



VOGUE COLLEGE
OF COSMETOLOGY

Student Catalog

Vogue College of Cosmetology
Santa Fe, New Mexico

Revised: January 02, 2018

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VOGUE COLLEGE 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 of Cosmetology
2434 Cerrillos Rd
Santa Fe, NM 87505
505.473.5552

INSTITUTIONAL AND PROGRAM ACCREDITATION AND LICENSURE

The campus is licensed by the New Mexico Higher Education Department, 2044 Galisteo Street, Suite 4, Santa Fe, NM 87505-2100
Phone: 505-476-8400 Fax: 505-476-8454.

The campus is accredited by the National Accrediting Commission of Career Arts and Sciences, (NACCAS), 3015 Colvin St., Alexandria, VA 22314, (703) 600-7600, www.naccas.org.

This campus is licensed by The New Mexico Board of Barbers and Cosmetologists 2505 Cerrillos Road, Santa Fe, New Mexico 87505, (505) 476-4500, www.rld.state.nm.us/

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 the School'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 the School.
- 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

The Vogue College is an equal opportunity employer and follows the same policies in accepting applications from potential students. Vogue College is open to all students without regard to of race, color, religion, national origin, gender disability, age, veteran status, or sexual orientation. The admission policy is a compliance with the U.S. Department of Education, National Accrediting Commission of Career Arts and Sciences (NACCAS), Texas Department of Licensing and Regulation (TDLR) - Cosmetology, NM Higher Education Department and the NM State Board of Cosmetologists.

HOW TO APPLY

Vogue College requires that each Student enrolling in the Cosmetology, Esthetician/Manicurist, Manicurist/Pedicurist, Instructor, or Esthetician program must complete an Application for Enrollment. To obtain an application and/or receive more information regarding the application, students may contact Admissions at 1-866-227-3779. Prior to starting classes, all Students must complete the following processes and be able to provide proof of appropriate educational requirements:

- Pay the applicable registration fee which is refundable if the applicant is rejected.
- Register with the State Regulatory Agency and pay the required fee of \$25.00 that may not be refunded.
- Provide proof of age; minimum 17 years of age.
- Provide Proof of a High School Diploma, GED, or State Issued/Approved Home School Certificate.
- Vogue College accepts online diplomas on a case-by-case basis and will not accept diplomas from Diploma Mills.

EDUCATIONAL REQUIREMENTS:

- Vogue College policy is to validate U.S. 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.
- 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.)
- A limited number of secondary students who are not enrolled under a training agreement (no more than 10% of the number of students currently enrolled) may be admitted, if the applicant meets the state requirements for admission, obtains permission in writing from the secondary school in which they are enrolled and successfully completes a pre-enrollment evaluation, as established by the institution.

DEFINITIONS AND CLARIFICATIONS:

i. HOMESCHOOL:

Though homeschooled students are not considered to have a **high school diploma or equivalent**, the student can be eligible to receive FSA funds if their secondary school education was **in a homeschool that state law treats as a home or private school, which includes Texas**. Some states issue a secondary school completion credential to homeschoolers. If this is the case in the state where the student was homeschooled, the student must obtain this credential to be eligible for FSA funds. The student can include in their homeschooling self-certification that they received this state credential.

ii. **FOREIGN HIGH SCHOOL:**

Note: The high school diploma or transcript requirement can also be from a foreign school if it is equivalent to a U.S. high school diploma; Documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States.)

iii. **DIPLOMA MILL DEFINITION:**

- a) Charges someone a fee and requires him to complete little or no education or coursework to obtain a degree, diploma, or certificate that may be used to represent to the general public that he has completed a program of secondary or postsecondary education or training; and
- b) Lacks accreditation by an agency or association that is recognized as an accrediting body for institutions of higher education by the Secretary (pursuant to Part H, Subpart 2 of Title IV) or a federal agency, state government.

COURSE SPECIFIC REQUIREMENTS

Instructor Course Applicants must meet the above criteria and the following:

- 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.
- A student wishing to transfer may be accepted to a program after carefully evaluating the student's academic records. Each transfer is evaluated on an individual basis.
- 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.
- All previous hours attempted will count toward the Title IV, HEA funding 150% qualitative requirements, and not just the hours that were accepted as transfer hours. (See Sap Policy for full requirements). **Note:** All hours attempted will count toward the Title IV, HEA funding 150% quantitative requirements, and not just the hours that were accepted as transfer hours.
- 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.
- 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 to 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 6 months 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.

ACADEMIC QUALIFICATIONS FOR TITLE IV, HEA FUNDING

To receive Title IV, HEA funds, a student must be qualified to study at the postsecondary level. A student qualifies if s/he:

- has a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma);
- has the recognized equivalent of a high school diploma, such as a general educational development (GED) certificate or other state sanctioned test or diploma-equivalency certificate;
- has completed homeschooling at the secondary level as defined by state law;
- has completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a homeschooled student to receive a credential for their education; or
- has completed one of the ability-to-benefit (ATB) alternatives and is either currently enrolled in an eligible career pathway program or first enrolled in an eligible postsecondary program prior to July 1, 2012.
- **Note:** As part of the Institutions General Admissions requirements, the institution does not accept ATB students at this time.

A student may self-certify on the FAFSA that he has received a high school diploma or high school equivalency certificate or that he has completed secondary school through homeschooling as defined by state law. If a student indicates that he has a diploma or high school equivalency certificate, your school isn't required to ask for a copy (except as noted below), but if your school requires a diploma for admission, then you must rely on that copy of the diploma or high school equivalency certificate and not on the student's certification alone.

Recognized equivalents of a high school diploma

The Department recognizes several equivalents to a high school diploma:

- a GED certificate;
- a certificate or other official completion documentation demonstrating that the student has passed a state-authorized examination (such as the Test Assessing Secondary Completion (TASC) the High School Equivalency Test (HiSET), or, in California, the California High School Proficiency Exam) that the state recognizes as the equivalent of a high school diploma (certificates of attendance and/or completion are not included in this qualifying category);
- An associate's degree.

Note that merely possessing a certificate of attendance and/or high-school completion is **not** sufficient for a student to be eligible for Title IV, HEA funding. Such a certificate may be issued without a student having completed all of the academic graduation requirements, including passing any required examinations. A state must consider a certificate or high-school-completion-equivalency test as equivalent to a high school diploma in that state in order for it to be considered equivalent to a high school diploma for Title IV, HEA aid eligibility purposes.

TITLE IV, HEA ELIGIBILITY

In order to determine eligibility for Title IV, HEA Funds, Students must:

- Maintain satisfactory academic progress (SAP) while you are attending college or a career school. See SAP Policy.
- Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.
- Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program.
- Completed a FAFSA and the school must have a current ISIR to start the initial eligibility process.
- Be enrolled at least halftime to receive assistance from the Direct Loan Program.
 - i. The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.
- Not be in default on a federal student loan.
- Not be liable for grant overpayment and you do not owe a refund on a federal grant.
- Not have obtained loan amounts that exceed annual or aggregate loan limits under any Title IV, HEA loan program.
- Sign the required statement that you will use federal student aid only for educational purposes.
- Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25). Men exempted from the requirement to register include:
 - i. Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
 - ii. Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
 - iii. Males born before 1960;
 - iv. Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia*;
 - v. Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.
- **Meet Citizenship Requirements as follows:**
 - i. **Be a U.S. Citizen or U.S. National**
 - a) You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
 - ii. **Have a Green Card**
 - a) You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.
 - iii. **Have Battered Immigrant Status**
 - a) You are designated as a “battered immigrant-qualified alien” if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the Violence Against Women Act.
 - iv. **You or your parent have a T-VISA**
 - a) You are eligible if you have a T-visa or a parent with a T-1 visa.
 - v. **U-Visa holders are not designated as qualified aliens** under the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA), and are therefore not eligible for Title IV, HEA program funds. However, U-Visa holders may convert to lawful permanent resident (LPR) status after they have physically been present in the United States for a continuous period of at least three years after the date of admission given on their U-Visa.
 - a) Once LPR status has been granted, the holder of LPR status becomes a qualified alien under the PRWORA (see above), and thus potentially eligible for Title IV, HEA funds (assuming they meet all other eligibility requirements, for example, being enrolled as a regular student in an eligible program, having a high-school diploma or its recognized equivalent, having a Social Security number.

vi. Have an ARRIVAL-DEPARTURE RECORD

- a) You're Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
- b) Refugee
- c) Asylum Granted
- d) Cuban-Haitian Entrant (Status Pending)
- e) Conditional Entrant (valid only if issued before April 1, 1980)
- f) Parolee

INCARCERATED APPLICANTS

- ii. A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor).
- iii. A student is not considered to be incarcerated if she/he is in a halfway house or home detention or is sentenced to serve only weekends. Our attendance policy specifies that all classed and practical studies are done at the school's physical location; therefore, incarcerated students are not eligible for admissions.

STUDENTS CONVICTED OF POSSESSION OR SALE OF DRUGS

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

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

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

FAFSA VERIFICATION

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

PAYMENT TERMS AND EXTRA INSTRUCTIONAL 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 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.

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.

FINANCIAL AID:

Santa Fe Campus – Cosmetology and Esthetics are eligible for financial aid.

PROGRAM COSTS

Santa Fe Tuition					
Program	Tuition	Books/Kits	Registration Fee	Tax Amounts	Total
Cosmetology	13,995.00	1600.00	25.00	1,317.94	16,937.94
Esthetician	7,750.00	975.00	25.00	738.28	9,488.28
Manicurist/Pedicurist	3,850.00	975.00	25.00	409.22	5,259.22
Esthetician/Manicurist	9,900.00	975.00	25.00	919.69	11,819.69
Instructor	8,500.00	200.00	25.00	736.17	9,461.17

BUDGETS estimated by the U.S. City Average consumer price index:

Room and Board - \$412.00 Per Month – Dependent student living at home

Room and Board - \$804.00 Per Month – All others

Personal Expenses - \$241.00 Per Month

Transportation Expenses - \$156.00 Per Month

Net Price Calculator: www.vogue.edu/netpricecalculator/

Student loans are legal obligations. Loans are borrowed money that must be repaid, with interest, just like car loans and home mortgages. You need to consider very carefully about the amount of money you will have to pay back before you take out a loan. Student loans cannot be cancelled because you did not like the education you paid for with the loans, or if you did not get a job in your field of study, or if you are having financial difficulty. Student loans are not easily written off in bankruptcy.

