

2020

School Catalog



The Strand Institute of Beauty & Esthetics

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All coursework is taught in English

By my signature I certify that this catalog is true and correct in content and policy currently as of date noted.

Bobbi Wagoner

Bobbi Wagoner

Director & Owner of The Strand Institute of
Beauty & Esthetics

June 3, 2020

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MISSION STATEMENT

It is the mission at The Strand Institute of Beauty & Esthetics to produce beauty professionals who are passionate, highly motivated, and exceptionally trained for a job in the field(s) of cosmetology, esthetician, nail technician and/or instructor-related fields. At Strand Institute, we work with dedication and integrity to inspire confidence and joy in others. We believe that feeling good on the inside starts with feeling good on the outside.

ADMINISTRATION/OWNERSHIP

The Strand Institute of Beauty & Esthetics is independently owned and operated by Bobbi Wagoner (The Strand Beauty Ventures, LLC).

FACILITIES

Our programs offer the challenge of a stimulating and rewarding career. The Strand Institute of Beauty & Esthetics is fully equipped to meet all the demands of modern hair, while at the same time providing a high-tech atmosphere and attitude for progressive personal development. The 5000 square foot facility includes a student lounge with lockers, client reception, administration offices, private classrooms, workstations, and equipment.

The Strand Institute of Beauty & Esthetics has a street level entrance with a wheelchair compatible sidewalk. Strand Institute is also equipped with two (2) Handicap accessible bathrooms. There is a water cooler centrally located in the school and the classrooms and guest services / clinic areas are also accessible for use by someone who is physically handicap.

PARKING

Strand Institute is located in a strip mall shopping center and there is ample and free public parking available.

NONDISCRIMINATION

The Strand Institute of Beauty & Esthetics in its admission, instruction and graduation policies and practices, does not discriminate based on sex, race, religion, age, ethnic origin, color, disability, sexual orientation, or ancestry. The Strand Institute of Beauty & Esthetics does not allow or tolerate discrimination of any kind, which includes bullying, harassment, or hazing. If any student or team member experiences or witnesses anyone being bullied, harassed or hazed in any way, he or she is required to report the matter to The Strand Institute of Beauty & Esthetic's director Bobbi Wagoner in person, or by calling 361-643-2373, or by mail at 1018 US Hwy. 181 Portland Texas 78374 immediately so appropriate action can be taken.

COURSE DESCRIPTIONS¹ (all coursework is taught in English)

Cosmetology (CIP) Code 12.0401:

The curriculum involves 1500 clock hours to satisfy Texas requirements. The course includes extensive instruction and practical experience in cutting, hair coloring, perming, customer service, personal appearance and hygiene, personal motivation and development, retail skills, client record keeping, business ethics, sanitation, state laws and regulations, salon-type administration, and job interviewing skills.

**Students are prepared to become an entry level Cosmetologist*

Instructor: Standard Occupational Classification Code (SOC) 25-1194, Classification of Instructional Programs (CIP) Code 13.139:

The curriculum involves 500 hours of training to satisfy Texas requirements, and requires the applicant to be a licensed cosmetologist. The course educates a prospective student instructor to address the needs of students in the classroom and the clinic floor. Prospective teachers learn to utilize a system of forward-focused thinking and front-end coaching. By learning the methods of teaching cosmetology, the prospective teachers learn to engage students in the learning process and stimulate the discovery process with visuals, music and / or hands-on activities.

**Students are prepared to become an entry level Instructor*

Esthetician: Standard Occupational Classification (SOC), Classification of Instructional Programs (CIP) Code 12.0409:

The curriculum involves 750 hours to satisfy Texas requirements. The course includes extensive instruction and practical experience in electricity, machines, anatomy, facial treatments, cleansing, masking, and makeup, hair removal, care of client, management, sanitation, state laws and regulations.

**Students are prepared to become an entry level Esthetician*

Nail Technician: Standard Occupational Classification (SOC), Classification of Instructional Programs (CIP) Code 12.0410:

The curriculum involves 600 hours to satisfy Texas requirements. The course includes extensive instruction and practical experience in basic manicure and pedicure, hand and arm massage, application of polish, application of artificial nails, nail structure, ethics, salon procedures, hygiene and sanitation, job interviewing and state laws and regulations.

**Students are prepared to become an entry level Nail Technician*

Esthetician / Manicurist: Standard Occupational Classification (SOC), Classification of Instructional Programs (CIP) Code 12.0499:

The curriculum involves 1200 hours to satisfy Texas requirements. The course includes extensive instruction and practical experience in basic manicure and pedicure, hand and arm massage, application of polish, application of artificial nails, nail structure, ethics, salon procedures, hygiene, job interviewing, electricity, machines, anatomy, facial treatments, cleansing, masking, makeup, hair removal, care of client, management, sanitation, state laws and regulations.

**Students are prepared to become an entry level Esthetician / Manicurist*

¹ At this time only Cosmetology and Esthetician courses are eligible for Title IV funding.

Currently, The Strand Institute of Beauty & Esthetics does not have any plans to improve or change its educational programs. Strand Institute does not have any written agreements with any other entity to offer in whole, or part, any of its educational programs.

ADMISSIONS

The Strand Institute of Beauty & Esthetics admits as regular students those who are high school graduates, or holders of high school equivalency diplomas. No actions will be made towards admission or Title IV packaging until the proper forms and fees are complete and paid in full.

“Ability to Benefit” Program

The Strand Institute of Beauty & Esthetics does not accept ability to benefit (ATB) students at this time.

Admission Requirements & Procedures

- **Application Form:** Complete and submit the application form to The Strand Institute of Beauty & Esthetics prior to registration. All forms may be obtained by requesting them from The Strand Institute of Beauty & Esthetics.
- **Application Fee:** \$100.00. Please submit the fee in the form of a check or money order, payable to The Strand Institute of Beauty & Esthetics. This fee is not included the cost of attendance.
- **Verification Documents:** (Title IV Verification Documents may be needed if the applicant is applying for Title IV funds to assist with the costs of tuition and fees. The school will inform the student as to what documents are needed and the deadline for submittal.)
 - **Identification (*provide only one of the following items*):** Copies of a passport, a government-issued identification, a driver’s license, or a birth certificate.
 - **Social Security Card or any official document that demonstrates immigration status:** Provide a copy.
 - **Education (*provide only one of the following items*):** Copies of a standard high school diploma*, high school transcripts with graduation date**, an academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit towards a bachelor’s degree or High School Equivalency diploma or official High School Equivalency diploma test scores. If a prospective student was home schooled, they must provide documentation to demonstrate compliance with one of the following requirements. 1) Obtain written documentation from the school district, county, or state that outlines that the student’s secondary school education was in a home school that state law treats as a home or private school. 2) If the state the home school student was educated in issues a secondary school completion credential to home-school the prospective student must provide this credential to be eligible for enrollment.
- **Instructor Applicants:** In addition to the requirements listed above, students enrolling in the instructor program must provide a copy of a current and valid Texas Cosmetology License, and proof of licensure of at least 1 year.

****Foreign Diplomas or Transcripts:** The Strand Institute of Beauty & Esthetics will accept a foreign diploma or transcript; however, the diploma or transcript **MUST** be equivalent to a U.S. High School Diploma or Transcript; and must be translated into English by a certified translator and evaluated by a credentialed evaluation service. ***It is the student’s responsibility to have the foreign diploma or transcript translated and evaluated as part of the admissions process.*** Because the cost of evaluating a foreign diploma or transcript must be incurred as a charge of admissions prior to enrollment in an eligible program, the fee cannot be included in the cost of attendance (COA). Guidance on who to contact to secure an official translation and evaluation can be obtaining from The Strand Institute of Beauty & Esthetics Financial Aid Administrator / Director.

If you are interested in attending our school and you do not have a high school diploma or high school equivalent, please contact our admission office for a list of high school equivalency programs located near Strand Institute.

The Strand Institute of Beauty & Esthetics does not recruit students who are already enrolled in a similar program at another institution. APPLICANTS WITH NON-IMMIGRANT VISAS

Applicants with non-immigrant visas include those with work visas, students, visitors and foreign government officials. An applicant with a non-immigrant visa is not eligible for U.S. Federal Student Aid (Title IV) funds unless they have a Form I-94 with one of the endorsements given in the eligible document section. Non-immigrant visas include, but are not limited to, the F-1, F-2 or M-1 Student Visa, NATO Visa, B-1 or B-2 Visitors Visa, J-1 or J-2 Exchange Visitors Visa, H series or L series. Someone who has only a “Notice of Approval to Apply for Permanent Resident” cannot receive FSA funds.

In addition to the admission requirements, non-immigrant applicants must also provide documentation as listed above, to show that they are permitted to be enrolled at the post-secondary institute, The Strand Institute of Beauty & Esthetics. Those students studying under a student visa at The Strand Institute of Beauty & Esthetics approved by SEVIS must attend the full-time schedule and can only attend the program for a period not to exceed twelve (12) months.

APPLICANTS WITH DISABILITIES

If the applicant has a disability and needs an academic adjustment, please notify the admissions officer as soon as possible so that The Strand Institute of Beauty & Esthetics can review your request. A copy of the school’s ADA Policy & Request for Accommodations form may be found on the school’s website or from the school’s ADA Compliance Officer.

IMMUNIZATIONS / VACCINATIONS

The Strand Institute of Beauty & Esthetics does not require a student to have immunizations / vaccinations to enroll in our institute.

ACCEPTANCE

After a prospect has completed the enrollment application process, the enrollment team and director reviews each applicant and his or her required admissions materials including the written entrance essay and personal interview to determine acceptance. Upon the decision of the enrollment team and director, the applicant receives written notification of acceptance or denial. Note: All applicants must go through the entire enrollment application process (detailed in the enrollment application) which includes re-entry students (previously withdrawn) and transfer students.

REENTRY / READMISSION STUDENTS

The Strand Institute of Beauty & Esthetics does not deny readmission to any service member of the uniformed forces for reasons relating to that service.

Students who have been terminated or withdrew from school may re-enroll. The student must pay the \$100 application fee and there is also a re-entry fee of \$175.00. All students returning will return in the same satisfactory academic progress status at which he or she left.

- Student who re-enrolls **before** 30 days: Regulations state student would return in the same payment period from when they originally left, same contract hourly price for remaining hours and no additional tuition charges. The student retains his or her original eligibility for that payment period.
- Student who re-enroll **after** 30 days: Regulations state students will be charged for contracted hours at the current tuition rate for hours remaining. In calculating awards for a student, the number of payment periods and length of each payment period are determined by applying the rules in the appropriate part of the definition of a payment period to the hours remaining in the program.

TRANSFER STUDENTS

Enrollment is available for students wishing to transfer to Strand Institute, after they have withdrawn from other cosmetology schools both in and out of state. The institute does not recruit students already attending or admitted to another school offering similar programs of study. The student must submit certification of hours and an official transcript prior to signing the enrollment agreement. Credit for previous training and education in licensed cosmetology training programs may be granted.

The cost for transfer for Cosmetology is \$13.00 per hour; Esthetician is \$15.00 per hour; Nail Technician \$10.00 per hour, Esthetician/Manicurist is \$12.00 per hour. No transfer hours are accepted for the Instructor course. The transfer student must also purchase a complete and current student kit. Students wishing to transfer to another institution must pay all monies owed to Strand Institute of Beauty & Esthetics and all applicable academic requirements must be met in order for the hours to be released to TDLR. Please note that students transferring to another school may not be able to transfer all the hours they earned at Strand Institute of Beauty & Esthetics ; the number of transferable hours depends on the policy of the receiving school.

STATE LICENSE DISCLAIMER

The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licentiate of the business or profession in question, would be grounds for the Texas Department of Licensing and Regulations (TDLR) to deny licensure. The TDLR denies licensure because the applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not U.S. citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. ***The Strand Institute of Beauty & Esthetics is not responsible for students denied licensure.***

ENROLLMENT INFORMATION

START DATES:

The Strand Institute of Beauty & Esthetics usually begins new classes the first Tuesday of every month, dependent upon space availability. A student may enroll at any time prior to the start of a new class.

Holidays and School Closures: (2019)

Strand Institute allows the following holidays off:

- New Year's Day and the day after (the 2nd)
- Memorial Day
- Independence Day + July 5th and 6th
- Labor Day
- Thanksgiving Break (November 26-30th)
- Christmas Break (December 24th-31st)

These dates are determined according to the calendar each year. Additional holidays may be added to the schedule at the discretion of Strand Institute administration. Strand Institute is open for business unless there is a declared state of emergency. Unexpected closures and weather related closures will be reported via Strand Institute website and / or the Face Book page.

Enrollment Contract:

Strand Institute of Beauty & Esthetics clearly outlines the obligation of both the school and the student in the enrollment contract. A copy of the enrollment contract and information covering costs and payment plans will be furnished to the student before the beginning of class attendance.

Payment Schedule:

Strand Institute offers a variety of monthly financial payment schedules. See Admission Officer or Financial Aid Administrator / Director for details.

EDUCATION GOALS

The Strand Institute of Beauty & Esthetics strives to provide a quality educational system that prepares students to pass the state board examination and gain employment within their chosen field of student. Our quality education system includes an outstanding facility, experienced and competent instructors, and a curriculum developed through years of experience and expertise. Our education goals are:

- To educate students to be professional, knowledgeable, and skilled in their field for marketability within the industry.
- To remain an updated program that provides students with the knowledge to compete in their field of study.
- To promote courtesy and professionalism as the foundation for a successful career in their chosen field of study.
- To prepare students to successfully pass the state licensing exam for entry-level employment.
- To train and graduate students while empowering them to become confident and excited to enter a successful career within the salon and beauty industry.

