLICY

A student can be immediately expelled, suspended or terminated from **EVVAYLOIS Academy** School of Beauty for any of the following behaviors:

- A. Students destroying or damaging **EVVAYLOIS Academy** property.
- B. The sale, possession, use, or distribution of any illegal drugs or alcohol while on **EVVAYLOIS Academy** School of Beauty property.
- C. The appearance or smell of, or being under the influence of a controlled substance while **on EVVAYLOIS Academy** property.
- D. Exhibiting violence, insubordination, or inappropriate language toward any staff, customer, or student.
- E. Cheating on a school examination.
- F. Clocking in or out for another student.

After a waiting period, up to three (3) months, and based on the discretion of the Campus Director, a student may re-apply.

OUR PROFESSIONAL IMAGE IS IMPORTANT

Students are training to become professionals. As professionals and as students, image is important when addressing the public as well as being employed in the world of beauty. Cleanliness and neatness are key components of this business. As a result, the uniform code was determined so that all students will always look neat, clean, and professional.

School uniforms for all students consists of Black Scrubs. Women Student instructors may wear black skirts or dresses instead of pants. Shoes must be black athletic type and must be covered with no holes or designs on the top of the shoes. Socks or hose must be worn.

An identification badge and **EVVAYLOIS Academy** School of Beauty smock must be worn at all times.

No exceptions or substitutions will be approved; and, violations in the dress code will result in being sent home to change. For repetitive infractions, a student may be placed on probation, suspended, or terminated.

SCHOOL POLICIES

EVVAYLOIS Academy School of Beauty is committed to spending extra time with those students whose progress is slow for natural reasons. However, for students who show no incentive on their own part, the institution may find it necessary to discharge them from the school. Furthermore, a student's training may be interrupted under the following conditions:

1. The student has poor or failing grades;
2. The student advancement and progress in the course is not acceptable;
3. The student is careless and indifferent towards his/her work;
4. The student is uncooperative with school staff or fellow students;
5. The student lacks the ability to make satisfactory progress in work;
6. The student conducts his/herself inappropriately, or acts in such a manner, which may be considered detrimental to the best interest of the Academy or student body.
7. The student gives away services without payment or teacher permission.

GRIEVANCE POLICY

If a student has a complaint, he/she should take the complaint to his/her instructor. If the instructor cannot resolve the issue, the student should take the complaint to the Campus Director.

All complaints to be heard by the Campus Director must be in writing.

If the Campus Director cannot resolve the issue, then the complaint shall move to the President.

If the President cannot resolve it, the issue will be addressed by a committee consisting of a member of the EVVAYLOIS Foundation Board, the Academy Institutional Advisory Committee, the Campus Director, the President of the Academy, and a student council representative.

If all appeals to settle the grievance have been exhausted, the student may contact:

Texas Department of Licensing and Regulation

P.O. Box 12157, Austin, Texas 78711

Telephone: (512) 463-6599, (800)803-9202

Relay Texas - TDD: (800) 735-2989

www.tdlr.texas.gov

Council on Occupational Education

7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350

Telephone: (512) 463-6599, (800)803-9202.

www.Council.org



HEALTH AND SAFETY

HEALTH AND SAFETY

ANNUAL CAMPUS SECURITY REPORT FOR 2018-2020

| Offense | 2018 | 2019 | 2020 |
|--|------|------|------|
| Criminal Homicide | 0 | 0 | 0 |
| Sex Offenses | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |
| Liquor Law Violations/ Arrest | 0 | 0 | 0 |
| Drug Law Violations/Arrest | 0 | 0 | 0 |
| Illegal Weapons Violations/Arrest | 0 | 0 | 0 |
| Other Liquor, Drug, or Weapon Offenses | 0 | 0 | 0 |

*This report concerns occurrences on campus, in or on non-campus buildings or property, and on public property. This report is verified thru campus security records and thru the Washington County Sherriff's Office and The Texas Department of Public Safety in Austin, Texas.

INCLEMENT WEATHER

If weather conditions are severe enough to warrant the closure of **EVVAYLOIS Academy** School of Beauty, the Campus Director will place a message regarding the closure on the school telephone answering machine.

If classes are in session, when made aware of approaching inclement weather, such as tornadoes or hurricanes, the Campus Director will notify all faculty to instruct students to move away from heavy glass, take cover under tables or desks, or, if possible, send the students home.

MEDICAL EMERGENCY CARE

During orientation, students are asked to complete an "Authorization to Render Emergency Medical Care" form, which is placed in their permanent records. All emergency medical information must be completed.

