



VOGUE COLLEGE  
OF COSMETOLOGY

# Student Catalog

NEW MEXICO

Vogue College of Cosmetology  
2434 Cerillos Rd  
Santa Fe, NM 87505

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## **Mission Statement & 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.

## **Accreditation, Licensure, and Affiliations**

The campus is licensed by the New Mexico Higher Education Department:

Contact Information : 2044 Galisteo Street, Suite 4  
Santa Fe, NM 87505-2100  
Phone: 505-476-8400  
Fax: 505-476-8454

The campus is accredited by the National Accrediting Commission of Career Arts & Sciences (NACCAS)

Contact Information: 3015 Colvin Street  
Alexandria, VA 22314  
Phone: 703-600-7600  
Website: [www.naccas.org](http://www.naccas.org)

The campus is also licensed by the New Mexico Board of Barbers and Cosmetologists:

Contact Information: 2505 Cerrillos Road  
Santa Fe, NM 87505  
Phone: 505-476-4500  
Website: [www.rld.state.nm.us/](http://www.rld.state.nm.us/)

\* The campus is approved to offer Federal Student Financial Aid for certain programs by the United States Department of Education (for qualified individuals).

Contact Information: <http://www.ed.gov>

All licenses and certification 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.

### **Admissions Requirements**

Vogue College requires that each Student enrolling in the Cosmetology, Cosmetology Hybrid, Nail Technology, Nail Technology Hybrid\*, Esthetics, Esthetics Hybrid, Esthetician/Manicure or Esthetician/Manicure Hybrid program must complete an Application for Enrollment. To obtain an application and/or receive more information regarding the application, students may contact Admissions at 1-866-227-3779. Prior to starting classes, all Students must:

1. Pay the applicable registration fee, which is refundable if the applicant is rejected.
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. Vogue College accepts online diplomas on a case-by-case basis and will not accept diplomas from Diploma Mills.
  - (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.

Vogue College does not recruit students already attending or admitted to another school offering a similar program of study. Vogue College does not admit Ability-to-Benefit students.

#### **DEFINITIONS AND CLARIFICATIONS:**

- i. **HOMESCHOOL:** Though homeschooled students are not considered to have a high school diploma or equivalent, the student can be eligible to receive FSA funds if their secondary school education was in a homeschool that state law treats as a home or private school. Some states issue a secondary school completion credential to homeschoolers. If this is the case in the state where the student was homeschooled, the student must obtain this credential to be eligible for FSA funds. The student can include in their homeschooling self-certification that they received this state credential.
- ii. **FOREIGN HIGH SCHOOL:** Note: The high school diploma or transcript requirement can also be from a foreign school if it is equivalent to a U.S. high school diploma. Documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States.
- iii. **DIPLOMA MILL DEFINITION:**
  - a. Charges someone a fee and requires him to complete little or no education or coursework to obtain a degree, diploma, or certificate that may be used to represent to the general public that he has completed a program of secondary or postsecondary education or training; and
  - b. Lacks accreditation by an agency or association that is recognized as an accrediting body for institutions of higher education by the Secretary (pursuant to Part H, Subpart 2 of Title IV) or a federal agency, state government.

#### **Transfer Policy**

If the prospective Student is a transfer 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.
- 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 College.
- 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 maximum timeframe requirement of 150% (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.

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 Students must be properly registered with the State Regulatory Agency.

### **Re-Entry Policy**

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

- 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.

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 College 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 College 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.

### **Program Offerings (General Information, Program Outlines, and Schedules)**

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. The only exception to the instructional methods is that the Hybrid programs incorporate distance education, whereas the other programs do not. 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 basic skills for providing client services. 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. Students will learn key business skills needed to be successful Salon and Spa Professionals. 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. The education is provided through interactive lecture, demonstration, technology, field trips, guest speakers, hands-on practice, and competency skills evaluation.

	<b>Phase I</b>	<b>Phase II</b>	<b>Phase III</b>
<b>Cosmetology/Cosmetology Hybrid/Cosmetology</b>	0-240 Hours	241-750 Hours	750-1600 Hours
<b>Esthetics/Esthetics Hybrid/Esthetics</b>	0-90 Hours	91-300 Hours	301-600 Hours
<b>Manicurist/Esthetician Manicurist/Esthetician Hybrid</b>	0-140 Hours	141-900 Hours	
<b>Instructor/Instructor Hybrid</b>	0-240 Hours	241-750 Hours	751-1000 Hours

**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 each 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, 14<sup>th</sup> Edition; Milady Standard Esthetics: Fundamentals, 12<sup>th</sup> Edition; and Milady Standard Nail Technician, 8<sup>th</sup> Edition

**REQUIRED PRACTICAL EXPERIENCES:** Policy and Regulatory agencies may require Students to complete an established number of practical experiences for satisfactory skills development and graduation. Practices may



be completed on manikins, models, or clients. The requirements listed by category are the MINIMUM experiences that each Student must successfully complete prior to graduation. More practices may be scheduled by the Instructor based on training needs and clientele volume.

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

**DAILY DUTIES 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, restrooms, styling stations, etc.

**COURSE LANGUAGES:** All courses are offered in English.

**PROGRAM SCHEDULE OPTIONS:** The following are schedule options for all programs offered:

Full Time: 35 hours/week

Part Time (Day): 25 hours/week

### **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.

### **PROGRAM OUTLINES:**

#### **COSMETOLOGY – 1600 Clock Hours**

**DESCRIPTION:** The primary purpose of the Cosmetology Course is to train the Student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Cosmetology or related career path.

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

1. Project a positive attitude, 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, 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.

**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.

**GRADING POLICY AND PROCEDURES:** Students are assigned theory 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

**700 HOURS IN THEORY AND RELATED PRACTICE:**

- Anatomy and physiology
- Diseases and disorders of the skin, scalp, hair and nails
- Chemistry (haircoloring, chemical waving, and relaxing)
- Bacteriology, sterilization and sanitation, health, safety, first aid, laws and rules
- Tools and Equipment
- Hair Care and related theory business skills and establishment management
- Skin care and related theory
- Hair removal
- Nail Care and related theory
- Electricity and electrical safety
- Haircutting
- Hairstyling
- Hair and scalp treatments, scalp massage
- Hairweaving/Extensions
- Chemical textures and applications
- Face and neck massage and treatments
- Facial hair removal
- Manicuring
- Waxing and removing body hair
- Customer Service and Professional Ethics

Makeup  
 Pedicuring  
 Artificial Nails

**300 HOURS IN SPECIALTY PRACTICE AND RELATED THEORY:**

Eyelash semi-permanent extensions  
 Advanced hair care and advanced chemical services

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.