SCHEDULES

Schedule change fee \$ 100

- Full Time: 8:30-4:00 – Tue–Sat (34 hrs/wk)
 Split Time: 8:30-4:00 Tuesday-Saturday every other week (34 hrs/wk)
 3/4 Time: 8:30-2:00 – Tues–Sat (27.5 hrs/wk)
 Mini: 8:30-4:00 –One Day a Week (specified on contract) (7 hrs/wk)
 ½ Time: 8:30 – 2:00 – Tues–Friday (22 hrs/wk)
 Nail Technician Schedule: 8:30-4:00 – Tues, Wed, Saturday (21 hrs/wk)

TUITION COSTS²

**Because of inflationary cycles and because we must occasionally change equipment to remain current, The Strand Institute of Beauty & Esthetics reserves the right for the following tuition information to be subject to change.*

Cosmetology

Tuition	\$ 13,000.00
Books / Equipment	\$ 1,900.00
Application Fee	\$ 100.00
Student Permit Fee	\$ 25.00
Total Costs of Cosmetology Program	\$ 15,025.00

Nail Technician

Tuition	\$ 6,000.00
Books / Equipment	\$ 800.00
Application Fee	\$ 100.00
Student Permit Fee	\$ 25.00
Total Costs of Nail Technician Program	\$ 6,925.00

Esthetician

Tuition	\$ 11,000.00
Books / Equipment	\$ 1,000.00
Application Fee	\$ 100.00
Student Permit Fee	\$ 25.00
Total Costs of Esthetician Program	\$ 12,125.00

Esthetician / Manicurist

Tuition	\$ 14,700.00
Books / Equipment	\$ 1,800.00
Application Fee	\$ 100.00
Student Permit Fee	\$ 25.00
Total Costs of Esthetician/Manicurist Program	\$ 16,625.00

Instructor

Tuition	\$ 4,500.00
Books / Equipment	\$ 200.00
Application Fee	\$ 100.00
Student Permit Fee	\$ 25.00
Total Costs of Instructor Program	\$ 4,825.00

Fee Waiver: Employees of The Strand Hair Designs salons will have tuition waived (other fees still apply) for the Instructor course contingent upon successful course completion and be willing to substitute per agreement; otherwise all tuition fees will go into effect.

².Instructor Program is not IV approved program

Please contact The Strand Institute of Beauty & Esthetic's Financial Aid Administrator / Director for payment options. Strand Institute accepts cash, check, money order, credit card, or *financial aid to those who qualify* and personal check payments. Financial Aid recipients understand that funds received on their behalf are applied first to tuition costs. Students who are past due on their accounts will be charged a \$30.00 late fee.

NOTE: There is a missed-Saturday fee of \$50.

LICENSING FEES

Cosmetology State Board Licensing Fees

The State Board licensing fees are not included in the student tuition and fee charges and will be an additional charge to the student, upon completion of the program.

Practical Examination Fee	\$ 74.00
Computer Based Written Examination	\$ 52.00
Cosmetologist License	\$ 50.00
Total	\$ 176.00

****Information currently available for the publication of this document and is subject to change without prior notice.***

Esthetician State Board Licensing Fees

The State Board licensing examination fees are not included in the student tuition and fee charges and will be an additional charge to the student, upon completion of the program.

Practical Examination Fee	\$ 74.00
Computer Based Written Examination	\$ 52.00
Esthetician License	\$ 50.00
Total	\$ 176.00

Nail Technician State Board Licensing Fees

The State Board licensing examination fees are not included in the student tuition and fee charges and will be an additional charge to the student, upon completion of the program.

Practical Examination Fee	\$ 74.00
Computer Based Written Examination	\$ 52.00
Nail Technician License	\$ 50.00
Total	\$ 176.00

Esthetician / Manicurist State Board Licensing Fees

The State Board licensing examination fees are not included in the student tuition and fee charges and will be an additional charge to the student, upon completion of the program.

Practical Examination Fee	\$ 74.00
Computer Based Written Examination	\$ 52.00
Esthetician / Manicurist License	\$ 50.00
Total	\$ 176.00

Instructor State Board Licensing Fees

The State Board licensing examination fees are not included in the student tuition and fee charges and will be an additional charge to the student, upon completion of the program.

Practical Examination Fee	\$ 74.00
Computer Based Written Examination	\$ 52.00
Instructor License	\$ 60.00
Total	\$ 186.00

****Information on fees current however subject to change.***

VOTER REGISTRATION

Students are encouraged to register to vote in State and Federal Elections. Voter Registration and Election Date information for the Texas can be found at www.votetexas.gov.

For information on Voter Registration and Election Dates for Federal Elections visit www.eac.gov/voter_resources.

STUDENTS WHO WITHDRAW

Students who withdraw from the program are required to empty their locker and gather all personal items. Any items left behind by the student will be stored for 30 days, at which time the items become the property of The Strand Institute of Beauty & Esthetics.

Students wishing to transfer to another institution must pay all monies owed to The Strand Institute of Beauty & Esthetics, and all applicable academic requirements must be met for the student transcripts to be released. There is a \$10.00 transcript fee for transcript requests.

TERMINATION POLICY

Policy Relating to Conduct, Probation & Termination

A student enrolling at The Strand Institute of Beauty & Esthetics assumes responsibility for reasonable standards of behavior while on school property or while participating in program activities. Inappropriate and / or illegal student conduct that is grounds for probation, suspension & termination include, but are not limited to the following:

- Class attendance under the influence of alcohol or drugs
 - Disruption of class or classes
 - Violations of school regulations or policies
 - Interference with another student and / or instructor
 - Showing lack of respect for another student and / or instructor
 - Stealing or destruction of property
 - Failure to pay tuition due in a timely manner
 - Misrepresentation of self
 - Determination as mentally incompetent
 - Unprofessional or unethical conduct
 - Excessive absences or tardiness
 - Negligence or incompetence in the practice of your chosen study
 - Failure to maintain academic progress
 - Any other conducts which the school, teachers or other students deem to be harmful to the school's reputation, the academic process or inappropriate for the profession

COSMETOLOGY COURSE OVERVIEW

Course Hours: 1000 clock hours

The course is divided into pre-clinical classroom instruction and clinical service learning experiences.

Pre-clinical Classroom Instruction

The first 100 hours are devoted to classroom workshops where student learn design principles, technical information and professional practices.

Clinic Classroom Learning Experience

The remaining 900 hours are spent in the classroom clinic area where practical experience is gained.

Cosmetology Course Outline

Your time at The Strand Institute of Beauty & Esthetics for the cosmetology program consists of the following:

Curriculum

A 100 hour first phase instills the fundamentals. Students are graded and evaluated using written, oral, and practical testing methods. Students must successfully complete the curriculum prior to attending regularly scheduled daily classes in hair styling, cutting, coloring, permanent waving and chemical texture services.

Experience

This first phase experience will produce a smooth transition from student to student. You will spend 100 hours preparing for the clinic experience.

Clinic Classroom Learning Experience

Your clinic classroom time from 100 to 1000 hours will be guided with individual attention and group learning experiences using mini-classes, monthly worksheets, and periodic evaluations developed specifically for this monitoring progress. This is when you begin experiencing your clinic classroom education on paying clients in the clinic classroom area.

Classroom Learning Experience

Your classroom time, from 100 to 900 hours is divided into six (6) areas: Hair Styling, Hair Cutting, Hair color, Texture, Facials and Nails. Each area has an instructor who conducts the different specialty classes each week. Classroom Learning Experiences may also include retail motivation, self improvement, professional development and attendance education which may be conducted by an instructor, non-licensed staff member or guest artist.

Curriculum

From 100 to 1000 hours you will enter a new phase of specialty classroom workshops coupled with challenging practical services designed to continue building you into a beauty industry professional.

The last 100 hours will be spent in "high gear" by dressing, acting and working like a beauty industry professional. You will use own artistic and creative abilities, coupled with the assistance of the Instructors to prepare yourself for your future beauty industry career as well as the state practical licensing examination required by TDLR.

TDLR Course Requirements

The Cosmetology program at The Strand Institute of Beauty & Esthetics meets or exceeds these requirements.

COSMETOLOGY CURRICULUM 1000 HOURS

HOURS	SUBJECT
50	Orientation Rules and Law
60	Infection Control: Principles and Practices
100	Hairstyling
200	Haircutting, Styling and Related Theory
150	Hair Coloring and Related Theory
150	Chemical Reformation, Cold Waving and Related Theory
80	Nail Care and Procedures and Related Theory
25	Shampoos, Rinses, Conditioners, Treatments and Related Theory
30	Salon Management and Practices
80	Facials and Skin Care Procedures and Related Theory
75	Instructor Discretion
1000	TOTAL HOURS

INSTRUCTOR COURSE OVERVIEW³

Course Hours: 500 clock hours TDLR Course Requirements

The Instructor Program (500 hours) at The Strand Institute of Beauty & Esthetics meets or exceeds these requirements.

Your time will be divided into three designations:

- (1) Observation Theory: this section focuses on learning by observing classroom and clinic floor instruction
- (2) Psychology and Methodology: these classes focus on the theory of teaching, using Milady's Master Educator textbook, including weekly tests.
- (3) Student Teaching: You will learn to write lesson plans and will actually teach from your lesson plans. There will be a practical teaching evaluation of your teaching skills

Course Hours: 500 clock hours

INSTRUCTOR CURRICULUM 500 HOURS

HOURS	SUBJECT
20	Orientation, Rules and Laws
90	Lesson Plans
120	Methods of Teaching
60	Classroom Management
60	Evaluation Techniques
40	State Laws and Forms
40	Visual Aids Preparation and Use
70	Learning Theory
500	TOTAL HOURS

³ The Instructor program is currently not eligible for Title IV funding.

ESTHETICIAN COURSE OVERVIEW

Course Hours: 750 clock hours

TDLR Course Requirements

Your time at The Strand Institute of Beauty & Esthetics for the Esthetician program will be divided into five designations:

- (1) Curriculum: A 75 hour first phase instills the fundamentals. Students are graded and evaluated using written, oral and practical testing methods. Students must successfully complete the curriculum prior to attending regularly scheduled daily classes in facials, waxing, eyelash extensions, facial machines and makeup.
- (2) Experience: A 70 hour experience preparing you for the clinic experience.
- (3) Clinic Classroom Learning Experience: Your clinic classroom time from 75 to 750 hours will be guided with individual attention and group learning experiences using mini-classes, monthly worksheets, and periodic evaluations developed specifically for this monitoring progress. This is when you will begin experiencing your clinic classroom education on the public in the clinic classroom area.
- (4) Classroom Learning Experience: Your classroom time from 75 to 750 hours is divided into five (5) areas: facial treatments, electricity and machines, waxing, makeup, and client care and consultation. Each area has an instructor who conducts the different specialty classes each week. Classroom Learning Experiences may also include retail, motivation, self improvement, professional development and attendance education which may be conducted by an instructor, non-licensed staff member or guest artist.
- (5) Curriculum: From 75 to 750 hours you will enter a new phase of specialty classroom workshops coupled with challenging practical services designated to continue building you into a beauty industry professional.

ESTHETICIAN CURRICULUM 750 HOURS

HOURS	SUBJECT
50	Orientation, Rules and Laws
40	Sanitations, Safety and First Aid
50	Chemistry
75	Electricity, Machines and Related Equipment
10	Nutrition
90	Anatomy and Physiology
225	Facial Treatment, Cleansing, Masking, Therapy
75	Makeup
10	Color Psychology
25	Superfluous Hair Removal
15	Aromatherapy
35	Management
50	Care of the Client
750	TOTAL HOURS

NAIL TECHNICIAN COURSE OVERVIEW⁴

Course Hours: 600 clock hours

TDLR Course Requirements

Your time at Strand Institute of Beauty & Esthetics for the Nail Technician program will be divided into five designations:

- (1) Curriculum: A 60-hour first phase instills the fundamentals. Students are graded and evaluated using written, oral, and practical testing methods. Students must successfully complete the curriculum prior to attending regularly scheduled daily classes in manicure, pedicure, artificial nails (acrylic, gel & fiberglass), and application of polish, major bone, nerves and muscle function.
- (2) Experience: Your experience as a Nail Technician Student produces a smooth transition from student to graduate. You spend 60 hours preparing for the clinic experience.
- (3) Clinic Classroom Learning Experience: Your clinic classroom time from 60 to 600 hours will be guided with individual attention and group learning experiences using mini-classes, monthly worksheets, and periodic evaluations developed specifically for this monitoring progress. This is when you begin experiencing your clinic classroom education on the public in the clinic classroom area.
- (4) Classroom Learning Experience: Your classroom time from 60 to 600 hours is divided into five (5) areas
 1. Nail Procedures
 2. Sanitation and Safety
 3. Equipment and Implements
 4. Arms and Hands
 5. Client Care and ConsultationEach area has an instructor who conducts the different specialty classes each week. Classroom Learning Experiences may also include retail, motivation, self improvement, professional development, and attendance education which may be conducted by an instructor, non-licensed staff member or guest artist.
- (5) Curriculum: From 60 to 600 hours you will enter a new phase of specialty classroom workshops coupled with challenging practical services designed to continue building you into a beauty industry professional.

