



VOGUE COLLEGE  
OF COSMETOLOGY

# Student Catalog

TEXAS

Last Revised: July 17, 2017

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**MISSION OWNERSHIP**

Vogue Colleges are owned by Teena Ball and Betty Oman. The corporate offices are located at 1101 South Capital of Texas Hwy, Building K Suite 150, Austin, Texas 78746; the telephone number is 512.916.0077. The fax number is 512.916.0076. Vogue College campuses are located as follows:

Vogue College – McAllen 800 Fern Avenue McAllen, TX 78501 956.687.6149	Vogue College – San Antonio 1836 Fredericksburg Road San Antonio, TX 78201 210.735.9401	Vogue College of Cosmetology 6012 Ingram Road San Antonio, TX 78238 210.432.5904	Vogue College- Lubbock 1712 34 <sup>th</sup> Street Lubbock, TX 79411 806-589-5150
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**INSTITUTIONAL AND PROGRAM ACCREDITATION AND LICENSURE**

The above campuses are licensed by the Texas Department of Licensing and Regulation, PO Box 12157, Austin, Texas 78711-2157; 800-803-9202. [www.tdlr.texas.gov](http://www.tdlr.texas.gov).

All campuses are accredited by the National Accrediting Commission of Career Arts and Sciences, (NACCAS), 3015 Colvin St., Alexandria, VA 22314, (703) 600-7600, [www.naccas.org](http://www.naccas.org).

All licenses and certifications may be reviewed at each campus during regular business hours. Vogue College administrator may be contacted during normal business hours to schedule an appointment to review certification documents and to obtain other consumer information regarding Vogue College, enrollment or financial aid programs offered.

**HISTORY**

Vogue Colleges are family-owned Schools with a significant change in family ownership and management in 2008. We are dedicated to quality education and a vision for improvement of the cosmetology industry. Vogue Colleges of Cosmetology have successfully graduated over 50,000 individuals in the various course offerings throughout the years. Vogue Colleges strive to introduce the latest in trends and technology available.

**MISSION STATEMENT AND GENERAL OBJECTIVES**

The mission of Vogue College is to educate and graduate motivated and committed individuals prepared to achieve excellence and professional success in the beauty industry.

This mission will be accomplished by:

- Assessing Vogue College’s effectiveness through Student achievement and performance as reflected in the campus completion, licensure, and employment rates and through periodic surveys of Students, Graduates, and Vogue College’s Advisory Council.
- Employing a faculty of adequate size qualified by preparation, education or experience and personality to carry out the educational objectives of Vogue College.
- Maintaining effective methods of organization and administration appropriate to the educational programs offered.
- Uniformly administering fair and equitable admissions policies and practices.
- Providing a program of supportive services including academic advising and employment assistance for Students.
- Development and use of well-organized programs of study designed to prepare Graduates for licensing examinations and employment using both theoretical knowledge and skill development.
- Maintaining a sound financial condition and qualified financial management.
- Providing equipment, instructional and laboratory space and other facilities to meet instructional needs and professional standards for safety and hygiene.
- Using systematic and effective Student evaluation methods.

**ASSESSMENT PLAN**

The Stated mission, goals and objectives, educational programs, and support services are assessed systematically by means of:

- Periodic Student evaluations of the Staff, programs and facility.
- Periodic surveys of Graduates, Advisory Council members, and industry representatives as to the effectiveness of the instructional programs and support services.
- Review of annual retention, licensure and employment rates.
- Cooperative evaluation by Staff during regular Staff meetings regarding Vogue College’s purpose, objectives and performance.

- Annual feedback from the Advisory Council comprised of industry professionals and employers from each of the fields for which training is provided.
- Completion of an Institutional Self-Study for Vogue College.

The information received is used in formulating plans to maintain and improve the operation and outcomes of Vogue College.

## **FACILITY**

Vogue Colleges offer a contemporary, professional environment with:

- Technology-equipped classrooms for theory and practical training.
- A Guest Services Center with professional equipment comparable to the workforce.
- Offices for Admissions, Administration, Education, and Student Support.
- Areas for Student self-study and practice.
- A Resource Center including texts, publications, curricula, audio-visual equipment and aids, and industry-related journals.

## **ADMISSIONS AND ENROLLMENT**

Vogue College does not discriminate in its' employment, admission, instruction, or graduation policies on the basis of age, race, color, ethnic origin, creed, religion, sex, financial status, or area of origin or residence nor does Vogue College actively recruit Students already enrolled in or attending another institution offering similar programs. Vogue College requires that each Student enrolling in the Cosmetology, Nail Technology, or Esthetics program must complete an Application for Enrollment. Prior to starting classes, all Students must:

1. Pay the applicable registration fee which is non-refundable.
2. Register with the State Regulatory Agency and pay the required fee of \$25.00 which is non-refundable.
3. Provide proof of age; minimum 16 years of age
4. Provide Proof of a High School Diploma, GED, State Issued/Approved Home School Certificate. Vogue College reserves the right to request HS transcripts.
  - (i) Vogue College policy is to validate US High School diplomas through the State Education Agency from the State the diploma was issued in if the validity of a High School diploma is in question.
  - (ii) Vogue College must have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. (Example of a recognized agency: Worldwide Education Consultant Services, Inc.)

Student Instructor Course Applicants must meet the above criteria and:

- Have met all requirements for licensure as a practitioner. No vaccinations are required for enrollment.

## **TRANSFER / RETURNING STUDENTS:**

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

- If he/she is transferring hours from another School, he/she will be asked to request a transcript. Tuition and hourly credit will be allowed as verified by the transcript.
- If the prospective Student is transferring instruction hours from a School in another State, the instruction provided must be recognized and accepted by the State Board of Cosmetology toward the course offered by Vogue.
- Transfer Students will not be allowed to enroll until they have officially terminated their enrollment at their previous School. Tuition and hourly credit will be allowed as verified by the transcript. The previous hours will count towards the 143% requirement (see Sap Policy).
- Tuition charges will be prorated for the remainder of instruction hours needed to complete the course as offered by the School. Remaining tuition charges for the course along with enrollment fees will be charged accordingly. Transfer Students are eligible to receive financial aid, if qualified.
- Students who officially withdrew from Vogue and withdrew in good scholastic and financial standing are eligible to re-enroll in the same standing.
- Any and all previous tuition balances must be tenured before being allowed to re-enroll and/or complete remainder of required hours.

## **TRANSFER POLICY**

Vogue College will administer a scholastic evaluation of Students wishing to transfer to Vogue College or require the transfer Student to enter Phase 1. Based on the test results, if applicable, Vogue College may recognize credit for all or part of the applicant's previous training or work experience provided it is recognized by the State Regulatory Agency. Transfer Students must comply with the class level assigned as a result of the scholastic evaluation. In addition, such Students must meet all regular entrance and registration requirements. If approved for enrollment, tuition will be charged at the hourly rate for the program of study at the time of enrollment plus the applicable registration fee. Transfer Students will be required to meet kit requirements required by Vogue College. Contact Vogue College administration office for applicable kit prices. All transfer and re-entry Students must be properly registered with the State Regulatory Agency.

## RE-ENTRY POLICY

Former Students of Vogue College who wish to re-enter, must request approval from Vogue College administration. The request will be reviewed and a decision made within 30 days of the request. If approved for re-entry within 180 days from the time of withdrawal from Vogue College, all tuition payments made and remaining balance will be honored. Student is responsible for the registration fee only, and will re-enter with the same SAP status and clock hours. A New enrollment agreement is signed and a new Contract End Date is calculated. If approved for re-entry after 180 days from the time of withdrawal from Vogue College, the student will be charged for the remainder of clock hours at the current hourly rate for the program of study, plus the applicable registration fee. Student will be contracted for remainder of hours and will re-enter with the same SAP status. A New enrollment agreement is signed and a new Contract End Date is calculated. Students who re-enter after 181 days from the original withdrawal date may be evaluated scholastically in the same manner as a transfer Student to determine class level assignment.

Should the student be scheduled for over 50% of the program upon withdrawal from Vogue College and charged the full amount, they are allowed to re-enter within 48 months from the time of withdrawal date with no additional tuition charges assessed. Student is responsible for the registration fee. A New enrollment agreement is signed and a new Contract End Date is calculated. Re-entry Students who did return their complete kit, text and other issued items upon withdrawal may be required to provide all such items at their own expense. Books, Student training kits and lab coats may be purchased from Vogue College if the Student desires. Contract periods and attendance percentages will be calculated based on hours remaining in the re-entry contract.

## REASONABLE ACCOMMODATIONS

Reasonable accommodations will be made on an individual basis. However, it is the responsibility of a person with disabilities to seek available assistance and make their needs known at the time of enrollment. Documentation to support the disability must be provided to Vogue at the time of the request. Information pertaining to an Applicant's disability is voluntary and confidential. If this information is supplied, a reasonable effort at no additional cost to Vogue will be made to overcome the effects of conditions that limit the participation of qualified disabled Students. If Applicants or Students feel that they have been the subject of unlawful discrimination, they may notify Vogue College Director in writing. School policy allows for a 10- day review period.

## CLASS CALENDAR

Students enrolled full-time are scheduled to attend **34+** hours per week. All Students are expected to comply with the schedule assigned in the Enrollment Agreement and attend theory class as required. Classes are scheduled at Vogue College daily. Observed holidays are:

New Year's Day	Labor Day
Memorial Day	Thanksgiving
Independence Day	Christmas Day

Additional days may be scheduled off for the Christmas holiday depending on which day of the week Thanksgiving and Christmas occurs. Additional days off are published well in advance. Students may call Vogue College or local radio stations to obtain pertinent information regarding unexpected School closures due to extenuating circumstances. For more information on actual class start dates, please refer to Class Start Dates elsewhere in this Catalog.

## Vogue College CURRICULUM

### PROGRAM OUTLINES

All Programs offered by Vogue College follow similar procedures in that the same instructional methods apply and the same grading procedures are followed for each program. Those policies are stated here and considered to be an integral part of each of the program outlines contained in this section of the Catalog. Each program will be divided into three levels of training as follows:

**Phase I:** In this introductory Phase of training, Students will focus on learning the underlying theory and the basic skills for providing client services. In addition, Students will identify short-term and long-term career goals and begin development of an action plan for achievement of those goals. The education is provided through interactive lecture, demonstration, technology, and hands-on practice. Students are allowed to assist in the salon area after successful completion of 150 hours in areas they have been trained.

**Phase II:** During this vital Phase of training, Students will develop and customize their skills to meet the needs of clients. They will perform skills in the client service center and become increasingly self-confident and proficient in their communication, consultation, and technical skills. The education is provided through interactive lecture, demonstration, technology, field trips, guest speakers, and hands-on practice.

**Phase III:** In this level of training, Students will master the creative skills necessary for success in the workplace and learn key business skills needed to be successful Salon and Spa Professionals. During this Phase, Students will learn systems that top professionals are using to attract clients, increase sales, and grow their personal income. Students will focus on State Board preparation, professional development, and career placement. Successful completion of Phase III will prepare them for immediate success and will dramatically improve their opportunities for employment upon graduation. The education is provided through interactive lecture, demonstration, technology, field trips, guest speakers, hands-on practice, and competency skills evaluation.

**Phase IV:** During this Phase, the Graduate begins an important relationship with Vogue College Alumni Association. They will provide documentation of licensure and employment in their chosen field. They will begin the achievement of the goals established in Phase I while enjoying success in an exciting career in the Salon or Spa environment.

	<b>Phase I</b>	<b>Phase II</b>	<b>Phase III</b>
<b>Cosmetology</b>	0-150 Hrs	151-1000 Hrs	1001 -1500 Hrs
<b>Esthetics</b>	0-75 Hrs	76-400 Hrs	401-750 Hrs
<b>Nail Technology</b>	0-60 Hrs	61-350 Hrs	351-600 Hrs
<b>Student Instructor 500</b>	0-50 Hrs	51-450 Hrs	451-500 Hrs
<b>Student Instructor 750</b>	0-75 Hrs	76-700 Hrs	701-750 Hrs

**MAKE UP POLICY**

Students who do not obtain a satisfactory score are required to re-take the test on another version of the test for that subject before the end of the month (or within the first five days of the following month) to obtain a satisfactory or better score. Students who miss a test due to absence are encouraged to make the test up within the same month it was missed, but Vogue College acknowledges that the Student does have until course completion to ensure that all requirements are met. The monthly theory test averages are based on tests taken throughout the month. Cumulative theory averages are based on tests taken from the beginning of the course through the month being evaluated.

Students who are needing to make up missed clock hours and increase their attendance percentage. Full Time Day and Part Time Day students may stay after their scheduled end time. Part Time Evening Students may clock in prior to their scheduled start time if prior approval has been given.

**ATTENDANCE POLICY**

Attend all classes according to the assigned schedule including theory classes even if all required tests are completed. Students will clock in and out daily on the attendance report and attend Saturdays as required in Enrollment Agreement. Students will take morning and afternoon breaks in accordance with policy. Student will be advised of attendance, when attendance falls below 70% it will result in suspension.