CLASS START DATES

Vogue College offers a fully integrated curriculum with monthly class starts for the Cosmetology, Esthetics and 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.

CAMPUS PERSONNEL

Santa Fe, NM

Vogue College of Cosmetology

2434 Cerrillos Rd, Santa Fe, NM 87505

Phone: (505) 473-5552

Monica Vigil	Lead Educator
Julie Segura	Financial Aid Officer
Yvonne Ortega	Admissions Officer
Christine Quintana	Receptionist
Natalia Armijo	Educator
Lindy Chavez-Sandoval	Educator

VCC Management Supervisory Staff

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

Austin, TX 78746

Phone: 512.916.0077 Fax: 512.916.0076

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

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 47 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.

Department of Education publication "Funding Your Education" is available in the Financial Aid Office in English and Spanish, and is posted on our website www.vogue.edu under the financial aid tab.

TITLE IV, HEA FEDERAL STUDENT LOAN PROGRAMS

Students must be enrolled at least half time to receive assistance from the Federal Student Loan Programs (Pell Grant and Direct Loans). Students must certify they have not defaulted on a previous Title IV loan, have not exceeded the annual and/or aggregate loan limits and does not have property subject to judgment lien for a debt owed to the United States and is not liable for a Grant of Federal Perkins Loan overpayment.

Pell awards are prorated based on attendance.

Effective July 1, 2012 Ability-to-Benefit Students will not be eligible for Title IV Federal Financial Aid. Students enrolled in approved programs of study prior to July 1, 2012 will be grandfathered and remain Title IV eligible.

More information may be found by accessing the websites below.

Title IV Pell Grants: <https://studentaid.ed.gov/sa/types/grants-scholarships>

Direct Loans: <https://studentaid.ed.gov/sa/types/loans>

Parent Plus Loans: <https://studentaid.ed.gov/sa/types/loans/plus>

DISBURSING TITLE IV, HEA FEDERAL AID

Federal Pell Grants Pell Grants are disbursed in two payments per award year. The first disbursement generally occurs during the first week of enrollment, and the second disbursement occurs after the students complete the halfway point of their academic year. This is typically 450 clock hours for the Cosmetology program, 300 for the Esthetics and 450 for the Instructor program, provided the student is maintaining Satisfactory Academic Progress. A full-time Cosmetology student attending 34 hours per week, for example, will need to complete a minimum of 13 weeks and 450 clock hours before receiving payment period 2 funds. A part-time Esthetics student attending 24 hours per week will need to complete a minimum of 16 weeks and 375 hours. Pell awards are prorated based on clock hours and COA.

- Federal Direct Stafford Loans Stafford Loans are also disbursed in two payments per award year. The first disbursement takes place after 30 calendar days after enrollment*, and the second disbursement occurs after the student completes the halfway point of their academic year. This is also generally at 450 clock hours for the Cosmetology program, 375 for the Esthetics and Instructor programs and 300 clock hours for the Nail Tech program, provided the student is maintaining Satisfactory Academic Progress. Hours and weeks must be met prior to disbursement.

- Federal Direct Parent Loan (PLUS) The Parent PLUS Loan is disbursed in two payments per academic year as well. The first disbursement takes place after 30 calendar days of enrollment*, and the second disbursement occurs after the student completes the halfway point of their academic year, both hours and weeks, provided the student is maintaining Satisfactory Academic Progress. * Students who borrow a Direct Loan while attending Vogue College must complete the Direct Loan Entrance Counseling and an electronic master promissory note before funds will be certified.

CURRENT DIRECT LOAN INTEREST RATE

Interest Rates for Direct Loans First Disbursed on or After July 1, 2017		
Loan Type	Borrower Type	Loans first disbursed on or after 7/1/17 and before 7/1/18
Direct Subsidized Loans	Undergraduate	4.45%
Direct Unsubsidized Loans	Undergraduate	4.45%
Direct Unsubsidized Loans	Graduate or Professional	6%
Direct PLUS Loans	Parents and Graduate or Professional Students	7%

All interest rates shown in the chart above are fixed rates for the life of the loan.

CURRENT DIRECT LOAN FEES

Loan Type	First Disbursement Date	Loan Fee
Direct Subsidized Loans and Direct Unsubsidized Loans	On or after 10/1/16 and before 10/1/17	1.069%
	On or after 10/1/17 and before 10/1/18	1.066%
Direct PLUS Loans	On or after 10/1/16 and before 10/1/17	4.276%
	On or after 10/1/17 and before 10/1/18	4.264%

SAMPLE OF DIRECT LOAN REPAYMENT PLANS:

**Estimated Monthly Payments for Direct Loans
(by Repayment Plan and Debt When Your Loan Enters Repayment)**

Non-Consolidation Borrowers¹

Debt When Loan Enters Repayment	Standard		Extended Fixed		Extended Graduated		Graduated	
	Per Month	Total	Per Month	Total	Per Month	Total	Per Month	Total
\$5,000	\$58	\$6,904	N/A	N/A	N/A	N/A	\$40	\$7,275
10,000	115	13,809	N/A	N/A	N/A	N/A	79	14,550
25,000	288	34,524	N/A	N/A	N/A	N/A	198	36,375
50,000	575	69,048	347	104,109	284	112,678	396	72,749
100,000	1,151	138,096	694	208,217	568	225,344	792	145,498

Debt When Loan Enters Repayment	Income Contingent ² Income = \$25,000				Income-Based ² Income = \$25,000			
	Single		Married/HOH ³		Single		Married/HOH ³	
	Per Month	Total	Per Month	Total	Per Month	Total	Per Month	Total
\$5,000	\$37	\$8,347	\$36	\$11,088	N/A	N/A	\$39	\$8,005
10,000	75	16,699	71	22,158	110	13,672	39	16,081
25,000	186	41,748	178	55,440	110	45,014	39	60,754
50,000	247	93,322	189	122,083	110	109,623	39	92,704
100,000	247	187,553	189	170,153	110	118,058	39	97,020

Consolidation Borrowers⁴

Debt When Loan Enters Repayment	Standard		Extended Fixed		Extended Graduated		Graduated	
	Per Month	Total	Per Month	Total	Per Month	Total	Per Month	Total
\$5,000	\$61	\$7,359	N/A	N/A	N/A	N/A	\$38	\$7,978
10,000	97	17,461	N/A	N/A	N/A	N/A	69	19,165
25,000	213	51,123	N/A	N/A	N/A	N/A	172	55,491
50,000	394	118,264	394	118,264	344	126,834	344	126,834
100,000	751	270,452	788	236,528	688	253,660	688	286,305

Debt When Loan Enters Repayment	Income Contingent ² Income = \$25,000				Income-Based ² Income = \$25,000			
	Single		Married/HOH ³		Single		Married/HOH ³	
	Per Month	Total	Per Month	Total	Per Month	Total	Per Month	Total
\$5,000	\$40	\$9,414	\$38	\$12,294	N/A	N/A	\$39	\$7,818
10,000	80	18,828	77	24,587	110	17,638	39	22,414
25,000	201	47,069	189	61,588	110	59,451	39	52,725
50,000	247	106,630	189	137,766	110	91,388	39	78,816
100,000	247	187,553	189	170,153	110	117,343	39	97,020

¹ Payments were calculated using a fixed interest rate of 6.8% for Direct Subsidized and Unsubsidized Loans disbursed on or after July 1, 2006.

² Assumes a 5 percent annual income growth (Census Bureau)

³ HOH is Head of Household. Assumes a family size of two.

⁴ Payments are calculated using the maximum interest rate for consolidation loans, 8.25%.

Repayment for Federal Direct Subsidized and Unsubsidized Loans

- Repayment on a Federal Direct loan begins after the student's 6 month grace period has expired. The grace period begins when a student graduates, withdraws, or drops below half-time enrollment during an academic term.
- Interest on Federal Direct Subsidized loans begins to accrue after the 6 month grace period. Note: Federal Direct Subsidized loans disbursed between July 1, 2012 to June 30, 2014 are ineligible for the interest subsidy during the grace period. Students are responsible for the interest. If students choose not to pay the interest that accrues during the grace period, the interest will be added to the principal balance of the loan.
- Choose a payment plan that best fits your needs when you enter repayment.

When students borrow a Federal Direct Loan, they must contact the financial aid office if they:

- Drop below half-time enrollment during an academic term.
- Withdraw from Vogue College
- Change their name, local address, permanent address, or email address

STUDENT HAS THE RIGHT TO ASK VOGUE COLLEGE

- The name of its accrediting and their licensing organizations.
- About its programs; its' instructional, laboratory, their physical facilities, and their faculty.
- What the cost of attending is, and the institutions policies concerning refunds and Return to Title IV (R2T4) to Students who drop out.
- What financial assistance is available including information on all Federal, State, Local, Private and Institutional financial aid programs.
- What the procedures and deadlines are for submitting an application for each available financial aid program.
- How it determines a Student's eligibility and need for financial aid.
- How much of your financial need, as determined by Vogue College, has been met.
- To explain each type and amount of assistance in your financial aid package.
- What the interest rate is on any Student loan you have, the total amount you must repay and when a Student must start repaying.
- Deferment of repayment or forbearance for certain defined periods, if you qualify and if you request deferment or forbearance.
- Provide written information on Student's loan obligations and information on your rights and responsibilities as a borrower.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How Vogue College determines when and whether you are making satisfactory progress (SAP) and what happens if you fail to maintain SAP. How failing to maintain SAP affects your Title IV eligibility.
- What special facilities and services are available to Student with disabilities and how to request a reasonable accommodation.

IT IS THE STUDENT'S RESPONSIBILITY TO

- Review and consider all the information about Vogue College program(s) before enrolling.
- Pay special attention to the application process for Federal Student financial aid, complete it accurately, and submit it on time to the right place. Errors on the FAFSA can delay or prevent your receiving aid timely.
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all enrollment and verification documentations, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
- Notify Vogue College of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you were asked to sign.
- Be aware that you must start making monthly repayment on your Student loan after your grace period ends, unless you have a deferment or forbearance. When you sign your master promissory note (MPN), you are agreeing to repay your loan.
- Attend an exit interview at the time you leave to ask Vogue College to determine the net balance of your account with Vogue College as well as the net balance of any Student loan.
- Notify Vogue College of a change in your name, address, phone number, or attendance status (full/part-time Student). If you have Student loans, you must notify your lender of these changes.
- Understand Vogue College's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the Enrollment Agreement you sign.

