



VOGUE COLLEGE
OF COSMETOLOGY

2019 Student Catalog

TEXAS

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MISSION OWNERSHIP

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

Vogue College campuses are located as follows:

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

The above campuses are licensed by **the Texas Department of Licensing and Regulation**, PO Box 12157, Austin, Texas 78711-2157; 800-803-9202. www.tdlr.texas.gov.

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

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

HISTORY

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

MISSION STATEMENT AND GENERAL OBJECTIVES

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

This mission will be accomplished by:

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

ASSESSMENT PLAN

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

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

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

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

FACILITY

Vogue Colleges offer a contemporary, professional environment with:

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

ADMISSIONS AND ENROLLMENT

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

Prior to starting classes, all Students must:

1. Pay the applicable registration fee which is non-refundable.
2. Register with the State Regulatory Agency and pay the required fee of \$25.00 which is non-refundable.
3. Provide proof of age; minimum 16 years of age
4. Provide Proof of a High School Diploma, GED, or State Issued/Approved Home School Certificate. Vogue College reserves the right to request HS transcripts.
 - (i) Vogue College policy is to validate US High School diplomas through the State Education Agency from the State the diploma was issued in if the validity of a High School diploma is in question.
 - (ii) Vogue College must have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. (Example of a recognized agency: Worldwide Education Consultant Services, Inc.)
5. 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.

Student Instructor Course Applicants must meet the above criteria and:

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

TRANSFER / RETURNING STUDENTS:

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

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

TRANSFER POLICY

Vogue College will administer a scholastic evaluation of Students wishing to transfer to Vogue College or require the transfer Student to

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

RE-ENTRY POLICY

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

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

REASONABLE ACCOMMODATIONS

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

CLASS CALENDAR

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

NewYear'sDay	LaborDay
MemorialDay	Thanksgiving
IndependenceDay	ChristmasDay

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

Vogue College Curriculum

PROGRAM OUTLINES

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

Phase I: In this introductory Phase of training, Students will focus on learning the underlying theory and the basic skills for providing client services. In addition, Students will identify short-term and long-term career goals and begin development of an

action plan for achievement of those goals. The education is provided through interactive lecture, demonstration, technology, and hands-on practice. Students are allowed to assist in the salon area after successful completion of 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 skill 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	0-150Hrs	151-900Hrs	901-1000Hrs
Esthetics	0-75Hrs	76-400Hrs	401-750Hrs
Nail Technology	0-60Hrs	61-350Hrs	351-600Hrs
Student Instructor 500 hours)	0-50Hrs	51-450Hrs	451-500Hrs
Student Instructor 750 hours	0-75Hrs	76-700Hrs	701-750Hrs

MAKEUP POLICY

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

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

ATTENDANCE POLICY

Attend all classes according to the assigned schedule including theory classes even if all required tests are completed. Students will clock in and out daily on the attendance report and attend Saturdays as required in Enrollment Agreement. Students will take morning and afternoon breaks in accordance with policy. Students will be advised of attendance when attendance falls below 70%. Falling below 70% attendance will result in no longer being able to obtain personal services or family service discounts.

OVERSCHEDULED DAILY HOURS

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

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

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

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

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

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

COURSE LANGUAGES:

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

COSMETOLOGY-TEXAS:1000HOURS

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

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

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

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

COSMETOLOGY – TEXAS 1000 HOURS

HOURS	SUBJECT – UNIT
100	ORIENTATION: New Student Orientation; laws and regulations including health, sanitation, infection control, products, tools, equipment use and safety, anatomy, bacteriology, biology. OSHA regulations concerning hazardous materials communications. Types and classifications of infectious organisms (bacteria, viruses, molds, fungus); Growth and reproduction of infectious organisms; Infections and their prevention; Immunity and body defenses; Decontamination and infection control; Physical and chemical agents.
50	SALON MANAGEMENT AND PRACTICES: Professional ethics, conduct and attitude; Professional organizations; trade shows, and publications; State sales tax requirements; Career opportunities and placement.

and polishing.

30 **FACIALS:** Skin analysis and care, plain facials, mask facials, facial manipulations and massage, exfoliation, makeup application, hair removal, brow arching, waxing, and lash/brow tinting.