NAIL TECHNICIAN CURRICULUM 600 HOURS

HOURS	SUBJECT
15	Orientation, Rules, Laws and Preparation
320	Procedures <i>Basic manicure and pedicure, oil manicure, removal of stains, repair work, hand and arm massage, buffing, application of polish, application of artificial nails, application of cosmetic fingernails, preparation to build new nail and application of nail extensions, sculptured nails, tips, wraps, fiberglass/gels and odorless products</i>
100	Bacteriology, Sanitation and Safety <i>Definitions, importance, rules, laws, methods, safety measures, hazardous chemicals and ventilation odor in salons</i>
80	Professional Practices <i>Manicuring as a profession, vocabulary, ethics, salon procedures, hygiene and grooming, professional attitudes, salesmanship and public relations</i>
70	Arms and Hands <i>Major bones and functions, major muscles and functions, major nerves and functions, skin structure, functions, appendages, conditions and lesions, nails structure, composition, growth, regeneration, irregularities and disease</i>
15	Equipment, Implements and Supplies
600	TOTAL HOURS

ESTHETICIAN / MANICURIST COURSE OVERVIEW⁵

Course Hours: 1200 clock hours

TDLR Course Requirements

Your time at Strand Institute for the Esthetician / Manicurist program will be divided into 10 designations:

- (1) Curriculum: A 50 hour orientation, known as the program, instills the fundamentals. Students are graded and evaluated using written, oral and practical testing methods. Students must successfully complete the curriculum prior to attending regularly scheduled daily classes in manicure, pedicure, artificial nails (acrylic, gel & fiberglass), and application of polish, major bone, nerves and muscle function.
- (2) Experience: Your experience provides a smooth transition from student to student. The student will spend 60 hours preparing for the clinic experience.
- (3) Clinic Classroom Learning Experience: Your clinic classroom time will be guided with individual attention and group educational experiences through mini-classes, monthly worksheets, and periodic evaluations developed specifically for monitoring progress. At this time the student will experience the clinic classroom education on public patrons/customers in the clinic classroom area.
- (4) Classroom Learning Experience: Your classroom time is divided into five (5) areas of nail procedures, sanitation and safety, equipment and implements, arms and hands and client care and consultation. Each area has an instructor who conducts the different specialty classes each week. Classroom Learning Experiences may also include retail, self improvement, professional development and attendance education which may be conducted by an instructor, non-licensed staff member or guest artist.
- (5) Curriculum: During these hours (50-500) the student will enter a new phase of specialty classroom workshops coupled with challenging practical services designed to continue your advancement as a beauty industry professional.
- (6) Curriculum: This 70 hour orientation period instills the fundamentals. Students are graded and evaluated using written, oral and practical testing methods. Students must successfully complete the curriculum prior to attending regularly scheduled daily classes of facials, waxing, eyelash extensions, facial machines and make-up.
- (7) Experience: The student experience produces a smooth transition from student to student. 70 hours will be spent preparing the student for the clinic experience.
- (8) Clinic Classroom Learning Experience: The clinic classroom time (70-700 hours) will be guided with individual attention and group learning experiences using mini-classes, monthly worksheets and periodic evaluations developed specifically to monitor student progress. During this time the student will experience the clinic classroom education by working with the public in the clinic classroom area.
- (9) Classroom Learning Experience: This time (70-700 hours) is divided into five (5) areas: facial treatments, electricity and machines, waxing, makeup and client care and consultation. Each area has an instructor who conducts the different specialty classes each week. The Classroom Learning Experiences may also include retail, motivation, self improvement, professional development, and attendance education which may be conducted by an instructor, non-licensed staff member or guest artist.
- (10) Curriculum: (70-700 hours) This section of the program will bring the student to the specialty classroom where there will be workshops coupled with challenging practical services designed to continue to expose the student to the beauty industry professional requirements.

In addition to the state requirements listed above, Strand Institute provides training in the areas of communication skills, professional ethics, salesmanship, decorum, record keeping and client service records.

ESTHETICIAN / MANICURIST CURRICULUM 1200 HOURS

HOURS	SUBJECT
30	Orientation, Rules, Laws and Preparation (E & M)
310	Procedures <i>Basic manicure and pedicure, oil manicure, removal of stains, repair work, hand and arm massage, buffing, application of polish, application of artificial nails, application of cosmetic fingernails, preparation to build new nail and application of nail extensions, sculptured nails, tips, wraps, fiberglass/gels and odorless products (M)</i>
100	Bacteriology, Sanitation and Safety <i>Definitions, importance, rules, laws, methods, safety measures, hazardous chemicals and ventilation odor in salons (M)</i>
80	Professional Practices <i>Manicuring as a profession, vocabulary, ethics, salon procedures, hygiene and grooming, professional attitudes, salesmanship and public relations (M)</i>
50	Arms and Hands <i>Major bones and functions, major muscles and functions, major nerves and functions, skin structure, functions, appendances, conditions and lesions, nails structure, composition, growth, regeneration, irregularities and diseases (M)</i>
40	Sanitation, Safety and First Aid
30	Chemistry (E)
50	Electricity, Machines and Related Equipment (E & M)
10	Nutrition (E)
50	Anatomy and Physiology (E)
215	Facial Treatment, Cleansing, Masking, Therapy (E & M)
75	Makeup (E)
10	Color Psychology (E)
25	Superfluous Hair Removal (E)
15	Aromatherapy (E)
20	Management (E)
50	Care of Client
1200	TOTAL HOURS

SAFETY PRECAUTIONS FOR THE BEAUTY INDUSTRY

By following safety precautions, you contribute to the health, welfare and safety of the community. Always have good hygiene and be professionally dressed. Keep a first aid kit on hand, follow safety regulations and keep equipment properly sanitized. The following precautions should always be taken with each client: **[24]**

- Protect clients' clothing by appropriately draping them
- Ask clients to remove jewelry, hair accessories, glasses, etc.
- Keep all chemicals away from the eyes. In the case of eye contact with chemicals, thoroughly rinse eyes with cold water
- Wear gloves when dealing with chemicals
- Remember that anything containing chemically active ingredients must be used carefully to avoid injury to you and your client

INDUSTRY REQUIREMENTS

Those persons with interest in pursuing a career in the beauty industry should:

- Develop finger dexterity and a sense of form and artistry
- Enjoy working with the public
- Keep aware of the latest fashion and beauty techniques
- Make a strong commitment to education and continued education
- Be aware that the profession can be arduous
- And physically demanding because of long hours standing and using your hands at shoulder length/level

STUDENT HOUSING & ADVISING

Housing

The Strand Institute of Beauty & Esthetics maintains information about housing in the surrounding areas that may be available to its students; however the school does not provide on, or off, campus housing itself.

Advising

Students are provided with academic advising and additional assistance as necessary. If referral to professional assistance is necessary, The Strand Institute of Beauty & Esthetics maintains a record of such referral.

MEASURABLE PERFORMANCE OBJECTIVES

- Complete the required number of clock hours of training
- Achieve and receive passing grades on all practical graduation requirements and projects, including practical and theoretical examinations
- Satisfactorily pass final written and practical exams
- Upon completion, receive a graduation certificate
- Pass State Board Examinations
 - Information and advice on financial assistance is accessible to students. The Strand Institute of Beauty & Esthetics also offers advice and information to students on these subjects:
 - Regulations governing licensure to practice, including reciprocity among jurisdictions
 - Employment opportunities within their field of study
 - Opportunities for continued education following graduation

GRADUATION REQUIREMENTS

- Complete contracted hours
- Complete all exams with a cumulative grade of 70%
- Pay all tuition costs or make satisfactory arrangements for payment of all monies owed to The Strand Institute of Beauty & Esthetics

Upon graduation, the student will receive a certificate of completion

The Strand Institute of Beauty & Esthetics reserves the right to retain a student if the student fails to complete all listed requirements or fails to pass the written and practical exams. The Strand Institute of Beauty & Esthetics will not release an official transcript until all graduation requirements are met.

A student who withdraws will receive a certified transcript for a fee of \$10, which will include the number of hours for which The Strand Institute of Beauty & Esthetics has been compensated. For the purposes of transfer or graduation, hours will not be released by The Strand Institute of Beauty & Esthetics until all monies owed to the institution have been paid and all academic requirements pertaining to those hours have been completed.

Job Placement: Upon successful completion of a course, it is our policy to make every effort to assist our graduates in finding employment. Although The Strand Institute of Beauty & Esthetics provides placement assistance, the school cannot guarantee employment. Many of our students prefer self-employment and we believe that by equipping our students with quality education in business, ethics and marketing skills they should be able to successfully develop their own private practice.

PLACEMENT AND JOB OPPORTUNITIES

Career opportunities for those in the cosmetology fields (depending on course studies) include, but are not limited to:

- Hair Stylist
- Color Stylist
- Makeup Artist
- Nail Technician
- Educator
- Salon Owner/Manager
- Product Trainer
- Platform Artist
- Esthetician
- Instructor
- And many more....

STUDENT EQUIPMENT KITS

Instructor Program⁶

Please note that students are responsible for the purchase of stationary supplies themselves, these items are not included in the equipment kit. Students are responsible to purchase a school equipment kit at an additional cost from tuition.

TEXTBOOKS

1 Milady's Master Educator Student Course Book, 3rd. Edition ISBN-13:9781133693697, \$161.95
Milady's Master Educator Exam Review, 3rd Edition ISBN-9781133776598, \$49.95

Cosmetology Program

Textbooks listed below are included in The Strand Institute of Beauty & Esthetics kit at a discounted price to the student. The student equipment kit is a branded, custom made kit and not available to the public for purchase.

<p>TEXTBOOKS</p> <p>1 Milady's Standard Cosmetology 13th edition /Textbook (hardcover) ISBN9781285769417-, \$114.95 1 Milady's Standard Cosmetology 13th edition Theory Workbook; ISBN-13: 9781285769455, \$49.95</p>	<p>1 Milady's Standard Cosmetology 13th edition, Online Preparation ISBN-978128526272, \$33.95</p>
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Equipment

CHI Water Mister Bottle	CHI G2 Iron
CHI Touch 2 Hair Dryer	CHI Shear Kit, Right handed
DURA CHI Marcel Curling Iron 1"	CHI ARC 1 ¼ " Ceramic Curling Iron Kit w/ Beep Feature
DURA CHI Curler ¾"	Esquire Clipper
Esquire Trimmer	CHI Turbo Detangling Brush
CHI Turbo Backcomb Brush	CHI Turbo 9 Row Styling Brush
CHI Turbo Vent Brush	CHI Red Triangle Bag
CHI Turbo 2 sided Vent Brush	CHI Turbo Styling Brush
CHI Turbo Small Paddle Brush	CHI Turbo Large Paddle Brush
CHI Red Square Bag	CHI Turbo Ceramic Small Boar Round Brush
CHI Turbo Ceramic Medium Boar Round Brush	CHI Turbo Ceramic Large Boar Round Brush
CHI Gray Round Bag	CHI Nylon Small Round Brush
CHI Nylon Medium Round Brush	CHI Nylon Large Round Brush
CHI Nylon Jumbo Round Brush	CHI Red Bag
14 assorted Combs	CHI Silver Apron w/ Red CHI
CHI Black Cape w/ Silver CHI	CHI Vanessa (medium length mannequin)

⁶ At this time only the Cosmetology and Esthetician programs are eligible for Title IV funding.

CHI Briana (long length mannequin)	CHI Matt (bearded mannequin)
CHI Megan (textured mannequin)	CHI Vivian (4-quadrant mannequin)
CHI Mega Clip 6-pack-white	CHI Mega Clip 6-pack-black
Tint bottle	SunGlitz Artist Pallet
Color Bowl	CHI Color Whisk
CHI Color Key	SunGlitz Artist Fan Brushes
Color Brush -small	Color Brush -large
CHI Black Reusable Gloves -latex	CHI Magnetic Styling Rollers (144 PC Set)
CHI Curl Clips (100 per box)	CHI Short Blue Perm Rods (2) (dozen)
CHI Long Blue Perm Rods (dozen)	CHI Short White Perm Rods (2) (dozen)
CHI Long White Perm Rods (dozen)	CHI Long Peach Perm Rods (dozen)
CHI Nail Brush	CHI Manicure Nail Bowl
CHI Mirror	CHI Square Rolling Bag
CHI Duffel Bag	.5oz CHI Silk Infusion
.5oz CHI Shampoo	.5oz Biosilk Silk Therapy
CHI Brochure	Drawstring Bag
Strand T-Shirt	

Nail Technician Program⁷

Students are responsible to purchase a school kit at an additional cost from the tuition. Please note that the students are responsible for the purchase of stationary supplies

Textbooks listed below are included in The Strand Institute of Beauty & Esthetics kit at a discounted price to the student. The student equipment kit is a branded, custom made kit and not available to the public for purchase.

TEXTBOOKS 1. <i>Milady's Standard Nail Technology 7th edition /Textbook</i> (hardcover) ISBN9781285080475-, \$117.95 1. <i>Milady's Standard Nail Technology 7th edition Theory Workbook;</i> ISBN-13: 9781285080512, \$49.95	1 <i>Milady's Standard Nail Technology 7th edition, online preparation</i> ISBN-9781285080611, \$33.95
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Equipment

1. 1 # 6 Gel Brush	2. Cuccio lavender lotion
3. 1 Big Boy Acrylic Brush	4. Cuccio antibacterial cleansing spray
5. C144 Glass dropper	6. Brush cleaner
7. D C106 Safety Glasses	8. Wheat germ cuticle revitalize complex
9. DLC288 Nail 3 pc. mini powder 7 liquid dappen set	10. Finishing wipes
11. DLC248 Manicure Bowl	12. UV T3 enhancement clear gel

⁷ At this time only the Cosmetology and Esthetician programs are eligible for Title IV funding.