- Understand that you may be responsible and have liability for portions of Title IV funds returned by the institution on your behalf.
- Understand that there could be liabilities when errors are made as a result of inconsistent information provided by the Student resulting in funds being awarded that a Student was not eligible for are advanced to you or credited to your Vogue College account.

TITLE IV, HEA

A current year FAFSA (Free Application for Federal Student Aid) is required to be completed prior to a determination of eligibility for all Title IV funds. Directions to complete this application, an MPN (Master Promissory Note), and Entrance Counseling are located on the “Directions to Apply for Federal Student Aid”, the US Department of Education’s annual publication of “Funding Education Beyond High College: The Guide to Federal Student Aid” and Direct Loan Basics for Students” available in the Student Resource Center and/or Financial Aid Office; or:

FAFSA Information Center1-800-433-3243
 FAFSA website.....www.Studentaid.ed.gov

Vogue College participates in the Pell Grant, Stafford Direct Loan and Parent PLUS Direct Loan programs. Vogue College does not coordinate but will certify Veterans, State, Local Government and private funding sources.

Need Based Aid (Pell Grant and Stafford Subsidized Loan)

Calculation:

COA (Cost of Attendance) - EFC (Expected Family Contribution) = Need Eligibility

Non-Need Based Aid (Unsubsidized Stafford and Parent PLUS Loan)

Calculation:

COA - EFA (Expected Financial Assistance/all other aid) = Non-Need Eligibility

COA = Budget – each Student receiving an Award Letter estimating Title IV Eligibility will be assigned a Budget. The COA includes the following items: Tuition & Fees, Room and Board, Transportation, Misc/Personal, Books/Supplies and Other items such as special circumstances or expenses related to disabilities.

Institutional Financing is offered by Vogue but we do not have preferred lender arrangements. A Private Education Loan Application Self-Certification must be completed if the Student seeks an outside loan.

Vogue College does not employ any Students who are currently receiving financial aid and are attending Vogue College programs.

All Students who borrow a Stafford Loan while attending Vogue College must complete Direct Loan Entrance Counseling before funds will be certified.

Exit Counseling must be completed by all Students who are graduating or withdrawing from Vogue. If a Student is unavailable to complete this information at Vogue College, a Direct Loan Exit Counseling Guide will be mailed to them for completion.

Counseling may be provided in person (individually or in groups), using audio-visual materials, US Department of Education Publications and /or online. Student borrowers should be advised to complete online exit counseling or come to the counseling session at Vogue College shortly before graduating or ceasing at least half-time enrollment.

NSLDS (National Student Loan Data System) is available at www.nsls.ed.gov where borrower’s loan history can be reviewed. Students without Internet access can identify their loan holder by calling 1-800-4-Fed-Aid. The borrower will be made aware that the information on the NSLDS site is updated by Vogue College and the Department of Education and may not always have the most current information available. Information is accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

The Ombudsman’s Office (1-877-557-2575) is a resource for borrowers when other approaches to resolving Student loan problems have failed.

OTHER FUNDING SOURCES

VA BENEFITS

Selected programs of study at Vogue College are approved by the U.S. Department of Veterans Affairs for enrollment of those eligible to receive Chapters 31, Chapter 33, and Chapter 35 benefits.

NM WIOA

Vogue College of Santa Fe is a New Mexico WIOA (Workforce Innovation & Opportunity Act) eligible training provider.

TFC

Vogue College offers additional tuition financing through TFC. Students can apply for TFC loans through the financial aid department at the school. TFC loans are available to those who qualify **after exhausting federal student aid eligibility**. The amount borrowed may only be used to cover the tuition balance. Eligibility, loan terms and payment amounts are determined by the school. For more information see your financial aid officer.

INSTITUTIONAL FINANCING

Institutional financing is available to students who choose to make monthly payments towards their tuition balance instead of paying up front. Vogue College does not charge interest on institutional financing payments that are made on time. Institutional financial plans are determined by the financial aid department.

SCHOLARSHIPS

Vogue College has a private scholarship opportunity available at all locations to prospective students who are currently high school seniors, see Scholarship Policy for more information. Vogue College also accepts private Scholarship funds, the determinations for these funds are made through the respective organizations.

Each institution must make available to prospective and enrolled students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional, financial aid, security policies, graduation and completion rates, and crime statistics information required to be disclosed under HEA Sec. 485(a). This information is posted on Vogue College's website at www.vogue.edu/disclosures/ and can be found in the student catalog. Paper copies are available upon request.

For general financial aid information contact your campus financial aid officer.

Julie Segura

Financial Aid Officer

505-473-5552

For Crime Statistics, Completion Rates, Security Policies Please Contact:

Name: Evelyn Quintana, Director of Financial Aid

Office hours: 9:00 AM-5:00 PM, Monday-Friday

Phone number: 512-916-0077

Email: equintana@vogue.edu

REASONABLE ACCOMODATIONS/ SERVICES FOR STUDENTS WITH DISABILITIES

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

It is the responsibility of a person with disabilities to seek available assistance and make their needs known at the time of enrollment. Information pertaining to an Applicant's disability is voluntary and confidential. If you are interested in attending Vogue College but are in need of reasonable accommodations, you should schedule an appointment with the Director. At this meeting, nature of the reported disability and its impact on learning will be discussed. The process of receiving reasonable accommodations at Vogue College, and the types of accommodations available will also be discussed.

Please bring copies of current documentation of a disability to this meeting.

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

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

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

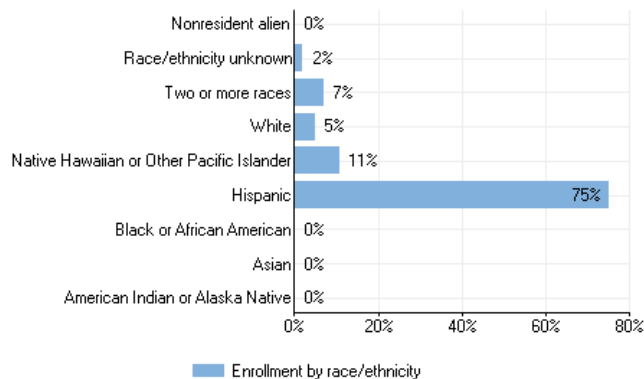
Note: In order to be eligible for Title IV funding, the student must be able to benefit from the reasonable accommodations and be able to take the state board-licensing exam.

Student Demographics

Enrollment by gender, student level, and full- and part-time status: Fall 2016

	Total	Men	Women
All students	87	8	79
Undergraduate	87	8	79
Degree/certificate seeking	87	8	79
First-time	30	3	27
Continuing	57	5	52
Full-time students	74	4	70
Undergraduate	74	4	70
Degree/certificate seeking	74	4	70
First-time	24	2	22
Continuing	50	2	48
Part-time students	13	4	9
Undergraduate	13	4	9
Degree/certificate seeking	13	4	9
First-time	6	1	5
Continuing	7	3	4

Percent of all students enrolled, by race/ethnicity: Fall 2016



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 Day
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 the School 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 240 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.

	Phase I	Phase II	Phase III
Cosmetology	0-320 Hours	321-750 Hours	751-1600 Hours
Esthetician	0-90 Hours	91-300 Hours	301-600 Hours
Manicurist/Pedicurist	0-80 Hours	81-200 Hours	201-400 Hours
Esthetician/Manicurist	0-135 Hours	135-300 Hours	301-900 Hours

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.

MAKE UP TEST 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.

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
84 - 75	SATISFACTORY - C
74 and Under	BELOW STANDARDS – UNSATISFACTORY - F

ATTENDANCE POLICY

Attend all classes according to the assigned schedule including theory classes even if all required tests are completed. Students will sign in 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 monthly, when attendance falls below 70% it will result in suspension.

MAKE UP HOUR POLICY

This policy applies to 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.

The monthly attendance percentage is based on hours clocked in for that month. The cumulative attendance percentage is based on the hours clocked in from the beginning of the course through the day being evaluated.

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, 13th Edition ISBN: 9781285769431 List Price: \$121.25
- Milady Standard Cosmetology 13th Edition – Spanish ISBN: 9781285772622 List Price: \$148.95
- Milady Standard Cosmetology Theory Workbook ISBN: 9781285769455 List Price: \$54.95
- Milady Standard Cosmetology Theory Workbook – Spanish ISBN: 9781285769462 List Price: 65.95
- Milady Standard Esthetics: Fundamentals 11th Edition ISBN: 9781111306892 List Price: \$156.95
- Milady Standard Esthetics: Fundamentals 11th – Spanish ISBN: 9781111306991 List Price: \$167.95
- Milady Standard Esthetics: Student Workbook ISBN: 9781111306915 List Price: 85.95
- Milady Standard Esthetics: Student Workbook – Spanish ISBN: 9781111306960 List Price: \$91.95
- Milady Standard Nail Technician 7th Edition ISBN: 9781285080475 List Price \$129.95
- Milady Standard Nail Technician 7th Edition – Spanish ISBN-13: 9781285080598 List Price: \$150.95
- Milady Standard Nail Technician: Student Workbook ISBN: 9781285080512 List Price: \$67.95

- Milady Standard Nail Technician: Study Resource - Spanish ISBN: 9781285080581 List Price: \$ 80.95
- Milady Master Educator, 3rd Edition ISBN: 9781133693697 List Price: \$169.95

REQUIRED PRACTICAL EXPERIENCES: Policy and Regulatory agencies 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.

Required Hands-On Training: Cosmetology – Instructor approved training

- 75 Ladies haircuts
- 25 Men’s Haircuts
- 25 Hair Styling
- 30 Coloring
- 7 Permanent waving
- 7 permanent Relaxing

Required Hands-On Training: Esthetician – Instructor approved training

- 50 Basic Facials
- 25 Machine Facials
- 25 waxing procedures
- 10 makeup Procedures

Required Hands-On training: Manicurist/Pedicurist – Instructor approved training

- 45 Manicures
- 45Pedicures
- 20 Acrylic nail sets.