1990 **TOTAL UNITS**

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

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

WRITTEN AND PRACTICAL

93 - 100 EXCELLENT - A

85 - 92 VERY GOOD - B

75 - 84 SATISFACTORY - C

74 and Under BELOW STANDARDS – UNSATISFACTORY – F

ESTHETICS-TEXAS: 750 HOURS (Esthetician)

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

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

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

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

ESTHETICS – TEXAS, 750 HOURS (Esthetician)

HOURS	SUBJECT - UNIT
50	ORIENTATION: New Student Orientation; laws and regulations; licensing and certification requirements.
40	INFECTION CONTROL: Health and sanitation, types and classifications of infectious organisms (bacteria, viruses, molds, fungus); Growth and reproduction of infectious organisms; Infections and their prevention; Immunity and body defenses; Decontamination and infection control; Physical and chemical agents, bacteriology, products, tools, equipment, use and safety.
35	SALON MANAGEMENT AND PRACTICES: Fundamentals of business management, professional ethics, conduct and attitude; Professional organizations; trade shows, and publications; State sales tax requirements; Career opportunities and placement. Effective communications and human relations. Compensation packages and payroll deductions. OSHA regulations concerning hazardous materials communications.
90	ANATOMY AND PHYSIOLOGY: Cells, tissues, and organs; Body systems; Basic principles of nutrition; Overview of bones and muscles of the head, face, and neck.
75	ELECTRICITY, MACHINES, AND RELATED EQUIPMENT: Nature of electricity, two types of electricity, electrotherapy and their uses; electromagnetic radiation; five types of light therapy and their benefits; high-frequency.
50	CHEMISTRY AND RELATED THEORY: Forms and properties of matter; Elements, compounds, and mixtures; Chemical reactions and solutions; The pH scale; FDA laws governing hair care products; Product safety.

50	CLIENT CARE: Developing excellent skills in client consultation, client care, and customer service.
10	NUTRITION: Nutritional guidelines, general health and fitness.
10	COLOR PSYCHOLOGY: Color theory and how color affects attitude, personality and image.
15	AROMA THERAPY: The use of essential oils; purposes, cautions, common uses.
25	SUPERFLUOUS HAIR REMOVAL AND RELATED THEORY: Tweezing, Depilatory lotions; Waving; Bleaching of facial hair
225	SKIN CARE, FACIAL TREATMENTS AND RELATED THEORY: Skin analysis and care, plain facials, mask facials, facial manipulations, exfoliation, hair removal, brow arching, waxing, lash/brow tinting.
75	MAKEUP AND RELATED THEORY: Makeup application: daytime, evening, corrective makeup techniques
750	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.

ESTHETICS PROGRAM PRACTICAL EXPERIENCES (Esthetician)

REQUIREMENTS/SUBJECT- UNIT

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

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

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

WRITTEN AND PRACTICAL

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

NAIL TECHNOLOGY - TEXAS: 600 HOURS (Manicurist)

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

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

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communication skills and visual poise.
3. Understand employer/employee relationships and respect the need to deliver worthy service for value received.

4. Perform the basic manipulative skills required for manicuring, pedicuring, and various methods of nail extensions.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

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

NAIL TECHNOLOGY – TEXAS 600 HOURS (Manicurist)

HOURS	SUBJECT - UNIT
15	ORIENTATION: New Student Orientation; Laws and regulations, Licensing and certification requirements.
100	BACTERIOLOGY, SANITATION, AND SAFETY: Biology, health, infection control, definitions, importance, rules, laws, methods, safety measures, hazardous chemicals and ventilation, chemistry.
80	PROFESSIONAL PRACTICES: Manicuring as a profession, vocabulary, ethics, salon procedures, hygiene and grooming, professional attitudes, salesmanship and public relations. Career and employment information, professional ethics, effective communications and human relations, compensation packages, and payroll deductions.
70	ANATOMY AND PHYSIOLOGY OF THE ARM AND HAND: Major bones and function, major muscles and functions, major nerves and functions, skin structure, functions appendages, conditions and lesions, nail structure, composition, growth, regeneration, irregularities and diseases.
320	MANICURE PROCEDURES: Principles and techniques of basic manicure and pedicure, oil manicure, removal of stains, repair work, hand and arm massage, buffing, application of polish, application of artificial nails, application of cosmetic fingernails, preparation to build new nail, and application of nail extensions, sculptured nails, tips, wraps, fiberglass/gels and odorless products.
15	EQUIPMENT, IMPLEMENTS, AND SUPPLIES: Use and maintenance. Products, tools, equipment, use and safety.
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.

NAIL TECHNOLOGY PRACTICAL EXPERIENCES (Manicurist)

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

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

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

WRITTEN AND PRACTICAL

93 - 100	EXCELLENT - A
85 - 92	VERY GOOD - B

STUDENT INSTRUCTOR-TEXAS: 750 HOURS - No Work Experience

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

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

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communication 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, communication skills and teaching methodologies to improve teaching skills.