13. 1 yellow buffer	14. UV T3 white gel
15. 1 metal pusher and spoon nail center	16. Ultra acrylic Pink Polymer
17. 1 metal acrylic nipper	18. Ultra acrylic White Polymer
19. 1 buffer	20. Ultra acrylic Clear Polymer
21. 1 180/180 file	22. Ultra Clear Monomer 2 oz.
23. 1 pink file	24. Odorless Acrylic Monomer 2 oz.
25. 1 celebrity manicure hand	26. 1 Odorless acrylic polymer pink, white, &clear
27. 1 disposable Pedi slipper	28. Brush cleaner
29. 8pc. implement set	30. Cuticle oil
31. Mani 6pc. Implement set	32. Top Coat
33. Satin Edge Pedi spa tool file	34. Base Coat
35. 1 sets toe separators	36. 5 Colours
37. 12 orange wood sticks	38. Nail Strengthener
39. Cuticle pusher remover	40. Trio 3 in 1 treatment
41. 2 gray files	42. Quick Dry Drops
43. Cuccio Pedicure Kit	44. Adhesive
45. Cuccio colour veneer LED lamp	46. UV gel seal
47. Cuccio 36-Watt UV lamp	48. Moisture replenish
49. Cuccio manicure scrub butter lotion kit	50. Dehydrator
51. Cuccio soak off solution	52. Brush on resin
53. Cuccio condition cleaner	54. Base-top 3 prep-2 colour #2 gel polish
55. Mini nail art kit	56. Forms
57. Soak off nail foil	58. Form a nail
59. Silk and fiberglass wrap	60. Tips clear, deepC, natural

Esthetician Program

Students are responsible to purchase a school kit at an additional cost from the tuition. Please note that the students are responsible for the purchase of stationary supplies

Textbooks listed below are included in The Strand Institute of Beauty & Esthetics kit at a discounted price to the student. The student equipment kit is a branded, custom made kit and not available to the public for purchase.

TEXTBOOKS 1 <i>Milady's Standard Esthetics: Fundamentals 11th edition</i> /Textbook (hardcover) ISBN9781111306892-, \$141.95 1 <i>Milady's Standard Esthetics: Fundamentals 11th edition Theory</i> ISBN-13: 9781111306915, \$49.95	1 <i>Milady's Standard Esthetics: Fundamentals 11th edition, Online</i> ISBN-9781111307042, \$33.95
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Equipment

1. Pro travel case	2. 2 pk. facial sponges
3. Scalp master nylon make up case	4. Dermalogica fan masque brush
5. Lisa massage head	6. 8.4 oz. Ultra calming cleanser
7. 2pc. black spatulas	8. 6oz. Exfoliant Accelerator 35
9. 6pc. white spatulas	10. 30 tubes of multivitamin power recovery masque
11. Flexible mixing bowls (large)	12. 16 oz. Multi active toner
13. Flexible mixing bowl (small)	15. 1.7 oz. solar defense booster spf 50
14. 7pc. synthetic body brush set	
16. Fantasea deluxe cosmetic collection	17. 4 oz. calming botanical mixer
18. 25 pc. disposable lip brush	19. 6joz. massage crème

20. 25 pc. disposable mascara brush	21. 6 oz. colloidal masque base
22. Eyelash curler	23. 6 oz. active moist
24. 24 pc. foam wedges	25. Flutter lash
26. Flirt lash	27. Lash grip strip adhesive
28. Lash grip strip adhesive <ul style="list-style-type: none"> i. 5pc. eyebrow set with pink case ii. 9 in 1 facial tool kit iii. 4x4 esthetic wipes iv. 25 pc. cellulose sponges v. Eyebrow tweezing pallet vi. Milady's Standard Esthetics Book bundle vii. The Strand T-shirt and Vest viii. Dermalogica bag/digital usb of The Book ix. Face mapping sheet x. Welcome pack xi. Professional exfoliation brochure xii. 2- 6 oz. daily microfoliant 	

Esthetician/Manicurist Program⁸

The Textbooks and Equipment is a combination of the previous listed for the Esthetician Program and the Manicurist Program.

POLICY: FEDERAL RETURN OF TITLE IV FUNDS

The Strand Institute of Beauty & Esthetics participates in federal financial aid programs, also known as Title IV funds. Please refer to the following refund policy for specific consumer information pursuant to the Federal Financial Aid program.

- Title IV federal financial aid funds are awarded under the assumption that a student will remain in classroom attendance for the entire period for which funds were awarded. If a financial aid recipient withdraws from Strand Institute after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. The Strand Institute of Beauty & Esthetics is required to calculate the amount of Federal Title IV funds to be returned for a student who has withdrawn from all classes. If a student receives FSA (Federal Student Aid) in the form of loans and / or grants, withdraws from The Strand Institute of Beauty & Esthetics after beginning attendance, the amount of FSA grant or loan assistance earned by the student must be determined.
- For students who have received Title IV financial assistance, the Federal Return of Title IV Funds Calculation will be completed first and applicable funds returned. Returned funds will be reduced from the payments received on behalf of the student before applying the institutional refund policy to determine whether the student is owed a refund or if a balance is owed to the institution.
- If a student has received less aid than that students earned, he / she may be eligible for a post-withdrawal disbursement. If a student is eligible for this disbursement, The Strand Institute of Beauty & Esthetics will notify

the student in writing of the amount he / she is eligible to receive. The student will have 14 days to accept or decline the disbursement. If an acceptance is not received within this time frame, the institution will not make the post-withdrawal disbursement to the student.

- The Federal Return of Title IV Funds formula dictates the amount of Federal Title IV Aid that must be returned to the federal government or the lending institution by The Strand Institute of Beauty & Esthetics and / or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period.
- The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of Stafford Loans, Pell Grants, or PLUS loans and withdraws on or before completing 60% of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by determining the completed percentage earned, (ex. If 5=40% was earned, 60% was unearned).
- The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date. The percentage of the payment period scheduled to complete is calculated by dividing the total number of clock hours scheduled to complete by the payment period as of the last date of attendance.
- If a student unofficially or officially withdraws and has received federal loans, the loans will go into repayment once the grace period expires.
 - Unofficial withdrawal applies when a student is absent for 14 or consecutive calendar days;
 - Official withdrawal applies when a student notifies The Strand Institute of Beauty & Esthetics in writing or in person.
 - In both cases the last day of attendance will be used in the Return to Title IV Calculation.
- Title IV funds will be returned to the United States Department of Education within 45 days of the date of determination.

Note: A student who withdraws prior to completing 60% of the payment period may be required to repay a portion, or all, of the Title IV Credit Balance funds which were created and disbursed from a previous payment period to the student.

The following Title IV refund distribution is used for all financial aid applicants / student's due a refund:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal PLUS Loan
4. Federal Pell Grant

POLICY: INSTITUTIONAL REFUND / DROP

This policy applies to all terminations for any reason, by either party, including student decision, course cancellation* or school closure.

(*NOTE: Since the Texas refund policy provisions do not specifically cover they type of refund in the event of course or program cancellation, we are clarifying the following:

- In the event of course or program cancellation subsequent to a student’s enrollment but before instruction has begun, a full refund of monies paid will be provided.
- In the event of a course or program cancellation after students have enrolled and instruction has begun, either a pro-rata refund will be provided for students transferring to a school based on hours accepted by the receiving school OR completion of the course will be provided.)

Cancellation of Classes

The Strand Institute of Beauty & Esthetics reserves the right to cancel a class before it starts for any reason it deems necessary. In which case, the enrolled student is entitled to a full refund of tuition monies within the 30 calendar days The Strand Institute of Beauty & Esthetics also reserves the right to suspend, cancel or postpone a class or classes after training has begun for any reason, including but not limited to, such events as fire, flood, storm, war or civil disorder. In such events, a pro-rated refund will be made on tuition monies prepaid by the student within 30 calendar days of the official termination date unless the student elects to continue the training in a later class.

Refund Policy: The school has a fair and equitable refund policy and currently uses the Texas Department of Licensing and Regulation refund policy. The kit costs are non-refundable for items the student has received.

Section 1602.457.Cancellation and Settlement Policy (TDLR)

The holder of a private beauty school license shall maintain a cancellation and settlement policy that provides a full refund of money paid by a student if the student:

1. Cancels the enrollment agreement or contract not later than midnight of the third day after the date the agreement or contract is signed by student, excluding Saturdays, Sunday, and legal Holiday; or
2. Entered into the enrollment agreement or contract because of a misrepresentation made:
 - a) In the advertising or promotional materials of the school; or
 - b) By an owner or representative of the school

Section 1602.458. Refund Policy

(a) The holder of a private beauty culture school license shall maintain a refund policy to provide for the refund of any unused part of tuition, fees, and other charges paid by a student who, at the expiration of the cancellation period established under Section 1602.457:

1. fails to enter the course of training;
2. Withdraws from the course of training; or
3. Is terminated from the course of training before completion of the course.

(b) The refund policy must provide that:

1. the refund is based on the period of the student's enrollment, computed on the basis of course time expressed in scheduled hours, as specified by an enrollment agreement, contract, or other document acceptable to the department;
2. The effective date of the termination for refund purposes is the earliest of:
 - A. The last date of attendance, if the student is terminated by the school;
 - B. The date the license holder receives the student's written notice of withdrawal; or
 - C. 10 school days after the last date of attendance; and
3. The school may retain not more than \$100 if:
 - A. Tuition is collected before the course of training begins; and
 - B. The student fails to withdraw from the course of training before the cancellation period expires.

Section 1602.459. Withdrawal or Termination of Student

- (a) If a student begins a course of training at a private beauty culture school that is scheduled to run not more than 12 months and, during the last 50 percent of the course, withdraws from the course or is terminated by the school, the school:
- 1) May retain 100 percent of the tuition and fees paid by the student; and
 - 2) Is not obligated to refund any additional outstanding tuition.
- (b) If a student begins a course of training at a private beauty culture school that is scheduled to run not more than 12 months and, before the last 50 percent of the course, withdraws from the course or is terminated by the school, the school shall refund:
- 1) 90 percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the course, whichever period is shorter;
 - 2) 80 percent of any outstanding tuition for a withdrawal or termination that occurs after the first week or first one-tenth of the course, whichever period is shorter, but within the first three weeks of the course;
 - 3) 75 percent of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the course but not later than the completion of the first 25 percent of the course; and
 - 4) 50 percent of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the course.

(c) A refund owed under this section must be paid not later than the 30th day after the date the student becomes eligible for the refund.

Section 1602.460. Interest on Refund

- a) If tuition is not refunded within the period required by Section 1602.459, the school shall pay interest on the amount of the refund for the period beginning the first day after the date the refund period expires and ending the day proceeding the date the refund is made.
- b) If tuition is refunded to a lending institution, the interest shall be paid to that institution and applied against the student's loan.
- c) The commissioner of education shall annually set the interest rate at a rate sufficient to deter a school from retaining money paid by a student.
- d) The department may exempt a school from the payment of interest if the school makes a good faith effort to refund the tuition but is unable to locate the student. The school shall provide to the department on request documentation of the effort to locate the student.

Section 1602.461. Reentry of Student after Withdrawal or Termination

If a student voluntarily withdraws or is terminated after completing 50 percent of the course at a private beauty culture school, the school shall allow the student to reenter at any time during the 48-month period following the date of withdrawal or termination.

Section 1602.462. Effect of Student Withdrawal

- a) A private beauty culture school shall record a grade of incomplete for a student who withdraws but is not entitled to a refund under Section 1602.459(a) if the student:
 - 1) Requests the grade at the time the student withdraws; and
 - 2) Withdraws for an appropriate reason unrelated to the student's academic status.
- b) A student who receives a grade of incomplete may reenroll in the program during the 48-month period following the date the student withdraws and complete the subjects without payment of additional tuition.

Section 1602.463. Effect of School Closure

- a. If a private beauty culture school closes, the department shall attempt to arrange for students enrolled in the closed school to attend another private beauty culture school.
- b. If a student from a closed school is placed in a private beauty culture school, the expense incurred by the school in providing training directly related to educating the student, including the applicable tuition for the period for which the student paid tuition, shall be paid from the private beauty culture school tuition protection account.

- c. If a student from a closed school cannot be placed in another school, the student's tuition and fees shall be refunded as provided by Section 1602.458. If a student from a closed school does not accept a place that is available and reasonable in another school, the student's tuition and fees shall be refunded under the refund policy maintained by the closed school under Section 1602.459. A refund under this subsection shall be paid from the private beauty culture school tuition protection account. The amount of the refund may not exceed \$35,000.
- d. If another school assumes responsibility for the closed school's students and there are no significant changes in the quality of the training, the student from the closed school is not entitled to a refund under Subsection (c).

Official Termination Date

The official date of the termination of a student shall be the last date of the recorded attendance when withdrawal occurs in any of the following manners:

1. When the school receives notice from the student of the student's intention to discontinue the training.
2. When the student is terminated for a violation of a published school policy, which provides for termination.
3. When a student, without notice to the institution, fails to attend classes for 14 calendar days.

STUDENT FINANCIAL AID RELEASE INFORMATION

The Strand Institute of Beauty & Esthetics does not guarantee the student loan process or federal financial aid process in any respect. A Federal Parent PLUS Loan requires a credit check and is based on the parent's credit / FICO score. It is critical that the parent can pass a credit check when the loan is certified. The Strand Institute of Beauty & Esthetics has no control over the approval or decline of a parent's application because of credit history. Nor does The Strand Institute of Beauty & Esthetics assume any responsibility for mistakes on any Department of Education financial aid forms. It is the student's responsibility to confirm accuracy and completion of all forms.

Federal loan information is available in the National Student Loan Database System (NSLDS) and will be accessible by Servicers and The Strand Institute of Beauty & Esthetics, as authorized.