**Cosmetology Program Practical Experiences:**

Hours	<b>COSMETOLOGY Subject - Unit</b>
75	THEORY: limited to orientation; state laws and regulations; professional image; first aid; chemistry; electricity; job seeking; and ethics
75	STERILIZATION, SANITATION, BACTERIOLOGY: related theory and safety; preparation, procedures and practice; products, materials and implements; public sanitation; methods of sanitation and sterilization; chemical agents; types and classifications of bacteria; bacterial growth; infections; and infection control and safety standards
75	SHAMPOO, RINSES, SCALP TREATMENTS: related theory; anatomy; physiology; preparation; procedures and practice; products, materials and implements; hair analysis; disorders of the hair and scalp; hair and scalp treatments; related chemistry; and client record keeping and safety
200	CHEMICAL REARRANGING - PERMS AND RELAXERS: related theory; anatomy; physiology; preparation, procedures and practice; products, materials and implements; hair analysis and client consultation; related chemistry; and client record keeping and safety
150	HAIRSTYLING: related theory; anatomy; physiology; preparation, procedures and practice; products, materials and implements; hair analysis and client consultation; related chemistry; wet styling; blow drying; finger waving; air waving; hair pressing; hair extensions; hair weaving; braiding; corn rowing; client consultation and recommendations; client record keeping and safety; and care of wigs and hair pieces
125	HAIR COLORING - BLEACHING: related theory; anatomy; physiology; preparation, procedures and practice; products, materials and implements; hair analysis and client consultation; related chemistry; temporary, semi-permanent, and permanent applications; bleaching, tinting, toning, frosting, special effects and problems; client consultation and recommendations; & client record keeping and safety
200	HAIRCUTTING: related theory; anatomy; physiology; preparation, procedures, and practice; use of scissors, shears, razor and clippers; products, materials and implements; client consultation and recommendations; and client recordkeeping and safety
175	FACIALS: related theory; anatomy; physiology; preparation, procedures and practice; products, materials and implements; theory of massage and facial treatments; makeup application; use of electrical appliances, currents and specialized machines for treatments; artificial eyelashes; removal of unwanted hair; eyelash and brow tinting; light therapy; client consultation and recommendations; and client record keeping and safety
175	MANICURING/PEDICURING: related theory; anatomy; physiology; preparation, procedures and practice; products, materials and implements; theory of massage; advanced nail techniques; client consultation and recommendations; and client record keeping and safety
50	SALON BUSINESS, RETAIL SALES: related theory; opening a salon and business plan; written agreements; regulations and laws; salon operation, policies, practices, personnel, compensation, payroll deductions; use of telephone, advertising, retail and salesmanship,

	client communications, public relations, insurance; and salon safety
300	MISCELLANEOUS: to be applied by the Instructor to strengthen student performance in curriculum related areas; or for supervised field trips and other course related training
1600	TOTAL HOURS

REQUIRED HANDS-ON TRAINING: instructor approved procedures:	
(a)	75 ladies haircuts;
(b)	25 mens haircuts;
(c)	25 hairstylings;
(d)	30 coloring;
(e)	chemical texturing:
(i)	seven permanent waving; and
(ii)	seven permanent relaxing

## **COSMETOLOGY HYBRID– 1600 Clock Hours** **(25% Distance Education; 75% on campus)**

**DESCRIPTION:** The primary purpose of the Cosmetology Hybrid 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.

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

1. Project a positive attitude, 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, 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.

**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. Additionally, 25% of this program includes distance education as an instructional method. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for program delivery.

Distance education uses the internet and audio conferencing to deliver theory instruction to students who are separated from the instructor, and to support regular and substantive interaction between students and the instructor. The institution will evaluate the student’s qualitative academic performance for every 10% of the distance education component actually completed within the program at the institution by a qualified instructor. The Hardware, Network, and Software Requirements for this program include the following:

- Personal computer, Laptop, Tablet, etc.
- Reliable High-Speed Internet
- Milady CIMA (access code provided by institution; \$100 DE Access fee)
- Zoom conferencing software

**GRADING POLICY AND PROCEDURES:** Students are assigned theory 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

Hours	<b>COSMETOLOGY Hybrid</b> Subject - Unit
75	THEORY: limited to orientation; state laws and regulations; professional image; first aid; chemistry; electricity; job seeking; and ethics
75	STERILIZATION, SANITATION, BACTERIOLOGY: related theory and safety; preparation, procedures and practice; products, materials and implements; public sanitation; methods of sanitation and sterilization; chemical agents; types and classifications of bacteria; bacterial growth; infections; and infection control and safety standards
75	SHAMPOO, RINSES, SCALP TREATMENTS: related theory; anatomy; physiology; preparation; procedures and practice; products, materials and implements; hair analysis; disorders of the hair and scalp; hair and scalp treatments; related chemistry; and client record keeping and safety
200	CHEMICAL REARRANGING - PERMS AND RELAXERS: related theory; anatomy; physiology; preparation, procedures and practice; products, materials and implements; hair analysis and client consultation; related chemistry; and client record keeping and safety
150	HAIRSTYLING: related theory; anatomy; physiology; preparation, procedures and practice; products, materials and implements; hair analysis and client consultation; related chemistry; wet styling; blow drying; finger waving; air waving; hair pressing; hair extensions; hair weaving; braiding; corn rowing; client consultation and recommendations; client record keeping and safety; and care of wigs and hair pieces
125	HAIR COLORING - BLEACHING: related theory; anatomy; physiology; preparation, procedures and practice; products, materials and implements; hair analysis and client consultation; related chemistry; temporary, semi-permanent, and permanent applications; bleaching, tinting, toning, frosting, special effects and problems; client consultation and recommendations; & client record keeping and safety
200	HAIRCUTTING: related theory; anatomy; physiology; preparation, procedures, and practice; use of scissors, shears, razor and clippers; products, materials and implements;