STUDENT INSTRUCTOR COURSE – TEXAS, 750 HOURS

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

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

WRITTEN AND PRACTICAL

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

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

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

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

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communication 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, communication skills and teaching methodologies to improve teaching skills.

STUDENT INSTRUCTOR COURSE – TEXAS, 500 HOURS

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

WRITTEN and PRACTICAL

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

DAILY DUTIES AS ASSIGNED

All Students will be assigned daily duties. Please be thorough and take pride in fulfilling these tasks. Students will not clock out until all duties have been completed. Styling stations and mirrors need to be cleaned and sanitized each day. Items should not be left out or left overnight. Personal items need to be secured. The break room, classrooms and the clinic floor should be cleaned daily.

Additionally, all areas where clients are serviced should be maintained properly per State regulations. These areas include the shampoo area, rest rooms, styling stations, etc.

SCHEDULE CHANGES

Students must request a schedule change in writing, which is subject to approval by Vogue College owner or Director. A student may not exceed more than 2 schedule changes during their period of enrollment. Once approved, all initial schedule change requests will be processed at a fee of \$150 charge to the student. However, if a student requests an additional schedule change during their period of enrollment, upon approval, a \$300 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. **The School will only allow one LOA per program of study.** Students must request an LOA in advance (unless unforeseen circumstances prevent the student from requesting in advance), in writing stating the reason for the leave, provide written documentation and include the student's signature for approval by the School owner or Administrator. The school 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 decision and collect all applicable documents for the LOA from the student at a later date. If approved, the official Leave will extend the contract period by the same number of days designated in the leave document or actually used by the Student, changes to the contract period are listed on the Leave of Absence document and must be initialed by all parties upon the student's return from LOA. No re-entry fee or any type of institutional fees will be charged if the Student returns to class on or before the first class day scheduled after the termination of the LOA. **The LOA is approved for a minimum of 30 days at a time and may not exceed two and four months (two months for smaller programs and 4 months for cosmetology programs only).** All approved LOAs will be scheduled to begin on the first class day after the Student's last physical day of attendance prior to beginning the LOA and end on the "Scheduled Return Date"; a Student who does not return to School or has failed to request an additional LOA prior to the "Scheduled Return Date" will be dropped. At an institution required to take attendance, the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

LOA will be considered on a case-by-case basis for situations like family and medical emergencies, and unusual circumstances. **If a student is not meeting Satisfactory Academic Progress the LOA will be denied.** A student granted an LOA that meets the school'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 had been completed. If the Student is a Title IV loan recipient, the Student will be informed of the effects that the Student's failure to return from a leave may have on the Student's loan repayment terms, including the expiration of the Student's grace period.

GRADUATION REQUIREMENTS

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

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

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

EMPLOYMENT ASSISTANCE

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

JOB DEMAND IN COSMETOLOGY

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

PHYSICAL DEMANDS AND SAFETY REQUIREMENTS

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

LICENSURE REQUIREMENTS

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

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

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

The Texas Department of Licensing and Regulation also runs a criminal background check through the Department of Public Safety (DPS) on each original license application and each renewal application filed. If the application or the DPS check reveals a conviction that could be a basis for denying the license, the Licensing Staff will refer the matter to TDLR's Enforcement Division for further review. It should be noted that a decision to deny licensure will result in an individual not being able to

obtain gainful employment their chosen field. Please see the TDLR Regulation of Barbering and Cosmetology; Occupations Code, Chapter 1603. Title 9: Subchapter I; Denial and Disciplinary Procedures Sec. 1603.401.

INCOMPLETE ENROLLMENTS

OFFICIAL WITHDRAWAL REQUIREMENTS

Students who withdraw from enrollment prior to program completion must:

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

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

CANCELLATION POLICY

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

REFUND POLICY - TEXAS – NOTICE OF CANCELLATION

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

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

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

- (1) 90 percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the course, whichever period is shorter
- (2) 80 percent of any outstanding tuition for a withdrawal or termination that occurs after the first week or first one-tenth of the course, whichever period is shorter, but within the first three weeks of the course
- (3) 75 percent of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the course but not later than the completion of the first 25 percent of the course
- (4) 50 percent of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the course.

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

- Any monies due the applicant or Student shall be refunded within 30 days of formal cancellation date as defined above.
- In the case of disabling illness or injury, death in the Student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
- If permanently closed or no longer offering instruction after a Student has enrolled, Vogue College will provide a pro rata refund of tuition to the Student.
- This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the Student may have incurred at the institution (EG: nonreturnable kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal.

*If a student voluntarily withdraws or is terminated after completing 50 percent of the course at Vogue College of Cosmetology, the school shall allow the student to re-enter at any time during the 48 month period following the date of withdrawal or termination.

unearned funds for which the School is responsible as soon as possible, but no later than 45 days after the date of student withdraw/termination.