In the event of a student medical emergency, the student's instructor will pull the student's medical history form, and administer first aid, within their scope of practice. A decision will then be made by the Campus Director (or Manager on Duty) whether to: return the student to class,

send the student home, send the student to the doctor or hospital, or call an ambulance.

If an ambulance is called, the Campus Director/Manager will remain with the student until medical help arrives. Any pertinent medical information will be relayed to the medical technicians by the school representative. School personnel will call the indicated person to be notified in the case of an emergency and then document the medical incident in the student's records.

UNWELCOME INTRUDER

In the case of an unwelcome intruder, employees and students are instructed not to confront or challenge the person.

Call 911 at the earliest possible time.

WEAPONS POLICY

EVVAYLOIS Academy School of Beauty does not allow weapons of any kind on campus. If a student enters the school with any form of firearm or any instrument that may be construed as a weapon, the student will be asked to leave the premises, immediately, and will be suspended or terminated.

RIGHT TO KNOW

EVVAYLOIS Academy School of Beauty keeps crime statistic information so that this can be made available to all students. Crime Statistics are gathered each year by contacting the Washington County Sheriff's Department Officials and requesting the information in writing for this area. The information is then faxed to the school, and is discussed in all presentations to prospective students, reported in the School Catalog and also reported to the Federal authorities annually.

- a.) The "*Crime Awareness and Campus Security Act*" is available upon request to students, employees (staff and faculty) and prospective students.
- b.) Information regarding any crimes committed on the campus will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation, the safety of an individual, cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no

longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.

DRUG FREE WORK PLACE

EVVAYLOIS Academy School of Beauty is a drug free work place.

Our drug abuse prevention program provides information concerning the risk involved with drug abuse, the school's policy on drug abuse, and the locations where students can get counseling and treatment for drug abuse.

1. A copy of our drug abuse prevention program is distributed at orientation and annually to every student and employee. In keeping with all local, state and federal laws, our school prohibits the sale, possession, use or distribution of drugs by students or employees while on school property or when involved in any school sponsored activity
2. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
3. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination and/or arrest.

COUNSELING FOR DRUG AND ALCOHOL ABUSE

1. The main source for currently active counseling centers is the Internet listings and the Drug Abuse Hotline at 877-591-7905.
2. A student or employee may contact them directly, or contact the Campus Director in person or by telephone. The Campus Director will furnish that individual with several names and telephone numbers where counseling and treatment may be obtained on a confidential basis.
3. Information concerning drug and alcohol abuse education and any agencies that provide counseling and help on drug and alcohol abuse is distributed annually to students and staff and always available from the Campus Director, upon request.

HEALTH RISKS OF DRUG ABUSE

Health Risks

The following briefly summarizes health risks and symptoms associated with the use of alcohol and other drugs. It is important to note that individuals experience alcohol and drugs in different ways based on physical tolerance, body size and gender, and on a variety of other physical and psychological factors.

Alcohol:

Alcohol consumption causes a number of changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasingly the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts. Moderate to high doses of alcohol cause marked impairments in higher mental functions severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Long-term consumption of large quantities of alcohol can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than others of developing alcohol related problems.

Cigarettes and other Nicotine Products:

In 1989, the U.S. Surgeon General issued a report that concluded that cigarettes and other forms of tobacco, such as cigars, pipe tobacco and chewing tobacco, are addictive and that nicotine is the drug in tobacco that causes addiction. In addition, the report determined that smoking was a major cause of stroke and the third leading cause of death in the United States. Nicotine is both a stimulant and a sedative to the central nervous system. Nicotine is absorbed readily from tobacco smoke in the lungs, and it does not matter whether the tobacco smoke is from

cigarettes, cigars, or pipes, Nicotine also is absorbed readily when tobacco is chewed.

In addition to nicotine, cigarette smoke is primarily composed of a dozen gases (mainly carbon monoxide) and tar. The tar in a cigarette, which varies from about 15 mg for a regular cigarette to 7 mg in a low-tar cigarette, exposes the user to a high expectancy rate of lung cancer, emphysema, and bronchial disorders. The carbon monoxide in the smoke increases the chance of cardiovascular diseases. The Environmental Protection Agency has concluded that secondhand smoke causes lung cancer in adults and greatly increases the risk of respiratory illnesses in children and sudden infant death.