	client consultation and recommendations; and client recordkeeping and safety
175	FACIALS: related theory; anatomy; physiology; preparation, procedures and practice; products, materials and implements; theory of massage and facial treatments; makeup application; use of electrical appliances, currents and specialized machines for treatments; artificial eyelashes; removal of unwanted hair; eyelash and brow tinting; light therapy; client consultation and recommendations; and client record keeping and safety
175	MANICURING/PEDICURING: related theory; anatomy; physiology; preparation, procedures and practice; products, materials and implements; theory of massage; advanced nail techniques; client consultation and recommendations; and client record keeping and safety
50	SALON BUSINESS, RETAIL SALES: related theory; opening a salon and business plan; written agreements; regulations and laws; salon operation, policies, practices, personnel, compensation, payroll deductions; use of telephone, advertising, retail and salesmanship, client communications, public relations, insurance; and salon safety
300	MISCELLANEOUS: to be applied by the Instructor to strengthen student performance in curriculum related areas; or for supervised field trips and other course related training
1600	TOTAL HOURS
REQUIRED HANDS-ON TRAINING: instructor approved procedures:	
	(a) 75 ladies haircuts;
	(b) 25 mens haircuts;
	(c) 25 hairstylings;
	(d) 30 coloring;
	(e) chemical texturing:
	(i) seven permanent waving; and
	(ii) seven permanent relaxing

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.

## ESTHETICS – 600 Clock 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.

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

1. Project a positive attitude, 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 fields.

**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.

**GRADING POLICY AND PROCEDURES:** Students are assigned theory 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

**450 HOURS IN THEORY AND RELATED PRACTICE:**

- Anatomy and physiology
- Skin diseases and disorders
- Skin analysis
- Machines and related equipment
- Basic facials
- Chemistry Care of client
- Superfluous hair removal and related theory
- Sanitation law and rules
- Business management
- Facial treatments, cleansing, masking, and therapy
- Sanitation, first aid, health and safety
- Makeup

**300 HOURS IN SPECIALTY PRACTICE AND RELATED THEORY:**

- Advanced facial treatments and superfluous hair removal using devices or preparations
- Makeup
- Semi-permanent eyelash extension applications; and related practices

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.

**Esthetics Program Practical Experiences (Esthetician):**

Hours	ESTHETICIAN Subject - Unit
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75	THEORY: limited to orientation; state laws and regulations; professional image; first aid; chemistry; electricity; job seeking; and ethics
75	STERILIZATION, SANITATION, BACTERIOLOGY: related theory and safety; preparation, procedures and practice; products, materials and implements; public sanitation; methods of sanitation and sterilization; chemical agents; types and classifications of bacteria; bacterial growth; infections; and infection control and safety standards
350	FACIALS: Related theory; anatomy; physiology; preparation, procedures and practice; products, materials and implements; theory of massage; facial treatments and makeup application; use of electrical appliances, currents and specialized machines for treatments; artificial eyelashes; removal of unwanted hair; eyelash and brow tinting; light therapy; client consultation and recommendations; and client record keeping and safety
50	SALON BUSINESS AND RETAIL SALES: related theory; opening a salon and business plan; written agreements; regulations and laws; salon operation, policies, practices, personnel, compensation, payroll deductions; use of telephone, advertising, retail and salesmanship, client communications, public relations, insurance; and salon safety
50	MISCELLANEOUS: to be applied by the Instructor to strengthen student performance in curriculum related areas; or for supervised field trips and other course related training
600	TOTAL HOURS
REQUIRED HANDS-ON TRAINING: Instructor-approved procedures:	
	(a) 50 basic facial procedures;
	(b) 25 machine facial procedures;
	(c) 25 waxing procedures; and
	(d) 10 makeup procedures

## **ESTHETICS HYBRID – 600 Clock Hours (Esthetician)** **(25% Distance Education; 75% on campus)**

**DESCRIPTION:** The primary purpose of the Esthetics Hybrid 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.

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

1. Project a positive attitude, 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 fields.

**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. Additionally, 25% of this program includes distance education as an instructional method. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for program delivery.

Distance education uses the internet and audio conferencing to deliver theory instruction to students who are separated from the instructor, and to support regular and substantive interaction between students and the instructor. The institution will evaluate the student’s qualitative academic performance for every 10% of the distance education component actually completed within the program at the institution by a qualified instructor. The Hardware, Network, and Software Requirements for this program include the following:

- Personal computer, Laptop, Tablet, etc.
- Reliable High-Speed Internet
- Milady CIMA (access code provided by institution; \$100 DE Access fee)
- Zoom conferencing software

**GRADING POLICY AND PROCEDURES:** Students are assigned theory 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

Hours	<b>ESTHETICIAN Hybrid</b> Subject - Unit
75	THEORY: limited to orientation; state laws and regulations; professional image; first aid; chemistry; electricity; job seeking; and ethics
75	STERILIZATION, SANITATION, BACTERIOLOGY: related theory and safety; preparation, procedures and practice; products, materials and implements; public sanitation; methods of sanitation and sterilization; chemical agents; types and classifications of bacteria; bacterial growth; infections; and infection control and safety standards
350	FACIALS: Related theory; anatomy; physiology; preparation, procedures and practice; products, materials and implements; theory of massage; facial treatments and makeup application; use of electrical appliances, currents and specialized machines for treatments; artificial eyelashes; removal of unwanted hair; eyelash and brow tinting; light therapy; client consultation and recommendations; and client record keeping and safety
50	SALON BUSINESS AND RETAIL SALES: related theory; opening a salon and business plan;

	written agreements; regulations and laws; salon operation, policies, practices, personnel, compensation, payroll deductions; use of telephone, advertising, retail and salesmanship, client communications, public relations, insurance; and salon safety
50	MISCELLANEOUS: to be applied by the Instructor to strengthen student performance in curriculum related areas; or for supervised field trips and other course related training
600	TOTAL HOURS

REQUIRED HANDS-ON TRAINING: Instructor-approved procedures:	
(a)	50 basic facial procedures;
(b)	25 machine facial procedures;
(c)	25 waxing procedures; and
(d)	10 makeup procedures

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.