All assignments must be completed by each Student as agreed upon in the Enrollment Agreement. 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.

REQUIRED PRACTICAL EXPERIENCES: 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.

STUDENT EXTERNSHIPS - 16.34.8.17 - New Mexico Board of Barbers and Cosmetologists

A. Students enrolled in any course licensed by this act may, at the school's option, participate in an externship program upon completion of fifty percent of the contracted course of study. The externship program would allow students to train in a licensed establishment for one day or up to eight hours per week until graduation. The training would be supervised by a designated salon licensee and would include any activity that is routine in a salon except offering complete services on the public. The student would be allowed, for example, to perform receptionist duties, ASSIST stylists with salon services; perform inventory or dispensary activities, sanitation duties, etc. Students will NOT be allowed to take appointments for complete services or apply chemicals (specifically hair color or bleach, perm solution, chemical relaxers, or acrylic nail products) to any client. This program will allow students who are nearing graduation to begin a professional relationship with a salon and increase the graduate's opportunities for successful employment after graduation. In addition, it will allow the salon to perform very valuable "on-the-job" training while the student is still in training. In order to qualify for the externship program, the following requirements must be met:

- (1) the student must have successfully completed seventy five percent of the contracted course of study;
- (2) the student must have taken and passed an interim FINAL written and practical examination establishing the individual's qualifications to assist in the establishment;
- (3) the establishment must agree to and complete a certification of attendance and training completed during the externship. The training must relate to curriculum requirements;
- (4) the student must apply for and post a duplicate student permit in the establishment while training in the establishment;
- (5) the student must meet any other eligibility requirement established by the school;
- (6) the establishment must notify and obtain permission from each individual client to allow the student to assist in any manner in providing services to the client.

(7) the school must accept the training certified by the establishment and include it on the official transcript of training for state board;

(8) a school official must make periodic visits to establishments to observe and verify the program is being followed according to requirements.

B. Establishments are not required to participate in this program. However, if they elect to participate, they must agree to comply with the requirements of the program.

VOGUE EXTERNSHIP POLICY:

Vogue Externship Policy: Students seeking to participate in an externship should meet with their school director/student services coordinator and have the following requirements met:

(1) Completion of 75% of the contracted course of study with a 70% attendance rate and 75% GPA

(2) Passed FINAL written and phase 1 practical exam.

COURSE LANGUAGES:

All courses are offered in English.

COSMETOLOGY: 1600 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 – 1600 HOURS

HOURS REQUIREMENTS/SUBJECT - UNIT

75	THEORY - CLASSROOM INSTRUCTION: Limited to Orientation, Career Information, State Laws and Regulations, Professional Image, First Aid, Chemistry, Electricity, Job Seeking and Professional Ethics The following subjects include related Theory, Anatomy, Physiology, Preparation, Skill Procedures, Practices, Products, Tools, Materials, Equipment, and Implements Use and Safety, Hair Analysis, Client Consultation, Recordkeeping and Safety.
75	STERILIZATION, SANITATION, BACTERIOLOGY: Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, tools, Equipment use and safety
75	SHAMPOO, RINSES, SCALP TREATMENTS: Principles and Techniques of Treatments and Disorders of the Hair and Scalp and Related Chemistry
200	CHEMICAL REARRANGING: Principles and Techniques of Sectioning, Wrapping, Processing, Curling, Relaxing
150	HAIRSTYLING: Principles and Techniques of Wet Styling, Blow Drying and Waving, Finger Waving, Hair Pressing
125	HAIR COLORING – BLEACHING: Principles and Techniques of Temporary, Semi-Permanent, Permanent Colors, Bleaching, Tinting, Toning, Frosting, Special Effects, Problems
200	HAIR CUTTING: Principles and Techniques of Sectioning, Removing length or bulk with razor, scissors, clippers, shears
175	FACIALS: Principles and Techniques of Skin Chemical Procedures, Theory of Massage, Facial Treatments, Cosmetic Application, Artificial Eyelashes, Removal of Unwanted Hair, Lash/Brow Tinting, Light Therapy
175	MANICURING, PEDICURING, NAIL EXTENSIONS: Principles and Techniques of Theory of Massage, Manicuring, Pedicuring and Advanced Nail Techniques
50	SALON BUSINESS, RETAIL SALES: Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/Human Relations, Insurance, Salon Safety

300 MISCELLANEOUS/INSTRUCTOR DISCRETION: To be applied by the Instructor to strengthen student performance, supervised field trips, and related training.

1600 TOTAL HOURS

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.

MAKE UP POLICY

Students who do not obtain a satisfactory score are required to re-take the test for that subject before the end of the 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.

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

ATTENDANCE POLICY

Attend all classes according to the assigned schedule including theory classes even if all required tests are completed. Students will sign in 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 monthly, when attendance falls below 70% it will result in suspension.

MAKE UP HOUR POLICY

This policy applies to 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.

The monthly attendance percentage is based on hours clocked in for that month. The cumulative attendance percentage is based on the hours clocked in from the beginning of the course through the day being evaluated.\

ESTHETICIAN: 600 HOURS

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, 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 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.

ESTHETICIAN - 600 HOURS

HOURS REQUIREMENTS/SUBJECT - UNIT

75	THEORY - CLASSROOM INSTRUCTION: Limited to Orientation, Career Information, State Laws and Regulations, Licensing Requirements; Professional Image, First Aid, Chemistry, Electricity, Job Seeking and Professional Ethics The following subjects include related Theory, Anatomy, Physiology, Preparation, Skill Procedures, Practices, Products, Tools, Materials, Equipment, and Implements Use and Safety, Hair Analysis, Client Consultation, Recordkeeping and Safety.
75	STERILIZATION, SANITATION, BACTERIOLOGY: Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, tools, Equipment use and safety. 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/chemical agents.
50	SALON MANAGEMENT AND PRACTICES: Professional ethics, conduct and attitude; Effective communication and human relations; Compensation packages and payroll deductions; Professional organizations; trade shows, and publications; state sales tax requirements; Career opportunities and placement; Fundamentals of Business Management.
350	SKIN CARE, FACIAL TREATMENTS AND RELATED THEORY: Anatomy, Physiology, Preparation, Procedures, and Practice, Products, Materials and Implements, Theory of Massage, Facial Treatments and Makeup Applications, Use of Electrical Appliances, Currents and Specialized Machines, Artificial Eyelashes and Brow Tinting; Light Therapy, Client Consultation and Recommendations, Client Record Keeping and Safety, Skin Analysis and Care, Skin Chemical Services, Plain Facials, Mask Facials, Facial Manipulations, Exfoliation, Hair Removal, Brow Arching, Waxing, Lash/Brow Tinting.
50	MISCELLANEOUS/INSTRUCTOR DISCRETION: To be applied by the Instructor to strengthen student performance, supervised field trips, and related training.
600	TOTAL HOURS

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.

MAKE UP POLICY

Students who do not obtain a satisfactory score are required to re-take the test for that subject before the end of the 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.

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

ATTENDANCE POLICY

Attend all classes according to the assigned schedule including theory classes even if all required tests are completed. Students will sign in 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 monthly, when attendance falls below 70% it will result in suspension.

MAKE UP HOUR POLICY

This policy applies to 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.

The monthly attendance percentage is based on hours clocked in for that month. The cumulative attendance percentage is based on the hours clocked in from the beginning of the course through the day being evaluated.

MANICURIST/PEDICURIST - 400 HOURS

DESCRIPTION: The primary purpose of the Manicurist/Pedicurist 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 manicurist 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 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/Pedicurist or related position.

MANICURIST/PEDICURIST - 400 HOURS

HOURS REQUIREMENTS/SUBJECT - UNIT

75	THEORY - CLASSROOM INSTRUCTION: Limited to Orientation, Career Information, State Laws and Regulations, Professional Image, First Aid, Chemistry, Electricity, Job Seeking and Professional Ethics The following subjects include related Theory, Anatomy, Physiology, Preparation, Skill Procedures, Practices, Products, Tools, Materials, Equipment, and Implements Use and Safety, Hair Analysis, Client Consultation, Recordkeeping and Safety.
75	STERILIZATION, SANITATION, BACTERIOLOGY: Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, tools, Equipment use and safety
175	MANICURING, PEDICURING, NAIL EXTENSIONS: Principles and Techniques of Theory of Massage, Manicuring, Pedicuring and Advanced Nail Techniques
50	SALON BUSINESS, RETAIL SALES: Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/Human Relations, Insurance, Salon Safety
25	MISCELLANEOUS: To be applied by the Instructor to strengthen student performance, supervised field trips, and related training.
400	TOTAL HOURS

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.

MAKE UP POLICY

Students who do not obtain a satisfactory score are required to re-take the test for that subject before the end of the 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.

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

ATTENDANCE POLICY

Attend all classes according to the assigned schedule including theory classes even if all required tests are completed. Students will sign in 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 monthly, when attendance falls below 70% it will result in suspension.

MAKE UP HOUR POLICY

This policy applies to 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.

The monthly attendance percentage is based on hours clocked in for that month. The cumulative attendance percentage is based on the hours clocked in from the beginning of the course through the day being evaluated.

ESTHETICIAN/MANICURIST 900 HOURS

DESCRIPTION: The primary purpose of the ESTHETICIAN/MANICURIST 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 a Nail Technician, Facial Specialist or related career avenue. 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, 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. Perform the basic manipulative skills required for manicuring, pedicuring, and various methods of nail extensions.
 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 manicuring, esthetics and related career positions.