SPECIAL PROVISIONS FOR BOOKS AND SUPPLIES

To academically succeed in a program, a Federal Pell Grant student must have the ability to purchase books and supplies at the beginning of the academic period. By the seventh day of a payment period, The Strand Institute of Beauty & Esthetics will provide a way for a student who is eligible for a Federal Pell Grant to obtain or purchase the books and supplies required for the payment period if:

- Ten days before the beginning of the payment period, The Strand Institute of Beauty & Esthetics could have disbursed FSA funds to the student; and
- Disbursement of those funds would have created an FSA credit balance.

The Strand Institute of Beauty & Esthetics will consider all the FSA funds a student is eligible to receive at the time it makes the determination, however The Strand Institute of Beauty & Esthetics need not consider aid from non-FSA sources.

The amount that must provide is the lesser of the presumed credit balance or the amount determined by The Strand Institute of Beauty & Esthetics that the student needs to obtain the books and supplies. In determining the required amount, The Strand Institute of Beauty & Esthetics may use the actual costs of books and supplies or the allowance for those materials used in estimating the student's cost of attendance for the period. A student may decline to participate in this process to obtain or purchase books and supplies, if they so choose.

PREFERRED LENDER LIST AND PRIVATE EDUCATION LOAN DISCLOSURES

The Strand Institute of Beauty & Esthetics does not have a list of preferred lenders and we do not offer private education loans.

POLICY: VERIFICATION OF TITLE IV FUNDING

The Strand Institute of Beauty & Esthetics has policies and procedures that it follows for verification of Title IV funding. Verification is a requirement by the U. S. Department of Education. Students are randomly selected to provide additional information. The Strand Institute of Beauty & Esthetics provides students with a verification form so they can collect the necessary information. The Strand Institute of Beauty & Esthetics gives the student a 30 day deadline to return the form to the financial office with verification items attached. If verification documents are not submitted by the due date, the student will be placed on a monthly cash pay status until verification is completed. The Department of Education sends to The Strand Institute of Beauty & Esthetics a change in EFC form for student to sign if their EFC changes. Financial Aid Services, Inc. manages The Strand Institute of Beauty & Esthetics student overpayments and alerts so it can make changes to the award package, which is reported to Common Origination and Disbursement (COD) for the Department of Education.

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ELIGIBILITY OF FINANCIAL AID AFTER A DRUG CONVICTION

Students will be given written notice advising them that a conviction of illegal drug usage, of any offense, during an enrollment period for which the student was receiving Title IV financial aid will result in the loss of eligibility for any Title IV per HEA Sec. 484(r(1) and 20 U.S.C. 1091(r(1). Students whose eligibility has been suspended due to a drug conviction may resume eligibility if they successfully pass two (2) unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established under HEA Sec. 484(r)(2) (20 U.S.C. 1091(r)(2).

MAKEUP WORK

Students must complete all required assignments and tests. To accommodate students, makeup test days and worksheet periods are scheduled. Students must complete makeup work during the scheduled time. Monthly makeup test dates are posted on the theory and The Strand Institute of Beauty & Esthetics calendars.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP):

1. Satisfactory academic progress (SAP) policy standards apply to every student enrolled in a NACCAS and Texas Department of Licensing and Regulation approved program, regardless of whether or not the student is receiving Federal Title IV, HEA funds (*At this time only the Cosmetology and Esthetician programs are eligible for Title IV funding*). It is provided as part of the catalog to ensure that applicants receive the specifics prior to enrollment. The policy is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (i.e. part-time/full-time). Satisfactory Academic and Attendance Evaluations are maintained in the student file.

Quantitative and Qualitative Factors of SAP

2. SAP includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis at the designated evaluation periods throughout the program of study. Factors for measuring the student's progress toward satisfactory completion of the program include maintaining:
 - A **minimum** cumulative grade level of 70% or greater. To determine whether a student meets the academic requirements for Satisfactory Progress, theory and practical grades are averaged together to give a cumulative academic grade of 70% or greater.
 - A **minimum** cumulative attendance of 70% of scheduled hours, however a greater percentage is encouraged. **

****To determine your rate of attendance, divide the cumulative number of actual hours completed by the scheduled hours to date.**

Students will receive a hard copy of their satisfactory academic progress evaluations at the time of the evaluation periods, but may request to see them at any time. A student who has not achieved the **minimum** cumulative GPA of 70% and / or who has not successfully completed at least a cumulative rate of attendance of 70% is not eligible for Title IV assistance, if applicable, unless the student has been placed on a warning status and / or has prevailed upon appeal of the determination that resulted in a status of Financial Aid Probation.

DETERMINATION OF SAP STATUS

3. SAP includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis at the designated evaluation periods throughout the program of study. Formal Satisfactory Academic Progress Evaluations in both attendance and academics will occur as follows at the

ACTUAL hour checkpoints:

COURSE	EVALUATION #1	EVALUATION #2	EVALUATION #3
Cosmetology	500	N/A	N/A
Esthetician/Manicurist	450	900	1050
Esthetician	375	N/A	N/A
Nail Technician	300	N/A	N/A
Instructor	250	N/A	N/A

At this time Instructor Program is not eligible for Title IV funding

By design, the first evaluation will occur no later than the midpoint of the academic year.

The following grading system is used to evaluate a student’s academic ability:

A	90 – 100 %
B	80 – 89 %
C	70-79%
F	69 and below

Grades and attendance (Satisfactory Academic & Attendance Progress) records are reviewed and signed by the student and maintained in the student’s financial file. The SAP report will reflect if the student evaluation will impact the student’s eligibility for Financial Aid.

Clinical work is graded by a signature on the student’s practical clinical worksheet or guest ticket. A signature from an instructor represents a passing grade which means all elements of the practical grading criteria were met. No signature indicates a failing score which means one or more of the practical grading criteria elements were not met and the student has not met minimum satisfactory standards on the practical application. Practical evaluations are given periodically to formally grade a student on the required steps (criteria) for each practical service. A grade is derived by seeing how many steps were done correctly versus how many steps possible.

**The Strand Institute of Beauty & Esthetics uses a1000 & 900 clock hour academic year for Title IV purposes.*

Determination of Progress Status

4. Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory progress until the next scheduled evaluation.

Warning Period

5. Students failing to meet minimum requirements for attendance and / or academic progress will be placed on Warning and considered to be making satisfactory academic progress during the warning period which is until the next evaluation period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. During the Warning Period, students are eligible, if applicable, to receive financial aid funds. If at the end of the warning period, the student has not met both academic and / or attendance requirements, he / she may be placed on probation and, if applicable, the student may be deemed ineligible to receive Title IV funds.

Probation Period

6. Students who fail to meet the minimum requirements for attendance and academic progress after the warning period, the student may be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student had appealed a negative progress determination prior to being placed on probation and prevailed upon that appeal.

Additionally, only students who can meet 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 in the academic plan by the end of the next evaluation period. 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 set forth by the academic plan, the student will be determined as **NOT** making satisfactory academic progress, and if applicable, the student will not be deemed eligible to receive Title IV funds.

Re-establishment of Satisfactory Academic Progress

7. Student may re-establish satisfactory academic progress and Title IV funding, as applicable, by meeting the established minimum attendance and academic requirements.

Appeal Procedure

8. A student may appeal the negative satisfactory academic progress determination. The reasons for which a student may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstances.

If he / she have a reason for not making SAP and if he / she can document that the circumstances that caused the unsatisfactory academic progress determination have in some way changed and that satisfactory academic progress standards can be met by the end of the next evaluation period. A student has five (5) calendar days from the date of notification that they are not meeting the second consecutive satisfactory progress determination to appeal the unsatisfactory academic progress determination. The student must submit a written appeal to The Strand Institute of Beauty & Esthetics financial aid office on the designated The Strand Institute of Beauty & Esthetics Appeal Form describing why they failed to meet SAP 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.

An appeal hearing will take place within 15 business days of receipt of the written appeal. This hearing will be attended by the student, parent / guardian (if the student is a dependent minor), the student's instructor, and The Strand Institute of Beauty & Esthetics Director. A decision on the student's appeal will be made within three (3) business days by the director of education and will be communicated to the student in writing. This decision will be final. The appeal and decision documents will be retained in the student's file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if

applicable. If the student has not met academic and / or attendance requirements for two (2) consecutive evaluation periods, and does not prevail upon appeal, the student will be determined as not making SAP and may be terminated.

This policy applies to all students regardless of whether they are eligible for Title IV funding programs.

MAXIMUM TIME FRAME

9. Students are expected to complete the course in no greater than 143% of the program length. At the end of each evaluation period, The Strand Institute of Beauty & Esthetics will determine if the student has maintained at least 70% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum 143% time frame allowed.

Students must complete the educational program within the maximum time frame, which is based on the student attending a minimum of 70% of the scheduled hours for their program of choice. If a student fails to complete the program within the maximum timeframe they will lose their eligibility for Title IV programs, if applicable, but they will be able to complete the program on a cash pay basis.

COURSE INCOMPLETES, REPETITIONS AND NON-CREDIT REMEDIAL COURSES

10. Course incompletes, repetitions and non-credit remedial courses have no impact on satisfactory academic progress standards.

SAP AND LEAVES OF ABSENCE AND STUDENTS RE-ENTERING THE PROGRAM

11. A leave of absence will extend out the contract period and maximum time frame by the same number of days taken in the leave of absence. Students who withdraw prior to completing the course of study and who wish to reenter will reenter at the same progress status as applicable at the time of withdrawal.

SAP AND TRANSFER HOURS

12. Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted . Satisfactory academic progress (SAP) evaluation periods are based on actual contracted hours at the institution.

POLICY: LEAVE OF ABSENCE (LOA)

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study and refers to the time 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 and is included in the total count of days of the LOA period. If a student desires to take a leave of absence from his / her studies, then the following procedures must be followed in requesting the LOA:

- a. The request must be made in writing and in advance of the leave unless unforeseen circumstances prevent the student from do so;
- b. The request must specify the reason(s) for the leave and include the student signature. Reasons for a leave include, but are not limited to: illness, child-care issues, family matters, accident, disability, etc.;
- c. There must be a reasonable expectation that the student will return from the LOA;
- d. Approval of the request for an LOA is in accordance with the school's policy;
- e. The LOA together with any additional leaves of absence must not exceed a total of 180 days in a calendar year;
- f. In the event the student cannot make the request in advance (i.e., due to a car accident or other unforeseen circumstance), then the school may still allow a LOA if: a) All rationale for the LOA will be documented by the school in the file; b) The official request will be collected from the student later; c) The beginning of the leave will be determined as the first date the student was unable to attend the institution because of the unforeseen event
- g. A contact addendum will be written to acknowledge the leave and there will be a new contract end date stipulated that will extend the end date by the same number of days taken in the LOA. This addendum must be signed and dated by all parties. In the event the student is unavailable for signature due to the unforeseen circumstance, the school will maintain documentation in the file explaining the sequence of events;
- h. A leave will not be granted if a LOA, together with any additional LOA's previously granted, exceed a total of 180 days in any 12-month period.
- i. The maximum timeframe will also be extended by the same number of days as the leave of absence;
- j. No additional charges will be assessed because of the LOA;
- k. A student granted an LOA that meets the policy criteria is not considered to have withdrawn and no refund calculation is required at that time.
- l. If the student takes an unapproved LOA or does not return from a LOA, he / she will be terminated effective the documented date of return and the school refund policy will go into effect. The withdrawal date for calculating a refund is always the student's last date of attendance.

POLICY: STUDENT RIGHT OF ACCESS AND RECORD RETENTION POLICY

The Family Educational Rights and Privacy Act (FERPA)

Sets a limit on the disclosure of personally identifiable information from The Strand Institute of Beauty & Esthetics records and defines the rights of the student to review and request changes to the records. FERPA generally gives postsecondary students the right to:

- Review their education records,
- Seek to amend inaccurate information in their records, and
- Provide consent for the disclosure of their records.

Students (or parents / guardians, if the student is a dependent minor) are guaranteed access to their records, with a staff member present, within 30 days from the date of the request.

General Release of Information

Except under the special conditions described in this policy, a student must provide written consent before The Strand Institute of Beauty & Esthetics may disclose personally identifiable information from the student's education records. The written consent must include at a minimum:

- State the purpose of the disclosure,
- Specify the records that may be disclosed,
- Identify the party or class of parties to whom the disclosure may be made, and
- Be signed and dated.

FERPA Disclosures to Parents

While the rights under FERPA have transferred from a student's parents to the student when the student attends a postsecondary institution, FERPA does permit The Strand Institute of Beauty & Esthetics to disclose a student's education records to his or her parents if the student is a dependent minor student under IRS regulations.

Note that the IRS definition of a dependent is quite different from that of a dependent student for Financial Student Aid (FSA) purposes. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns. (If the student is a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.)

The Strand Institute of Beauty & Esthetics may disclose information from a student's education records to parents in the case of a health or safety emergency that involves the student, without needing the student's consent.

The Strand Institute of Beauty & Esthetics may let parents of students under the age of 21 know when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.

The Strand Institute of Beauty & Esthetics officials may share with parent(s) information that is based on that official's personal knowledge or observation and that is not based on information contained in an education record.

Release of Information to Regulatory Agencies

Disclosures may be made to authorized representatives of the U. S. Department of Education for audit, evaluation, and enforcement purposes. "Authorized representatives" include employees of the Department, such as employees of the Office of Federal Student Aid, the Office of Postsecondary Education, the Office for Civil Rights, and the National Center for Educational Statistics, as well as firms under contract to the Department to perform certain administrative functions or studies.

In addition, disclosure may be made if it is about financial aid that the student has received or applied for. Such a disclosure may only be made if the student information is needed to determine the amount of the aid, the conditions for the aid, or the student's eligibility for the aid, or to enforce the terms or conditions of the aid.