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

TITLE IV, 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

FAFSAwebsite.....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

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.

In accordance with Title 38 US Code 3679(e), Vogue College adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from VA. This educational institution will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

Texas Workforce Solutions-Vocational Rehabilitation Services

Vogue College of Cosmetology is an 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.

Occupational Employment and Wages

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

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

<https://www.bls.gov/oes/current/oes395012.htm>

https://www.bls.gov/oes/current/oes_tx.htm#39-0000

Occupational Employment and Wages

SIC Code: 39-5094 Skincare Specialists

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

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

https://www.bls.gov/oes/current/oes_tx.htm#39-0000

Occupational Employment and Wages

SIC Code: 39-5092 Manicurists and Pedicurists

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

<https://www.bls.gov/oes/current/oes395092.htm>

https://www.bls.gov/oes/current/oes_tx.htm#39-0000

Occupational Employment and Wages

SIC Code: 25-1194 Vocational Education Teachers, Postsecondary

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

<https://www.bls.gov/oes/current/oes251194.htm>

https://www.bls.gov/oes/current/oes_tx.htm#25-0000

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 2017 NACCAS Annual Report are listed below for each campus.

	San Antonio, Ingram Rd	San Antonio, Fred	McAllen	Lubbock
Completion:	66.23%	65.43%	62.57%	62.50%
Licensure:	100.00%	100.00%	75.45%	79.55%
Employment:	72.34%	74.51%	70.94%	68.63%

STUDENT SERVICES HOUSING

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

OSHA

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

EMERGENCY PROCEDURES

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

STANDARDS OF PROFESSIONALISM REGULATIONS FOR CONDUCT

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

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

GENERAL RULES OF APPEARANCE

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

DRESS CODE

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

STANDARDS OF CONDUCT

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

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

responsibilities.

18. Refrain from using the business phone for incoming or outgoing calls without the express permission of a Staff member or at designated times. Personal calls are limited to 3 minutes.
19. Power off all cell phones while in School at all times and place in locker while clocked in. They may not be used in any capacity (voice or text message) within the facility. **All calls or messages must be made outside of the building (off of the clock) or in the Student break room while clocked out for lunch.** In addition to standard disciplinary policies, phones may be confiscated and held until classes end for the day. Please notify family members of Vogue College's phone for use in case of emergency.
20. Park only in the designated areas for Student parking. Vogue College does NOT provide parking for its Students. Front of the building parking is ALWAYS reserved for client use. Students may park only in designated areas.
21. Receive no more than (1) one service at 50% off per week as approved by an instructor. Students may not bring personal products into Vogue College without permission. Family members may receive services at a 20% discount with Staff approval (senior citizens days not included). Students whose attendance falls below 70% will lose the privilege of personal services and family service discounts.
22. Know all pricing and service policies of Vogue College and the name, purpose, benefits, procedures and cost of products used.
23. Keep all client analysis and service records up to date.
24. Recommend and prescribe appropriate services and retail products to each client assigned in order to develop professional skills.
25. Strive to continually upgrade abilities through education and practice.

LEVELS OF ADVISEMENT

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

The first advisement will be a documented verbal warning.

The second advisement is a written 3 day suspension.

The third advisement is a written 3 day suspension.

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

GROUND FOR WITHDRAWAL/ TERMINATION

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

ACADEMIC ADVISEMENT

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

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

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

Cosmetology 450 and 900 actual hours

Esthetics at 375 actual hours

Nail Technology at 300 actual hours

Student Instructor (750 Hours) at 375 actual hours

Student Instructor (500 Hours) at 250 actual hours

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

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

QUANTITATIVE REQUIREMENT–ATTENDANCE PROGRESS EVALUATIONS:

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

MAXIMUM TIME FRAME:

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

Course	MAXIMUM TIME ALLOWED	
	Weeks	Scheduled Hours
Cosmetology (Full Time, 34hrs/wk) – 1000 Hours	42 Weeks	1430
Cosmetology (Part Time, 24hrs/wk) – 1000 Hours	60 Weeks	1430
Cosmetology (Part Time, 16hrs/wk) – 1000 Hours	90 Weeks	1430
Esthetician (Full Time, 34hrs/wk) – 750 Hours	31 Weeks	1072
Esthetician (Part Time, 24hrs/wk) – 750 Hours	45 Weeks	1072
Esthetics (Part Time, 16hrs/wk) – 750 Hours	67 Weeks	1072
Instructor (Full Time, 34hrs/wk) – 750 Hours	31 Weeks	1072
Instructor (Part Time, 24hrs/wk) – 750 Hours	45 Weeks	1072
Instructor (Part Time, 16hrs/wk) – 750 Hours	67 Weeks	1072
Nail Technology (Full Time, 34hrs/wk) – 600 Hours	25 Weeks	858
Nail Technology (Part Time, 24hrs/wk) – 600 Hours	36 Weeks	858
Nail Technology (Part Time, 16hrs/wk) – 600 Hours	54 Weeks	858
Student instructor (Full Time, 34hrs/wk) – 500 Hours	21 Weeks	715
Student Instructor (Part Time, 24hrs/wk) – 500 Hours	30 Weeks	715
Student Instructor (Part Time, 16hrs/wk) – 500 Hours	45 Weeks	715