ESTHETICIAN/MANICURIST 900 HOURS

HOURS REQUIREMENTS/SUBJECT - UNIT

100	THEORY - CLASSROOM INSTRUCTION: Limited to Orientation, Career Information, State Laws and Regulations, Professional Image, First Aid, Chemistry, Electricity, Job Seeking and Professional Ethics The following subjects include related Theory, Anatomy, Physiology, Preparation, Skill Procedures, Practices, Products, Tools, Materials, Equipment, and Implements Use and Safety, Hair Analysis, Client Consultation, Recordkeeping and Safety.
150	STERILIZATION, SANITATION, BACTERIOLOGY: Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, tools, Equipment use and safety
175	MANICURING, PEDICURING, NAIL EXTENSIONS: Principles and Techniques of Theory of Massage, Manicuring, Pedicuring and Advanced Nail Techniques
350	FACIALS: Principles and Techniques of Skin Chemical Procedures, Theory of Massage, Facial Treatments, Cosmetic Application, Artificial Eyelashes, Removal of Unwanted Hair, Lash/Brow Tinting, Light Therapy

- 75 SALON BUSINESS, RETAIL SALES:** Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/Human Relations, Insurance, Salon Safety
- 50 MISCELLANEOUS:** To be applied by the Instructor to strengthen student performance, supervised field trips, and related training.
- 900 TOTAL HOURS**

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.

MAKE UP POLICY

Students who do not obtain a satisfactory score are required to re-take the test for that subject before the end of the 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.

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

ATTENDANCE POLICY

Attend all classes according to the assigned schedule including theory classes even if all required tests are completed. Students will sign in 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 monthly, when attendance falls below 70% it will result in suspension.

MAKE UP HOUR POLICY

This policy applies to 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.

The monthly attendance percentage is based on hours clocked in for that month. The cumulative attendance percentage is based on the hours clocked in from the beginning of the course through the day being evaluated.

INSTRUCTOR COURSE: 1000 HOURS

DESCRIPTION: The primary purpose of the 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.

INSTRUCTOR COURSE – 1000 HOURS

HOURS REQUIREMENTS/SUBJECT – UNIT

75	THEORY –CLASSROOM INSTRUCTION: Orientation, State Laws and Regulations, Licensing Requirements; Employment and Compensation Information and Payroll Deductions; Professional Ethics and Image; Effective Communications and Human Relations; First Aid; Chemistry; Electricity; Job Seeking; Ethics; Principles of Teaching; Teacher Maturity; Student Learning Principles; and Academic Advising
100	COURSE DEVELOPMENT AND LESSON PLANNING: Planning; Analysis; Implementation; Benefits; Outline; Examples of Lesson Plans; Components of Effective Lesson Plans; Principles of Preparing Lesson Plans; and Practical Course Review
100	TEACHING METHODS: Preparation; Presentation; Application; Testing; Lecture and Workbooks; Demonstrations and Return Demonstrations; Discussion; Question and Answer; Projects; and Field Trips; Student Motivation and Learning
50	TEACHING AID: Films or videos; Charts; Mannequins; Reference Materials; Chalkboards; and Overhead Projectors and Transparencies
200	THEORY TEACHING AND CLASSROOM MANAGEMENT: Independent Classroom Instructing; Records Management and Reports; Organizational and Regulatory Requirements Classroom Conditions and Maintenance; Class Supervision and Control; Classroom Problems and Solutions; and Academic Advising
50	TESTING AND STUDENT EVALUATION: Assessment of Student Overall Progress; Measurement of Student Ability/Achievement; Diagnosis of Student Weaknesses; Motivation for Study; Oral and Written Testing; and Development and Use of Testing/Measurement Instruments
300	LABORATORY SUPERVISION: Independent Clinic Supervision; Client Communications/Reception Desk; Inventory Control; Effective Dispensary Procedures; Supervision of Clinic Sanitation/Client Safety; and Technical Skills Ability
125	MISCELLANEOUS: Fundamentals of Business Management; to be applied by Instructor to strengthen student performance in curriculum areas; or for supervised field trips and other course related training
1000	TOTAL

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.

INSTRUCTOR PROGRAM REQUIREMENTS

Each Student Instructor will be required to provide their own kit materials for conducting demonstrations and assisting Students on the clinic floor. Student Instructors will complete the interactive textbook, Milady’s Master Educator. In addition, teaching projects will be completed and evaluated as assigned. As with all other programs, Student Instructors will take a final written and practical evaluation in order to graduate. All requirements listed in the Instructor Enrollment Agreement Addendum must be completed.

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.

MAKE UP POLICY

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WRITTEN and PRACTICAL

93 - 100 EXCELLENT - A

85 - 92 VERY GOOD - B

75 - 84 SATISFACTORY - C

74 and Under - BELOW STANDARDS – UNSATISFACTORY - F

ATTENDANCE POLICY

Attend all classes according to the assigned schedule including theory classes even if all required tests are completed. Students will sign in 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 monthly, when attendance falls below 70% it will result in suspension.

MAKE UP HOUR POLICY

This policy applies to 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.

The monthly attendance percentage is based on hours clocked in for that month. The cumulative attendance percentage is based on the hours clocked in from the beginning of the course through the day being evaluated.

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 the School 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 students 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 students 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 a certified Final 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.

LICENSURE REQUIREMENTS

Any person is eligible to receive a license as a cosmetologist, a Manicurist/Pedicurist, 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 a licensed school for the applicable program in the last 24 months; has paid the required fees; and has passed the Practical and written examination conducted by the Board.

Any person is eligible for initial registration or re-registration as an instructor and is qualified to receive a license as an instructor who submits proof of above requirements and in addition has an education equivalent to the completion of a four year high school; has completed an instructor program of 1000 clock hours or two years of verified work experience in the applicable discipline; has paid the required fees and has passed the examination conducted by the Board. Applications are valid for one year from date of receipt.

Disclosure: Please refer to the New Mexico Board of Barbers and Cosmetologists; Rules and Laws; Section 61-17A-21. Grounds for refusal to issue, renew, suspend or revoke a license and therefore why an individual may not be able to become licensed and find gainful employment in their chosen field.

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, 13th Edition ISBN: 9781285769431 List Price: \$121.25
- Milady Standard Cosmetology 13th Edition – Spanish ISBN: 9781285772622 List Price: \$148.95
- Milady Standard Cosmetology Theory Workbook ISBN: 9781285769455 List Price: \$54.95
- Milady Standard Cosmetology Theory Workbook – Spanish ISBN: 9781285769462 List Price: 65.95
- Milady Standard Esthetics: Fundamentals 11th Edition ISBN: 9781111306892 List Price: \$156.95
- Milady Standard Esthetics: Fundamentals 11th – Spanish ISBN: 9781111306991 List Price: \$167.95
- Milady Standard Esthetics: Student Workbook ISBN: 9781111306915 List Price: 85.95
- Milady Standard Esthetics: Student Workbook – Spanish ISBN: 9781111306960 List Price: \$91.95
- Milady Standard Nail Technician 7th Edition ISBN: 9781285080475 List Price \$129.95

Milady Standard Nail Technician 7th Edition – Spanish ISBN-13: 9781285080598 List Price: \$150.95

Milady Standard Nail Technician: Student Workbook ISBN: 9781285080512 List Price: \$67.95

Milady Standard Nail Technician: Study Resource - Spanish ISBN: 9781285080581 List Price: \$ 80.95

Milady Master Educator, 3rd Edition ISBN: 9781133693697 List Price: \$169.95

REQUIRED PRACTICAL EXPERIENCES

Policy and Regulatory agencies 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.

INCOMPLETE ENROLLMENTS

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 the School or make satisfactory arrangements for debts to the School 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 \$10.00 transcript fee, a certified Final Transcript of Hours will be given to the Student. If withdrawal

REFUND POLICY – NOTICE OF CANCELLATION

A. Cooling off period. Any student signing an enrollment agreement or making an initial deposit or payment toward tuition and fees for Vogue College shall be entitled to a cooling off period of at least three work days from the date of agreement or payment, or from the date that the student first visits the institution, whichever is later. During the cooling off period the agreement can be withdrawn and all payments shall be refunded. Evidence of personal appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means shall be deemed as meeting the terms of the cooling off period.

B. Refunds prior to commencing instruction

Following the cooling off period but prior to the beginning of instruction, a student may withdraw from enrollment, effective upon personal appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means, and the institution shall be entitled to retain no more than \$100 or 5% in tuition or fees, whichever is less, as registration charges.

(1) In the case of students enrolling for nontraditional instruction, a student may withdraw from enrollment following the cooling off period, prior to submission by the student of any lesson materials and effective upon deposit of a written statement of withdrawal for delivery by mail or other means, and the institution shall be entitled to retain no more than \$100 or 5% in tuition or fees, whichever is less, as registration charges or an alternative amount that the institution can demonstrate to have been expended in preparation for that particular student's enrollment.

(2) Upon request by a student or by the department, the institution shall provide an accounting for such amounts retained under this standard within five work days.

C. Refunds following commencement of instruction

An institution licensed by the department shall adhere to either the following tuition refund schedule or to a schedule established by the institution's accrediting body and recognized by the U.S. department of education. Exceptions may be made on a case by case basis by the department or its designee.

D. A student may withdraw after beginning instruction or submitting lesson materials, effective upon appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means. In accordance with the most recent U.S. department of education guidelines, the institution shall be entitled to retain, as registration charges, no more than \$100 or 5% of tuition and fees, whichever is less. Additionally, institutions are eligible to retain tuition and fees earned and state gross receipts taxes at a prorate amount according to the following schedule, as outlined by the U.S. department of education:

Date of student withdrawal as a % of the enrollment period for which the student was obligated	Portion of tuition and fees obligated and paid that are eligible to be retained by the institution
On 1st class day	0%
After 1st day; within 10%	10%
After 10%; within 25%	50%
After 25%; within 50%	75%
50% or thereafter	100%

E. "Enrollment period for which the student was obligated" means a quarter, semester, or other term of instruction followed by the institution which the student has begun and for which the student has agreed to pay tuition.

F. Tuition/fee refunds must be made within 30 calendar days of the institution receiving written notice of a student's withdrawal or of the institution terminating enrollment of the student, whichever is earlier.

G. Upon request by a student or the department, the institution shall provide an accounting for such amounts retained under this standard within five workdays.

H. Tuition and fee charges shall be the same for all students admitted to a given program for a given term of instruction. An institution may not discount its tuition and fees charged to individual students as an incentive to quick enrollment or early payment. An institution may negotiate special rates with business, industrial, governmental, or similar groups for group training programs and may establish special rates for students who transfer between programs. An institution may charge a reasonable carrying fee associated with deferred or time payment plans.

J. In the case of vocational/technical/occupational programs, an institution shall be able to demonstrate that its tuition and fees for completing each program are reasonable in relation to the earnings that a graduate or completer of the program can be reasonably expected to earn.