**OVER SCHEDULED DAILY HOURS**

Students may be required to stay on campus past their scheduled hours to complete services on clients.

**INSTRUCTIONAL METHODS:** The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for State Board Exam preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive Student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for program delivery.

**UNITS OF INSTRUCTION AND HOURS:** The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of this Program Outline. Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, Students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the program of study and supplement the Students' training. Students should avail themselves of the opportunity to use these extensive materials. References used include Milady Standard Cosmetology, 13<sup>th</sup> Edition, Milady Standard Esthetics: Fundamentals, 11<sup>th</sup> Edition, Milady Standard Nail Technician 7<sup>th</sup> Edition, and Milady Master Educator, 3<sup>rd</sup> Edition.

**REQUIRED PRACTICAL EXPERIENCES:** Policy and Regulatory agencies may require Students to complete an established number of practical experiences for satisfactory skills development and graduation. Practices may be completed on manikins, models, or clients. The requirements listed by category are the MINIMUM experiences that each Student must successfully complete prior to graduation. More practices may be scheduled by the Instructor based on training NEEDS and clientele volume.

Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory or better. The Instructor will initial one block on the Practical Grade Record form for each project completed in the applicable category. A block will only be initialed if the skill performed is considered satisfactory or better. Practical skills are evaluated according to published criteria.

**COURSE LANGUAGES:**

English is the official language of Vogue College. However, our Texas locations excluding Lubbock offer all educational programs in both Spanish and English with the exception of the Student Instructor Course(s) which is offered only in English.

**COSMETOLOGY- TEXAS: 1500 HOURS**

**DESCRIPTION:** The primary purpose of the Cosmetology Course is to train the Student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Cosmetology or related career path. Subjects are presented by means of lecture, demonstration, and interactive Student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for program delivery.

**OBJECTIVES:** Upon completion of the course requirements, the determined Graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer - employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, pedicures and nail extensions.
5. Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's best overall look.
6. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the Graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in cosmetology and related fields.

**COSMETOLOGY – TEXAS 1500 HOURS**

HOURS	SUBJECT – UNIT
100	<b>ORIENTATION:</b> New Student Orientation; laws and regulations including health, sanitation, infection control, products, tools, equipment use and safety, anatomy, bacteriology, biology. OSHA regulations concerning hazardous materials communications. Types and classifications of infectious organisms (bacteria, viruses, molds, fungus); Growth and reproduction of infectious organisms; Infections and their prevention; Immunity and body defenses; Decontamination and infection control; Physical and chemical agents.
75	<b>SALON MANAGEMENT AND PRACTICES:</b> Professional ethics, conduct and attitude; Professional organizations; trade shows, and publications; State sales tax requirements; Career opportunities and placement. OSHA regulations concerning hazardous materials communications. Types and classifications of infectious organisms (bacteria, viruses, molds, fungus); Growth and reproduction of infectious organisms; Infections and their prevention; Immunity and body defenses; Decontamination and infection control; Physical and chemical agents.
75	<b>CHEMISTRY AS APPLIED TO COSMETOLOGY:</b> Forms and properties of matter; Elements, compounds, and mixtures; Chemical reactions and solutions; The pH scale; FDA laws governing hair care products; Product safety.
50	<b>HAIR AND SCALP TREATMENT AND RELATED THEORY:</b> Structure, Growth patterns, Texture; Porosity and elasticity; Dandruff; Alopecia; Fungal infections; Infestations; Infections.
100	<b>SHAMPOOS, RINSES, CONDITIONERS, TREATMENTS AND RELATED THEORY:</b> Client preparation, analysis, and consultation; Hair analysis instruments and equipment; Shampooing products, composition, and procedures; Rinsing products, composition, and procedures; Conditioning products, composition, and procedures; Procedures for hair and scalp disorders; Scalp manipulations.
100	<b>NAIL CARE AND PROCEDURES AND RELATED THEORY:</b> Nail structure; Nail disorders and diseases; Nail shape and color analysis; Basic manicuring and pedicuring; Manipulations of the hand, arm, leg, and foot; Nail tip application (adhesives, fitting, design, and application); Nail wrap application (silk, fiberglass and linen procedures, surface

wrapping natural nail and mending; tip overlay wrapping, repair, maintenance and removal); Liquid and powder nail extension (application procedures for tips with overlays, natural nails and sculptured nails; repair, maintenance and removal; chemical reactions to liquid and powder).

50	<b>SKIN CARE PROCEDURES AND RELATED THEORY:</b> Structure and Function of the Skin; Skin conditions and disorders; Facial and body procedures (client preparation, skin analysis and consultation); Wet and dry exfoliations and applications; Use of products to enhance skin appearance (seaweed, salt, paraffin, mud, ampoules, creams); Discussion on advanced techniques such as aromatherapy and water therapies; Temporary methods of hair removal (manual tweezing, depilatory lotion, waxing, bleaching); Make-Up application (color analysis, morphology of the face, product knowledge, chemistry and related composition, eyebrow contouring, corrections and contouring, false eyelashes, further training required for advanced techniques.
500	<b>HAIRCUTTING, STYLING AND RELATED THEORY:</b> Fundamentals, principles and concepts of design; Scissor haircutting (terms and care of scissors, techniques and procedures); Razor haircutting (terms and care of razor, techniques and procedures); Clipper haircutting (terms and care of tools, techniques and procedures); Removal/Trimming of superfluous hair; Contemporary and specialized haircutting (female styles, male styles, children styles); Mustache and beard shaping (shaving, dexterity of the hands and razor, preparation and procedures).
50	<b>CHEMICAL HAIR RELAXING AND RELATED THEORY:</b> Chemistry; Chemical relaxing products; Client consultation; Preliminary procedure of chemical restructuring; Procedure of chemical relaxing; Corrective chemical restructuring.
200	<b>HAIR COLORING AND RELATED THEORY:</b> Color theory; Chemistry; Preliminary procedures of hair coloring; Client consultation; Hair Coloring procedures; Hair lightening; Special effects; Corrective procedures.
200	<b>CHEMICAL REFORMATION, COLD WAVING, AND RELATED THEORY:</b> Chemistry; Chemical restructuring products; Client consultation; Preliminary procedure of chemical restructuring; Procedure of cold waving and chemical restructuring; Corrective chemical restructuring.
1500	<b>TOTAL HOURS</b>

The above hour requirements must be met by each Student in each category in order for the earned hours to be accepted by the State Licensing Board for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum-related areas or if a Student desires to specialize in a specific area.

COSMETOLOGY REQUIREMENTS/SUBJECT - UNIT	PROGRAM	PRACTICAL	EXPERIENCES
500	<b>INFECTION CONTROL:</b>		The act of preventing the growth of germs and bacteria or destroying them. Students must perform daily <b>sanitation</b> tasks on implements, equipment and facilities to prevent the spread of disease and bacteria.
600	<b>CLIENT PROTECTION:</b>		The act of properly draping clients for the applicable service and other procedures for the purpose of protecting the safety and welfare of the client.
600	<b>HAIR SERVICES:</b>		To include shampooing, thermal styling, wet styling and fingerwaving, pressing and cutting.
100	<b>CHEMICAL REFORMATION:</b>		All forms of chemically reforming the hair including restructuring, permanent waving, or chemically relaxing/straightening the hair.
100	<b>HAIR COLORING:</b>		Temporary, semi-permanent, and permanent color including tints, toners, frosts, bleaches, tipping, highlighting, dimensional hair coloring, and other forms of creative hair coloring and mixing.
30	<b>SCALP and HAIR TREATMENTS:</b>		Scalp manipulations and massage, conditioning treatments, scalp lotions and astringents.
30	<b>MANICURING:</b>		Plain and hot oil manicures, pedicures, tips, overlays, sculptured nails, re-bases, wrapping, and polishing.
30	<b>FACIALS:</b>		Skin analysis and care, plain facials, mask facials, facial manipulations and massage, exfoliation, makeup application, hair removal, brow arching, waxing, and lash/brow tinting.
1990	<b>TOTAL UNITS</b>		

**GRADING POLICY AND PROCEDURES:** Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures, performance standards established by the State licensing agency, and set forth in practical skills evaluation criteria adopted by Vogue College. Students must maintain a theory grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.



Although Instructors and assignments may vary based on Program requirements, numerical grades are considered according to the following scale:

**WRITTEN and PRACTICAL**

- 93 - 100 EXCELLENT - A
- 85 - 92 VERY GOOD - B
- 75 - 84 SATISFACTORY - C
- 74 and Under BELOW STANDARDS – UNSATISFACTORY – F

**ESTHETICS - TEXAS: 750 HOURS (Esthetician)**

**DESCRIPTION:** The primary purpose of the Esthetics Course is to train the Student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level positions as an Esthetician or related career path. Subjects are presented by means of lecture, demonstration, and interactive Student participation. Audiovisual aids, projects, activities, and other related learning methods are used for program delivery.

**OBJECTIVES:** Upon completion of the course requirements, the determined Graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer/employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills required for facial massage, effective use of required implements and equipment, proper application of corrective makeup, unwanted hair removal, and lash/brow tinting.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the Graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in esthetics and related career positions.

**ESTHETICS – TEXAS, 750 HOURS (Esthetician)**

HOURS	SUBJECT - UNIT
50	<b>ORIENTATION:</b> New Student Orientation; laws and regulations; licensing and certification requirements.
40	<b>INFECTION CONTROL:</b> Health and sanitation, types and classifications of infectious organisms (bacteria, viruses, molds, fungus); Growth and reproduction of infectious organisms; Infections and their prevention; Immunity and body defenses; Decontamination and infection control; Physical and chemical agents, bacteriology, products, tools, equipment, use and safety.
35	<b>SALON MANAGEMENT AND PRACTICES:</b> Fundamentals of business management, professional ethics, conduct and attitude; Professional organizations; trade shows, and publications; State sales tax requirements; Career opportunities and placement. Effective communications and human relations. Compensation packages and payroll deductions. OSHA regulations concerning hazardous materials communications.
90	<b>ANATOMY AND PHYSIOLOGY:</b> Cells, tissues, and organs; Body systems; Basic principles of nutrition; Overview of bones and muscles of the head, face, and neck.
75	<b>ELECTRICITY, MACHINES, AND RELATED EQUIPMENT:</b> Nature of electricity, two types of electricity, electrotherapy and their uses; electromagnetic radiation; five types of light therapy and their benefits; high-frequency.
50	<b>CHEMISTRY AND RELATED THEORY:</b> Forms and properties of matter; Elements, compounds, and mixtures; Chemical reactions and solutions; The pH scale; FDA laws governing hair care products; Product safety.
50	<b>CLIENT CARE:</b> Developing excellent skills in client consultation, client care, and customer service.
10	<b>NUTRITION:</b> Nutritional guidelines, general health and fitness.
10	<b>COLOR PSYCHOLOGY:</b> Color theory and how color affects attitude, personality and image.
15	<b>AROMA THERAPY:</b> The use of essential oils; purposes, cautions, common uses.
25	<b>SUPERFLUOUS HAIR REMOVAL AND RELATED THEORY:</b> Tweezing, Depilatory lotions; Waving; Bleaching of facial hair
225	<b>SKIN CARE, FACIAL TREATMENTS AND RELATED THEORY:</b> Skin analysis and care, plain facials, mask facials, facial manipulations, exfoliation, hair removal, brow arching, waxing, lash/brow tinting.
75	<b>MAKEUP AND RELATED THEORY:</b> Makeup application: daytime, evening, corrective makeup techniques
750	<b>TOTAL HOURS</b>

The above hour requirements must be met by each Student in each category in order for the earned hours to be accepted by the State Licensing Board for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if a Student desires to specialize in a specific area.

## ESTHETICS PROGRAM PRACTICAL EXPERIENCES (Esthetician)

### REQUIREMENTS/SUBJECT - UNIT

200	<b>INFECTION CONTROL:</b> The act of preventing the growth of germs and bacteria or destroying them. Students must perform daily sanitation tasks on implements, equipment and facilities to prevent the spread of disease and bacteria.
200	<b>FACIALS:</b> Skin analysis and care, plain facials, mask facials, facial manipulations, exfoliation, makeup application, hair removal, brow arching, waxing, lash/brow tinting.
40	<b>BODY PROCEDURES:</b> Body exfoliation (wet and dry); Back treatments.
40	<b>SUPERFLUOUS HAIR REMOVAL:</b> Tweezing, Depilatory lotions; Waxing; Bleaching of facial hair.
10	<b>CLIENT COMMUNICATIONS:</b> Evaluated presentations of Student's ability to interact with the client, build client retention, obtain referrals and upgrade tickets.
10	<b>BUSINESS ADMINISTRATION:</b> Evaluation of business administration performance including reception desk procedures, inventory, telephone technique, salon business projects, salon field trip reports, etc.
500	<b>TOTAL UNITS</b>

**GRADING POLICY AND PROCEDURES:** Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures, performance standards established by the State licensing agency, and set forth in practical skills evaluation criteria adopted by Vogue College. Students must maintain a theory grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Although Instructors and assignments may vary based on Program requirements, numerical grades are considered according to the following scale:

#### WRITTEN and PRACTICAL

93 - 100	EXCELLENT - A
85 - 92	VERY GOOD - B
75 - 84	SATISFACTORY - C
74 and Under	BELOW STANDARDS – UNSATISFACTORY – F

### NAIL TECHNOLOGY - TEXAS: 600 HOURS (Manicurist)

**DESCRIPTION:** The primary purpose of the Nail Technology Course is to train the Student in the basic technical skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level employment as a nail technician or related career path. Subjects are presented by means of lecture, demonstration, and interactive Student participation. Audiovisual aids, projects, activities, and other related learning methods are used for program delivery.