## Manicurist/Esthetician – 900 Clock Hours

**DESCRIPTION:** The primary purpose of the Manicurist/Esthetician Course is to train the Student in the basic technical skills, educational and safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level employment as an Nail technician and Esthetician or related career path.

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

1. Project a positive attitude, 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, 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, Esthetician or related position.

**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.

**GRADING POLICY AND PROCEDURES:** Students are assigned theory 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

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.

**Manicurist/Esthetician Subject Unit:**

Hours	MANICURIST/ESTHETICIAN Subject - Unit
100	THEORY: limited to orientation; state laws and regulations; professional image; first aid; chemistry; electricity; job seeking; and ethics
150	STERILIZATION, SANITATION, BACTERIOLOGY: related theory and safety; preparation, procedures and practice; products, materials and implements; public sanitation; methods of sanitation and sterilization; chemical agents; types and classifications of bacteria; bacterial growth; infections; and infection control and safety standards
350	FACIALS: related theory; anatomy; physiology; preparation, procedures and practice; products, materials and implements; theory of massage and facial treatments; makeup application; use of electrical appliances, currents and specialized machines for treatments; artificial eyelashes; removal of unwanted hair; eyelash and brow tinting; light therapy; client consultation and recommendations; and client record keeping and safety
175	MANICURING/PEDICURING: related theory; anatomy; physiology; preparation, procedures and practice; products, materials and implements; theory of massage; advanced nail techniques; client consultation and recommendations; and client record keeping and safety
75	SALON BUSINESS, RETAIL SALES: related theory; opening a salon and business plan; written agreements; regulations and laws; salon operation, policies, practices, personnel, compensation, payroll deductions; use of telephone, advertising, retail and salesmanship, client communications, public relations, insurance; and salon safety
50	MISCELLANEOUS: to be applied by the Instructor to strengthen student performance in curriculum related areas; or for supervised field trips and other course related training
900	TOTAL HOURS
REQUIRED HANDS-ON TRAINING: instructor approved procedures	
	(a) 50 basic facial procedures;
	(b) 25 machine facial procedures;
	(c) 25 waxing procedures;
	(d) 10 makeup;
	(e) 45 manicure;
	(f) 45 pedicure; and
	(g) 20 acrylic nail sets

## **Manicurist/Esthetician HYBRID– 900 Clock Hours**

**(25% Distance Education; 75% on campus)**

**DESCRIPTION:** The primary purpose of the Manicurist/Esthetician Course is to train the Student in the basic technical skills, educational and safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level employment as an Nail technician and Esthetician or related career path.

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

1. Project a positive attitude, 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 tining, 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, Esthetician or related position.

**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.

**GRADING POLICY AND PROCEDURES:** Students are assigned theory 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

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.

Hours	<b>MANICURIST/ESTHETICIAN Hybrid Subject - Unit</b>
100	THEORY: limited to orientation; state laws and regulations; professional image; first aid; chemistry; electricity; job seeking; and ethics
150	STERILIZATION, SANITATION, BACTERIOLOGY: related theory and safety; preparation, procedures and practice; products, materials and implements; public sanitation; methods of sanitation and sterilization; chemical agents; types and classifications of bacteria; bacterial growth; infections; and infection control and safety standards
350	FACIALS: related theory; anatomy; physiology; preparation, procedures and practice; products, materials and implements; theory of massage and facial treatments; makeup application; use of electrical appliances, currents and specialized machines for treatments; artificial eyelashes; removal of unwanted hair; eyelash and brow tinting; light therapy; client consultation and recommendations; and client record keeping and safety
175	MANICURING/PEDICURING: related theory; anatomy; physiology; preparation, procedures and practice; products, materials and implements; theory of massage; advanced nail techniques; client consultation and recommendations; and client record keeping and safety
75	SALON BUSINESS, RETAIL SALES: related theory; opening a salon and business plan; written agreements; regulations and laws; salon operation, policies, practices, personnel, compensation, payroll deductions; use of telephone, advertising, retail and salesmanship, client communications, public relations, insurance; and salon safety
50	MISCELLANEOUS: to be applied by the Instructor to strengthen student performance in curriculum related areas; or for supervised field trips and other course related training
900	TOTAL HOURS
REQUIRED HANDS-ON TRAINING: instructor approved procedures	
	(a) 50 basic facial procedures;
	(b) 25 machine facial procedures;
	(c) 25 waxing procedures;
	(d) 10 makeup;
	(e) 45 manicure;
	(f) 45 pedicure; and
	(g) 20 acrylic nail sets

### **Instructor – 1000 Clock Hours**

**DESCRIPTION:** The primary purpose of the Instructor 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 Instructor or related career path.

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

1. Project a positive attitude, 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, 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.

**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.

**GRADING POLICY AND PROCEDURES:** Students are assigned theory 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 |

**Instructor Program Practical Experiences:**

Hours	INSTRUCTOR Subject - Unit
75	THEORY: limited to orientation; state laws and regulations; professional image; first aid; chemistry; electricity; job seeking; ethics; principles of teaching; teacher maturity; student learning principles; and academic advising
100	COURSE DEVELOPMENT AND LESSON PLANNING: planning; analysis; implementation; benefits; outline; examples of lesson plans; components of effective lesson plans; principles of preparing lessons plans; and practical course review
100	TEACHING METHODS: preparation; presentation; application; testing; lecture and workbooks; demonstrations and return demonstrations; discussion; question and answer; projects; and field trips

50	TEACHING AIDS: films or videos; charts; mannequins; reference materials; chalkboards; and overhead projectors and transparencies
200	THEORY TEACHING AND CLASSROOM MANAGEMENT: independent classroom instructing; records and reports; safety measures; classroom conditions and maintenance; class supervision and control; classroom problems and solutions; and academic advising
50	TESTING AND STUDENT EVALUATION: measurement of student ability/achievement; diagnosis of student weaknesses; motivation for study; oral and written testing; and development and use of testing/measurement instruments
300	LABORATORY SUPERVISION: independent clinic supervision; client communication/reception desk; inventory control; effective dispensary procedure; supervision of clinic sanitation/client safety; and technical skills ability
125	MISCELLANEOUS: fundamentals of business management; to be applied by Instructor to strengthen student performance in curriculum areas; and for supervised field trips and other course related training cosmetology course
1000	TOTAL HOURS

## Instructor Hybrid – 1000 Clock Hours

**(25% Distance Education; 75% on campus)**

**DESCRIPTION:** The primary purpose of the Instructor 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 Instructor or related career path.