RETURN TO TITLE IV, HEA (R2T4)

This policy applies to students' who withdraw official, unofficially or fail to return from a leave of absence or dismissed from enrollment at Vogue College. This policy is separate and distinct from the Vogue College refund policy. (See Institutional Refund Policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

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

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

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. Vogue College is required to notify the student if they owe a repayment via written notice. Vogue College must advise the student or parent that they have 14 calendar days from the date that Vogue College sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, Vogue College will return any earned funds that they are holding to the Title IV, HEA programs.

TIMEFRAME FOR RETURNING AN UNCLAIMED TITLE IV, HEA CREDIT BALANCE

If Vogue College attempts to disburse the credit balance by check and the check is not cashed, Vogue College must return the funds no later than 240 days after the date Vogue College issued the check.

If a check is returned to Vogue College or an EFT is rejected, Vogue College may make additional attempts to disburse the funds, if those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned or EFT is rejected and Vogue College does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.

Vogue College must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.

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

Vogue College's responsibilities in regards to Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV, HEA funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV, HEA programs.

The institution is not always required to return all the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

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

- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at your Vogue College.

REFUND vs. RETURN TO TITLE IV, HEA FUNDS

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that Vogue College may have to return to you due to a cash credit balance. Therefore, you may still owe funds to Vogue College to cover unpaid institutional charges. Vogue College may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

If you do not already know what the Vogue College refund policy is, you may ask the Financial Aid office or refer to the Institutional Refund Policy in this catalog.

Return to Title IV, HEA questions?

If you have questions regarding Title IV, HEA program funds after visiting with your financial aid director, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web www.studentaid.ed.gov.

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

OFFICIAL WITHDRAWAL FROM VOGUE COLLEGE

A student is "Officially" withdrawn on the date the student notifies the Financial Aid Director or School Director in writing of their intent to withdraw. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal:

1. Date student provided official notification of intent to withdraw, in writing or orally.
2. The date the student began the withdrawal from Vogue College, records. A student may rescind his/her notification in writing and continue the program. If the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the official withdrawal information, Vogue College, will complete the following:

1. Determine the student's last date of attendance as of the last recorded date of academic attendance on the Vogue College's attendance record;
2. Two calculations are performed:
 - a. The students' ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV, HEA funds for which Vogue College is responsible. Returns made to the Federal Funds Account are calculated using the Department's Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the Payment period.
 - b. Calculate the Vogue College's refund requirement (see Institutional Refund Policy);
3. The student's grade record will be updated to reflect his/her final grade.
4. Vogue College, will return the amount for any unearned portion of the Title IV, HEA funds for which Vogue College is responsible within 45 days of the date the official notice was provided.
5. The will provide the student with a letter explaining the Title IV, HEA requirements:
 - a. The amount of Title IV, HEA assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
 - b. Any returns that will be made to the Title IV, HEA Federal program on the student's behalf as a result of exiting the program. If the students scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
 - c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
6. Supply the student with ledger card record noting outstanding balance due to Vogue College and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

UNOFFICIAL WITHDRAWAL FROM VOGUE COLLEGE

In the event that Vogue College unofficially withdraws a student from Vogue College, the school must complete the Withdrawal Form using the last date of attendance as the drop date.

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, will be subject to termination and considered to have unofficially withdrawn.

Within one week of the student's last date of academic attendance, the following procedures will take place:

1. The education office will make three attempts to notify the student regarding his/her enrollment status;
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record;
3. The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence;
4. Notify the student in writing of their failure to contact Vogue College, and attendance status resulting in the current termination of enrollment;
5. Vogue College, calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which Vogue College is responsible.
6. Calculate the Vogue College's refund requirement (see Institutional Refund Policy);
7. Vogue College, Executive Financial Director will return to the Federal fund programs any unearned portion of Title IV, HEA funds for which Vogue College is responsible within 45 days of the date the withdrawal determination was made and note return on the student's ledger card.
8. If applicable, Vogue College, will provide the student with a refund letter explaining Title IV, HEA requirements:
 - a) The amount of Title IV, HEA aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
 - b) Advise the student in writing of the amount of unearned Title IV, HEA aid and tuition and fees that he/she must return, if applicable.
 - c) Supply the student with a final student ledger card showing outstanding balance due Vogue College and the available methods of payment.
9. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

DISBURSEMENT RESTRICTIONS – 30 Day, first time, First Year Undergraduate Students

There are some Title IV, HEA funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements.

For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

EARNED AID:

Title IV, HEA funds are earned in a prorated manner on a per diem based on scheduled clock hour's basis up to the 60% point in the payment period. Title IV, HEA aid is viewed as 100% earned after that point in time. Vogue College is required to determine the earned and unearned Title IV, HEA aid as of the date the Student ceased attendance based on the amount of time the Student was scheduled to be in attendance during the payment period. A copy of the worksheet used for this calculation can be requested from the Financial Aid Director.

WITHDRAW BEFORE 60%

The institution must perform a R2T4 calculation to determine the amount of earned aid through the 60% point in each payment period or period of enrollment. The institution will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdraw.

WITHDRAW AFTER 60%

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned. Vogue College measures progress in Clock Hours, and uses the payment period for the period of calculation.

R2T4 CALCULATION FORMULA:

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

- a) Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

$$\frac{\text{HOURS SCHEDULED TO COMPLETE}}{\text{TOTAL HOURS IN PERIOD}} = \% \text{ EARNED}$$

- b) If this percentage is greater than 60%, the student earns 100%.
- c) If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV, HEA aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

- If the percent of Title IV, HEA aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.
- If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from Vogue College, the student must return or repay one-half of the remaining unearned Federal Pell Grant.
- Student is not required to return the overpayment if this amount is equal to or less than 50% of the total Grant assistance that was disbursed /or could have been disbursed. The Student is also not required to return an overpayment if the amount is \$50 or less.
- Vogue College will issue a Grant overpayment notice to Student within 30 days from the date Vogue College's determination that Student withdrew, giving Student 45 days to either: Repay the overpayment in full to Vogue College or, sign a repayment agreement with the U.S. Department of Education.

ORDER OF RETURN

Vogue College is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the Financial Aid office upon student request.

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

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

TIMEFRAME FOR RETURNING TITLE IV, HEA FUNDS

Vogue College must return the amount of Title IV, HEA funds for which it is responsible as soon as possible but no later than 45 days after it determines or should have determined that the student withdrew.

POST-WITHDRAWAL DISBURSEMENT

If you did not receive all the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, Vogue College must get your permission before it can disburse them. You may choose to decline some or all the loan funds so that you don't incur additional debt. Vogue College may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees (as contracted with Vogue College).

Vogue College 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 Vogue College.

TIMEFRAME FOR POST-WITHDRAWAL DISBURSEMENT OF TITLE IV, HEA FUNDS

Vogue College must offer any post-withdrawal disbursement of loan funds within 30 days of the date the Vogue College determined the student withdrew. Vogue College must always return any unearned Title IV, HEA funds it is responsible for returning within 45 days of the date Vogue College determined the student withdrew.

- Vogue College must disburse any Title IV, HEA grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date Vogue College determined the student withdrew and disburse any loan funds a student accepts within 180 days of the date Vogue College determined the student withdrew. But no later than 90 days from the date Vogue College determined the Student withdrew for loans, and no later than 45 days from the date Vogue College determined the Student withdrew for Grants.
- However, if the Student (or parent in the case of a PLUS loan) is eligible to receive a post-withdrawal disbursement of loan funds, the Student or parent borrower must first confirm in writing whether he/she accepts/declines all or some of the loan funds offered as a post-withdrawal disbursement.
- A post-withdrawal disbursement of Federal Grant funds does not require Student acceptance or approval and the Grant funds may be applied directly to the Student's account to satisfy tuition and fees, or to the Student.

OVERPAYMENTS

Any amount of unearned Grant funds that a Student must return directly is called an overpayment. The amount of a Grant overpayment that the student must repay is half of the Grant funds received or scheduled to receive. The student must make arrangements with Vogue College and/or the Department of Education to return the unearned Grant funds failure to do so will result in no additional Title IV, HEA aid.

LEAVE OF ABSENCE

If enrollment is temporarily interrupted for a Leave of Absence (LOA), the Student will return to Vogue College in the same progress status as prior to the LOA. Hours elapsed during a LOA will extend the Student's contract period by the same number of days taken in the LOA and will not be included in the Student's cumulative attendance percentage calculation. Students who fail to return from an LOA will have an Unofficial Withdrawal on the date they were scheduled to return from the LOA. This date will be used for the Cancellation & Refund Policy and RT24 calculations.

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 how to write a resume, 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 Manicurist/Pedicurist; this industry also offers opportunities in areas such as skin care, makeup, nail artistry, sales, etc.

Occupational Employment and Wages, May 2016 - 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.

National: <https://www.bls.gov/oes/current/oes395012.htm> New Mexico: https://www.bls.gov/oes/current/oes_nm.htm#39-0000

Employment estimate and mean wage estimates for this occupation:

	Employment	Employment RSE	Mean hourly wage	Mean annual wage	Wage RSE
National	352,380	1.2%	\$14.23	\$29,590	0.7%
New Mexico	1,160	10.4%	\$12.72	\$26,450	6.2%

Percentile wage estimates for this occupation:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$8.62	\$9.40	\$11.66	\$16.43	\$23.58
Annual Wage	\$17,930	\$19,550	\$24,260	\$34,170	\$49,050

Occupational Employment and Wages, May 2016 - SIC Code: 39-5094 Skincare Specialists

Occupation Description: Provide skincare treatments to face and body to enhance an individual's appearance. Includes electrologists, laser hair removal specialists, wax specialists, make-up artists, skin care specialists, and beauty consultants

National: <https://www.bls.gov/oes/current/oes395094.htm>

New Mexico: https://www.bls.gov/oes/current/oes_nm.htm#39-0000

Employment estimate and mean wage estimates for this occupation:

	Employment	Employment RSE	Mean hourly wage	Mean annual wage	Wage RSE
National	43,980	3.5%	\$16.91	\$35,160	1.6%
New Mexico	160	36.5%	\$22.40	\$46,590	19.1%

Percentile wage estimates for this occupation:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$8.96	\$10.56	\$14.55	\$20.58	\$28.74
Annual Wage	\$18,640	\$21,960	\$30,270	\$42,810	\$59,780

Occupational Employment and Wages, May 2016 - SIC Code: 39-5092 Manicurists and Pedicurists

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

National: <https://www.bls.gov/oes/current/oes395092.htm> New Mexico: https://www.bls.gov/oes/current/oes_nm.htm#39-0000

Employment estimate and mean wage estimates for this occupation:

	Employment	Employment RSE	Mean hourly wage	Mean annual wage	Wage RSE
National	90,630	3.6%	\$11.70	\$24,33	1.0 %
New Mexico	N/A	N/A	N/A	N/A	N/A

Percentile wage estimates for this occupation:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$9.04	\$9.57	\$10.65	\$12.71	\$16.15
Annual Wage	\$18,800	\$19,910	\$22,150	\$26,440	\$33,590

Occupational Employment and Wages, May 2016 - 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.