Prescription Medications:

Prescription drugs that are abused or used for non-medical reasons can alter brain activity and lead to dependence. Commonly abused classes of prescription drugs include opioids (often prescribed in the treatment of pain), central nervous system depressants (often prescribed to treat anxiety and sleep disorders), and stimulants (prescribed to treat narcolepsy, ADHD, and obesity). Long-term use of opioids or central nervous system depressants can lead to physical dependence and addiction. Taken in high doses stimulants can lead to compulsive use, paranoia, dangerously high body temperatures and irregular heartbeat.

Marijuana:

Marijuana use can lead to a number of long term and short term physical and psychological effects. Marijuana use leads to a substantial increase in the heart rate, impairs short term memory and comprehension and motivation can be altered. It can produce paranoia and psychosis. Smoking marijuana damages the lungs and pulmonary system. Marijuana contains more cancer causing agents than tobacco. It also lowers male sex hormones, suppresses ovulation, and causes changes in the menstrual cycle. Short-term effects include memory and learning problems, distorted perception and difficulty thinking and solving problems.

Cocaine and Crack:

Health risks may include changes in body temperature and blood pressure as well as heart and breathing rates. Even small amounts may cause the body to exceed its own limits, sometimes resulting in death.

Snorting cocaine may severely damage nasal tissue and the septum. Smoking cocaine may damage the lungs. Someone using cocaine may experience muscle twitching, panic reactions, anxiety, numbness in hands and feet, loss of weight, a period of hyperactivity followed by a crash, a runny or bleeding nose, and depression. Other symptoms of cocaine use may include nausea, vomiting, insomnia, tremors, and convulsions. Chronic users may become paranoid and/or experience hallucinations.

Barbiturates:

In small doses, barbiturates produce calmness, relaxed muscles, and lowered anxiety. Larger doses cause slurred speech, staggering gait, and altered perception. Very large doses or doses taken in combination with other central nervous system depressants (e.g., alcohol) may cause respirator depression, coma and even death. A person who uses barbiturates may have poor muscle control, appear drowsy or drunk, become confused, irritable, or inattentive, or have slowed reactions.

Amphetamines:

Amphetamines, methamphetamines, or other stimulants can cause increased heart rate and respiratory rates, elevated blood pressure, and dilated pupils. Larger doses cause rapid or irregular heartbeat, tremors, and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, high fever, heart failure and death. An individual using amphetamines might begin to lose weight, have the sweats, and appear restless, anxious, moody, and unable to focus. Extended use may produce psychosis, including hallucinations, delusions and paranoia.

Hallucinogens:

PCP, or angel dust, interrupts the part of the brain that controls the intellect and keeps instincts in check. PCP blocks pain receptors. Violent episodes, including self-inflicted injuries, are not uncommon. Chronic users report memory loss and speech difficulty. Very large doses produce convulsions, coma, heart and lung failure, or ruptured blood vessels in the brain. LSD, mescaline, peyote, etc. cause dilated pupils, elevated body temperature, increased heart rate and blood pressure, and tremors. Someone under the influence of PCP might appear moody, aggressive, or violent. Sleeplessness, confusion, anxiety, and panic, and may report perceptual distortions. Flashbacks may occur.

Steroids (anabolic):

Anabolic steroids are human-made substances related to male sex hormones. Some athletes abuse anabolic steroids to enhance performance. Abuse of anabolic steroids can lead to serious health problems, some of which are irreversible. Short term side effects include depression, hallucinations, paranoia, severe mood swings and aggressive behavior. Major side effects also can include liver tumors and cancer, jaundice, high blood pressure, kidney tumors, severe acne and trembling. In males side effects may include shrinking of the testicles and breast development. In females, side effects may include growth of facial hair, menstrual changes and deepened voice. In teenagers, growth may be halted prematurely and permanently.

Narcotics:

Because narcotics are generally injected, the use of contaminated needles may result in the contraction of many different diseases, including AIDS and hepatitis. Symptoms of overdose include shallow breathing, clammy skin, convulsions, and coma and may result in death. Some signs of narcotic use are euphoria, drowsiness, constricted pupils, and nausea. Other symptoms include itchy skin, needle or “track” marks on the arms and legs, nodding, lack of sex drive and appetite, sweating, cramps and nausea when withdrawing from the drug.

Treatment:

Medication and behavioral therapy, alone or in combination, are aspects of an overall therapeutic process that often begins with detoxification, followed by treatment and relapse prevention. Easing withdrawal symptoms can be important in the initiation of treatment; preventing relapse is necessary for maintaining its effects. And sometimes, as with other chronic conditions, episodes of relapse may require a return to prior treatment components. A continuum of care that includes a customized treatment regimen, addressing all aspects of an individual’s life including medical and mental health services, and follow-up options (e.g. community or family based recovery support systems) can be crucial to a person’s success in achieving and maintaining a drug-free lifestyle.