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

1. Project a positive attitude, 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, 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.

**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.

**GRADING POLICY AND PROCEDURES:** Students are assigned theory 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

**Instructor Hybrid Program Practical Experiences:**

Hours	INSTRUCTOR Hybrid Subject - Unit
75	THEORY: limited to orientation; state laws and regulations; professional image; first aid; chemistry; electricity; job seeking; ethics; principles of teaching; teacher maturity; student learning principles; and academic advising
100	COURSE DEVELOPMENT AND LESSON PLANNING: planning; analysis; implementation; benefits; outline; examples of lesson plans; components of effective lesson plans; principles of preparing lessons plans; and practical course review
100	TEACHING METHODS: preparation; presentation; application; testing; lecture and workbooks; demonstrations and return demonstrations; discussion; question and answer; projects; and field trips
50	TEACHING AIDS: films or videos; charts; mannequins; reference materials; chalkboards; and overhead projectors and transparencies
200	THEORY TEACHING AND CLASSROOM MANAGEMENT: independent classroom instructing; records and reports; safety measures; classroom conditions and maintenance; class supervision and control; classroom problems and solutions; and academic advising
50	TESTING AND STUDENT EVALUATION: measurement of student ability/achievement; diagnosis of student weaknesses; motivation for study; oral and written testing; and development and use of testing/measurement instruments
300	LABORATORY SUPERVISION: independent clinic supervision; client communication/reception desk; inventory control; effective dispensary procedure; supervision of clinic sanitation/client safety; and technical skills ability
125	MISCELLANEOUS: fundamentals of business management; to be applied by Instructor to strengthen student performance in curriculum areas; and for supervised field trips and other course related training cosmetology course
1000	TOTAL HOURS

**Space & Facilities**

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.
- Ares for Student self-study and practice.



- A Resource Center, including texts, publications, curricula, audio-visual equipment and aids, and industry-related journals.

## **Satisfactory Academic Progress Policy (SAP)**

The Satisfactory Academic Progress Policy (SAP) is applied consistently to all students enrolled at Vogue College. SAP applies to all schedules, both full time and part time. 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.

### **Evaluation Periods**

SAP will be measured at the following actual clock hour evaluation periods for each program:

Cosmetology:	450 actual hours and 13 weeks
	900 actual hours and 26 weeks
	1250 actual hours and 36.5 weeks
Cosmetology Hybrid:	450 actual hours and 13 weeks
	900 actual hours and 26 weeks
	1250 actual hours and 36.5 weeks
Esthetics:	300 actual hours and 9 weeks
Esthetics Hybrid:	300 actual hours and 9 weeks
Manicurist/Esthetician:	450 actual hours and 13 weeks
Manicurist/Esthetician:	450 actual hours and 13 weeks
Instructor:	450 actual hours and 13 weeks
	900 actual hours and 26 weeks
Instructor Hybrid:	450 actual hours and 13 weeks
	900 actual hours and 26 weeks

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. An academic year is defined as 900 clock hours over 26 academic weeks.

### **Quantitative Requirement – Attendance Progress Evaluations:**

Students are required to attend a minimum of 67% 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 67% 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 frame allowed.

**Maximum Time Frame:**

The maximum time for satisfactory course completion, as well as the maximum time for a financial aid student to receive Title IV, HEA funding (which does not exceed 150% of the course length) is stated below:

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Cosmetology (FT, 35hrs/wk) – 1600 hours	46	2400
Cosmetology (PT, 25hrs/wk) – 1600 hours	64	2400
Cosmetology Hybrid (FT, 35hrs/wk) – 1600 hours	46	2400
Cosmetology Hybrid (PT, 25hrs/wk) – 1600 hours	64	2400
Esthetics (FT, 35hrs/wk) – 600 Hours	18	900
Esthetics (PT, 25hrs/wk) – 600 Hours	24	900
Esthetics Hybrid (FT, 35hrs/wk) – 600 Hours	18	900
Esthetics Hybrid (PT, 25hrs/wk) – 600 Hours	24	900
Manicurist/Esthetician (FT, 35hrs/wk) – 900 Hours	26	1350
Manicurist/Esthetician (PT, 25hrs/wk) – 900 Hours	36	1350
Manicurist/Esthetician Hybrid (FT, 35hrs/wk) – 900Hours	26	1350
Manicurist/Esthetician Hybrid (PT, 25hrs/wk) – 900 Hours	36	1350
Instructor (FT, 35hrs/wk)-1000Hours	29	1500
Instructor (PT, 25hrs/wk)- 1000Hours	40	1500
Instructor Hybrid (FT, 35hrs/wk)-1000Hours	29	1500
Instructor Hybrid (PT, 25hrs/wk)-1000Hours	40	1500

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 67% of the scheduled hours. Students who have not completed the course within the maximum timeframe will be terminated. Terminated students may pursue re-entry in to the institution as a cash pay student by following and fulfilling the requirements outlined in the institution’s re-entry policy. Re-entry is not guaranteed. All courses offered by the institution are clock hours 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	EXCELLENT
85-92	VERY GOOD
75-84	SATISFACTORY
74 and Under	UNSATISFACTORY

**Determination of Progress Status:**

Students meeting the minimum requirements for academics (75%) and attendance (67%) at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. This report notifies the student of any evaluation that may impact the student's eligibility for Title IV aid. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

**Warning Status**

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

**Probation Status**

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

determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

### **Re-establishment of Satisfactory Academic Progress**

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

### **Appeal Procedure**

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

### **Interruptions, Course Incompletes, Withdrawals**

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

### **Noncredit, Remedial Courses, Repetitions**

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

### **Transfer Hours**

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

### **End of SAP Policy**

### **Graduation Requirements & Credentials**

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. Please note: *Graduates of the Hybrid programs:* All transcripts or other documents listing academic attainment received must identify the distance education component.