**OBJECTIVES:** Upon completion of the course requirements, the determined Graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer/employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills required for manicuring, pedicuring, and various methods of nail extensions.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the Graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development as a Nail Technician, Manicurist or related position.

### NAIL TECHNOLOGY – TEXAS 600 HOURS (Manicurist)

HOURS	SUBJECT - UNIT
15	<b>ORIENTATION:</b> New Student Orientation; Laws and regulations, Licensing and certification requirements.
100	<b>BACTERIOLOGY, SANITATION, AND SAFETY:</b> Biology, health, infection control, definitions, importance, rules, laws, methods, safety measures, hazardous chemicals and ventilation, chemistry.
80	<b>PROFESSIONAL PRACTICES:</b> Manicuring as a profession, vocabulary, ethics, salon procedures, hygiene and grooming, professional attitudes, salesmanship and public relations. Career and employment information, professional ethics, effective communications and human relations, compensation packages, and payroll deductions.

70	<b>ANATOMY AND PHYSIOLOGY OF THE ARM AND HAND:</b> Major bones and function, major muscles and functions, major nerves and functions, skin structure, functions appendages, conditions and lesions, nail structure, composition, growth, regeneration, irregularities and diseases.
320	<b>MANICURE PROCEDURES:</b> Principles and techniques of 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.
15	<b>EQUIPMENT, IMPLEMENTS, AND SUPPLIES:</b> Use and maintenance. Products, tools, equipment, use and safety.
600	<b>TOTAL HOURS</b>

The above hour requirements must be met by each Student in each category in order for the earned hours to be accepted by the State Licensing Board for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if a Student desires to specialize in a specific area.

**NAIL TECHNOLOGY PRACTICAL EXPERIENCES (Manicurist)  
REQUIREMENTS/SUBJECT - UNIT**

150	<b>INFECTION CONTROL:</b> The act of preventing the growth of germs and bacteria or destroying them. Students must perform daily sanitation tasks on implements, equipment, facilities to prevent the spread of disease and bacteria.
130	<b>MANICURE PROCEDURES:</b> Basic manicure and pedicure, oil manicure, removal of stains, repair work, hand and arm massage, buffing, application of polish.
100	<b>NAIL EXTENSIONS:</b> 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.
10	<b>CLIENT COMMUNICATIONS:</b> Evaluated presentations of Student's ability to interact with the client, build client retention, obtain referrals and upgrade tickets.
10	<b>BUSINESS ADMINISTRATION:</b> Evaluation of business administration performance including reception desk procedures, inventory, telephone technique, salon business projects, salon field trip reports, etc.
400	<b>TOTAL UNITS</b>

**GRADING POLICY AND PROCEDURES:** Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures, performance standards established by the State licensing agency, and set forth in practical skills evaluation criteria adopted by Vogue College. Students must maintain a theory grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Although Instructors and assignments may vary based on Program requirements, numerical grades are considered according to the following scale:

**WRITTEN and PRACTICAL**

93 - 100	EXCELLENT - A
85 - 92	VERY GOOD - B
75 - 84	SATISFACTORY - C
74 and Under	BELOW STANDARDS – UNSATISFACTORY - F

**STUDENT INSTRUCTOR- TEXAS: 750 HOURS - No Work Experience**

**DESCRIPTION:** The primary purpose of the Student Instructor Course is to train the Student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level employment as an Instructor or related career path. Subjects are presented by means of lecture, demonstration, and interactive Student participation. Audiovisual aids, projects, activities, and other related learning methods are used for program delivery.

**OBJECTIVES:** Upon completion of the course requirements, the determined Graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer/employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skills necessary for teaching including writing lesson plans, performing lectures and demonstrations, directing Student projects, using library resources and audio-visual aids, conducting

theory class instruction and measuring Student achievement, supervising clinic operations, and maintaining required Student records.

5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the Graduate will continue to learn new and current information related to techniques, communications skills and teaching methodologies to improve teaching skills.

#### **STUDENT INSTRUCTOR COURSE – TEXAS, 750 HOURS**

<b>HOURS</b>	<b>SUBJECT/ UNIT</b>
<b>50</b>	<b>ORIENTATION:</b> School rules and regulations; Qualities of the professional educator; Code of ethics; Familiarization of School facilities and supplies. Licensing Requirements and Regulations, Laws; Fundamentals of Business Management, Professional Ethics, Business Plan, Written Agreements, , School Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/Human Relations, Insurance, Salon Safety, Seeking Employment
<b>350</b>	<b>METHODS OF TEACHING and CLINIC MANAGEMENT:</b> Principles of Teaching, Learning and Preparing Lesson Plan Development, Outlines, Examples of Lesson Plans, Components of Effective Lesson Plans, Preparation, Teaching Methods; Presentation Techniques, Application, Testing, Lecture and Workbooks, Demonstrations, Return Demonstrations, Discussion, Question and Answer, Projects, Field Trips, Developing and Using Educational Aids, Films or videos, Charts, Manikins, Reference Materials, Chalkboard, Overhead Projectors and Transparencies, Program Development and Review; Program Review, Independent Clinic Supervision, Client Communications, Reception Desk, Inventory Control, Effective Dispensary Procedures, Supervision of Clinic Sanitation and Client Safety, Technical Skills Ability, Independent Classroom Instructing, Administrative Responsibilities, Records and Reports Management, Safety Measures, Classroom Conditions and Maintenance, Class Supervision, Control, Classroom Problems and Solutions, Organizational and Regulatory Requirements
<b>350</b>	<b>INSTRUCTION AND THEORY; CLINIC OPERATION:</b> Planning, Analysis, Implementation, Benefits, Assessment or Measurement of Student Ability/Achievement/Learning, Diagnosis of Student Weaknesses and overall progress, Student Motivation for Study and Learning, Oral and Written Testing, Evaluation of Overall Progress, Development and Use of Testing/Masurement Instruments; Academic Advising
<b>750</b>	<b>TOTAL HOURS</b>

The above hour requirements must be met by each Student in each category in order for the earned hours to be accepted by the State Licensing Board for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum-related areas or if a Student desires to specialize in a specific area.

**GRADING POLICY AND PROCEDURES:** Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures, performance standards established by the State licensing agency, and set forth in practical skills evaluation criteria adopted by Vogue College. Students must maintain a theory grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Although Instructors and assignments may vary based on Program requirements, numerical grades are considered according to the following scale:

#### **WRITTEN and PRACTICAL**

93 - 100	EXCELLENT - A
85 - 92	VERY GOOD - B
75 - 84	SATISFACTORY - C
74 and Under	BELOW STANDARDS – UNSATISFACTORY – F

#### **STUDENT INSTRUCTOR COURSE TX – 500 HOURS WITH ONE YEAR OF EXPERIENCE (not eligible for Federal Financial Aid)**

**DESCRIPTION:** The primary purpose of the Student Instructor Course is to train the Student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level employment as an Instructor or related career path. Subjects are presented by means of lecture, demonstration, and interactive Student participation. Audiovisual aids, projects, activities, and other related learning methods are used for program delivery.

**OBJECTIVES:** Upon completion of the course requirements, the determined Graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer/employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skills necessary for teaching including writing lesson plans, performing lectures and demonstrations, directing Student projects, using library resources and audio-visual aids, conducting theory class instruction and measuring Student achievement, supervising clinic operations, and maintaining required Student records.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the Graduate will continue to learn new and current information related to techniques, communications skills and teaching methodologies to improve teaching skills.

#### **STUDENT INSTRUCTOR COURSE – TEXAS, 500 HOURS**

<b>HOURS</b>	<b>SUBJECT/ UNIT</b>
20	<b>ORIENTATION:</b> School rules and regulations; Qualities of the professional educator; Code of ethics; Familiarization of School facilities and supplies. Licensing Requirements and Regulations, Laws; Fundamentals of Business Management, Professional Ethics, Business Plan, Written Agreements, School Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/Human Relations, Insurance, Salon Safety, Seeking Employment
90	<b>LESSON PLANS:</b> Learning and Preparing Lesson Plan Development, Outlines, Examples of Lesson Plans, Components of Effective Lesson Plans
120	<b>METHODS OF TEACHING and CLINIC MANAGEMENT:</b> Principles of Teaching, Preparation, Program Review, Teaching Methods; Presentation Techniques, Application, Testing, Lecture and Workbooks, Demonstrations, Return Demonstrations, Discussion, Question and Answer, Projects, Field Trips
60	<b>CLASSROOM MANAGEMENT:</b> Safety Measures, Classroom Conditions and Maintenance, Class Supervision, Control, Classroom Problems and Solutions, Organizational and Regulatory Requirements
60	<b>EVALUATION TECHNIQUES:</b> Assessment of Student learning; Evaluation of overall progress; Development and use of testing/measurement instruments; Testing as Related to Student Learning and Effectiveness of Instruction; Purpose and Types of tests; Selection of Appropriate Testing Methods; Validity and Reliability of Teaching Methods via Tests
40	<b>STATE LAWS AND FORMS:</b> State laws and regulations; Processing applicable forms for Schools and Students for enrollment and licensure.
40	<b>VISUAL AIDS, PREPARATION AND USE:</b> Developing and Using Educational Aids, Films or videos, Charts, Manikins, Reference Materials, Chalkboard, Overhead Projectors and Transparencies, Program Development and Review
70	<b>LEARNING THEORY:</b> Identifying learning styles and methods for learners; Practicing methods designed to reach various adult accelerated learning styles.
500	<b>TOTAL HOURS</b>

The above hour requirements must be met by each Student in each category in order for the earned hours to be accepted by the State Licensing Board for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum-related areas or if a Student desires to specialize in a specific area.

**GRADING POLICY AND PROCEDURES:** Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures, performance standards established by the State licensing agency, and set forth in practical skills evaluation criteria adopted by Vogue College. Students must maintain a theory grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Although Instructors and assignments may vary based on Program requirements, numerical grades are considered according to the following scale:

#### **WRITTEN and PRACTICAL**

93 - 100	EXCELLENT - A
85 - 92	VERY GOOD - B
75 - 84	SATISFACTORY - C
74 and Under	BELOW STANDARDS – UNSATISFACTORY – F

## DAILY DUTIES AS ASSIGNED

All Students will be assigned daily duties. Please be thorough and take pride in fulfilling these tasks. Students will not clock out until all duties have been completed. Styling stations and mirrors need to be cleaned and sanitized each day. Items should not be left out or left overnight. Personal items need to be secured. The break room, classrooms and the clinic floor should be cleaned daily. Additionally, all areas where clients are serviced should be maintained properly per State regulations. These areas include the shampoo area, rest rooms, styling stations, etc.

## SCHEDULE CHANGES

Students must request a schedule change in writing, which is subject to approval by Vogue College owner or Director. A student may not exceed more than 2 schedule changes during their period of enrollment. Once approved, all initial schedule change requests will be processed at no extra charge to the student. However, if a student requests an additional schedule change during their period of enrollment, upon approval, a \$100 fee will be charged.

## LEAVE OF ABSENCE

A Leave of Absence (LOA) is a temporary interruption in a Student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA. Vogue College may allow more than one LOA at its discretion where there is an expectation that the student will return. Students must request an LOA in advance in writing, state the reason for the leave, and include the student's signature for approval by Vogue College owner or Administrator. Vogue College may grant an LOA to a student who did not provide the request prior to the LOA due to an unforeseen circumstance and must document the reason for the LOA from the student at a later date. In unforeseen LOA circumstances, the beginning date of the approved LOA would be determined to be the first date the student was unable to attend.

If approved, the official Leave will extend the enrollment contract period and maximum time frame by the same number of days designated in the leave document or actually used by the Student, changes to the contract period are listed on the Leave of Absence document and must be initialed by all parties upon the student's return from LOA. There will be no institutional fees charged as a result of the LOA. **The LOA is approved for a minimum of 30 days at a time and may not exceed 180 days total in any twelve-month period.** All approved LOAs will be scheduled to begin on the first class day after the Student's last physical day of attendance prior to beginning the LOA and end on the "Scheduled Return Date"; a Student who does not return to School or has failed to request an additional LOA prior to the "Scheduled Return Date" will be dropped. At an institution required to take attendance, the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

LOA will be considered on a case-by-case basis for situations like family and medical emergencies, work issues, and unusual circumstances. A student granted an LOA that meets Vogue College's LOA requirement is not considered to have withdrawn, and no refund calculation is required at that time.