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

QUALITATIVE REQUIREMENT–ACADEMIC PROGRESS EVALUATIONS:

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

Numerical grades are considered according to the following scale:

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

DETERMINATION OF PROGRESS STATUS:

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

WARNING STATUS

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

PROBATION STATUS

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

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

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

APPEAL PROCEDURE

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

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as

prior to the leave of absence. Hours elapsed during a leave of absence will extend the student’s contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student’s cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. If a student is considering pursuit of a second program, they must graduate or withdraw from the current program. If a student decides to switch a program, the current SAP will start over with the new program. The old program SAP will no longer apply.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

TRANSFER HOURS

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

MONTHLY SATISFACTORY ACADEMIC PROGRESS POLICY

Progress reports will be conducted at the end of every month, in order to maintain monthly SAP, students must maintain a minimum attendance of 70% and a cumulative grade point average (GPA) Of 75% or higher. If students are not meeting SAP they will be placed on “Warning”

The certifying official must inform the student that he/she has been placed on a probationary period.

If students are placed in probation and they meet SAP the following month, the student will be taken out of probation. In the other hand, if students do not meet SAP, they will be terminated.

END OF SAP POLICY

COST OF ATTENDANCE

PAYMENT TERMS AND CHARGES

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

EXTRA INSTRUCTIONAL CHARGES

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

OTHER FEES

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

\$25 – Transcript Fee

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

FINANCIAL AID:

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

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

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

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

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

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

McAllen Tuition

Program	Languages	Tuition	Books & Kit	TDLR Permit Fee	Registration Fee	Total
Cosmetology	English/Spanish	\$14,795	\$1,850	\$25	\$25	\$16,695
Esthetics	English/Spanish	\$8,200	\$1,295	\$25	\$25	\$9,545
Nail Technology	English/Spanish	\$6,370	\$1,150	\$25	\$25	\$7,570
Student Instructor (750 hours)	English	\$7,500	\$450	N/A	\$25	\$7,975

Student Instructor (500Hours)	English	\$5,500	\$450	N/A	\$25	\$5,975
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Fredericksburg Road– San Antonio Tuition

Program	Languages	Tuition	Books & Kit	TDLR Permit Fee	Registration Fee	Total
Cosmetology	English/Spanish	\$13,995	\$1,850	\$25	\$25	\$15,895
Esthetics	English/Spanish	\$8,200	\$1,295	\$25	\$25	\$9,545
NailTechnology	English/Spanish	\$6,000	\$1,150	\$25	\$25	\$7,200
Student Instructor (750 hours)	English	\$7,500	\$450	N/A	\$25	\$7,975
Student Instructor (500 Hours)	English	\$5,500	\$450	N/A	\$25	\$5,975

Ingram Road – San Antonio Tuition

Program	Languages	Tuition	Books & Kit	TDLR Permit Fee	Registration Fee	Total
Cosmetology	English/Spanish	\$13,995	\$1,850	\$25	\$25	\$15,895
Esthetics	English/Spanish	\$8,200	\$1,295	\$25	\$25	\$9,545
NailTechnology	English/Spanish	\$6,000	\$1,150	\$25	\$25	\$7,200
Student Instructor (750 hours)	English	\$7,500	\$450	N/A	\$25	\$7,975
Student Instructor (500 Hours)	English	\$5,500	\$450	N/A	\$25	\$5,975

Lubbock Tuition

Program	Languages	Tuition	Books & Kit	TDLR Permit Fee	Registration Fee	Total
Cosmetology	English	\$13,995	\$1,850	\$25	\$25	\$15,895
Esthetics	English	\$8,200	\$1,295	\$25	\$25	\$9,545
Student Instructor (750 hours)	English	\$7,500	\$450	N/A	\$25	\$7,975
Student Instructor (500 Hours)	English	\$5,500	\$450	N/A	\$25	\$5,975

TEXT BOOK PRICES:

- **Milady Standard Cosmetology, 13th Edition** ISBN: 97812857694 List Price: \$1 .95
- **Milady Standard Cosmetology 13th Edition – Spanish** ISBN: 9781285772622 List Price: \$15 .95
- **Milady Standard Cosmetology Theory Workbook** ISBN: 9781285769455 List Price: \$55.95
- **Milady Standard Cosmetology Theory Workbook – Spanish** ISBN: 9781285769462 List Price: \$67.95
- **Milady Standard Esthetics: Fundamentals 11th Edition** ISBN: 9781111306892 List Price: \$1 .95
- **Milady Standard Esthetics: Fundamentals 11th – Spanish** ISBN: 9781111306991 List Price: \$17 .95
- **Milady Standard Esthetics: Student Workbook** ISBN: 9781111306915 List Price: \$88.95
- **Milady Standard Esthetics: Student Workbook – Spanish** ISBN: 9781111306960 List Price: \$94.95
- **Milady Standard Nail Technician 7th Edition** ISBN: 9781285080475 List Price \$13 .95
- **Milady Standard Nail Technician 7th Edition – Spanish** ISBN-13: 9781285080598 List Price: \$1 .95
- **Milady Standard Nail Technician: Student Workbook** ISBN: 9781285080512 List Price: \$70.95
- **Milady Standard Nail Technician: Study Resource - Spanish** ISBN: 9781285080581 List Price: \$83.95
- **Milady Master Educator, 3rd Edition** ISBN: 9781133693697 List Price: \$2 .90

CLASS START DATES

Vogue College offers a fully integrated curriculum with bi-weekly class starts for the Cosmetology, Esthetics, Nail Technology and Student Instructor Programs (with a few exceptions). PROGRAM OFFERINGS and CLASS START DATES MAY VARY based on class enrollment, staff availability and other considerations. Contact the campus admissions office to verify program offerings and start dates.

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

STARTDATE		
January 13, 2020 (night classes)	July 13, 2020 (nights)	January 11, 2021 (nights)
January 14, 2020 (day classes)	July 14, 2020 (day time classes)	January 12, 2021 (day time classes)
February 10, 2020 (night)	August 17, 2020 (nights)	
February 11, 2020 (day time classes)	August 18, 2020 (day time classes)	
March 9, 2020 (nights)	September 14, 2020 (nights)	
March 10, 2020 (day time classes)	September 15, 2020 (day time classes)	
April 6, 2020 (nights)	October 12, 2020 (nights)	
April 7, 2020 (day time classes)	October 13, 2020 (day time classes)	
May 4, 2020 (nights)	November 9, 2020 (nights)	
May 5, 2020 (day time classes)	November 10, 2020 (day time classes)	
June 8, 2020 (nights)	December 7, 2020 (nights)	
June 9, 2020 (day time classes)	December 8, 2020 (day time classes)	

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

STARTDATE		
January 14, 2020	January 12, 2021	
February 11, 2020		
March 10, 2020		
April 7, 2020		
May 5, 2020		
June 9, 2020		
July 14, 2020		
August 18, 2020		
September 15, 2020		
October 13, 2020		
November 10, 2020		
December 8, 2020		

Lubbock Cosmetology, Esthetics, and Student Instructor Start Dates

STARTDATE		
January 14, 2020	November 3, 2020	
February 25, 2020	December 8, 2020	
March 24, 2020	January 12, 2021	
April 28, 2020		
June 9, 2020		
July 14, 2020		
August 25, 2020		
September 29, 2020		

CAMPUS PERSONNEL

McAllen Campus

800 W. Fern Ave, McAllen, TX 78501

Phone:956.687.6149 Fax:956.687.3236

Krystle Avendano	Admissions Officer
Jannette Campos	Instructor Registrar
Stephanie Chapa	Registrar
Izamar Flores	Receptionist
Manuel Galindo	Instructor
Susana Gonzalez	Financial Aid Officer
Jayra Jimenez	Receptionist
Yvonne Noriega	Instructor
Lizett Oyervides	Director of Education
Sylvia Rodriguez	Instructor
Vanessa Riojas	Instructor
Cynthia Saenz	Director
Claudia Villarreal	Instructor

Lubbock Campus

1712 34th St, Lubbock, TX 79411

Phone:806.589.5150 Fax:806.763.1327

Fallon Bocko	Instructor
Cecilia Barron	Instructor
Linda Medrano	Director of Education
Christin Delarosa	Financial Aid Officer