The Strand Institute of Beauty & Esthetics provides and permits access to student and other Strand Institute records as required for any accreditation process initiated by Strand Institute or by the National Accrediting Commission of Career Arts and Sciences (NACCAS), or in response to a directive of said Commission.

Disclosures in Response to Subpoenas or Court Orders

FERPA permits The Strand Institute of Beauty & Esthetics to disclose education records, without the student's consent, to comply with a lawfully issued subpoena or court order.

In most cases, The Strand Institute of Beauty & Esthetics must make a reasonable effort to notify the student who is the subject of the subpoena or court order before complying; the student may seek protective action. However, The Strand Institute of Beauty & Esthetics is not required to notify the student if the court or issuing agency has prohibited such disclosure.

The Strand Institute of Beauty & Esthetics may also disclose information from education records, without the consent or knowledge of the student, to representatives of the U. S. Department of Justice in response to an *ex parte* order issued about the investigation of crimes of terrorism.

Disclosures for Other Reasons

There are two different FERPA provisions concerning the release of records relating to a crime of violence. One concerns the release to the victim of any outcome involving an alleged crime of violence (34 CFR 99.31 [a] [13]). A separate provision permits The Strand Institute of Beauty & Esthetics to disclose to anyone the final results of any disciplinary hearing against an alleged perpetrator of a crime of violence where that student was found in violation of rules or policies with respect to such crime or offence (34 CFR 99.31 [a] [14]).

DIRECTORY INFORMATION

The Strand Institute of Beauty & Esthetics does not publish “directory information” on any student.

RECORD MAINTENANCE

All requests for release of information are maintained in the student’s file if the educational records themselves are kept. Student records are maintained since at least the most recent grant of accreditation, but a minimum of six (6) years for withdrawal students; transcripts of graduates are kept indefinitely.

AMENDMENT TO STUDENT RECORDS

Students have the right to seek an amendment to their The Strand Institute of Beauty & Esthetics records. To seek an amendment, students must meet with the Director and bring any supporting documentation to show that the record is incorrect.

A parent or eligible student may file a written complaint with the Family Policy Compliance Office regarding an alleged violation under the Family Educational Rights and Privacy Act.

The Office’s address is:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

PERFORMANCE STATISTICS / JOB OUTLOOK

The Strand Institute of Beauty & Esthetics is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and recognized by the U. S. Department of Education. Each agency requires The Strand Institute of Beauty & Esthetics to provide important information regarding outcome rates in the areas of completion, placement, and licensure; however, each agency requires that we provide outcome rates differently.

NACCAS requires The Strand Institute of Beauty & Esthetics to list the outcome rates for the main campus and all additional campuses as a whole. In this case, there are no additional campuses. If you have any questions regarding our outcome rates, please see our Admissions Team for assistance.

NACCAS – The Strand Institute of Beauty & Esthetics performance statistics for the calendar year **2018**:

Graduation	Placement	Licensure
67.00%	75%	100%
Cosmetology 66%	83%	100%
Esthetician 70%	57%	100%
Instructor 75%	75%	100%
Nail Technician/A	N/A	N/A

Occupational Employment Statistics for Hairdressers, Hairstylists and Cosmetologists in the surrounding areas from **May 2013**:

Area Name	Employment (1)	Hourly means Wage	Annual means wage (2)	Annual median wage (2)
Texas	22.690	\$12.94	\$35.258.91	\$26915.20

- (1) Estimated for detailed occupations do not sum to the totals because the totals include occupations not shown separately. Estimates do not include self-employed workers.
- (2) Annual wages have been calculated by multiplying the hourly mean wages by 2,080 hours; where an hourly mean wage is not published, the annual wage has been directly calculated from the reported survey data.

NACCAS' **2018** Annual Report is derived from a single cohort of students – those scheduled to graduate in **2018**.

NACCAS' graduation, placement and licensure definitions are described below:

GRADUATION: Based on all students scheduled to graduate from the program in **2018**. The scheduled graduation date is a student's most recent contract end date (i.e., the contract end date after all leaves of absences, schedule changes and re-enrollments have been accounted for). A student may count as a graduate if they have completed all applicable graduation requirements at the institution.

LICENSURE: Based on graduates from the graduation cohort who sat for all parts of their required licensure exam prior to November 30th of the previous calendar year. A student in the licensure cohort may count as a "pass" if they pass all required portions of the examination prior to November 30th of the previous calendar year.

PLACEMENT: Based on graduates from the graduation cohort who are eligible for placement. A student may count as placed if they are employed in a field for which their training prepared them prior to

November 30th of the previous calendar year. Students may be excluded from the calculation if they fall into one of the categories listed. In 2017, The Strand Institute of Beauty & Esthetics excluded the following number of students* based on each of the following categories:

The Graduate is deceased	0
The Graduate is permanently disabled	0
The Graduate is deployed for military service / duty	0
The Graduate studied under a student visa and is ineligible for employment in the U. S.	0
The Graduate continued his / her education at an institution under the same ownership (i.e., a graduate of your cosmetology program subsequently enrolled in the instructor program of an institution under the same ownership)	0
Total Excluded	0

**If fewer than ten students were excluded for any one category, the disclosure will only include the total of all excluded students if that total is at least ten. If the calculation excluded less than a total of ten students the institution will state that it excluded students based on each condition, and note that the number of total exclusions were fewer than 10 and therefore cannot be disclosed.*

PROGRAM INTEGRITY

The Strand Institute of Beauty & Esthetics is accredited by NACCAS and uses its calculation for student placement based on each program offered. For the most recent gainful employment annual reporting period, The Strand Institute of Beauty & Esthetics publishes the following data for the **Cosmetology, Instructor, Esthetician, Nail Technician & Esthetics/Manicurist programs:**

Placement Rate	On-Time Graduation Rate	Median Loan Debt
75%	4 %	2017-2018 Title IV: N/A Private: \$0. Institutional: \$0.

On-time completion is deemed by the U. S. Department of Education as anyone who graduates within the normal completion time. When a student completes their graduation requirements, including all theory and practical assignments, and the required number of clock hours contracted for within their original contracted graduation date, that student is considered to have graduated on-time. If a student delays their graduation for any reason – such as family responsibilities, day care issues, and other life events – and that causes them to graduate after their original contract end date, they are not considered an on-time graduate. Please note that our graduation rates that are provided in The Strand Institute of Beauty & Esthetics catalog are based on how many students started the program and how many completed within the reporting period.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.thestrandinstituteofbeauty&esthetics.com .

STUDENT RIGHT-TO-KNOW – DEPARTMENT OF EDUCATION RATES (IPEDS)

Graduation
67%

The Strand Institute of Beauty & Esthetics must prepare the completion and graduation rates of its certificate – or degree – seeking, first-time, full-time undergraduate students each year. The annual rates are based on the 12-month period that ended August 31st of the previous year. The rates will track the outcomes for students for whom 150% of the normal time for completion or graduation has elapsed. Normal time is the amount of time necessary for a student to complete all requirements for a degree or certificate according to the institution’s catalog. These rates are generated from The Strand Institute of Beauty & Esthetics student record management system.

STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES

All students must commit to and follow the Student Professional Guidelines during their enrollment at The Strand Institute of Beauty & Esthetics. These guidelines were established to assist in creating a safe, focused and enjoyable learning experience.

Attendance and Documentation of Time

- The Strand Institute of Beauty & Esthetics records attendance in clock hours and gives appropriate attendance credit for all hours attended. The Strand Institute of Beauty & Esthetics does not add or deduct attendance hours as a penalty. Attendance is calculated using a computerized time clock and does not round hours. To ensure proper credit for clock hours, full-time students are required to clock in / out four (4) times per day:
 - When they arrive at school
 - When they leave for their lunch period
 - Upon return from lunch period
 - When the student leaves at the end of the school day

A student that fails to clock in or out for their schedule on the student time clock, the student will not receive hours. If the student wishes to dispute any hours they feel earned, the student must provide documentation to verify attendance on the missing time form. The documentation would include a student sign in sheet, the specialty class attendance role, and / or the guest service summary.

- The Strand Institute of Beauty & Esthetics is open from 9:00 AM to 4:00 PM for day students.
- All courses require continuous attendance.
- The prescribed attendance schedule must be maintained each week.
- Full Time students may not miss Saturdays.
- Student must be on time, as tardiness inhibits the learning process. Students who are late for theory class may not enter the classroom and will not receive theory credit. They may “clock in” and will be assigned special projects or assignments pertaining to their course of study. Students who are late for a specialty class or a guest artist class may attend the class, but must be accompanied into the classroom by an instructor. Students are never excused from mandatory theory class to work in the clinic.
- Students, who are late, must come in before 8:45 AM. If a student comes in after 8:45 Am, they will not be able to clock in until after 10:00 AM. ****unless given permission from their instructor or an administrator.***
- During the contracted enrollment period, the student must maintain a 90% attendance average each month to complete the program by the contracted end date. The student can miss 10% of his or her scheduled hours before having to pay extra instructional charges. The student may use the 10% excused absences for vacation (not to exceed 13 consecutive calendar days), doctor appointments, illness, etc.; however, the student may not be out of The Strand Institute of Beauty & Esthetics 14 consecutive calendar days or he / she will be terminated. If the student must attend additional program hours beyond his / her contracted end date due to not meeting a 90% attendance average or to complete academic graduation requirements, the student will be charged an

additional \$10.00 for each hour scheduled to complete after the contracted end date is reached and the instructor student will be charged an additional \$10.00 for each hour scheduled to complete after the scheduled program length is reached.

- **** Refer to enrollment contract for the Enrollment Contract Period definition.**
- **Please note that if the student misses more than 14 consecutive calendar days, the student will be terminated from their program.**
- Students who are late or cannot attend must contact The Strand Institute of Beauty & Esthetics and speak with the School’s service desk. Day students must call in by 8:30 AM.
- Students must request time off from school from the Education Director.
- Lunches and breaks are scheduled for all full-time students. Full time students will take 30 minutes for lunch between 12:00 noon and 1:30 PM. Students should communicate with their instructor if they have not had lunch by 1:30 PM.

Observe the appropriate breaks for your school schedule. Breaks are as follows:

Student Schedule	Break Periods	Lunch Period
Full Time	10 min in the morning & 10 min in the afternoon	45 minutes Tues-Fri 30 Saturday
¾ Time and ½ Time	10 min in the morning & 10 min in the afternoon	N//A

- Documentation of time: students may not leave school premises during regular school hours without an instructor’s permission.
 - Students who leave the school premises or those who leave early must document their time by clocking out on the time clock, and having an instructor book them out.
 - Students who have a 30-45 minute lunch built into their schedule do not have to clock out on the time clock for lunch for that 30-45 minute period each day unless they are leaving the building. Students leaving the building for lunch must notify instructors when doing so. Students will not receive credit for the hour if they fail to clock in / out for lunch.
- Students may not clock in or out for another student.
- Students must keep a record of all services performed on mannequins or other students each day on the “Service Tracking Sheet”, which must be completed daily and turned in every month. Services performed on clients will be recorded on the student tracking system when client is checked out for salon service performed by student.

Professional Image

A professional image is a requirement for successful participation at The Strand Institute of Beauty & Esthetics. Students must maintain the following professional dress code:

- Students must wear all black scrubs and on Fridays black scrubs with a school shirt. Students may wear professional clothing on Saturdays.
- Clothing must be professional, clean/free of stains and tears.
- Shoes must be closed toe with rubber soles, professional and comfortable for all students.
- Hair must be clean and styled prior to arriving at school. Ponytails are not acceptable.
- Cosmetics must be applied prior to arriving at school, using trend appropriate makeup techniques.
- The following is a list of **UNACCEPTABLE** attire:
 - Foot thongs or Crocs
 - Ripped jeans
 - Tank or sleeveless tops
 - Sweatpants and sweatshirts

- Printed T-shirts other than those with The Strand Institute of Beauty & Esthetics logo; acceptable T-shirts must be clean and professional and you must dress them up
- Short skirts that fall above fingertip length
- Hats, visors, bandanas, or caps
- Shorts, spandex or biking shorts
- Hooded sweatshirts, jackets, or tops
- All dresses and skirts must fall 4 inches above the knee.
- Students who fail to comply with the professional dress code will be asked to leave and return with appropriate attire.

Sanitation and Personal Services

- Students must keep workstations and classroom areas clean, sanitary and clutter-free at all times
- Students must clean their stations, including the floor, after each service
- Hair must be swept up immediately after a service is completed, before blow-drying the client.
- Workstations must be cleaned at the end of the day, prior to clocking out for the day.
- Students may receive services on a designated student service day, (check the monthly school calendar). To receive services, students must do the following prior to starting the service:
 - (1) Notify an instructor
 - (2) Be scheduled off the service books by an instructor
 - (3) Pay for the service supplies including perms, color, lightener, rinses, conditioning, treatments, manicures, nails, etc.
 - (4) Personal services are considered rewards and scheduled for students who are up to date with all projects, exams and worksheets. At The Strand Institute of Beauty & Esthetics assignments and successful learning are the priority.

Communication Guidelines and Professional Conduct

- Visitors are allowed in the reception area only. Visitors are not allowed in the classrooms, student lounge or clinic floor area.
- Only emergency calls are permitted on the business phone.
- Cell phones are not permitted on the clinic floor (unless taking before & after photos).
- Students may not visit with another student who is servicing a client.
- Students may not gather around the reception desk, reception area, or offices.
- Food, drinks and water bottles are allowed only in the lunchroom.
- The Strand Institute of Beauty & Esthetics is a SMOKE-FREE CAMPUS.
- Stealing or taking the school's or another's personal property is unacceptable.