For Federal Aid recipients, the Student's payment period is suspended during the LOA and no federal financial aid will be disbursed to Students while on a LOA. Upon the Student's return, the Student will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed. If the Student is a Title IV loan recipient, the Student will be informed of the effects that the Student's failure to return from a leave may have on the Student's loan repayment terms, including the expiration of the Student's grace period.

## GRADUATION REQUIREMENTS

Students must meet the following requirements in the applicable program of study to qualify for graduation and be issued an Official Transcript of Hours and Diploma:

- Successful completion of all levels of study, required tests, practical projects, and assigned guest services.
- Completion of the Program of Study as required by the State Regulatory Agency.
- Pass the final written and practical exam for the applicable program.
- Complete all required exit paperwork.
- Make satisfactory arrangements for all debts owed to Vogue College.

Upon completion of the program of study and all graduation requirements, a Vogue College Diploma for the applicable program of study will be awarded. After all graduation requirements have been met and the scheduled program has ended, the Graduate will be eligible to pay the required examination fee and file an application for the State licensing exam. Upon obtaining a valid license, the Graduate may engage in his or her chosen field for compensation.

## **EMPLOYMENT ASSISTANCE**

While Vogue cannot guarantee employment for Graduates, assistance in finding suitable employment is provided by posting area job openings. Students also receive classroom training on professionalism, how to write a resume, job searching, completing an employment application and preparing for an effective interview. This is an excellent opportunity for the Student to obtain professional salon exposure, secure future employment and make the transition from School to work with ease.

## **JOB DEMAND IN COSMETOLOGY**

There are many wonderful career opportunities available within the beauty industry. In addition to entry level placement as a Cosmetologist, Esthetician, Instructor, and Nail Technician; this industry also offers opportunities in areas such as hairstyling, skin care, makeup, nail artistry, sales, instructing, training, etc.

## **PHYSICAL DEMANDS AND SAFETY REQUIREMENTS**

You may work long hours, especially those who own salons. Work schedules may include nights and weekends, and may not include breaks or lunches. Good health and stamina are a must. Most salon industry professionals may be on their feet for long periods of time. Prolonged exposure to some chemicals may cause irritation so protective clothing, facemasks, goggles, and gloves should be worn.

## **LICENSURE REQUIREMENTS**

Any person is eligible to receive a license as a cosmetologist, a nail technician, or an esthetician who submits proof that he is at least 17 years of age; has an education equivalent to the completion of the second year of an approved high School; has completed the required clock hours in an approved School for the applicable program; has paid the required fees; and has passed the examination conducted by the Board to determine his fitness to receive a license. Any person applying to take a State Board examination may be required to have an official United States Government issued identification to take the exam.

Any person is eligible to receive a license as an Instructor who submits proof that he is at least 18 years of age; has an education equivalent to the completion of a four year high School; has completed a Student Instructor program of 750 clock hours or 500 hours with one year of verified work experience in the applicable discipline; has paid the required fees and has passed the examination conducted by the Board. Any person applying to take a State Board examination may be required to have an official United States Government issued identification to take the exam.

Instructors in the State of Texas must obtain four clock hours (1 hour sanitation, 3 hours teaching) for license renewal. Instructors employed in a NACCAS-accredited School must obtain twelve clock hours of continuing education within each calendar year.

The Texas Department of Licensing and Regulation 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's Enforcement Division for further review. It should be noted that a decision to deny licensure will result in an individual not being able to obtain gainful employment their chosen field. Please see the TDLR Regulation of Barbering and Cosmetology; Occupations Code, Chapter 1603. Title 9: Subchapter I; Denial and Disciplinary Procedures Sec. 1603.401.

## **INCOMPLETE ENROLLMENTS**

### **OFFICIAL WITHDRAWAL REQUIREMENTS**

Students who withdraw from enrollment prior to program completion must:

- Complete all required exit paperwork and attend an exit interview;
- Satisfy all debts owed to Vogue College or make satisfactory arrangements for debts to Vogue College as approved by the Managing Director.

Only upon completion of the withdrawal requirements will a certified Final Transcript of Hours be forwarded to the State Board. Upon payment of the \$25.00 transcript fee, a certified Final Transcript of Hours will be given to the Student. If withdrawal requirements are not met, no transcript will be released. Withdrawal fees may be waived due to documented mitigating circumstances.

## **CANCELLATION POLICY**

A full refund will be made to any Student who cancels the Enrollment Agreement or contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed by the prospective Student. If tuition is collected in advance of entrance, and if, after expiration of the 72 hours cancellation privilege, the Student does not enter Vogue College, the registration fee shall be retained. A full refund will be made if Student is not accepted by Vogue College.

**REFUND POLICY - TEXAS– NOTICE OF CANCELLATION**

If a student withdraws from a course offered by Vogue College of Cosmetology, or is terminated by the school during the last 50 percent of the course, the school:

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

If a student withdraws from the course or is terminated by the school before the last 50 percent of the course, the school shall refund:

- (1) 90 percent 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
- (2) 80 percent 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
- (3) 75 percent of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the course but not later than the completion of the first 25 percent of the course
- (4) 50 percent of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the course.

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE	TOTAL TUITION EARNED BY SCHOOL
0.01% to 10%	10%
10.01% or 1 wk, but before the end of 3 wks	20%
After 3 wks but before 25% completion	25%
25.1% to 50%	50%
50.1% and over	100%

- Any monies due the applicant or Student shall be refunded within 30 days of formal cancellation date as defined above.
- 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, Vogue College will provide a pro rata refund of tuition to the Student.
- 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: nonreturnable kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal.

\*If a student voluntarily withdraws or is terminated after completing 50 percent of the course at Vogue College of Cosmetology, the school shall allow the student to re-enter at any time during the 48 month period following the date of withdrawal or termination. A student who receives a grade of incomplete may reenroll in the program during the 48 month period following the date the student withdraws and complete the subjects without payment of additional tuition.

- If a Title IV financial aid recipient\* withdraws prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by Vogue College shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by Vogue College and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

**Determination Date/Withdrawal Date (Official/Unofficial Withdrawal):**

The last date of attendance would be the last day the student was physically in attendance at the school. A withdrawal date on a student who had been previously attending could be up to, but not to exceeding, 14 calendar days from that student’s actual last date of attendance. An active student officially withdraws when they notify the school’s administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school’s administrative office.

**Return of Title IV Funds**

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants. Determination Date/Withdrawal Date (Official/Unofficial Withdrawal): The last date of attendance would be the last day the student was physically in attendance at the school. A withdrawal date on a student who had been previously attending could be up to, but not to exceeding, 14 calendar days from that student’s actual last date of attendance. An active student officially withdraws when they notify the school’s administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent



for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office.

When you withdraw during your payment period the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30% of the scheduled hours in your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the scheduled hours in your payment period, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. Your school may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the Post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

If the post-withdrawal disbursement includes loan funds, the School must get the student's permission before it can disburse the loan. Students may choose to decline some or all of the loan funds so that s/he does not incur additional debt. A notice will be sent out to the student, and the signed, original document must be returned to the School within 14 days.

Any amount of unearned grant funds that you must return is called an overpayment. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any Institutional Refund Policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return.

### **Return of Funds by the School**

The school will make the refund determination within thirty (30) days from the date of withdraw/termination and return the unearned funds for which the School is responsible as soon as possible, but no later than 45 days after the date of student withdraw/termination.

The school must return the unearned aid for which the school is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

### **Title IV Programs**

Unsubsidized Federal Stafford Student Loan;  
Subsidized Federal Stafford Student Loan;  
Parent Loan for Undergraduate Students (PLUS);  
Federal Pell Grant

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

### Occupational Employment and Wages

SIC CODE: 39-5012 Hairdressers, Hairstylists, and Cosmetologists

**Occupation Description:** Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services.

<https://www.bls.gov/oes/current/oes395012.htm>  
[https://www.bls.gov/oes/current/oes\\_tx.htm#39-0000](https://www.bls.gov/oes/current/oes_tx.htm#39-0000)

### Occupational Employment and Wages

SIC Code: 39-5094 Skincare Specialists

**Occupation Description:** Provide skincare treatments to face and body to enhance an individual's appearance. Includes electrologists and laser hair removal specialists.

<https://www.bls.gov/oes/current/oes395094.htm#st>  
[https://www.bls.gov/oes/current/oes\\_tx.htm#39-0000](https://www.bls.gov/oes/current/oes_tx.htm#39-0000)

### Occupational Employment and Wages

SIC Code: 39-5092 Manicurists and Pedicurists

**Occupation Description:** Clean and shape customers' fingernails and toenails. May polish or decorate nails.

<https://www.bls.gov/oes/current/oes395092.htm>  
[https://www.bls.gov/oes/current/oes\\_tx.htm#39-0000](https://www.bls.gov/oes/current/oes_tx.htm#39-0000)

### Occupational Employment and Wages, May 2015

SIC Code: 25-1194 Vocational Education Teachers, Postsecondary

**Occupation Description:** Teach or instruct vocational or occupational subjects at the postsecondary level (but at less than the baccalaureate) to students who have graduated or left high school. Includes correspondence school instructors; industrial, commercial, and government training instructors; and adult education teachers and instructors who prepare persons to operate industrial machinery and equipment and transportation and communications equipment. Teaching may take place in public or private schools whose primary business is education or in a school associated with an organization whose primary business is other than education.

<https://www.bls.gov/oes/current/oes251194.htm>  
[https://www.bls.gov/oes/current/oes\\_tx.htm#25-0000](https://www.bls.gov/oes/current/oes_tx.htm#25-0000)

### CAMPUS PERFORMANCE STATISTICS

The School tracks its annual performance with respect to Student completion rate, Graduate licensure rate, and Graduate employment rate. The performance rates for the 2015 NACCAS Annual Report are listed below for each campus.

	San Antonio, Ingram Rd	San Antonio, Fred	McAllen	Lubbock
Completion:	68.29%	56.10%	62.60%	n/a
Licensure:	94.59%	92.59%	97.96%	n/a
Employment:	71.70%	73.33%	68.42%	n/a

### STUDENT SERVICES HOUSING

There is no campus housing available; however there are apartment complexes located in close proximity of Vogue Schools. Vogue College does not offer medical or dental services to its Students. Vogue College offers continuous educational advisements to currently enrolled Students and qualified Graduates. Staff members and Instructors are encouraged to mentor Students for their professional growth. Students who are in need of additional services may be referred to professionals who can assist them. These professionals may be Employees at health facilities, financial consultants, religious leaders/institutions, and social service agent. Vogue College Staff members and Instructors are not qualified to provide assistance in these areas.

## **OSHA**

The United States Department of Labor of Occupational Safety and Health Administration requires Vogue College to advise its Students of the chemicals used in cosmetology and related training. During Orientation the Student will learn about the importance of safety in the work place and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study Students are apprised of the various chemicals used and safe practices that apply. In addition, a complete file containing Material Safety Data Sheets for the chemicals used at Vogue College is available in the administration office.

## **EMERGENCY PROCEDURES**

Vogue College has fire extinguishers located on the service floor. Exit doors are located in the front and back of Vogue College in the event of an evacuation. Students and Employees are shown all exits during their initial tour of the campus. Students are advised to evacuate the premises in an orderly fashion and not to return until directed by Vogue College personnel. In the event of an emergency, call 911 immediately. Evacuation maps are posted in Vogue College.

## **STANDARDS OF PROFESSIONALISM REGULATIONS FOR CONDUCT**

Students are expected to conduct themselves in a professional manner befitting the industry. High standards of integrity and character are expected. A Student will be asked to leave if their conduct is unbecoming or in discord with any rules of Vogue College. Students must treat each other, Staff, and the customers with respect. A friendly atmosphere makes for more pleasant surroundings; therefore, profanity, rudeness, gossip, and trouble-making will not be tolerated.

- Cell phones are not allowed while a Student is clocked in.
- Cameras or cell phone camera phones are prohibited without the written consent of student or patron
- Person(s) Student resides with are permitted to receive 20% off price floor services.
- Students may not disrupt class.
- No children are allowed in the classroom.
- Vulgar or profane language (spoken or written in any form) is not tolerated.
- Students are responsible for clocking in and out on time and correctly.
- Students are responsible for the work station they are assigned and its upkeep.
- No smoking is allowed in Vogue College or within 10 feet of any entrance.
- Vogue College is not responsible for lost or stolen items.
- Students must be respectful and treat every customer as an important class assignment.
- It is the responsibility of the Student to ask for an Instructor when needed.
- With the exception of Instructors, Students cannot practice on anyone for a fee.
- Students are permitted to keep tips but may not solicit them from customers.
- Students refusing to do work that is assigned to them will be clocked out and sent home.
- Students will wear a uniform of black and white or a combination.
- Students cannot wear shorts or skirts shorter than the knee.
- Sleeveless tops and tube tops are not permitted.
- Sandals, flip-flops, or open toe shoes are not to be worn.
- Hair is to be neat and clean; no caps or rags may be worn.