### **Incomplete Enrollments/Official Withdrawal Requirements**

Students who withdraw from an enrollment prior to program completions 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 and Settlement 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, or if the student entered into the enrollment agreement because of a misrepresentation made in the school's advertising or promotional materials, or by an owner or representative of the school.

### **NEW MEXICO REFUND POLICY – Notice of Cancellation**

For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. The following policy will apply to all terminations, for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due to the applicant or student shall be refunded within 30 days of a determination that a student has withdrawn, whether officially or unofficially.

Official cancellation or withdrawal shall occur on the earlier of the dates that:

- A. An applicant is not accepted by the school. In this instance, the applicant shall be entitled to a refund of all monies paid.
- B. A student (or legal guardian) cancels enrollment in writing within three (3) business days of signing the enrollment agreement. In this instance, all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.

- C. A student cancels enrollment after three (3) business days of signing the contract, but prior to starting classes. In this instance, he/she shall be entitled to a refund of all monies paid to the school, less the registration fee in the amount of \$100.
- D. A student notifies the institution of his/her withdrawal in writing.
- E. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence, or the date the student notifies the institution that the student will not be returning.
- F. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at leave every 30 days.)
- G. In type B, C, D, or E, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
  - a. For students who enrolled and begin classes, but withdraw prior to the course completion (after three (3) business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

b.

<b>Percent of Scheduled Time Enrolled to Total Course/Program</b>	<b>Total Tuition School Shall Receive/Retain</b>
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- c. All refunds will be calculated based on the student's last date of attendance. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (such as books, equipment, graduation fees, etc.) may be deducted from the contracted program cost prior to applying the tuition adjustment calculation. These charges will be calculated separately at the time of withdrawal. All fees are identified in the catalog and enrollment agreement.
- d. 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.
- e. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student. If the course is canceled subsequent to a student's enrollment, and before instruction has begun, the school will either provide a full refund of all monies paid, or completion of the course at a later time. If the course is canceled after students have enrolled and instruction has begun, the school will either provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school, or provide completion of the course, or provide a full refund of all monies paid, or participate in a Teach Out Agreement.
- f. If promissory notes or contracts for tuition are sold or discounted to third parties, the institution and/or third party must comply with this cancellation and settlement policy.

### **Return of Title IV Funds**

The law specifies how your school must determine the amount of Title IV program assistance that you earn if

you withdraw from the school. The Title IV programs that are covered by this law are: Federal Pell Grants.

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

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

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

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

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

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

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

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

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

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

- 1) Unsubsidized Federal Stafford Student Loan Program;
- 2) Subsidized Federal Stafford Student Loan Program;

- 3) Federal Pell Grant Program;
- 4) Other Federal, State, private, or institutional student financial assistance programs; and
- 5) To the student.

**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.

**School Calendar**

Vogue College offers a fully integrated curriculum with class starts every four weeks for the Cosmetology, Esthetics, and Nail Technology Programs. 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. *Start dates for the Cosmetology Hybrid, Esthetics Hybrid, and Nail Technology Hybrid programs are to be determined, as they are not yet offered. The Esthetician/Manicurist programs are not currently being offered by the institution*

**Cosmetology & Esthetics Start Dates:**

STARTDATE		
November 20, 2023	January 22, 2024	
December 18, 2023	February 19, 2024	
	March 18, 2024	
	April 15, 2024	
	May 13, 2024	
	June 10, 2024	
	July 8, 2024	
	August 5, 2024	
	September 2, 2024	
	September 30, 2024	
	October 28, 2024	
	November 25, 2024	

Students enrolled full-time are scheduled to attend 35 hours per week. All Students are expected to comply with the schedule assigned in the Enrollment Agreement and attend theory class, as required. Observed holidays are:

- New Year’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day to December 31<sup>st</sup>

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 in advance. Students may call Vogue College or local radio stations to obtain pertinent information regarding unexpected School closures due to extenuating circumstances.

**CONSTITUTION DAY**



Vogue College celebrates Constitution Day on or near September 17 of each year, as required. See: [www.constitutionday.com](http://www.constitutionday.com)

### **CLASS CANCELLATION**

If for any reason Vogue College must cancel or change a class start date, all enrolled will be notified by both phone and email. In case of a class start date change, all signed paperwork will be modified to reflect the actual class start date and updated contract end date.

### **Non-Discrimination Policy**

Vogue College does not discriminate in its' employment, activities, programs, 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. Questions regarding non-discrimination policies can be referred to your school's Title IX Coordinator via email at [ahammond@vogue.edu](mailto:ahammond@vogue.edu).

### **Ownership Information**

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 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.

Vogue Colleges are owned and operated by Teena Ball and Betty Oman. The corporate offices are located at 1101 South Capital of Texas Hwy, Building K, Suite 150, Austin, TX 78746. The telephone number is (512) 916-0077. The fax number is (512) 916-0076.

### **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. Additionally, information is available at: [www.ed.gov/policy/gen/guid/fpc/](http://www.ed.gov/policy/gen/guid/fpc/).

### **Parent Rights Under FERPA**

At the post-secondary level, parents have no inherent right to access or inspect their son's or daughter's educational records, including final grades, grades on exams, and other information about academic progress.

This information is protected under FERPA and parents do not have access to it unless the Student has provided express written authorization, or unless the Student is a dependent as defined by Section 152 of the Internal Revenue code of 1954.

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

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

### **Student Records**

Student physical files are kept on campus for 6 years, as well as electronically on a secure remote server indefinitely. In January of each year, campus staff reviews files to determine which files are at or over 6 years from the student's graduation date, and those files are sent to the Home Office in Austin, TX, to be shredded in January of the following year. Physical files are kept a total of 7 years from the year of the student's graduation. Student files contain all original enrollment and financial aid documents, advising and final transcripts, all fees and tuition paid by the student, and student attendance history.

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

**Vogue College of Cosmetology Home Office  
1101 South Capital of Texas Highway K-150  
Austin, TX 78746  
(512) 916-0077**

In case of a school closure, all student records will be turned over to VCC Management, LLC as the Custodian of Records. For more information, please call (512) 916-0077, or email [ap@vogue.edu](mailto:ap@vogue.edu).