POLICY: SEARCH

Lockers and stations furnished for students to use belong to The Strand Institute of Beauty & Esthetics and are subject to search by The Strand Institute of Beauty & Esthetics administration/staff or police officials at any time for any reason. By entering onto the premises The Strand Institute of Beauty & Esthetics, students agree that they and any items, including handbags, briefcases, purses and personal belongings they bring with them, are subject to reasonable search by The Strand Institute of Beauty & Esthetics personnel at any time for any reason.

Late Tuition Payments

If a student fails to make a scheduled tuition payment, the student may receive a coaching session on the Advisory Form. If a student consistently fails to make their scheduled tuition payments, the student may be terminated from the program.

COACHING AND CORRECTIVE ACTIONS

- Peer teaching and tutoring are encouraged. Taking credit for another's work or cheating during exams is unacceptable.
- Students will be expected to maintain an average of 70% on all theory tests and assignments.
- Students may not be released from required theory class to take a client.
- Only desk personnel may schedule or change client service appointments.
- All services must be checked and the service ticket initialed by an instructor.
- Students are expected to be continuously working on The Strand Institute of Beauty & Esthetics related projects, assignments, reading, or test preparation during school hours.
- Students will receive clock hours during the times they fully participate in their learning experience.
- When students are not scheduled with service appointments or are not scheduled to attend theory or a specialty class, they may focus on the following:
 - Completion of monthly worksheets
 - Completion of theory review worksheets
 - Performing a service on another student
 - Listening to or reading The Strand Institute of Beauty & Esthetics resource center materials, including educational videos, audiotapes and books
- Students must comply with personnel and instructor's assignments and requests as required by the curriculum and student guidelines and rules.
- Students may not perform hair, skin or nail services outside of the school unless authorized to do so by The Strand Institute of Beauty & Esthetics administration. Conducting unauthorized hair, skin or nail services outside of school will be reported to the State Board and may result in the student's inability to receive professional licensure.
- Students are responsible for their own equipment and may use a station drawer only while working at that station. All equipment, tools and personal items must be secured in their assigned locker. **The Strand Institute of Beauty & Esthetics is not responsible for any lost or stolen articles.**
- All worksheets are due on the assigned day each month by the end of the school day.

Part of your learning experience includes fine-tuning and mastering the skills and behaviors of a salon industry professional. The Strand Institute of Beauty & Esthetics team will coach all students to correct noncompliant or destructive behavior.

The following actions may be inspected for a coaching session:

Attendance and Documentation of Time Guidelines

Attendance, promptness and documentation of work are cornerstones of successful work practices. Students may be clocked out, released for the day, or receive a coaching session when they do not comply with guidelines.

Professional Image Standards

Professional image standards were created to provide guidance and direction to students as they develop their professional image and persona. Students may be clocked out and released for the day when they do not meet professional image standards.

Theory

Students will not be allowed in Theory once the door is closed. The student will not receive theory credit or clock hours during this time. If a student chooses to leave Theory class for any reason he / she will not be allowed to return to Theory. If there is a transition period during Theory, a student will be allowed to enter to receive credit for the remaining scheduled time in Theory.

Part of the learning experience includes fine-tuning and mastering the skills and behaviors of a salon industry professional. The Strand Institute of Beauty & Esthetics team will coach all students to correct noncompliant or destructive behavior.

Sanitation and Personal Services Procedures

Sanitation and personal service procedures have been established to comply with state laws and to provide a safe and clean service environment. Students may be clocked out and released for the day when they do not follow sanitation and personal service procedures.

Communication Guidelines and Professional Conduct

It is The Strand Institute of Beauty & Esthetic's responsibility to provide a learning environment that is professional, positive and conducive to learning. Staff and students all contribute to mutually respectful learning environment that fosters effective communication and professional conduct. Students who fail to follow communication guidelines and who do not conduct themselves in a respectful and professional manner may experience a coaching session or termination.

Learning Participation Guidelines

The learning participation guidelines have been established to provide a creative, fun, interactive and collaborative learning environment that empowers students to act as "future salon industry professionals" and committed learners. Positive behavior is required to create a mutually beneficial learning environment for all students. Students who fail to meet the guidelines and create challenges for other students or staff may receive a coaching session or be terminated.

Corrective Action Steps

Once a student has received five (5) coaching sessions, the student may be suspended from for five (5) days. Suspended students will be required to pay the administrative re-entry fee. If a student receives two (2) or more coaching sessions after readmission from a five (5) day suspension, the student's attendance may be permanently terminated. A student may be terminated without prior coaching sessions for improper and / or immoral conduct. Refer to The Strand Institute of Beauty & Esthetics advisory.

When monitoring students for unofficial withdrawals, The Strand Institute of Beauty & Esthetics is required to count any days that a student was out of school on suspension as a part of the 14 consecutive days of non-attendance used to determine whether the student will be returning to school.

We believe in providing a quality environment with an exceptional educational program. This framework gives everyone the opportunity to enjoy their experience! The entire staff appreciates the students' respect of these guidelines.

POLICY AND PROCEDURES FOR STUDENTS WITH DISABILITIES

- Accommodation Procedures for students with disabilities
- Grievance Procedures for students who have complaints based on a disability

Accommodation Procedures for students with Disabilities

Policy Non-Discrimination

It is the policy of The Strand Institute of Beauty & Esthetics to comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act which are Federal laws that prohibit discrimination based on disability. The Strand Institute of Beauty & Esthetics does not discriminate based on disability against a qualified person with a disability regarding application, acceptance, grading, advancement, training, discipline, graduation, or any other aspect related to a student's participation in a program of The Strand Institute of Beauty & Esthetics. This applies to all students and applicants for admission to The Strand Institute of Beauty & Esthetics. The Strand Institute of Beauty & Esthetics will provide reasonable accommodations to students with disabilities.

Definition of an Individual with a Disability

An *individual with a disability* is a person who has a physical or mental impairment which substantially limits one or more major life activities of the individual. These persons are protected by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). Individuals with a record of such an impairment and individuals who are regarded as having such impairment are also protected by these Federal laws. The definition of "disability" in Section 504 and the ADA should be interpreted to allow for broad coverage.

The phrase *physical impairment* means a physiological disorder or condition, a cosmetic disfigurement, or an anatomical loss, that affects one or more of the following body systems: neurological; musculoskeletal; special sense organs *which would include speech organs that are not respiratory such as vocal cords, soft palate, tongue, etc.); respiratory, including speech organs, cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine. Examples include, but are not limited to, orthopedic, visual, speech and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV disease (symptomatic or asymptomatic), tuberculosis, drug addiction and alcoholism.

The phrase *mental impairment* means any mental or psychological disorder, including but not limited to, mental retardation, organic brain syndrome, emotional or mental illness, specific learning disabilities, post-traumatic stress disorder, depression and bipolar disorder. The phrase *substantially limits* must be interpreted without regard to the ameliorative effects of mitigating measures, other than ordinary eyeglasses or contact lenses. *Mitigating measures* are things like medications, prosthetic devices, assistive devices, or learned behavioral or adaptive neurological modifications that an individual may use to eliminate or reduce the effects of impairment. These measures cannot be considered when determining whether a person has a substantially limiting impairment. An impairment that is episodic or in remission is a disability if, when in an active phase, it would substantially limit a major life activity. For example, a student with bipolar disorder would be covered if, during manic or depressive episodes, the student is substantially limited in a major life activity (e.g., thinking, concentrating, neurological function, or brain function).

The phrase *major life activities* mean functions such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. Major life activities also include major bodily functions such as functions of the immune system, normal cell growth and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

The Strand Institute of Beauty & Esthetics Responsibilities to Students with Disabilities

The Strand Institute of Beauty & Esthetics must provide *academic adjustments, auxiliary aids and reasonable accommodations* to students with disabilities, which are necessary to ensure students are not denied the benefits of, or excluded from participation in, The Strand Institute of Beauty & Esthetics programs. The Strand Institute of Beauty & Esthetics must make modifications to its academic requirements that are necessary to ensure that the requirements do not discriminate against students with disabilities. The Strand Institute of Beauty & Esthetics must ensure that it provides physical access to students with disabilities. It is also the responsibility of The Strand Institute of Beauty & Esthetics to permit students with disabilities to use service dogs on each campus.

The person responsible for implementing these responsibilities at The Strand Institute of Beauty & Esthetics campus is: ADA Compliance Coordinator, 1018 U.S. Highway 181, Portland, TX 78374, (361) 643-2373 or thestrandinstitute@yahoo.com .

When a student informs a staff member that the student is disabled, or needs accommodations or assistance due to a disability, the staff member will refer the student to an ADA Compliance Officer.

Procedures for Students and The Strand Institute of Beauty & Esthetics

Documentation of disability by students – Students with disabilities who wish to request reasonable accommodations (including academic adjustments, auxiliary aids, or modifications) must contact the ADA Compliance Coordinator named for their campus. Students must provide documentation of disability from an appropriate professional, which depends on the nature of the disability. For example, a student with a psychological disability should provide documentation from a psychologist, psychiatrist or social worker.

This documentation may be the student's existing medical records, or reports created by the student's medical provider or an appropriate professional who assesses the student. It may be documentation from the student's past educational records such as reports from teachers, or records that show the student's educational history, disability assessment, and the accommodations the student previously received. It may be records from the state department of rehabilitation or the U.S. Department of Veterans Affairs Documentation should be current and relevant, but that does not mean that a recent report or record is needed in all cases. Some disabilities are stable lifelong conditions and historic documentation will be sufficient. Some disabilities are readily apparent and observable and thus little or no documentation will be needed.

The documentation of disability is kept always in a locked, private file. To protect privacy, direct access to this documentation is by written consent only. The ADA Compliance Coordinator will determine what information needs to be shared with staff and instructors, on an "as needed basis" to facilitate academic accommodations or other services.

Student requests for accommodations and interactive discussion with ADA Compliance Coordinator – Students who plan to request accommodations should contact the ADA Compliance Coordinator promptly, so there is time for the Coordinator to review the student's documentation and discuss accommodations with the student before the student begins the class or program for which the accommodation is being requested. When a student contacts the Coordinator, the Coordinator will keep a record of the dates and contacts with the student, including a record of the accommodations requested by the student. Students who have questions about the type of documentation they need to provide should contact the Coordinator to discuss.

The student and the ADA Compliance Coordinator will discuss how the student's impairment impacts the student, how the student expects the impairment to impact the student in the program, the types of accommodations the student has previously received (if any), and the accommodations being requested by the student from The Strand Institute of

Beauty & Esthetics. The Coordinator and the student should discuss accommodations needed during all phases of the program (Core, Adaptive and Creative), and for classroom instruction, skills based instruction and skills practice.

The documentation (or observation) must show the nature of the student's disability and how it limits a major life activity. The accommodations requested by the student should be related to these limitations. There are no pre-set accommodations for specific disabilities. Instead, the Coordinator and the student must discuss and determine what the student's limitations are, and how they can be accommodated.

Here are some examples:

- A student with an orthopedic disability may need cushioned floor mats and scheduled times to sit down. These students may also need certain kinds of chairs.
- A student with a learning disability or attention deficit disorder (ADD) may need extra time to take tests, such as ninety minutes to take a test instead of the sixty minutes allowed to other students. These students may need to take their tests in a location that is quiet and has no distractions, such as an office rather than the classroom.
- A student with a learning disability or psychological disability may need a note taker, a copy of the instructor's notes or presentation, or to use a tape recorder during instruction.
- A student with post-traumatic stress disorder or an anxiety disorder may need to take periodic leaves of absence, or may need to structure their program so that it is scheduled over a longer period of time than usual. These students may need to take breaks in a quiet room during skills practice.
- A student with a hearing impairment may need instructors to use voice amplification systems, or may need The Strand Institute of Beauty & Esthetics to provide a sign language interpreter.
- A student with diabetes may need breaks to check his / her blood sugar levels.

Decision about accommodations, and ensuring implementation of accommodations – The ADA Compliance Coordinator will decide the accommodations to be provided to the student. The Coordinator will consider any past accommodations that have been effective for the student, and will give primary consideration to the type of accommodation requested by the student. Alternate accommodations may be provided if there is an alternative accommodation that would be equally effective for the student.

The Coordinator will plan no later than two weeks after the student states the request for an accommodation. If the student does not submit documentation of a disability at that time the student requests accommodation, the Coordinator will plan no later than two weeks after the student provides the documentation.

The Coordinator will list the approved accommodations in writing and provide this list to the student. The Coordinator will inform the appropriate Instructors and staff of the accommodations they are responsible for providing to the student, how to provide the accommodations, and when to provide the accommodations. The Coordinator will keep a written record of these contacts about the student's accommodations. The Coordinator will verify that the accommodations are being implemented for the student through direct observation, report by the student, and / or documentation from staff. If the student informs the Coordinator that an accommodation is not being fully implemented, the Coordinator will immediately intervene with relevant staff members to ensure the accommodation is provided to the student.

After accommodations have been approved for a student, the Coordinator will make an appointment with the student for a time when the student's program is expected to change. The purpose of the appointment is to determine whether the student's accommodations should be changed when the student's program phase changes, or the type of instruction changes.

Additional factors – The Strand Institute of Beauty & Esthetics is not obligated to provide accommodations that would result in a fundamental alteration of the school’s program. In this case, the Coordinator will promptly search for an equally effective alternate accommodation for the student that would not fundamentally alter the program. The Coordinator will offer the alternate accommodation to the student.

The Strand Institute of Beauty & Esthetics is not obligated to provide accommodations that would result in an undue financial or administration burden on the school. If the Coordinator decides that a requested accommodation might impose such a burden, The Coordinator will discuss the issue with the school owner, who will consider the overall financial resources of the school. The owner will make the final decision, in accordance with the requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. If the owner of The Strand Institute of Beauty & Esthetics determines that the requested accommodation would be an undue burden, the Coordinator will promptly search for an equally effective alternate accommodation for the student and offer the alternate accommodation to the student.