## GENERAL RULES OF APPEARANCE

- Students will not be allowed to clock in unless dressed appropriately professionally and in assigned uniform.
- Students must arrive at School properly groomed and display current or trendy hairstyle.
- Female Student must wear appropriate day-time makeup.
- Shoes must be polished and free of scuff marks with a heel height of no more than 2 inches.
- Clothing must be clean and free of tears and stains.
- Students must practice good hygiene at all times.
- Sleeveless tops, tank tops, and T-shirts are not allowed.
- Shirts that show the underarms are not allowed.
- Denim or parachute style pants are not allowed.
- *Play days*: A *dress play* day may be declared for special occasions such as Halloween, Mardi Gras, etc. Rules established by the administration must be adhered to and aprons must be worn while performing guest services.

## DRESS CODE

- Black Scrubs with Vogue logo or Vogue T-shirt on specified days
- Name tag and required identification
- Appropriate closed toe footwear, black or white only

## STANDARDS OF CONDUCT

These Standards of Conduct are established for the specific purpose of promoting an enriched learning environment for all Students. Developing efficient work habits, a positive attitude and definite goal orientations during training will enhance your potential for success. All Students must:

1. Attend all classes according to the assigned schedule including theory classes even if all required tests are completed. Students will clock in and out daily and attend Saturdays as required in Enrollment Agreement. Students will take morning and afternoon breaks in accordance with policy.
2. Arrive for all classes on time. If more than 10 minutes late, a Student is considered **tardy** unless determined otherwise by an appropriate authorized School representative. Students may not be allowed to attend class or to clock in until the scheduled class is dismissed. The determination will be made based on the circumstances causing the tardiness. Excessive tardiness could result in suspension.
3. Complete all assigned theory, practical and clinic assignments in the designated time frames including any assignments required to establish eligibility to retake failed exams or take missed exams. It is the Student's responsibility to contact the Instructor regarding makeup exams.
4. Notify a Staff member at least 30 minutes before an absenteeism or tardiness so that proper arrangements can be made to service clients that may be scheduled.
5. Follow time clock procedures by clocking in and out to accurately reflect hours in attendance. No Student may clock in/out for others.
6. Obtain permission from a Staff member to leave the facility for any reason other than lunch time and closing.
7. Comply with the published dress code with name tag and practice proper hygiene and grooming at all times. Students not in compliance with dress code will not be allowed to clock in until coming into compliance.
8. NOT smoke, chew gum, eat or drink except in the designated areas. Do not smoke, congregate, or loiter anywhere at the front of the building. Students must clock out for lunch at a time approved by an Instructor.
9. Comply with scheduled lunch breaks. The time for the lunch break will depend on the classes scheduled and the clinic floor services that are assigned. As a consideration to fellow Students, clients, and Instructors, please notify Vogue College if you are not returning from lunch.
10. NOT perform any services on clients until successful completion of a Phase I training.
11. Practice courtesy and professionalism at all times when dealing with other Students, clients, visitors to Vogue College and Staff.
12. Follow all State laws and regulations at all times during School hours.
13. Understand that training involves sanitation, cleanliness and care of equipment. Students are responsible for personal work stations and work area. Daily assigned sanitation duties must be evaluated before clocking out each day. State Board regulation requires all Students to follow Sanitation rules and practices at all times.
14. Discuss only ethical and professional subject matter during School hours and refrain from using profanity.
15. Be fair, honest, and never steal; refrain from the willful destruction of property.
16. Refrain from having personal visitors to Vogue College. Guests will be asked to leave unless they are scheduled for a clinic service.
17. Be involved in curriculum related activities at all times when clocked in. Excessive time in the Student lounge is not

allowed. Students who are not clocked in may not linger in the facility and distract other Students from training responsibilities.

18. Refrain from using the business phone for incoming or outgoing calls without the express permission of a Staff member or at designated times. Personal calls are limited to 3 minutes.
19. Power off all cell phones while in School at all times and place in locker while clocked in. They may not be used in any capacity (voice or text message) within the facility. **All calls or messages must be made outside of the building (off of the clock) or in the Student break room while clocked out for lunch.** In addition to standard disciplinary policies, phones may be confiscated and held until classes end for the day. Please notify family members of Vogue College's phone for use in case of emergency.
20. Park only in the designated areas for Student parking. Vogue College does NOT provide parking for its Students. Front of the building parking is ALWAYS reserved for client use. Students may park only in designated areas.
21. Receive no more than (1) one service at 50% off per week as approved by an instructor. Students may not bring personal products into Vogue College without permission. Family members may receive services at a 20% discount with Staff approval (senior citizens days not included).
22. Know all pricing and service policies of Vogue College and the name, purpose, benefits, procedures and cost of products used.
23. Keep all client analysis and service records up to date.
24. Recommend and prescribe appropriate services and retail products to each client assigned in order to develop professional skills.
25. Strive to continually upgrade abilities through education and practice.

#### **LEVELS OF ADVISEMENT**

A Student may be advised by Vogue administration regarding attendance, academic grades or conduct by any of the following actions:

The first advisement will be a documented verbal warning.

The second advisement is a written 3 day suspension.

The third advisement is a written 3 day suspension.

The fourth advisement can result in a termination from the course.

#### **GROUND FOR WITHDRAWAL/ TERMINATION**

A Student may be Officially Withdrawn at the discretion of Vogue College at any time; reasons for Official Withdrawal may include but is not limited to: non-compliance with General Policies, the enrollment contract, or State Laws and Regulations; Improper conduct or any action, which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

#### **ACADEMIC ADVISEMENT**

Students who are finding it difficult to understand a subject are advised to seek help from their Instructor. If the Instructor is unable to help the Student during class time, administrators will arrange for special one-on-one instruction.

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

The Satisfactory Academic Policy (SAP) is applied consistently to all students enrolled at Vogue College. SAP applies to all schedules, both full time and part time schedules. SAP applies to all students regardless of form of payment, Title IV or private pay. This policy is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. SAP will be measured at the following actual clock hour evaluation periods for each program:

Cosmetology 450, 900, and 1200 actual hours

Esthetics at 375 actual hours

Nail Technology at 300 actual hours

Student Instructor (750 Hours) at 375 actual hours

Student Instructor (500 Hours) at 250 actual hours

\*Transfer Students – Midpoint of the contracted hours or the payment periods / established evaluation periods, whichever comes first. SAP evaluations are based on actual contracted hours at the institution.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have at least one evaluation by midpoint of the academic year or course and/or program, whichever occurs sooner.

**QUANTITATIVE REQUIREMENT – ATTENDANCE PROGRESS EVALUATIONS:**

Students are required to attend a minimum of 70% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each payment period/evaluation period, Vogue College will determine if the student has maintained at least 70% cumulative attendance. The student will be monitored from the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time framed allowed.

**MAXIMUM TIME FRAME:**

The maximum time in which a financial aid student to receive Title IV, HEA funding (which does not exceed 143% of the course length) and to complete each course at satisfactory academic progress is stated below:

Course	MAXIMUM TIME ALLOWED	
	Weeks	Scheduled Hours
Cosmetology (Full Time, 34hrs/wk) – 1500 Hours	63 Weeks	2145
Cosmetology (Part Time, 24hrs/wk) – 1500 Hours	89 Weeks	2145
Cosmetology (Part Time, 16hrs/wk) – 1500 Hours	134 Weeks	2145
Esthetician (Full Time, 34hrs/wk) – 750 Hours	31 Weeks	1072
Esthetician (Part Time, 24hrs/wk)- 750 Hours	45 Weeks	1072
Esthetics (Part Time, 16hrs/wk) – 750 Hours	67 Weeks	1072
Instructor (Full Time, 34hrs/wk) – 750 Hours	31 Weeks	1072
Instructor (Part Time, 24hrs/wk) – 750 Hours	45 Weeks	1072
Instructor (Part Time, 16hrs/wl) – 750 Hours	67 Weeks	1072
Nail Technology (Full Time, 34hrs/wk) – 600 Hours	25 Weeks	858
Nail Technology (Part Time, 24hrs/wk) – 600 Hours	36 Weeks	858
Nail Technology (Part Time, 16hrs/wk) – 600 Hours	54 Weeks	858
Student instructor (Full Time, 34hrs/wk) – 500 Hours	21 Weeks	715
Student Instructor (Part Time, 24hrs/wk) – 500 Hours	30 Weeks	715
Student Instructor (Part Time, 16hrs/wk) – 500 Hours	45 Weeks	715

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 70% of the scheduled hours. Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis. All courses offered by the institution are clock hour programs and all students attend on a continuous basis. Therefore, we do not offer term or credit hour based programs. Enrollment is based on one period of continuous enrollment which counts towards satisfactory academic progress and maximum time-frame, including any time in that period where a student would not receive Title IV, HEA program funds. The period of enrollment includes, fall, winter, spring, and summer, as applicable to the student’s enrollment agreement.

**QUALITATIVE REQUIREMENT – ACADEMIC PROGRESS EVALUATIONS:**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical Skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by Vogue College. Students must pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

93- 100	A	EXCELLENT
80 - 89	B	VERY GOOD
79- 75	C	SATISFACTORY
74 - BELOW STANDARDS		UNSATISFACTORY

#### **DETERMINATION OF PROGRESS STATUS:**

Students meeting the minimum requirements for academics (75%) and attendance (70%) at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. This report notifies the student of any evaluation that may impact the student's eligibility for Title IV aid. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

#### **WARNING STATUS**

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

#### **PROBATION STATUS**

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

#### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period, at the next scheduled evaluation. Students can make up hours during course times the student is not normally scheduled for attendance. Students may begin attending makeup hours as they are needed. Full Time Day and Part Time Day students may stay after their scheduled end time. Part Time Evening Students may clock in prior to their scheduled start time if prior approval has been given.

#### **APPEAL PROCEDURE**

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

#### **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. If a student is considering pursuit of a second

program, they must graduate or withdraw from the current program. If a student decides to switch a program, the current SAP will start over with the new program. The old program SAP will no longer apply.

**NONCREDIT, REMEDIAL COURSES, REPETITIONS**

Noncredit, remedial courses and repetitions do not apply to this institution therefore, these items have no effect upon Vogue College’s satisfactory academic progress standards.

**TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student’s transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

- **END OF SAP POLICY**

**COST OF ATTENDANCE**

**PAYMENT TERMS AND CHARGES**

The Student pays Vogue College the tuition and fees for the program selected in advance upon commencement of the course of study unless other payment arrangements are made and agreed upon by all applicable parties. Payments may be made by cash, TITLE IV, check, money order or through non-federal agency or loan programs. Vogue College may, at its option and without notice, prevent the Student from attending class until the applicable unpaid balance is satisfied. Each course has been scheduled for completion within an allotted time frame. It is not realistic to expect to receive an education for free. Accelerated attendance may reduce financial aid eligibility and result in higher out of pocket cost to Student.

**EXTRA INSTRUCTIONAL CHARGES**

Vogue College has reserved space, equipment, and licensed Instructors for you. If a Student does not graduate within the contract period, additional training will be billed at the rate of \$250 per week for full time Students or \$250 per week for part-time Students or any part thereof, payable in advance, until graduation. Overtime charges are not eligible for financial aid.

**OTHER FEES**

\$100 – Schedule Change Fee after one time free of charge. Only 2 changes permitted.

\$25 – Transcript Fee

\$25 – Mandatory Saturday Attendance Policy. All students are required to attend two Saturdays per month. Students will be charged \$25 for each missed Saturday thereafter by the 10<sup>th</sup> of the following month.

**FINANCIAL AID:**

Fredericksburg Campus – Cosmetology, Esthetics, Nail Technology and 750 hour Student Instructor programs are eligible for financial aid.

Ingram Campus – Cosmetology, Esthetics, Nail Technology and 750 hour Student Instructor program is eligible for financial aid.

McAllen Campus – Cosmetology, Esthetics, Nail Technology and 750 hour Student Instructor programs are eligible for financial aid.

Lubbock- Cosmetology, Esthetics, Nail Technology and 750 hour Student Instructor programs are eligible for financial aid.