HARASSMENT POLICY

EVVAYLOIS Academy School of Beauty complies with the Civil Rights Act of 1964, as amended in 1991, requirements. The Civil Rights Act provides for the elimination of discrimination or harassment in the private and Federal work place on the basis of sex, race, religion and national origin.

SEXUAL HARASSMENT POLICY (From the Equal Employment Opportunity Commission)

What is Sexual Harassment?

(From the Equal Employment Opportunity Commission)

Sexual harassment is a form of sex discrimination which is a violation of Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or schooling, or
- (2) submission to or rejection of such conduct by an individual is used as the basis for employment or schooling decisions affecting such individual.

Also, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes "hostile environment" sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's work or school performance or creating an intimidating, hostile, or offensive working or schooling environment.

Sexual conduct becomes unlawful only when it is unwelcome. The challenged conduct must be unwelcome in the sense that the employee or student did not solicit or incite it, and in the sense that the employee or student regarded the conduct as undesirable or offensive.

All sexual harassment complaints must be handled in accordance with the **EVVAYLOIS Academy** School of Beauty Grievance Policy and will be dealt with immediately.

Further information on these policies and others is contained in EVVAYLOIS Academy School of Beauty CAMPUS SECURITY ACT DISCLOSURE STATEMENT AND CAMPUS HEALTH AND SAFETY POLICIES, distributed to all new students at Orientation, and subsequently, to all students, staff and faculty at the end of September each year



STUDENT SERVICES

STUDENT SERVICES

EXIT INTERVIEW AND JOB PLACEMENT

At least two months prior to graduating, interviews are arranged with the school officials in charge of the student records, finance, and placement. All outstanding balances due to **EVVAYLOIS Academy** School of Beauty must be cleared before the student may continue to clock their final hours.

GRADUATION REQUIREMENTS

Cosmetology Operator: Complete a minimum of 1000 hours of training

Manicurist: Complete a minimum of 600 hours of training

Instructor: Complete a minimum of 500 hours of training

In all courses, students must complete all theory and practical assignments with a passing grade of 70 or above and complete all theory, practical and financial obligations in order to graduate.

STATE LICENSE REQUIREMENT

All students who meet the Academy graduation criteria will be qualified to take the state board examination. After passing the written and practical exams and paying the state required fees, they will be licensed and eligible to work in their field.

Cosmetology Operator students:

Are permitted to take and pass their State Board Theory examination when TDLR verifies that they accumulated 900 hours. If a student fails the theory test, they may re-take that exam. Students must complete all hours on or before their original graduation date.

GRADUATION DAY

Once students have completed all the requirements of **EVVAYLOIS Academy** School of Beauty and the Texas Department of Licensing and Regulation, instructors complete an Exit Interview form, stating that the student's practical and academic requirements have been successfully met. Formal graduation ceremonies may occur annually. Pictures in caps and gowns may also be taken on an annual basis for display in the school.

The Academy also allows impromptu celebrations when a student clocks their final hour in their program of study. As described, earlier, when the exit interviews are complete and all the hours are clocked, this information is relayed as quickly as possible to TDLR. State board examinations can be scheduled, once hours are completed and posted.

CERTIFICATES

Upon completion of the prepared course of study, each student is awarded a certificate or a diploma certifying that the school's requirements were met.

JOB PLACEMENT

Job Placement and Career skills are taught to all students to prepare them for job placement, if needed. Although no school can guarantee employment for its graduates, **EVVAYLOIS Academy** School of Beauty assists graduates in obtaining employment

As part of the curriculum, throughout each program, students work on interviewing and resume writing skills, as well as current job search methods and techniques. Additionally, business and entrepreneurial skills are stressed to ensure that students will work and use their skills to secure a good future for themselves.

EVVAYLOIS Academy School of Beauty continues to assist graduates whenever they seek employment or change employment. After a student is employed, the school follows up with students and employers to measure the success rate of our students.

JOB PRE-PLACEMENT REQUIREMENTS

For a student to receive continued job placement assistance, a student must graduate from their program, meet requirements such as licensure, meet the physical demands of the position, and have the ability to meet requirements set forth by employers.



PROGRAM INFORMATION

PROGRAMS

COSMETOLOGY OPERATOR

The objectives of the Operator program are to develop, in each student, the basic knowledge and techniques in hairdressing, hair shaping, permanent waving, hair relaxing, hair coloring, facials, manicuring, and related subjects.