National: <https://www.bls.gov/oes/current/oes251194.htm> **New Mexico:** https://www.bls.gov/oes/current/oes_nm.htm#25-0000

Employment estimate and mean wage estimates for this occupation:

	Employment	Employment RSE	Mean hourly wage	Mean annual wage	Wage RSE
National	116,430	1.8%	\$26.80	\$55,730	0.9%
New Mexico	580	3.7%	\$27.52	\$56,300	6.0%

Percentile wage estimates for this occupation:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$13.77	\$18.28	\$24.36	\$32.15	\$43.42
Annual Wage	\$28,640	\$38,020	\$50,660	\$66,870	\$90,320

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 NACCAS Annual Report are listed below:

	2016
Graduation	64.71%
Licensure	83.33%
Placement	75.76%

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 the School 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 the School 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 the School.**

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. Vogue College is a Drug and Alcohol Free campus.
10. 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.
11. NOT perform any services on clients until successful completion of a Phase I training.
12. Practice courtesy and professionalism at all times when dealing with other Students, clients, visitors to Vogue College and Staff.
13. Follow all State laws and regulations at all times during School hours.
14. 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.
15. Discuss only ethical and professional subject matter during School hours and refrain from using profanity.
16. Be fair, honest, and never steal; refrain from the willful destruction of property.
17. Refrain from having personal visitors to Vogue College. Guests will be asked to leave unless they are scheduled for a clinic service.
18. 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.
19. 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.
20. 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.
21. 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.
22. 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).
23. Know all pricing and service policies of Vogue College and the name, purpose, benefits, procedures and cost of products used.
24. Keep all client analysis and service records up to date.
25. Recommend and prescribe appropriate services and retail products to each client assigned in order to develop professional skills.

26. 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 FORS 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: 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 in a NACCAS approved program at Vogue College. It 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 hours and must occur no later than the mid-point of the academic year or program, whichever occurs sooner. SAP will be applied to all students enrolled in the following programs. SAP applies to both full time and part time schedules. The hours listed below are the evaluation periods for each program:

Cosmetology 450, 900, and 1250 actual hours

Esthetics at 300 actual hours

Esthetician/Manicurist at 450 actual hours

Manicurist/Pedicurist at 200 actual hours

Instructor at 500 actual hours

*Transfer Students – Midpoint of the contracted hours or the payment periods/established evaluation periods, whichever comes first.

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 in the academic year or course and/or program whichever occurs sooner.

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 maintain a written 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. Numerical grades are considered on the following scale:

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

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.

QUANTITATIVE MAXIMUM TIME FRAME

The maximum time (which does not exceed 143% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

Course	MAXIMUM TIME ALLOWED	
	Weeks	Scheduled Hours
Cosmetology (Full Time, 34hrs/wk) – 1600 Hours	47 Weeks	2288
Cosmetology (Part Time, 24hrs/wk) – 1600 Hours	67 Weeks	2288
Esthetician (Full Time, 34hrs/wk) – 600 Hours	18 Weeks	858
Esthetician (Part Time, 24hrs/wk)- 600 Hours	25 Weeks	858
Instructor (Full Time, 34hrs/wk) – 1000 Hours	30 Weeks	1430
Instructor (Part Time, 24hrs/wk)- 1000 Hours	42 Weeks	1430
Manicurist/Pedicurist (Full Time, 34hrs/wk) – 400 Hours	12 Weeks	572
Manicurist/Pedicurist (Part Time, 24hrs/wk) – 400 Hours	17 Weeks	572
Esthetician/Manicurist (Full Time, 34hrs/wk) – 900 Hours	27 Weeks	1287
Esthetician/Manicurist (Part Time, 24hrs/wk) – 900 Hours	38 Weeks	1287

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

DETERMINATION OF PROGRESS STATUS

Students who fail to meet minimum requirements (70% cumulative attendance and a 75% GPA) for attendance and academic progress at the end of a payment period will be placed on a **Title IV, HEA Financial Aid Warning**. Any student on **Title IV, HEA Financial Aid Warning** may continue to receive assistance under the Title IV HEA programs for one payment period.

At the end of the payment period if the student has met the minimum grade and attendance requirement the student is considered to be meeting Satisfactory Academic Progress.

If the student is not meeting Satisfactory Academic Progress at the end of the Financial Aid Warning Period, those students will then loss of Title IV, HEA eligibility. The student will be placed on a **Title IV, HEA Financial Aid Suspension**. During this period the students will not be eligible to receive Title IV, HEA funds but he/she may

continue attending on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status.

A student who loses their financial aid eligibility due to **Title IV, HEA Financial Aid Suspension** after a financial aid warning has the right to file an appeal regarding their Satisfactory Academic Progress Evaluations.

If the student is graded and appeal they will then be placed on **Title IV, HEA Financial Aid Probation**, which is a status assigned by the institution to a student who fails to make SAP, who has appealed and has had their Title IV, HEA eligibility for aid reinstated for one payment period.

Appeal Process:

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination.

1. The school will send to the student within 10 days following the action of the school, a written statement of fact, which is the basis of the action of the school.
2. The student may appeal the action of the school by requesting such appeal – in writing- to the School Director along with supporting documentation showing the reasons why the decision should be reversed and request a re-evaluation.
3. The Appeal must be done within 10 days of the receipt of such written notice. Students choosing to remain in school while requesting an appeal will be responsible for charges accrued whether or not the appeal is granted.
4. The student has a right to make a personal appearance before the School Director.
5. An appeal for the purpose of obtaining Title IV, HEA Financial Probation must include an explanation stating:
 - Why he/she failed to make SAP (Appeals for Financial Probation are limited to death of a relative, injury or illness of a student, or other special circumstances).
 - What has changed that will allow the student to make SAP at the next evaluation point.
6. Should a student fail to appeal the decision, the decision will stand.
7. Notification of the school's action on the appeal including reason, if the appeal is denied, will be sent to the student within 5 days.

Title IV, HEA PROBATION APPEAL GRANTED:

Should the student prevail upon their appeal, they will be placed on a Title IV, HEA Financial Probation for that payment period. The student will then be eligible for Title IV, HEA funds for that payment period only. While on Title IV, HEA Financial Aid Probation, the student must meet the institutions minimum requirements (70% cumulative attendance and a 75% GPA) for attendance and academic progress by the next evaluation period. A student on Title IV, HEA Financial Aid Probation because of a successful appeal is eligible for Title IV, HEA funds for ONE payment period.

TITLE IV, HEA SUSPENSION STATUS

If the student is not meeting Satisfactory Academic Progress at the end of the Financial Aid Warning Period and does not submit an appeal or his/her appeal is denied, the student will be ineligible to receive Title IV, HEA funds

for that period. The student will be placed on a Title IV, HEA Financial Aid Suspension and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV, HEA eligibility for the next period.

During the Title IV, HEA Financial Aid Suspension period, the students will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

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

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.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

TRANSFER HOURS

With regard transfer students, all hours attempted will count toward the 150 % Title IV, HEA funding entitlement, even if the institution does not accept all transfer hours as part of your transfer to Vogue. SAP evaluations periods are based on actual contracted hours at the institution.

- **END OF SAP POLICY** -

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/fpc/

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.

Student Records

Student files are kept both on campus physically for 6 years and electronically on a secure remote server indefinitely. Student files contain all original enrollment and financial aid documents, advising and final transcripts, all fees and tuition paid by the student, and student attendance history.

All students receive a transcript as part of their monthly academic and attendance evaluations as well as upon completion of their program. Students may request transcripts at any time by contacting their campus directly or the Vogue College of Cosmetology Home Office:

Vogue College of Cosmetology Home Office
1101 South Capital of Texas Highway K-150
Austin, TX 78746
512-912-0077

In case of a school closure all student records will be turned over to the New Mexico Higher Education Department as the Custodian of Records. For more information, please visit

<http://www.hed.state.nm.us/institutions/transcript.aspx>

COLLEGE NAVIGATOR WEBSITE

The Department of Education is required to post 26 items on the College Navigator website for each institution, including a link to the institutions' website that provides an easily accessible manner. For information:

<http://nces.ed.gov/ipeds> or <http://nces.ed.gov/collegenavigator>. Links directly to our campus information on College Navigator or IPEDS may be found on our website at www.vogue.edu/disclosures/

CONSTITUTION DAY

Vogue College celebrates Constitution Day on or near September 17 of each year as required. See:

www.constitutionday.com

VOTER REGISTRATION

Students are encouraged to register and vote in state and federal elections. Voter Registration and Election Date information for the State of New Mexico can be found at: www.sos.state.nm.us.

To be eligible to register to vote in New Mexico, a person must be:

- A United States citizen;
- A resident of the New Mexico county in which application for registration is made;
- At least 18 years old on Election Day;
- Not finally convicted of a felony, or, if so convicted must have (1) fully discharged the sentence, including any term of incarceration, parole, or supervision, or completed a period of probation ordered by any court; or (2) been pardoned or otherwise released from the resulting disability to vote; and
- Not determined by a final judgment of a court exercising probate jurisdiction to be (1) totally mentally incapacitated; or (2) partially mentally incapacitated without the right to vote.