**\*STUDENT INSTRUCTOR 500 Hours (with one year of experience/not eligible for financial aid))**

**\*\* Nail Technology is not offered at this time.**

\*\*\*TDLR and Registration Fees are non-refundable

**McAllen Tuition**

Program	Languages	Tuition	Books & Kit	TDLR Permit Fee	Registration Fee	Total
<b>Cosmetology</b>	English/Spanish	\$14,795	\$1,600	\$25	\$25	\$16,495
<b>Esthetics</b>	English/Spanish	\$7,975	\$1,200	\$25	\$25	\$9,225
<b>Nail Technology</b>	English/Spanish	\$6,370	\$975	\$25	\$25	\$7,395
<b>Student Instructor (750 hours)</b>	English	\$8,855	\$800	N/A	\$25	\$9,680
<b>Student Instructor (500 Hours)</b>	English	\$5,905	\$200	N/A	\$25	\$6,130



**Fredericksburg Road– San Antonio Tuition**

Program	Languages	Tuition	Books & Kit	TDLR Permit Fee	Registration Fee	Total
<b>Cosmetology</b>	English/Spanish	\$10,250	\$1,600	\$25	\$25	\$11,900
<b>Esthetics</b>	English/Spanish	\$7,475	\$975	\$25	\$25	\$8,500
<b>Nail Technology</b>	English/Spanish	\$5,475	\$975	\$25	\$25	\$6,500
<b>Student Instructor (750 hours)</b>	English	\$6,025	\$200	N/A	\$25	\$6,250
<b>Student Instructor (500 Hours)</b>	English	\$4,017	\$200	N/A	\$25	\$4,242

**Ingram Road – San Antonio Tuition**

Program	Languages	Tuition	Books & Kit	TDLR Permit Fee	Registration Fee	Total
<b>Cosmetology</b>	English/Spanish	\$13,295	\$1,600	\$25	\$25	\$14,945
<b>Esthetics</b>	English/Spanish	\$7,475	\$975	\$25	\$25	\$8,500
<b>Nail Technology</b>	English/Spanish	\$5,475	\$975	\$25	\$25	\$6,500
<b>Student Instructor (750 hours)</b>	English	\$6,025	\$200	N/A	\$25	\$6,250
<b>Student Instructor (500 Hours)</b>	English	\$4,017	\$200	N/A	\$25	\$4,242

**Lubbock Tuition**

Program	Languages	Tuition	Books & Kit	TDLR Permit Fee	Registration Fee	Total
<b>Cosmetology</b>	English	\$12,950	\$1,600	\$25	\$75	\$14,650
<b>Esthetics</b>	English	\$7,725	\$975	\$25	\$75	\$8,300
<b>Student Instructor (750 hours)</b>	English	\$6,025	\$200	N/A	\$75	\$6,300
<b>Student Instructor (500 Hours)</b>	English	\$4,017	\$200	N/A	\$75	\$4,292

**CLASS START DATES**

Vogue College offers a fully integrated curriculum with bi-weekly class starts for the Cosmetology, Esthetics, Nail Technology and Student Instructor Programs (with a few exceptions).

PROGRAM OFFERINGS and CLASS START DATES MAY VARY based on class enrollment, staff availability and other considerations. Contact the campus admissions office to verify program offerings and start dates.

**McAllen Cosmetology English/Spanish, Esthetics English/Spanish, Nail Technology English/Spanish, and Student Instructor Start Dates**

START DATE		
February 6, 2017 (nights)	June 5, 2017 (nights)	September 11, 2017 (nights)
February 7, 2017 (full time)	June 6, 2017 (full time)	September 12, 2017 (full time)
February 7, 2017 (part time day)	June 6, 2017 (part time day)	September 12, 2017 (part time day)
March 20, 2017 (nights)	June 26, 2017(nights)	October 9, 2017 (nights)
March 21, 2017 (full time)	June 27, 2017 (full time)	October 10, 2017 (full time)
March 21, 2017 (part time day)	June 27, 2017 (part time day)	October 10, 2017 (part time day)
April 17, 2017 (nights)	July 17, 2017 (nights)	November 6, 2017 (nights)
April 18, 2017 (full time)	July 18, 2017 (full time)	November 7, 2017 (full time)
April 18, 2017 (part time day)	July 18, 2017 (part time day)	November 7, 2017 (part time day)
May 15, 2017 (nights)	August 14, 2017 (nights)	December 4, 2017 (nights)
May 16, 2017(full time)	August 15, 2017 (full time)	December 5, 2017 (full time)
May 16, 2017 (part time day)	August 15, 2017 (part time day)	December 5, 2017(part time day)

**Fredericksburg Road and Ingram Road – San Antonio Cosmetology English/Spanish, Esthetics English/Spanish, Nail Technology English/Spanish, and Student Instructor Start Dates**

<b>START DATE</b>		
February 14, 2017 (nights)	June 13, 2017 (nights)	September 19, 2017 (nights)
February 14, 2017 (full time)	June 13, 2017 (full time)	September 19, 2017 (full time)
February 14, 2017 (part time day)	June 13, 2017 (part time day)	September 19, 2017 (part time day)
March 28, 2017 (nights)	June 27, 2017 (nights)	October 17, 2017 (nights)
March 28, 2017 (full time)	June 27, 2017 (full time)	October 17, 2017 (full time)
March 28, 2017 (part time day)	June 27, 2017 (part time day)	October 17, 2017 (part time day)
April 25, 2017 (nights)	July 18, 2017 (nights)	December 5, 2017 (nights)
April 25, 2017 (full time)	July 18, 2017 (full time)	December 5, 2017 (full time)
April 25, 2017 (part time day)	July 18, 2017 (part time day)	December 5, 2017(part time day)
May 23, 2017 (nights)	August 29, 2017 (nights)	
May 23, 2017 (full time)	August 29, 2017 (full time)	
May 23, 2017 (part time day)	August 29, 2017 (part time day)	

**Lubbock Cosmetology, Esthetics, Nail Technology, and Student Instructor Start Dates**

<b>START DATE</b>		
February 21, 2017 (full time)	June 13, 2017 (full time)	September 19, 2017 (full time)
February 21, 2017 (part time day)	June 13, 2017 (part time day)	September 19, 2017 (part time day)
March 28, 2017 (full time)	June 27, 2017 (full time)	October 17, 2017 (full time)
March 28, 2017 (part time day)	June 27, 2017 (part time day)	October 17, 2017 (part time day)
April 25, 2017 (full time)	July 18, 2017 (full time)	December 5, 2017 (full time)
April 25, 2017 (part time day)	July 18, 2017 (part time day)	December 5, 2017(part time day)
May 30, 2017 (full time)	August 29, 2017 (full time)	
May 30, 2017 (part time day)	August 29, 2017 (part time day)	

## CAMPUS PERSONNEL

### McAllen Campus

800 W. Fern Ave, McAllen, TX 78501

Phone: 956.687.6149 Fax: 956.687.3236

Hilda Ascencio	Instructor
Bobbi Bortoni	Admissions Officer
Stephanie Chapa	Registrar
Melissa Flores	Instructor
Susana Gonzalez	Financial Aid Officer
Manuel Galindo	Instructor
Genesis Green	Instructor
Sara Guerra	Instructor
Jayra Jimenez	Receptionist
Reyna Juarez	Instructor
Jessica Munoz	Financial Aid Assistant
Yvonne Noriega	Instructor
Lizett Oyervides	Instructor
Miriam Pachecos	Instructor
Sylvia D. Rodriguez	Instructor
Cynthia Saenz	Director of Education
Claudia Villarreal	Instructor

### Lubbock Campus

1712 34th St, Lubbock, TX 79411

Phone: 806.589.5150 Fax: 806.763.1327

Rebecca Hurtado	Instructor
Melissa Lopez	Instructor
Miranda Arriaga	Instructor
Olivia Roberts	Financial Aid Officer
Amber Light	Receptionist
Amber Solis	Instructor
AJ Whitaker	Director
Kaylee Wood	Admissions Officer

### Fredericksburg Campus

1836 Fredericksburg Rd., San Antonio, TX 78201

Phone: 210.735.9401 Fax: 210.735.9402

Rossana Aguilar	Instructor
Lura Sue Henderson	Instructor
Guadalupe Hernandez	Dean of Education
Tamara Jackson	Instructor
Mary Kochel	Director
Bianca Mendiola	Admissions Officer
Sylvia Perez	Financial Aid Officer
Veronica Rosas	Instructor
Donna Jo Thomas	Instructor
Veronica Zabith	Receptionist
Nicole Young	Instructor

### Ingram Campus

6012 Ingram Rd., San Antonio, TX 78238

Phone: 210.432.5904 Fax: 210.520.5687

Jasmine Alaniz	Receptionist
JoAnn Alonzo	Instructor
Connie Barrera	Instructor
Gina Cuellar	Instructor
Yolanda De La Fuente	Instructor
Victor Esquivel	Admissions Officer
Guadalupe Garza	Director
Monica Hernandez	Financial Aid Officer
Christina Lozano	Instructor
Myrna Pam Marroquin	Instructor

### Home Office

1101 S Capital of TX Hwy, Building K, Suite 150

Austin, TX 78746

Phone: 512.916.0077 Fax: 512.916.007

Teena Ball	CEO/Owner
Elizabeth Ball	Social Media
Ernesto Esparza	Maintenance
Liz Schalk	Office Manager
Sarah Gregory	Compliance Director
Cassandra Blanchard	Senior Accountant
Evelyn Quintana	Financial Aid Director
Kaylee Wood	Admissions Director

## **CONSUMER INFORMATION: SCHOLARSHIPS**

Vogue College offers limited scholarships to qualified applicants. To determine an applicant's eligibility for a partial scholarship, he/she must complete an Application and provide any other information requested. For more detailed information please see page 45 of this catalog. Vogue College has 5 days to process the scholarship application. Federal Title IV aid will be recalculated and the need adjusted for all scholarship recipients.

## **FINANCIAL ASSISTANCE**

Financial Assistance is available to those who qualify through the Financial Aid Office. The Financial Aid Officer for your campus is listed above.

## **FERPA**

FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and access to Student educational records. FERPA rights apply to Students and guardians of a dependent minor Student; a Student is a person who is, or has been, in attendance at Vogue College, regardless of the person's age. Under FERPA, a Student has a right to:

- Inspect and review his or her educational records.
- Request to amend his or her educational records.
- Have some control over the disclosure of information from his or her educational records.

The directory information made available by Vogue College is:

- Name (maiden, other, preferred, primary)
- Address (all known)
- Telephone (all known)
- Date of Birth
- Birth Location
- Programs
- Dates of Attendance
- Degrees & Awards Received
- Most Recent Previous Educational Institution Attended

FERPA also authorizes disclosure of this information without the Student's consent under certain circumstances. Directory information will be provided to the public upon request unless the Student files a request with Vogue College by asking to be excluded from the directory or from any other requests for open directory information from outside entities. A Student may update access to their information by contacting a Vogue College employee and filing a request to be excluded from the directory or from any other requests for open directory information.

According to FERPA, some non-directory Student records may not be released without prior written consent from the Student. A record is any information recorded in any way, including but not limited to handwriting, print, tape, film, microfilm, microfiche, and digital image. Educational records are all records that contain information that is directly related to a Student and that are maintained by an educational agency or institution or by a party acting on its behalf. Educational records do not include the following:

- Sole possession records (those records kept in the sole possession of the maker which are used only as a personal memory aid and are not accessible or reviewed by any other person except a temporary substitute for the maker of the record.)
- Medical or psychological treatment records that include but are not limited to records maintained by physicians, psychiatrists, and psychologists.
- Employment records, provided that employment is not contingent upon being a Student.
- Law enforcement records.

Vogue College will disclose information from a Student's education record without the written consent of the Student to Staff members who require access to educational records in order to perform their legitimate educational duties; officials of other Colleges in which the Student seeks or intends to enroll; and in connection with a Student's application for, or receipt of, financial aid; and State, Federal, and accrediting agencies as required.

Under FERPA, Students have a right to see, inspect and request changes to their educational records. Upon request, Vogue College shall provide a Student access to his or her educational records except for financial records of the Student's parents or guardian; and confidential letters of recommendation where the Student has signed a waiver of right of access. Educational records covered by

FERPA normally will be made available within ten (10) days of the request. All records are to be reviewed by Students in the presence of a Staff member. The contents of a Student's educational records may be challenged by the Student on the grounds that they are inaccurate, misleading, or otherwise in violation of the privacy rights of the Student by submitting a written statement to Vogue College.

It is the policy of Vogue College that it will maintain the FERPA disclosure code in effect at the time of a Student's last term of enrollment for former Students. Furthermore, Vogue College will honor a request from a former Student, not re-enrolled, to add or delete a non-disclosure request.

FERPA rights cease upon death. However, it is the policy of Vogue College that no records of deceased Students be released for a period of five (5) years after the date of the Student's death, unless specifically authorized by the executor of the deceased's estate or by next of kin.

If a Student believes that their FERPA rights have been violated, they may contact the Family Policy Compliance Office at the Department of Education, 400 Maryland Ave SW, Washington DC 2002-4605. Additional information is available at: [www.ed.gov/policy/gen/guid/fpco/](http://www.ed.gov/policy/gen/guid/fpco/)

### **PARENT RIGHTS UNDER FERPA**

At the post-secondary level, parents have no inherent right to access or inspect their son's or daughter's educational records, including final grades, grades on exams, and other information about academic progress. This information is protected under FERPA and parents do not have access to it unless the Student has provided express written authorization, or unless the Student is a dependent as defined in Section 152 of the Internal Revenue code of 1954.

Students can give express written permission of access to their educational record by completing the Privacy Release Authorization Form and remitting it to Vogue College.

In emergency or crisis situations, Vogue College may release non-directory information if the institution determines that the information is necessary to protect the health or safety of the Student or other individuals.

### **COPYRIGHT AND COMPUTER USE POLICY**

Vogue College supports enforcement of copyright law for the protection of its Employees as both creators and users of copyright protected works. Vogue College requires that Staff and Students comply with federal law regarding the use of copyright protected materials. In addition, in the spirit of promoting "the progress of science and the useful arts," Vogue College supports the fair use for such purposes as criticism, comment, news reporting, teaching scholarship or research and reproduction of copyrighted materials (including multiple copies for classroom or library use), for educational purposes as outlined in the federal Copyright Law (PL94-553).