Fredericksburg Campus

1836 Fredericksburg Rd., San Antonio, TX 78201

Phone:210.735.9401 Fax:210.735.9402

Rossana Aguilar	Instructor
Mary De Luna	Instructor
Guadalupe Hernandez	Dean of Education
Nicolette Jimenez	Instructor
Michelle Morales	Instructor
Sylvia Perez	Director
Dariela Robles	Admissions Officer
Veronica Zabith	Receptionist
Denise Guerra	Registrar
Nancy Perales	Financial Aid Officer

Ingram Campus

6012 Ingram Rd., San Antonio, TX 78238

Phone:210.432.5904 Fax:210.520.5687

Jasmine Alaniz	Instructor
Nelcy Cartagena Amy	Financial Aid Officer
Charles Botello	Instructor
Veronica Carrera	Instructor
Gina Cuellar	Instructor
Yolanda De La Fuente	Instructor
Andrea Elizondo	Receptionist
Rose Flores	Admissions Officer
Guadalupe Garza	Director
Christina Lozano	Instructor

Home Office

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

Austin, TX 78746

Phone:512.916.0077 Fax:512.916.007

Teena Ball	CEO/Owner
Elizabeth Ball	Social Media
Ernesto Esparza	Maintenance
Elizabeth Schalk	Operations Manager
Jennifer Velasquez	Office Manager
Stephanie Williams	Accountant
Julie Nabe	Asst. Financial Aid Dir.
Al Hammell	Director of Financial Aid

CONSUMER INFORMATION: SCHOLARSHIPS

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

FINANCIAL ASSISTANCE

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

FERPA

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

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

The directory information made available by Vogue College is:

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

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

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

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

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

Under FERPA, Students have a right to see, inspect and request changes to their educational records. Upon request, Vogue College shall provide a Student access to his or her educational records except for financial records of the Student's parents or guardian;

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

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

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

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

PARENT RIGHTS UNDER FERPA

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

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

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

COPYRIGHT AND COMPUTER USE POLICY

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

ADMINISTRATIVE RULE

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

In compliance with the Section 512(2)(c)(2) of Chapter 5, Title 17 of United States Code, Vogue College shall have a DESIGNATED AGENT "to receive notifications of claimed infringement" and "other contact information which the Register of Copyrights may deem appropriate." The designated agent for Vogue College will be the President.

FAIR USE

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

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

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

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

CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS

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

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than

\$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

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

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, 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 do research
- Public domain and shareware software of all types

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the Vogue College setting. On a global network, it is impossible to control all materials and an industrious user may discover controversial information. The College firmly believes that the educational value of

information and the interaction available on this worldwide network outweighs the risks that users may procure materials that are not consistent with the educational goals of Vogue College.

PRIVILEGES

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

USERS' OBLIGATIONS

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

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

NETIQUETTE

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

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

SECURITY

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

VANDALISM

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

GRIEVANCE POLICY

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

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

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

TRUE AND CORRECT STATEMENT, MISREPRESENTATION

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

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

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

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

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

Campus Security, Drug, Alcohol and Sexual Assault Policies & Annual Clery Crime Report

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

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

4. Though this institution does not offer regularly scheduled crime awareness or prevention programs, Students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following rules are designed for the prevention of crimes on campus.
 - a) Do not leave personal property in classrooms
 - b) Report to your institutional official, any suspicious persons.
 - c) Always try to walk in groups outside Vogue College premises.
 - d) If you are waiting for a ride, wait within sight of other people
 - e) Emergency procedures are outline in the catalog and are covered on the first day of class.
5. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation the safety of an individual, cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
6. In compliance with federal Government regulations for a drug-free workplace for Students and Employees. Any Student caught in possession, use, or distribution of illegal substances or paraphernalia will be dismissed and/or referred to the appropriate agency. Students convicted for any offense, during a period enrollment for which the Student was receiving Title IV funds, under any federal or State law involving possession or sale of illegal drugs will result in the loss of eligibility for any Title IV assistance.

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

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

Health Risks

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

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

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

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

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

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

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

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

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

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

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

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

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

Penalty Group 1

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

Penalty Group 1A

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

8,000 units or more	Enhanced first-degree felony	15 to 99 years in a State prison and a fine of not more than \$250,000
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Penalty Group 2

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

Penalty Groups 3 and 4

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

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

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

Possession of Drug Paraphernalia:

Any item that can be used as a drug processing, packaging, or consumption mechanism can be defined as paraphernalia under 481.2 (17) of the Texas Controlled Substances Act. Even common household items such as scales, spoons, bowls, envelopes or bags can land you an illegal possession of paraphernalia charge. The most common paraphernalia charges result from pipes, and bongs.