Early voting may be done Tuesday-Friday from 12:00 Noon to 8:00 p.m. and Saturday from 10:00 a.m. to 6:00 p.m. beginning on the 3rd Saturday before the Election and ending on the Saturday before the Election. You may also vote in your County Clerk's office 28 days before the election during regular hours of business.

All voters who registered to vote in New Mexico must provide a New Mexico driver's license number or personal identification number issued by the New Mexico Department of Public Safety or the last four digits of your social

security number. If you have not been issued any of these numbers, then you must state that fact on the application by checking the designated box.

A voter who has not been issued a driver's license or social security number may register to vote, but such voter must submit proof of identification when presenting himself/herself for voting or with his/her mail-in ballots, if voting by mail. These voters' names are flagged on the official voter registration list with the annotation of "ID." The "ID" notation instructs the poll worker to request a proper form of identification from these voters when they present themselves for voting. Acceptable identification includes:

- a driver's license or personal identification card issued to the person by the Department of Public Safety or a similar document issued to the person by an agency of another state, regardless of whether the license or card has expired;
- a form of identification containing the person's photograph that establishes the person's identity;
- a birth certificate or other document confirming birth that is admissible in a court of law and establishes the person's identity;
- United States citizenship papers issued to the person;
- a United States passport issued to the person;
- official mail addressed to the person by name from a governmental entity;
- a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the voter; or
- any other form of identification prescribed by the Secretary of State.

For more information, contact the Bureau of Elections, Office of the Secretary of State at: (505) 827-3600 or (800) 477-3632.

VOTER REGISTRATION CERTIFICATE

- Once you apply, a voter registration certificate (proof of registration) will be mailed to you within 30 days.
- Check your certificate to be sure all information is correct. (If there is a mistake, make corrections and return it to the voter registrar immediately.)
- When you go to the polls to vote, present your certificate as proof of registration.
- You may vote without your certificate by signing an affidavit at the polling place and showing some other form of identification (for example, driver's license, birth certificate, copy of electric bill).
- If you lose your certificate, notify your County Voter Registrar in writing to receive a new one.
- You will automatically receive a new certificate every two years, if you haven't moved from the address at which you are registered.

If you move within the same county simply go to the Secretary of State's web site and change your address online or promptly notify the County Voter Registrar, in writing, of your new address by:

- correcting your current voter registration certificate on the back and returning it to the County Voter Registrar;
- filling out a new voter registration application form and checking the "change" box; or
- making simultaneous changes to your driver's license and voter registration when you apply for or update your driver's license.

You will receive a new certificate with your new address. You will be able to vote in your new precinct 30 days after your change of address is submitted. If you miss the deadline (30 days before an election), you may vote in your former precinct as long as you still reside in the political subdivision conducting the election.

Your residence is located in a specific "precinct," which is an area within the county. There are many precincts within a county. The place where you will vote on Election Day is located in your precinct. There may be combined precincts in order to accommodate joint local elections; therefore, in some elections you may vote outside your designated precinct. The County Clerk or County Elections Administrator can give you the specific location of your polling place, or you can check on-line to see if the County Clerk or Elections Administrator has that information

posted. The Secretary of State's Office may also provide polling place information at the "Where do I vote" link on its webpage prior to the primary, primary runoff and November uniform election date elections. If you move to another county you must re-register! Fill out a new application and mail it, or take it in person, to the Voter Registrar of your new county. You may not register online if you move from one county to another. You will be registered 30 days after your application is submitted. You will receive a new certificate.

After changing residence to another county, a person may be eligible to vote a "limited" ballot in his/her new county of residence on candidates or issues common to the old and new counties. A "limited" ballot may be voted only during early voting by personal appearance or by mail (not on Election Day) if:

- the person would have been eligible to vote in the county of former residence on Election Day if still residing in that county;
- the person is registered to vote in the county of former residence at the time the person offers to vote in the county of new residence; and
- a voter registration for the person in the county of new residence is not effective on or before Election Day.

Promptly notify the County Voter Registrar, in writing, of the name change using the same steps as for IF YOU MOVE WITHIN THE COUNTY. You will receive a new certificate 30 days after your name change notice is submitted. You may continue to vote during this period. If you do not have your certificate in hand, you may sign an affidavit at the polls and present a form of identification.

FOR MORE INFORMATION, CONTACT:

- Secretary of State's Office toll-free at 1.800.477.3632 or 1.505.827.8403
- Your local County Clerk (will be listed in the blue pages of your telephone book)
- Your local County Elections Administrator
- Your County Voter Registrar (Tax Assessor-Collector)

Federal Election Commission

999 E Street, N.W.
Washington, D.C. 20463
1.800.424.9530

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, especially their FAQ's at 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, the School will make every attempt to resolve any Student complaint that is not frivolous or without merit. Complaints will be addressed honestly and fairly without retaliation. 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 the School Director.
3. The complaint will be reviewed by the School 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 the School 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, the School will appoint a Hearing Committee consisting of one member selected by the School who has had no involvement in the dispute and who may also be a Corporate Officer, another member who may not be related to the Student filing the complaint or another Student in the School, and another member who may not be employed by the School or related to the School Owners. The hearing will occur within 30 days of committee appointment. The hearing will be informal with the Student presenting his/her case followed by the School's response. The Hearing Committee will be allowed to ask questions of all involved parties. Within 15 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 the School's Student Complaint Procedure before submitting the complaint to the State or School's accrediting agency.

School Licensing Agency:

New Mexico Higher Education Department
Private Postsecondary Schools Division
2044 Galisteo Street, Suite 4
Santa Fe, NM 87505
Phone number: 505-476-8400 www.hed.state.nm.us

New Mexico Board of Barbers and Cosmetologists
2505 Cerrillos Road
Santa Fe, New Mexico 87505
505-476-4500
www.rld.state.nm.us/

School Accrediting Agency

National Accrediting Commission of Career Arts and Sciences, (NACCAS)
3015 Colvin St.
Alexandria, VA 22314
(703) 600-7600
www.naccas.org

Department of Education: Fraud, Waste & Abuse Hotline

The **Office of the Inspector General (OIG)** investigates fraud, waste, or abuse involving:

[Online complaint form](https://oighotline.ed.gov/Hotline/Instruction.aspx) at <https://oighotline.ed.gov/Hotline/Instruction.aspx> or **(1-800-647-8733)**

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 the School. 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.”

SCHOLARSHIP POLICY

Charles W. 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. This scholarship is available at all Vogue College locations.

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

Christene Reid Scholarship

In honor of the late Mrs. Christine Reid, former educator and beloved friend of Vogue College of Cosmetology for over 12 years, the Vogue family will honor a single parent in the surrounding areas of Vogue College each year. The scholarship will only cover tuition costs for the cosmetology, esthetics, or manicure program and is only available at the Vogue College of Cosmetology in Santa Fe.

Application Requirements

- Must be a single parent
- Must have graduated from an accredited high school or have GED equivalent. Applicant will need to provide copy of high school diploma or GED
- Completed scholarship application
- 500 word typed essay detailing what cosmetology means to applicant and how this scholarship would benefit him/her and his/her family
- Two letters of recommendation
- Black & white photograph

Vogue College of Cosmetology: Charles W. Oman Scholarship Application Scoring Rubric

Student Name _____

Total Points _____ /30 possible

Application Presentation			
5 - 4 pts.	3-2 pts.	1 pt.	0 pt.
- Application is carefully completed all questions answered with complete, [grammatically correct (i.e. spelling, punctuation, and capitalization) sentences] and is 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

Essay			
10 - 8 pts.	7 - 4 pts.	3 - 1 pts.	0 pt.
- Essay is well-written (the prose is grammatically correct, the sentences are simple, and the logic is tight and clear) with detailed answers that are thoughtful and focused (shows understanding of why the student is applying for scholarship and the student's intent for their career)	- Essay is well-written (the prose is grammatically correct, the sentences are simple, and the logic is tight and clear) 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 and describes at least two of their strengths, and two educational goals.	-Application provides some insight into the applicant's character and describes one strengths, and one educational goal.	-Application provides some insight into the applicant's character, but is missing applicant's strengths, and educational goals.	-Application provides very limited, if any, insight into the applicant's character, but is missing applicant's strengths and educational goals.
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Letters of Recommendation			
5 - 4 pts.	3-2 pts.	1 pt.	0 pt
- Both letters give strong recommendation	- Recommendation is included	- Questionable recommendation	- Not recommended

Responsibilities and Financial Need			
5 - 4 pts.	3-2 pts.	1 pt.	0 pt
- 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	

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

Vogue College of Cosmetology: Christene Reid Scholarship Application Scoring Rubric

Student Name _____

Total Points _____ /30 possible

Application Presentation			
5 - 4 pts.	3-2 pts.	1 pt.	0 pt.
- Application is carefully completed all questions answered with complete, [grammatically correct (i.e spelling, punctuation, and capitalization) sentences] and is 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

Essay			
10 - 8 pts.	7 - 4 pts.	3 - 1 pts.	0 pt.
- Essay is well-written (the prose is grammatically correct, the sentences are simple, and the logic is tight and clear) with detailed answers that are thoughtful and focused (shows understanding of why the applicant is applying for scholarship and the applicant's intent for their career)	- Essay is well-written (the prose is grammatically correct, the sentences are simple, and the logic is tight and clear) 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 and explains how the scholarship would help applicant's family	- Application highlights the current circumstances in the applicant's life that support the need for this scholarship and explains how the scholarship would help applicant's family	- Applicant could have put more thought and effort into explaining current personal circumstances & family situation that support need for scholarship	- Applicant does not explain why this scholarship is needed or how it would benefit family
-Application provides insight into the applicant's character and describes at least two of their strengths, and two educational goals.	-Application provides some insight into the applicant's character and describes one strengths, and one educational goal.	-Application provides some insight into the applicant's character, but is missing applicant's strengths, and educational goals.	-Application provides very limited, if any, insight into the applicant's character, but is missing applicant's strengths and educational goals.

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

Responsibilities and Financial Need			
10 - 8 pts.	7 - 4 pts.	3 - 1 pts.	0 pt.
- Working full time (>30 hours/week)	- Working part time (<30 hours/week)	- Working part time (<30 hours/week)	- 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 family responsibilities and provided some explanation of these responsibilities	- Has limited family responsibilities and/or provided no explanation of these responsibilities	- No family responsibilities