### **ADMINISTRATIVE RULE**

1. This administrative rule is based upon the original Copyright Act of 1976 and the amendments added by the Digital Millennium Copyright Act signed into law in 1998.
2. This administrative rule applies to all Staff and Students who make use of materials created by entities other than themselves. This includes but is not limited to materials used for classroom teaching, out of class presentations, online distribution, professional conferences, homework assignments, electronic transmission and for College publication.
3. Copyright issues dealing with intellectual property created by Staff and Students are covered in the administrative rule on intellectual property.
4. Vogue College considers the educational environment to consist of traditional on-campus instruction..
5. Staff and Students are expected to comply with copyright law and to apply the fair use criteria to each use of material of which they are not the originator.
6. Unauthorized peer-to-peer file sharing, illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system is prohibited.
7. The only software programs, other than Students' projects, to be used on systems for Vogue are those products for which Vogue College owns a valid license or Vogue College may legally use. Copying Vogue College's software from the computer system is considered theft and is a serious offense. Copying or modifying College software and/or borrowing software from the labs is not permitted. If you have a question, please see the system administrator.

In compliance with the Section 512(2)(c)(2) of Chapter 5, Title 17 of United States Code, Vogue College shall have a DESIGNATED

AGENT "to receive notifications of claimed infringement" and "other contact information which the Register of Copyrights may deem appropriate." The designated agent for Vogue College will be the President.

## **FAIR USE**

Fair Use is the use of a copyrighted work for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research.

In determining whether the use made of a work in any particular case is a fair use, the factors to be considered shall include:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

Vogue College encourages Staff and Students to be diligent in the application of the fair use criteria. Through diligent application College constituents and Vogue College avail themselves of protection from infringement by establishing "reasonable grounds for believing that his or her use of the copyrighted work was a fair use" according to Sections 107 and 504c of United States Code title 17.

## **CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights Granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

## **Vogue College DISCIPLINARY ACTIONS**

Disciplinary action may be taken in the event that the provisions of this guideline are violated. The administration has sole discretion in determining what action, if any, will be taken against persons violating the provisions of this guideline. Handling of violations to this guideline may vary according to the particular situation. Where the use of the computer is an integral part of the instructional program, violators need to be disciplined immediately and regain access to the computer so that instruction may continue. Disciplinary action may range from a verbal reprimand to legal action.

## **INTERNET GUIDELINES**

Internet access is now available to Students and Staff. The goal in providing this service to Instructors and Students is to promote educational excellence by facilitating resource sharing, innovation, collaboration, and communication. Vogue College's network is an electronic network, which enables access to the Internet. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and Instructors and Staff may have access to:

- Information and news
- Opportunity to and research
- Public domain and shareware software of all types

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the Vogue College setting. On a global network, it is impossible to control all materials and an industrious user may discover controversial information. The College firmly believes that the educational value of information and the interaction available on this worldwide network outweighs the risks that users may procure materials that are not consistent with the educational goals of Vogue College.

## **PRIVILEGES**

The use of the network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator may close an account at any time as required. Vogue College may request the System Administrator to deny, revoke, or suspend specific user accounts.

## **USERS' OBLIGATIONS**

Users must be clearly aware of which computing practices are considered acceptable and which are considered unacceptable.

- Vogue College-related files are the only files to be saved on one's account. Storing commercial software, utility programs, games or hidden files to the account is not permitted.
- Transmission of any material in violation of any U.S. or State regulations is prohibited. This includes, but is not limited, to copyrighted material, threatening or obscene material, or material protected by trade secrets.
- Playing games on Vogues computer equipment or using the system in association with inappropriate textual material or graphic images is prohibited.
- Saving to the hard disk drive is granted only by permission of the System Administrator.
- One may use computing facilities and services only for authorized purposes.
- One may not attempt to copy, disclose, transfer, examine, restore, change, add or delete information or programs belonging to another user.
- One may not attempt to subvert the restrictions associated with your own or any other computing accounts.

## **NETIQUETTE**

Everyone is expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not use abusive, vulgar, or inappropriate language in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Messages relating to or in support of illegal activities may be reported to the authorities.
- Be careful what you say about others.
- Leave equipment and room in good condition for the next user/class.
- Do not use the network in a way that you disrupt the use of the network by others.

## **SECURITY**

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify the System Administrator. Do not demonstrate the problem to other users. Do not use another user's account. Do not give your password to any other individual. Attempts to log in to the network as a System Administrator will result in cancellation of user privileges.

## **VANDALISM**

Vandalism will result in immediate cancellation of privileges and may result in disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user and abuse or misuse of hardware. This includes, but is not limited to, the uploading or creation of computer viruses. Users should report any suspected violations to a teacher, administrator or system administrator.

## **GRIEVANCE POLICY**

In accordance with the institution's mission Statement, Vogue College will make every attempt to resolve any Student complaint that is not frivolous or without merit. Evidence of final resolution of all complaints will be retained in School files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The Student should register the complaint in writing on the designated form provided by the institution within 10 days of the date that the act which is the subject of the complaint occurred.
2. The complaint form will be given to Vogue College Director.
3. The complaint will be reviewed by Vogue College Director and Corporate Office and a response will be sent in writing to the Student within 30 days of receiving the complaint. The initial response may not provide for a final resolution of the problem but will notify the Student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by Vogue College and/or Home Office it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate Staff and other Students may be necessary

- to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, Vogue College will appoint a Hearing Committee consisting of one member selected by Vogue College who has had no involvement in the dispute and who may also be a Corporate Officer, another member who may not be related to the Student filing the complaint or another Student in Vogue College, and another member who may not be employed by Vogue College or related to Vogue College Owners. The hearing will occur within 30 days of committee appointment. The hearing will be informal with the Student presenting his/her case followed by Vogue College's response. The Hearing Committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. The Corporate Office shall consider the report and either accept, reject, or modify the recommendations of the committee.
  7. Students must exhaust Vogue College's Student Complaint Procedure before submitting the complaint to the State or School's accrediting agency. State and accrediting agency contact information may be found elsewhere in this catalog.

**TRUE AND CORRECT STATEMENT, MISREPRESENTATION**

The information contained in this Catalog and its supplements is true and correct as of publication.

Misrepresentation is prohibited at Vogue College. Misrepresentation is "Any false, erroneous or misleading Statement an eligible institution, one of its representatives, or any ineligible institution, organization, or person with whom the eligible institution has an agreement to provide educational programs, or to provide marketing, advertising, recruiting or admissions services makes directly or indirectly to a Student, prospective Student or any member of the public, or to an accrediting agency, to a State agency, or to the Secretary..."

"Includes Student endorsements/testimonials made under duress or based on a School requirement."

"Includes any Statement that has the likelihood or tendency to deceive or confuse. A Statement is any communication made in writing, visually, orally, or through other means."

"Any misrepresentation on which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person's detriment."

<p><b>Campus Security, Drug, Alcohol and Sexual Assault Policies &amp; Annual Clery Crime Report</b></p>
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The Campus Security Act (Public Law 102-26) requires postsecondary institutions to annually disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by Student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics.

1. This institution does not employ campus security personnel but encourages both its Employees and Students to immediately report suspected criminal activity or other emergencies to local law enforcement or other emergency response agencies by dialing (911). Vogue College Director should also be notified.
2. All Students and Employees are required to report any crime or emergency to a Staff member promptly. If a Student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The Student or employee may, in order to maintain confidentiality, submit the information in writing a Staff member with or without a signature who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency or by calling (911) if appropriate. An "Incident Report" should be completed by a Staff member for any instance of crime or emergency within the physical walls of Vogue College and outside parking areas.
3. Current policies concerning campus law enforcement are as follows:
  - a) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
  - b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911).
  - c) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the Student or employee is encouraged to seek such aid.
4. Though this institution does not offer regularly scheduled crime awareness or prevention programs, Students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following rules



- are designed for the prevention of crimes on campus.
- a) Do not leave personal property in classrooms
  - b) Report to your institutional official, any suspicious persons.
  - c) Always try to walk in groups outside Vogue College premises.
  - d) If you are waiting for a ride, wait within sight of other people
  - e) Emergency procedures are outline in the catalog and are covered on the first day of class.
5. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) 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.
6. In compliance with federal Government regulations for a drug-free workplace for Students and Employees. Any Student caught in possession, use, or distribution of illegal substances or paraphernalia will be dismissed and/or referred to the appropriate agency. Students convicted for any offense, during a period enrollment for which the Student was receiving Title IV funds, under any federal or State law involving possession or sale of illegal drugs will result in the loss of eligibility for any Title IV assistance.

This policy strictly prohibits the illegal use, possession, manufacture, dispensing, or distribution of alcohol, drugs or controlled substances in the workplace, on its premises, or as a part of all School sponsored activities. A violation of this policy is considered a major offense, which may result in requirement for satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action up to and including termination from employment and suspension or expulsion from Vogue College. A criminal conviction is not required for sanctions to be imposed upon an employee or Student for violations of this policy. Violations of applicable local, State and federal laws may subject a Student or employee to a variety of legal sanctions including but not limited to fines, incarceration, imprisonment and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities.

The following information is provided in accordance with the Drug Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D) and the Drug Free Schools and Communities Act Amendments of 1989 (P.L. 101-226).

#### Health Risks

Health risks generally associated with alcohol and drug abuse can result in but are not limited to a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes and thought disorders. The use of alcohol and other drugs represents a serious threat to health and the quality of life. More than 25,000 people die each year from drug-related accidents or health problems. With most drugs, it is possible that users will develop psychological and physical dependence. The general categories of drugs and their effects are as follows:

Alcohol produces short-term effects that include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain; ulcers; gastritis; malnutrition; delirium tremens; and cancer. Alcohol combined with barbiturates and other depressants can prove to be a deadly mixture.

Amphetamines/Stimulants (speed, uppers, crank, caffeine, etc.) speed up the nervous system and can cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleeplessness, anxiety, hallucinations, paranoia, depression, convulsions and death due to a stroke or heart failure.

Anabolic steroids seriously affect the liver, cardiovascular and reproductive systems. They can cause sterility in males and females as well as impotency in males.

Barbiturates/Depressants (downers, Quaaludes, Valium, etc.) slow down the central nervous system and can cause decreased heart and breathing rates, lowered blood pressure, slowed reactions, confusion, distortion of reality, convulsions, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.

Cocaine/Crack stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, insomnia, loss of appetite, hallucinations, paranoia, seizures and death

due to cardiac arrest or respiratory failure.

Hallucinogens (PCP, angel dust, LSD, etc.) interrupt the functions of the part of the brain that controls the intellect and instincts. May result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure.

Cannabis (marijuana, hashish, hash, etc.) impairs short-term memory comprehension, concentration, coordination and motivation. May also cause paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco smoke. The way in which marijuana is smoked - deeply inhaled and held in the lungs for a long period - enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.

Narcotics (heroin, morphine, Demerol, percodan, etc.) initially produce feelings of euphoria often followed by drowsiness, nausea and vomiting. An overdose may result in convulsions, coma and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.

Tobacco/nicotine causes death among some 170,000 people in the United States each year due to smoking-related coronary heart disease. Some 30 percent of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are 10 times more likely among smokers.

Punishment for Alcohol and Drug Related Crimes in the State of Texas:

The Texas Health and Safety Code sets the possession law, dividing controlled substances into five penalty groups, plus a marijuana category. While some of the substances are legal, it is illegal to possess them without a prescription, and the health code establishes the punishments for illegal possession.