The purpose of the Operator program is to properly train the students on all aspects of the cosmetology industry which will result in passing the state board examinations and enjoying a rewarding career in the students' chosen field.

| INSTRUCTION IN THEORY AND PRACTICAL CURRICULUM | | CLOCK HOURS |
|--|---|-------------|
| Hair care | Cutting, styling, coloring, chemical textures, and related theory and application; business skills; professional development and salon management; health; safety; and laws | 800 hours |
| Nail care | Manicuring and related theory and applications, business skills; professional development and salon management; health; safety; and laws | 100 hours |
| Skin care | Facials, hair removal, and related theory and application; business skills; professional development and salon management; health; safety; and laws | 100 hours |
| COURSE TOTAL | | 1000 |

The approximate time for completion of the full time Cosmetology Operator program is 29 weeks and 44 weeks for part time students. Course Completion dates are subject to attending 35 hours per week for full-time or 23 hours per week for part time.

Classes begin twice monthly.

Academic weeks are defined as actual weeks in attendance excluding holidays, school breaks, and inclement weather days.

To be licensed in the state of Texas as a Cosmetology Operator, graduates must pass the Theory and Practical State Board Examinations.

MANICURIST

The objective of the Manicure program is to develop, in each student, a basic knowledge of the nail and its disorders. Students will learn techniques in manicure, pedicure, and artificial nail application services.

The purpose of the Manicure program is to develop the knowledge and skills in the practice of manicuring and pedicuring necessary for success on the state board exam and to gain entry and continual employment in the beauty industry.

| 1. INSTRUCTION IN THEORY AND PRACTICAL CURRICULUM | CLOCK HOURS |
|---|--------------------|
| A. Procedures: basic manicure and pedicure, oil manicure, removal of stains, repair work, hand and arm massage, buffing, application of polish, application of artificial nails, application of cosmetic fingernails, preparation to build new nail, and application of nail extensions, sculptured nails, tips, wraps, fiberglass/gels and odorless products | 320 |
| B. Bacteriology, sanitation and safety: definitions, importance, rules, laws, methods, safety measures, hazardous chemicals and ventilation odor in salons | 100 |
| C. Professional practices: manicuring as a profession, vocabulary, ethics, salon procedures, hygiene and grooming, professional attitudes, salesmanship and public relations | 80 |
| D. Arms and hands: major bones and functions, major muscles and functions, major nerves and functions, skin structure, functions, appendages, conditions and lesions, nails structure, composition, growth, regeneration, irregularities and diseases | 70 |
| E. Orientation, rules, laws and preparation | 15 |
| F. Equipment, implements and supplies | 15 |
| COURSE TOTAL | 600 |

The approximate time for completion of the day Manicure program is 18 weeks and 26 weeks for part time students. Course Completion dates are subject to attending 35 hours per week for full time students or 23 weeks for part time students.

Classes begin twice monthly.

Academic weeks are defined as actual weeks in attendance excluding holidays, school breaks, and inclement weather days

To be licensed in the state of Texas as a Manicurist, graduates must pass the Theory and Practical State Board Examinations.

INSTRUCTOR (with one-year experience)

The objectives of the Instructor program are to develop, in each student instructor, the basic knowledge and techniques needed to effectively communicate instruction in all areas of cosmetology and related subjects. Students must have a valid Cosmetology Operator or Specialty License and one year of valid experience working under that license.

The purpose of the Instructor program is to provide the skills necessary for success on the state board exam and to possess the qualifications needed for gainful employment in private or public schools of cosmetology.

| 1. INSTRUCTION IN THEORY AND PRACTICAL CURRICULUM | CLOCK HOURS |
|--|--------------------|
| A. Lesson plans | 90 |
| B. Methods of teaching | 120 |
| C. Classroom management | 60 |
| D. Evaluation techniques | 60 |
| E. State laws and forms | 40 |
| F. Visual aids preparation and use | 40 |
| G. Learning theory | 70 |
| H. Orientation, rules, and laws | 20 |
| TOTAL COURSE | 500 |

The approximate time for completion of the full time Instructor program is 15 weeks, and 22 weeks for part time students. Course Completion dates are subject to attending 35 hours per week for full time or 23 hours per week for part time attendance.

Classes begin twice monthly.

Academic weeks are defined as actual weeks in attendance excluding holidays, school breaks, and inclement weather days.

To be licensed in the state of Texas as an Instructor, graduates must pass the Theory and Practical State Board Examinations.



EVVAYLOIS

Academy

School of Beauty

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