### **Scholarship Policy**

Vogue College has a private scholarship opportunity available at all locations to prospective students who are currently high school seniors (see Charles Oman Scholarship section below). Vogue College also accepts private Scholarship funds; the determinations for these funds are made through the respective organizations.

Vogue College offers limited scholarships to qualified applicants. To determine an applicant's eligibility for a partial scholarship, he/she must complete and Applications and provide any other information requested. 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.

### **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)

### **Student Services: Housing/Other Services/Referrals**

There is no campus housing available. However, there are apartment complexes located in close proximity of Vogue Colleges. 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 agents. Vogue College Staff members and Instructors are not qualified to provide assistance in these areas.

### **Academic Advisement**

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

### **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, 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 in the last 24 months; has paid the required fees; and has passed the examination conducted by the Board to determine his/hers 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.

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

## **Campus Performance Statistics**

The School tracks its annual performance with respect to Student graduation rate, licensure rate, and employment (placement) rate. The performance rates for the 2021 NACCAS Annual Report are listed below for each campus. (Please note that programmatic rates get combined into a cumulative average for “related programs” as defined by NACCAS. In this case, all of our programs fall under Cosmetology Related Programs.)

		<b>Overall Campus</b>
<b>Graduation:</b>	(50% Min.)	<b>75%</b>
<b>Licensure:</b>	(70% Min.)	<b>85%</b>
<b>Placement:</b>	(60% Min.)	<b>64%</b>

## **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.

## **Student Externships – 16.34.8.17 – New Mexico Board of Barbers and Cosmetologists:**

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

- (1) The student must have successfully completed seventy five percent of the contracted course of study;
- (2) The student must have taken and passed an interim FINAL written and practical examination

- establishing the individual's qualifications to assist in the establishment;
- (3) The establishment must agree to and complete a certification of attendance and training completed during the externship. The training must relate to curriculum requirements;
  - (4) The student must apply for an post a duplicate student permit in the establishment while training in the establishment;
  - (5) The student must meet any other eligibility requirement established by the school;
  - (6) The establishment must notify and obtain permission from each individual client to allow the student to assist in any manner in providing services to the client.
  - (7) The school must accept the training certified by the establishment and include it on the official transcript of training for state board;
  - (8) A school official must make periodic visits to establishments to observe and verify the program is being followed according to requirements.
- B. Establishments are not required to participate in this program. However, if they elect to participate, they must agree to comply with the requirements of the program.

## **Vogue Externship Policy:**

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

- (1) Completion of 75% of the contracted course of study, with a 67% attendance rate and 75% GPA
- (2) Passed FINAL written and Phase 1 practical exam

## **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 by the 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.

## **Over Scheduled Daily Hours**

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

## **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.

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

## **Leave of Absence Policy**

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. 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 enrollment agreement addendum, which must be signed 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

or four months (two months for Esthetics and Nail Technology and four months for cosmetology programs only). This is true for the entirety of a student's enrollment in a program. 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. As this institution is 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. A student granted an LOA that meets the school's LOA requirements is not considered to have withdrawn, and no refund calculation is required at that time.

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

### **Standards of Conduct and Professionalism**

These Standards of Conduct and Professionalism 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. 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. All Students must:

- 1) Arrive for 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.
- 2) 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.
- 3) Follow time clock procedures by clocking in and out to accurately reflect hours in attendance. No Student may clock in/out for others. Students are responsible for clocking in and out on time and correctly.
- 4) 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.
- 5) Obtain permission from a Staff member to leave the facility for any reason other than lunch time and closing.
- 6) 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.
- 7) NOT refuse to do work that is assigned to them. A student refusing to do work will be clocked out and sent home.
- 8) 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.

- 9) 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. No smoking is allowed in Vogue College or within 10 feet of any entrance. Students must clock out for lunch at a time approved by an Instructor.
- 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 areas they are assigned and their upkeep. 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. Vulgar or profane language (spoken or written in any form) is not tolerated.
- 15) Be fair, honest, and never steal. Refrain from the willful destruction of property. Vogue College is not responsible for lost or stolen items.
- 16) Refrain from having personal visitors to Vogue College. Guests will be asked to leave unless they are scheduled for a clinic service. No children are allowed in the classroom.
- 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. Students may not disrupt class.
- 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.** Cameras and cell phone camera phones are prohibited without the written consent of student or patron. 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.
- 21) Receive not more than one (1) service at 50% off per week, as approved by an instructor. Students may not bring personal products into Vogue College without permission. Family members and person(s) the student resides with may receive services at a 20% discount with Staff approval (senior citizens days not included). Students who 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) Be respectful and treat every customer as an important class assignment. 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.
- 26) Ask for an Instructor when needed.
- 27) Strive to continually upgrade abilities through education and practice.

## **General Rules of Appearance**

- Students will not be allowed to clock in unless dressed appropriately, professionally, and in assigned uniform.
- Students will wear a uniform of black and white or a combination.
- Students must arrive at School properly groomed and display current or trendy hairstyle.
- Hair is to be neat and clean; no caps or rags may be worn.
- Female Student must wear appropriate day-time makeup.
- Students must practice good hygiene at all times.
- Shoes must be polished and free of scuff marks with a heel height of no more than 2 inches.
- Sandals, flip-flops, or open toe shoes are not to be worn.
- Clothing must be clean and free of tears and stains.
- Sleeveless tops, tank tops, tube tops, and T-shirts are not permitted.
- Shirts that show the underarms are not allowed
- Students cannot wear shorts or skirts shorter than the knee.
- 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.

### **Grounds 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.

### **Levels of Advisement**

A Student may be advised by Vogue College 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.

### **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. Additionally, the Hybrid programs' educational environments also include distance learning for 25% of the programs.
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 College 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 Website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

### **Disciplinary Action**

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

### **Internet Guidelines**

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

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

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

### **Privileges**

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

## **Users' Obligations**

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

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

## **Netiquette**

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

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

## **Security**

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

## **Vandalism**

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

## **Grievance Policy**

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

1. The Student should register the complaint in writing on the designated form provided by the institution within 10 days of the date that the act which is the subject of the complaint occurred.
2. The complaint form will be given to 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 licensing and accrediting agencies' contact information may be found elsewhere in this catalog.