Penalty Group	Examples of Drugs/Controlled Substances
1	Cocaine, heroin, methamphetamine, GHB, ketamine, oxycodone and hydrocodone.
1A	LSD
2	Ecstasy, PCP and mescaline.
3	Valium, Xanax and Ritalin.
4	Compounds containing Dionine, Motofen, Buprenorphine or Pryovalerone

**Penalty Group 1**

Weight	Classification	Penalty
Less than one gram	State jail felony	180 days to 2 years in a State jail and/or a fine of not more than \$10,000
1 gram or more, less than 4 grams	Third-degree felony	2 to 10 years in a State prison and/or a fine of not more than \$10,000
4 grams or more, but less than 200 grams	Second-degree felony	2 to 20 years in a State prison and/or a fine of not more than \$10,000
200 grams or more, but less than 400 grams	First-degree felony	5 to 99 years in a State prison and/or a fine of not more than \$10,000
400 grams or more	Enhanced first-degree felony	10 to 99 years and a fine of not more than \$100,000

**Penalty Group 1A**

Amount	Classification	Penalty
Fewer than 20 units	State jail felony	180 days to 2 years in a State jail and/or a fine of not more than \$10,000
20 or more units, but less than 80 units	Third-degree felony	2 to 10 years in a State prison and/or a fine of not more than \$10,000
80 units or more, but less than 4,000 units	Second-degree felony	2 to 20 years in a State prison and/or a fine of not more than \$10,000
4,000 units or more, but less than 8,000 units	First-degree felony	5 to 99 years in a State prison and/or a fine of not more than \$10,000
8,000 units or more	Enhanced first-degree felony	15 to 99 years in a State prison and a fine of not more than \$250,000

Penalty Group 2

Weight	Classification	Penalty
Less than one gram	State jail felony	180 days to 2 years in a State jail and/or a fine of not more than \$10,000
More than 1 gram, less than 4 grams	Third-degree felony	2 to 10 years in a State prison and/or a fine of not more than \$10,000
More than 4 grams, less than 400 grams	Second-degree felony	2 to 20 years in a State prison and/or a fine of not more than \$10,000
400 grams or more	Enhanced first-degree felony	5 to 99 years and a fine of not more than \$50,000

Penalty Groups 3 and 4

Weight	Classification	Penalty
Less than 28 grams	Class A misdemeanor	Not more than 1 year in a county jail and/or a fine of not more than \$4,000
28 grams or more, but less than 200 grams	Third-degree felony	2 to 10 years in a State prison and/or a fine of not more than \$10,000
200 grams or more, but less than 400 grams	Second-degree felony	2 to 20 years in a State prison and/or a fine of not more than \$10,000
400 grams or more	Enhanced first-degree felony	5 to 99 years and a fine of not more than \$50,000

The Texas Tax Code, in addition to the criminal penalties for drug possession, also sets potential civil penalties. Although the statute is not often used in minor possession cases, the code requires that taxes must be paid on illegal drugs, so that “dealers” who possess over certain amounts can be charged with tax evasion. The State of Texas can also suspend your license for up to six months following a conviction on any violation of the Texas Controlled Substances Act.

The Code of Criminal Procedure also allows police to seize any property used or “intended to be used” in the commission of a drug felony. That means they can take your car, your home, or any other belonging where you are accused of carrying or hiding drugs. The asset forfeiture law is a civil action, not criminal, and you don’t have to be convicted for the State to try to take your property. Drug possession penalties are complicated, and depend on the classification of the substance and the quantity.

Possession of Drug Paraphernalia:

Any item that can be used as a drug processing, packaging, or consumption mechanism can be defined as paraphernalia under 481.002 (17) of the Texas Controlled Substances Act. Even common household items such as scales, spoons, bowls, envelopes or bags can land you an illegal possession of paraphernalia charge. The most common paraphernalia charges result from pipes, and bongs.

Simple possession of drug paraphernalia is a Class C Misdemeanor, which carries a penalty of fines.

Distribution or possession with intent to distribute or sell drug paraphernalia is a Class A misdemeanor, which can result in up to a year in jail. Second offense penalties will result in mandatory jail time, or if you sell to someone under 18 years old.

Federal Law

OFFENSE	MINIMUM PUNISHMENT	MAXIMUM PUNISHMENT
Manufacture, distribution or dispensing drugs (includes marijuana)	A term of imprisonment for up to 5 years, and a fine of \$250,000.	A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$8,000,000 (for an individual) or \$20,000,000 (if other than an individual).
Possession of drugs (includes marijuana)	Imprisonment for up to 1 years, and a fine of \$1,000.	Imprisonment for not more than 20 years or not less than 5 years, a fine of not less than \$5,000 plus costs of investigation and prosecution.
Operation of a Common Carrier under the influence of alcohol or drugs		Imprisonment for up to 15 years and a fine not to exceed \$250,000.

## Referral and Hotline Information

Vogue College does not offer professional counseling services but offers the following recourse information:

National Institution on Drug Abuse (M-F, 8:30 a.m.-4:30 p.m.) 1-800-662-HELP

National Alcohol & Drug Abuse Hotline 1-800-234-0420

Cocaine Helpline 1-800-COCAINE

Reach-Out Hotline 1-800-522-9054

(Alcohol, drug-crisis, intervention, mental health referral)

7. Like racial, religious, or ethnic intimidation, sexual harassment in an educational environment creates a psychologically-harmful atmosphere. Failure to comply with these policies will result in dismissal, termination, and/or prosecution. Conduct that violates these standards is handled by the President. This includes cases involving sexual misconduct and/or sexual assault or attempted sexual assault.

Texas Penal Code § 22.011 States:

1. A person commits an offense if the person:

- (a) intentionally or knowingly:

- (i) Causes the penetration of the anus or sexual organ of another person by any means without that person's consent;

- (ii) Causes the penetration of the mouth or another person by the sexual organ of the actor, without that person's consent; or

- (iii) Causes the sexual organ of another person, without that person's consent, to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; or

- (b) Intentionally or knowingly:

- (i) Causes the penetration of the anus or sexual organ of a child by any means;

- (ii) Causes the penetration of the mouth or a child by the sexual organ of the actor;

- (iii) Causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor;

- (iv) Causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor; or

- (iv) Causes the mouth of a child to contact the anus or sexual organ of another person, including the actor.

2. A sexual assault under Subsection (a) (1) is without the consent of the other person if:

- (a) The actor compels the other person to submit or participate by the use of physical force or violence;

- (b) The actor compels the other person to submit or participate by threatening to use force or violence against the other person, and the other person believes that the actor has the present ability to execute the threat;

- (d) The other person has not consented and the actor knows the other person is unconscious or physically unable to resist;

- (d) The actor knows that as a result of mental disease or defect the other person is at the time of the sexual assault incapable either of appraising the nature of the act or of resisting it

- (e) The other person has not consented and the actor knows the other person is unaware that the sexual assault is occurring;

- (f) The actor has intentionally impaired the other person's power to appraise or control the other person's conduct by administering any substance without the other person's knowledge;

- (g) The actor compels the other person to submit or participate by threatening to use force or violence against any person, and the other person believes that the actor has the ability to execute the threat;

- (h) The actor is a public servant who coerces the other person to Submit or participate;

- (i) The actor is a mental health services provider

- (j) The actor is a clergyman

- (k) The actor is an employee of a facility where the other person is a resident, unless the employee and resident are formally or informally married to each other under Chapter 2 Family Code.

Any person who may be a victim or is aware of a victim of sexual assault on campus should immediately report the incident to Vogue College President and/or any Staff member the Student is comfortable confiding in.

Students, faculty, and Staff are strongly encouraged to report sexual assaults to the local Police Department, whether the assault occurs on or off campus, no matter who the alleged assailant is. If the assault occurs off campus, Vogue College will assist a victim with notification to the appropriate law enforcement agency having police jurisdiction where the crime occurred.

It is important for persons who have been sexually assaulted to seek medical attention. A representative from the STARS (Sexual Trauma & Assault Response Services) is available to accompany Students who have been sexually assaulted to the hospital and for counseling, if desired. A medical examination specifically tailored for sexual assault victims is conducted by the hospital Staff. This will help preserve important evidence of the sexual assault if the person who has been sexually assaulted decides later to prosecute. It is important for persons who have been sexually assaulted to contact the police who will arrange for immediate medical attention and will initiate an investigation.

Vogue College does not provide programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses due to the fact that no Students reside on campus or participate in activities outside the supervision of Instructors.

Vogue College will work with local law enforcement to investigate all sexual assault complaints with sensitivity, compassion, patience and respect for the victim. Investigations are conducted in accordance with guidelines established by Texas State law and the County District Attorney's Office.

In accordance with the Texas Code of Criminal Procedure Art. 57, victims may use a pseudonym to protect their identity. A pseudonym is a set of initials or a fictitious name chosen by the victim to be used in all public files and records concerning the sexual assault. Victims of sexual assault are not required to file criminal charges; however, preferring charges is encouraged.

If you have been sexually assaulted:

1. Call 9-1-1 on campus/from a cell phone or off campus phone line.
2. DO NOT shower, bathe, or douche.
3. Have a trusted friend take you to a medical center that performs sexual assault examinations. Take the clothes in which you were assaulted with you to the hospital in a paper bag, not plastic.
4. Obtain counseling services recommendations from the hospital or law enforcement.
5. Remember it is not your fault.

How to file a sexual assault complaint If the complainant elects not to file criminal charges, but still wishes to proceed with formal administrative charges, an investigation is conducted, and the case is referred to Vogue College President. Disciplinary actions assessed in a particular case will be dependent upon the nature of the conduct involved, the circumstances and conditions which existed at the time the Student engaged in such conduct and the results which followed as a natural consequence of such conduct.

Sanctions can include the following:

- Disciplinary warning
- Disciplinary probation
- Withholding of grades, official transcript or degree
- Bar against readmission or drop from current enrollment
- Restitution
- Suspension of rights and privileges
- Suspension
- Expulsion
- Other penalty as deemed appropriate under the circumstances

Campus Sexual Assault Victims' Bill of Rights:

The United States Congress enacted the "Campus Sexual Assault Victims' Bill of Rights" in 1992 as a part of the Higher Education Amendments of 1992. This law requires that all universities afford sexual assault victims certain basic rights such as:

- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be informed of their options to notify law enforcement
- Survivors shall be notified of counseling services.

The State of Texas Sex Offender Website is available at [https://records.txdps.State.tx.us/DPS\\_WEB/SorNew/index.aspx](https://records.txdps.State.tx.us/DPS_WEB/SorNew/index.aspx)

#### **Information for Crime Victims about Disciplinary Proceedings**

Institutions must, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceeding conducted by the institution against a Student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by an institution.

**Crime Report:** Campus security consumer information is included as part of the school's website [www.vogue.edu](http://www.vogue.edu)

**CONSUMER INFORMATION: Charles Oman Scholarship**

In honor of the late Mr. Charles W. Oman, founder and owner of Vogue College of Cosmetology for over 40 years, the family of Charles W. and Betty Oman will honor one graduating high school senior in the surrounding areas of Vogue College each year.

Application Requirements

- Must be a graduating high school senior.
- Must provide copy of transcript or high school diploma
- Completed scholarship application
- 500 word typed essay detailing what cosmetology means to applicant and why he/she would benefit from scholarship
- Two letters of recommendation
- Black & white photograph

- **Vogue College of Cosmetology: Charles Oman Scholarship Application Scoring Rubric**

Student Name \_\_\_\_\_ Total Points \_\_\_\_\_ /30 possible

<b>Application Presentation</b>			
<b>5 - 4 pts.</b>	<b>3-2 pts.</b>	<b>1 pt.</b>	<b>0 pts.</b>
- Application is carefully completed and well presented.	- Application is complete	- Application is complete	- Application is incomplete
- Instructions were followed	- Instructions were followed	- Instructions were followed, but information was poorly organized.	- Not all instructions were followed
- Application was typed, proofed, and free of errors	- Application was typed, but there should have been greater attention to proofing and clarity.	- Application was typed, but it doesn't appear to have been proofed	- Application was not typed and/or contains multiple errors in grammar and spelling

<b>Essay</b>			
<b>10 - 8 pts.</b>	<b>7 - 4 pts.</b>	<b>3 - 1 pts.</b>	<b>0 pts.</b>
- Essay is well-written with detailed answer that is thoughtful and focused	- Essay is well-written but could have been more focused/in-depth	- Essay is not as well-written or as in-depth and is not well thought out	- Essay is poorly written and/or doesn't meet 500-word requirement
- Application highlights the current circumstances in the applicant's life that support the need for this scholarship	- Application highlights the current circumstances in the applicant's life that support the need for this scholarship	- Applicant could have put more thought and effort into explaining current personal circumstances that support need for scholarship	- Applicant does not explain why this scholarship is needed
-Application provides insight into the applicant's character, strengths, and educational goals.	-Application provides some insight into the applicant's character, strengths, and educational goals.	-Application provides some insight into the applicant's character, strengths, and educational goals.	-Application provides very limited, if any, insight into the applicant's character, strengths, and educational goals.

<b>Letters of Recommendation</b>			
<b>5 - 4 pts.</b>	<b>3-2 pts.</b>	<b>1 pt.</b>	<b>0 pts.</b>
- Both letters give strong recommendation	- Recommendation is included	- Questionable recommendation	- Not recommended

<b>Responsibilities and Financial Need</b>			
<b>5 - 4 pts.</b>	<b>3-2 pts.</b>	<b>1 pt.</b>	<b>0 pts.</b>
- Working part time	- Working part time	- Working part time	- Has no expenses or circumstances that create a financial need for this applicant
- Has expenses or circumstances that create a financial need for this applicant	- Has some expenses or circumstances that create a financial need for this applicant	- Has limited expenses or circumstances that create a financial need for this applicant	- Limited, if any, additional responsibilities
- Has family responsibilities and provided an explanation of these responsibilities	- Has some family responsibilities and provided an explanation of these responsibilities	- Has limited family responsibilities and provided an explanation of these responsibilities	

<b>Academic Performance</b>			
<b>5 - 4 pts.</b>	<b>3-2 pts.</b>	<b>1 pt.</b>	<b>0 pts.</b>
4.0 - 3.5 GPA	3.4 - 2.7 GPA	2.6 - 2.0 GPA	1.9 and below GPA
<b>AND/OR</b>	<b>AND/OR</b>	<b>AND/OR</b>	<b>AND/OR</b>
"A" to "B+" Grades	"B" to "B-" Grades	"C+" to "C" Grades	Grades below a "C"