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

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

Federal Law

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

Operation of a Common Carrier under the influence of alcohol or drugs		Imprisonment for up to 15 years and a fine not to exceed \$250,000.
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Referral and Hotline Information

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

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

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

Cocaine Helpline 1-800-COCAINE

Reach-Out Hotline 1-800-522-9054

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

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

Texas Penal Code § 22.011 States:

1. A person commits an offense if the person:

- (a) intentionally or knowingly:

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

- (b) Intentionally or knowingly:

- (i) Causes the penetration of the anus or sexual organ of a child by any means;
- (ii) Causes the penetration of the mouth or a child by the sexual organ of the actor;
- (iii) Causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor;
- (iv) Causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor; or
- (iv) Causes the mouth of a child to contact the anus or sexual organ of another person, including the actor.

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

- (a) The actor compels the other person to submit or participate by the use of physical force or violence;
- (b) The actor compels the other person to submit or participate by threatening to use force or violence against the other person, and the other person believes that the actor has the present ability to execute the threat;
- (d) The other person has not consented and the actor knows the other person is unconscious or physically unable to resist;
- (d) The actor knows that as a result of mental disease or defect the other person is at the time of the sexual assault incapable either of appraising the nature of the act or of resisting it
- (e) The other person has not consented and the actor knows the other person is unaware that the sexual assault is occurring;
- (f) The actor has intentionally impaired the other person's power to appraise or control the other person's conduct by administering any substance without the other person's knowledge;
- (g) The actor compels the other person to submit or participate by threatening to use force or violence against any person, and the other person believes that the actor has the ability to execute the threat;
- (h) The actor is a public servant who coerces the other person to submit or participate;

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

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

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

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

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

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

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

If you have been sexually assaulted:

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

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

Sanctions can include the following:

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

Campus Sexual Assault Victims' Bill of Rights:

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

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

TheStateofTexasSexOffenderWebsite is available at https://records.txdps.State.tx.us/DPS_WEB/SorNew/index.aspx

Information for Crime Victims about Disciplinary Proceedings

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

Crime Report: Campus security consumer information is included as part of the school's website www.vogue.edu

TITLE IX

SEXUAL HARASSMENT, DATE VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, STALKING, AND SEXUAL VIOLENCE POLICY

VCC Management, LLC ("Vogue College"), d/b/a Vogue College, is committed to providing a safe educational environment which is free of violence, harassment and discrimination. Therefore, in accordance with Title IX of the Education Amendments of 1972 and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), along with its amendments made pursuant to the Violence Against Women Reauthorization Act of 2013 ("VAWA"), Vogue College has adopted strict policies regarding these matters. To that end, this policy prohibits sexual misconduct that constitutes sexual discrimination, sexual harassment, sexual violence, sexual assault, relationship/dating violence, stalking, and related claims of retaliation.

As part of Vogue College's commitment, this policy will be spread through student and employee orientations, Vogue College's website, and activities to engage staff and students.

Notice of Non-Discrimination

Vogue College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Questions regarding non-discrimination policies can be referred to your school's Title IX Coordinator via email at jnabe@vogue.edu

Prohibited Conducts and Definitions:

Vogue College strictly prohibits sexual or other unlawful harassment, as well as sexual violence as defined above. *Sexual or other unlawful harassment* or discrimination includes any verbal, physical, or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

1. Submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or
2. It creates a hostile or offensive environment, which means the alleged conduct is sufficiently serious to limit or deny a student's ability to participate or benefit from the student's education program

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status, or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

Dating Violence. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—

1. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
2. Dating violence does not include acts covered under the definition of domestic violence.

Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

For the purposes of this definition:

1. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
2. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
3. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Domestic Violence. A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Complaint/Grievance Procedure

If you believe that you have experienced or witnessed harassment, sexual violence, stalking, dating violence, and or domestic violence notify your instructor, supervisor, Director, Human Resources, or the Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. Also, it is important to preserve any evidence that may assist in proving that an alleged criminal offense occurred or that may be helpful in obtaining a protection order. No employee, contract worker, student, vendor, or other person who does business with the School is exempt from the prohibitions in this policy. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

Following an alleged offense, victims will be provided with written information on their rights ([Victim's Rights form](#)) and options for, and available assistance in, changing academic and working situations. The School will make these accommodations if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement. Students have the right to request the reasonable academic accommodations through the Director. Accommodation requests will be handled via the Title IX Coordinator.

CONSUMER INFORMATION: Charles Oman Scholarship

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

Application Requirements

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

*The scholarship covers 100% of tuition (cosmetology, esthetics and nail technology program)

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

StudentName _____

Total Points _____ /30possible

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

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

Letters of Recommendation			
5 - 4 pts.	3-2 pts.	1 pt.	0 pts.
- 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 pts.
- 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 pts.
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"