## **Administrative Staff and Faculty:**

### **Home Office**

1101 S Capital of TX Hwy, Building K, Suite 150 Austin, TX 78746

Phone: 512.916.0077 Fax: 512.916.0076

Teena Ball	CEO/Owner
Eugene Hague	President
Skylar McCaig	Vice President of Education & Industry Relations
Aracely Hammond	Corporate Director of Financial Aid
Jennifer Velasquez	Human Resources/Accounts Payable
Stephanie Williams	Accountant
Ernesto Esparza	Maintenance

### **CAMPUSPERSONNEL**

#### **Santa Fe, NM**

2434 Cerrillos Road, Santa Fe, NM 87505

Phone: (505) 473-5552

Rudy Hidalgo	Director/DOE	Angelica Salgado	Educator
Ashley Kosman	Admissions		
Tracy War-Gallegos	Receptionist		
Kayla Gonzalez	Financial Aid Officer		
Jennie Fierror	Educator		
Dominick LePore	Educator		

## **Cost of Attendance & Financial Aid Information**

<b>Program</b>	<b>Tuition</b>	<b>Books &amp; Kit</b>	<b>Registration Fee</b>	<b>Tax amounts</b>	<b>State Board Fee</b>	<b>Total</b>
<b>Cosmetology/Cosmetology Hybrid</b>	\$15,500	\$2,000	\$25	\$1,434.86	\$203	\$19,162.86
<b>Esthetics/Esthetics Hybrid</b>	\$9,995	\$1,600	\$25	\$951.39	\$203	\$12,774.39

### **TEXT BOOK PRICES:**

Milady Standard Cosmetology, 14th Edition ISBN: 9780357871492 List Price: \$169.95

Milady Standard Cosmetology Theory Workbook ISBN: 9780357922170 List Price: \$148.95

Milady Standard Esthetics 12<sup>th</sup> Edition Textbook/Workbook bundle ISBN: 978035745546 List Price: \$303.95

### **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 of 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**

\$150 Schedule Change Fee – First Change; \$300 Schedule Change Fee – Second Change. Only 2 changes permitted.

\$25 Transcript Fee

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### **Financial Aid**

Federal Financial Aid is available for all programs, for those who qualify. Registration Fees are non-refundable.

### **Financial Assistance**

Financial Assistance is available to those who qualify through the Financial Aid Office. The Financial Aid Officer for your campus is listed in the *Administrative Staff and Faculty* section of this catalog.

Students may apply for Title IV, HEA Federal Financial Aid by visiting [www.studentaid.gov](http://www.studentaid.gov).

Department of Education publication “Funding Your Education” is available in the Financial Aid Office, and is posted on our website [www.vogue.edu](http://www.vogue.edu) under the financial aid tab.

### **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 Center : 1-800-433-3243

FAFSA web site : [www.Studentaid.ed.gov](http://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 College, 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 and Master Promissory Note before funds will be certified.

Exit Counseling must be completed by all Students who are graduating or withdrawing from Vogue College. 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 <https://nsldsfa.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

### **NM WIOA**

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

### **TFC**

Institutional financing is available to students who choose to make monthly payments towards their tuition balance instead of paying up front through TFC. 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.

Eligibility, loan terms and payment amounts are determined by the school. For more information see your financial aid officer.

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/](http://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.

## **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 are as follows:
  - a) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
  - b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911).
  - c) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the Student or employee is encouraged to seek such aid.
4. Though this institution does not offer regularly scheduled crime awareness or prevention programs, Students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following rules are designed for the prevention of crimes on campus.
  - a) Do not leave personal property in classrooms
  - b) Report to your institutional official, any suspicious persons.
  - c) Always try to walk in groups outside Vogue College premises.
  - d) If you are waiting for a ride, wait within sight of other people
  - e) Emergency procedures are outline in the catalog and are covered on the first day of class.
5. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation the safety of an individual, cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60

days, that information must be made available within two (2) business days of the request.

6. In compliance with federal Government regulations for a drug-free workplace for Students and Employees. Any Student caught in possession, use, or distribution of illegal substances or paraphernalia will be dismissed and/or referred to the appropriate agency. Students convicted for any offense, during a period enrollment for which the Student was receiving Title IV funds, under any federal or State law involving possession or sale of illegal drugs will result in the loss of eligibility for any Title IV assistance.

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

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

#### Health Risks

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

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

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

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

Barbiturates/Depressants (downers, Quaaludes, Valium, etc.) slow down the central nervous system

and can cause decreased heart and breathing rates, lowered blood pressure, slowed reactions, confusion, distortion of reality, convulsions, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.

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

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

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

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

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

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

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

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

**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

200grams or more, but less than 400 grams	First-degree felony	5 to 99 years in a State prison and/or a fine of not more than \$10,000
400 grams or more	Enhanced first-degree felony	10 to 99 years and a fine of not more than \$100,000

#### Penalty Group 1A

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

#### Penalty Group 2

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

#### Penalty Groups 3 and 4

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

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

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

#### Possession of Drug Paraphernalia:

Any item that can be used as a drug processing, packaging, or consumption mechanism can be

defined as paraphernalia under 481.2 (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.

**Referral and Hotline Information**

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

- National Institution on Drug Abuse (M-F, 8:30a.m.-4:30p.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.

**Sexual Assault Policies:**

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

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

It is important for persons who have been sexually assaulted to seek medical attention. A representative from the STARS (Sexual Trauma & Assault Response Services) is available to accompany Students who have been sexually assaulted to the hospital and for counseling, if desired. A medical

examination specifically tailored for sexual assault victims is conducted by the hospital Staff. This will help preserve important evidence of the sexual assault if the person who has been sexually assaulted decides later to prosecute. It is important for persons who have been sexually assaulted to contact the police who will arrange for immediate medical attention and will initiate an investigation.

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

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

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

If you have been sexually assaulted:

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

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

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

#### Campus Sexual Assault Victims' Bill of Rights:

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

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

The State of New Mexico Offender Website is available at:

<https://newmexico.staterecords.org/sexoffender>

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

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

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

## **TITLE IX**

### **SEXUAL HARASSMENT, DATING 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 [ahammond@vogue.edu](mailto:ahammond@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.

## **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.”