Appeals by Students

A student may appeal any accommodation decision made by the ADA Compliance Coordinator if the student disagrees with the decision. Here are some examples:

- A student may appeal the Coordinator’s decision to deny a requested accommodation.
- A student may appeal a decision by the Coordinator to provide an alternate accommodation rather than the specific accommodation requested by a student.
- A student may appeal a decision by the Coordinator that the student has not presented sufficient documentation to support the requested accommodation.
- A student may also file an appeal when a school staff member fails to provide an approved accommodation and the Coordinator has not effectively addressed the situation.

When a student wishes to file an appeal, the student must notify Bobbi Wagoner, Owner; 1018 US Hwy 181, Portland, Texas 78374, 361-643-2373, thestrandinstitute@yahoo.com . The student must explain his / her reasons for disagreeing with the Coordinator’s decision, or explain how the student’s accommodation is not being implemented, and submit any relevant documentation.

Within five (5) calendar days of receiving a student’s appeal the Director will meet with the student and the Coordinator to discuss the issues presented by the student’s appeal. If appropriate, the Director will also discuss the issues with other school staff members.

When a student appeals a decision made by the Coordinator, the Director will determine whether the Coordinator’s decision should be revised or remain the same. If the decision is revised, the Director will ensure that the revised decision is implemented.

When a student files an appeal on the basis that an approved accommodation is not being implemented, the Director will determine whether the accommodation is being fully implemented, and if it is not, ensure that the accommodation is implemented. The Director will inform the student of the decision in writing no later than fourteen days after receiving the student’s appeal.

Training and Mediation Responsibilities of the ADA Compliance Officer

The ADA Compliance Coordinator at each campus will deliver disability training sessions for all campus staff members at least once each calendar year. In these training sessions, the Coordinator will explain the basic requirements of Section

504 of the Rehabilitation Act and the Americans with Disabilities Act as they apply to The Strand Institute of Beauty & Esthetics. The Coordinator will address: The Strand Institute of Beauty & Esthetics responsibility to provide accommodations to students with disabilities; how to appropriately interact with students with particular kinds of disabilities; how to go about implementing accommodations that the Coordinator has approved for students; how to support students with disabilities in the school programs; that students with disabilities cannot be penalized for using approved accommodations. The Coordinator will keep a record of each training session.

The Coordinator may also provide trainings for students who wish to learn about The Strand Institute of Beauty & Esthetics' process for providing accommodations, or about the school's grievance procedures.

To help ensure that future campus staff members and students are aware of The Strand Institute of Beauty & Esthetics' policies, the Coordinator will make sure that the Accommodations Procedures and the Grievance Procedures are continually posted at the campus.

The Coordinator will assist students with disabilities who have concerns about implementation of their accommodations or their treatment by staff members or other students. At the request of a student, the Coordinator will informally mediate or attempt to resolve issues related to the student's disability. If this informal process does not resolve the student's concerns, the student may file a grievance as described in Section II below.

Grievance Procedures for Students who have Complaints based on Disability

The Strand Institute of Beauty & Esthetics is responsible for providing a grievance procedure to students who feel they have been discriminated against based on disability. The grievance procedure provides students the opportunity to file a complaint. The Strand Institute of Beauty & Esthetics then has the responsibility to objectively investigate the allegations in the complaint and determine whether the student has been discriminated against. If The Strand Institute of Beauty & Esthetics determines that discrimination occurred, appropriate steps must be taken to correct the discrimination and prevent it from reoccurring.

Grievance complaints – A student may file a grievance if the student feels he / she has been discriminated against because the student is disabled, or because the student is regarded as being disabled, or because the student has a record of being disabled. A student may also file a grievance if the student feels that he / she has been retaliated against for advocacy based on disability. Here are some examples of discrimination:

- An instructor or other students refer to the student in a derogatory way related to the student's disability.
- An instructor generally refers to students with types of disability in a derogatory way.
- Other students refuse to work with the student because the student is disabled.
- The Strand Institute of Beauty & Esthetics staff member refuses to provide a service to the student that the staff member provides to other students.
- The Strand Institute of Beauty & Esthetics staff member takes a negative action toward the student after the student asked for accommodations for a disability.
- A guest presenter at The Strand Institute of Beauty & Esthetics makes derogatory statements about students with disabilities, or states that students with disabilities can never be employed in the presenter's field.
- A student's request for accommodation was denied by The Strand Institute of Beauty & Esthetics, or an instructor did not implement an accommodation for the student that was approved by The Strand Institute of Beauty & Esthetics.

A student must file a grievance complaint within 90 days of the date the discriminatory act occurred, or within 90 days of the end of an informal attempt to resolve the complaint, whichever is later. The complaint must be written. In the

complaint, the student must describe what happened and the dates the acts took place, and state who was involved. The student should explain why the student believes the acts were taken based on disability. The student should describe or provide copies of any relevant documents or emails, if available.

A student may ask the Campus ADA Compliance Coordinator to try and informally resolve the student's complaint before the student files a written complaint. However, the student is not required to try informal resolution before filing a written complaint.

The complaint must be sent to Bobbi Wagoner, Owner, 1018 US Hwy 181, Portland, Texas, 78374, 361-643-2373, thestrandinstitute@yahoo.com.

Investigation of the Complaint – When the Director receives a written complaint, the Director will immediately begin an objective investigation. The Strand Institute of Beauty & Esthetics has the right to contract with an independent investigator to conduct any investigation. Within seven days, the Director will discuss the allegations in the complaint with the student, and obtain any needed additional information from the student. The Director will obtain from the student the names of any persons the student believes will have relevant information. The Director will gather all information necessary to determine what took place. To do so, the Director will interview any school staff members or student who engaged in the actions or may have witnessed the actions that the student is complaining about. The Director will interview persons that the student stated may have relevant information. The Director will gather any relevant documents such as emails, student work or instructor's records. During the investigation, the Director will disclose the complaint, and confidential information about the student, only to the extent necessary to investigate the allegations of the complaint.

After reviewing all the evidence gathered, the Director will determine whether the student was treated differently from other students based on disability; or whether the student was harassed based on disability; or whether the student was retaliated against because the student advocated based on disability; or whether the student was denied an accommodation that The Strand Institute of Beauty & Esthetics should have provided to the student.

Written Decision – The Director will provide the student with a written decision no later than sixty days after the date the student filed the complaint. The decision will state the determination reached by the Director after the investigation, and the reasons the Director reached that determination. If the Director concludes that the student was discriminated against based on disability, the decision will state the types of remedial action that the school has taken or will take to correct the discrimination. The decision will also state how the school will prevent the discriminatory acts from occurring again.

Appeals by Students – If the student who filed the complaint disagrees with the decision made by the Director, or disagrees with the remedial action specified, the student may appeal the decision to the school owner. The appeal must be written and sent to the school. The appeal must state the specific reasons that the student disagrees with the decision. Appeals may be sent to Bobbi Wagoner, Owner, 1018 US Hwy 181, Portland, Texas, 78374, 361-643-2373, thestrandinstitute@yahoo.com. The appeal must be filed no later than thirty days after the student receives the written decision from the Director.

The Owner will review all the information provided by the student in the appeal, the decision by the Director, the interview records made by the Director and the documents gathered by the Director. The Owner will issue a written decision to the student within fourteen days after receiving the student's appeal. The Owner will determine whether the decision should be revised or remain the same. If the Owner determines that the decision should be revised, the Owner will ensure that any necessary changes in the remedies are implemented.

POLICY STUDENT AND EMPLOYEE ANTI-HARASSMENT AND DISCRIMINATION

The Strand Institute of Beauty & Esthetics is committed to providing a work and school environment free of unlawful harassment or discrimination. In furtherance of this commitment, all students and employees are required to take our mandatory Sexual Harassment and Prevention Training upon starting school and then in January of each year. The school policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, The Strand Institute of Beauty & Esthetics prohibits discrimination based on sex, which includes sexual harassment and sexual violence, the school has jurisdiction over Title IX complaints.

The Strand Institute of Beauty & Esthetics anti-harassment policy applies to all persons involved in the operation of the school, and prohibits unlawful harassment by any employee of the school, and prohibits unlawful harassment by any employee of the school, as well as students, customers, third parties, vendors or anyone who does business with The Strand Institute of Beauty & Esthetics. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom The Strand Institute of Beauty & Esthetics does business engages in unlawful harassment or discrimination, The Strand Institute of Beauty & Esthetics will take appropriate corrective action. The grievance procedure will provide that complaints may be filed about discrimination in any academic, educational, extracurricular, athletic or other programs operated or sponsored by, or related to, The Strand Institute of Beauty & Esthetics whether the programs take place on the campus, during a school sponsored field trip, or other off-campus events.

As part of The Strand Institute of Beauty & Esthetics commitment to provide a harassment-free working and learning environment, this policy shall be disseminated to the school community through publications, school website, new employee orientations, student orientations, and other appropriate channels of communication. The school will provide training to key staff members to enable the school to handle any allegations of discrimination and harassment, including sexual harassment or sexual violence, promptly and effectively. The Strand Institute of Beauty & Esthetics will respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

Definitions

Sex Discrimination is defined as treating individuals differently based on sex about any aspect of services, benefits, or opportunities The Strand Institute of Beauty & Esthetics provides such as:

- Treat a person differently in determining whether he or she satisfies any requirement or condition for the provision of an aid, benefit, or service;
- Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
- Deny any person an aid, benefit, or service
- Subject any person to separate or different rules of behavior, sanctions, or other treatment in providing an aid, benefit, or service
- Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates based on sex in providing any aid, benefit or service to students or employees;
- Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

Sexual Harassment is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive.

Sexual Violence is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

Domestic Violence is defined as abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

Dating Violence is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Sexual Assault occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation using drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication).

Stalking is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.

Consent is informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

Prohibited Conduct

This policy strictly prohibits sexual or other unlawful harassment or discrimination 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, color or any other legally protected basis if:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
- 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
- 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, sex 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 innuendos, 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’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.

Complaint/Grievance Procedure

The following grievance procedures shall be used to address sex discrimination complaints filed by students/employees or complaints filed on their behalf against employees, other students, or third parties.

If you believe that you have experienced or witnessed harassment or sexual violence, notify your Instructor, supervisor, school owner, 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. No employee, contract worker, student, vendor or other person who does business with The Strand Institute of Beauty & Esthetics is exempt from the prohibitions in this policy. Supervisors will refer all harassment complaints to the Title IX Coordinator for student-related complaints and to the owner if the complaint involves an employee.

To facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses. A sex discrimination complaint should be filed within 180 days from the date of the alleged discriminatory incident. Upon receiving any report of discrimination, including harassment, regardless of the filing date or when the school receives notice, the school will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the student, and on others, if appropriate. All documentation pertaining to the complaint / grievance will be confidential. The complaint / grievance once received will be maintained in the student’s and / or employees permanent file, which has limited staff access, this includes verbal complaints.

All complaints involving a student will be referred to the campus’s Title IX Coordinator. The Title IX Coordinator is listed below and has the responsibility of overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

The Grievant/Complainant may use the Title IX Grievance Form, but it is not required, to file a Title IX discrimination complaint:

Title IX Coordinator: Owner	The Strand Institute of Beauty & Esthetics Owner: Bobbi Wagoner
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The Strand Institute of Beauty & Esthetics ensures that its employee(s) designated to serve as Title IX Coordinator(s) have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the school grievance procedures operate.

Because complaints can also be filed with the school owner, these employees also receive training on the school grievance procedures.

Investigation of Complaints

In response to all complaints, The Strand Institute of Beauty & Esthetics promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present

witnesses or other evidence. The time necessary to investigate will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. If a complainant requests confidentiality, the school will take all reasonable steps to investigate and respond to the complaint consistent with the request. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the school will inform the complainant that its ability to respond may be limited.

The preponderance of the evidence standard will apply to investigations, meaning the school will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will receive written notice of the outcome of the complaint within 60 days of receipt of complaint. Written notice will include:

- Whether The Strand Institute of Beauty & Esthetics found that the alleged conduct occurred, and whether it constituted discrimination.
- Any individual remedies offered or provided to the complainant or any sanctions imposed on the respondent that directly relate to the complainant unless the remedy directly involves the respondent.
- Any other steps the school took to eliminate the hostile environment, if the school found one to exist, and prevent recurrence.

During the investigation, the school will provide interim measures, as necessary to protect the safety and well being of students and / or employees involved. Examples of temporary and permanent measures to protect the complainant as necessary are:

- No contact orders
- Change academic situations as appropriate with minimum burden on the complainant
- Counseling
- Health and mental services
- Escort services
- Academic support
- Retake of a program or withdraw without penalty

If The Strand Institute of Beauty & Esthetics determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and the school will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by the school to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination.

Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension or expulsion.

To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from the school disciplinary process. To the extent that an employee or contract worker is not satisfied with the school's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

The school will also notify complainants of the right to proceed with a criminal investigation and a Title IX complaint simultaneously.

The Strand Institute of Beauty & Esthetics will not wait for the criminal investigation or criminal proceeding to be concluded before beginning its own investigation.

Retaliation Prohibited

The Strand Institute of Beauty & Esthetics prohibits any form of retaliation, intimidation or harassment against any individual who filed or otherwise participated in the filing or investigation of a complaint of discrimination. Any individual who believes he / she have been subjected to retaliation may file a separate complaint under this procedure.

Reporting Requirements

Victims of sexual misconduct should be aware that The Strand Institute of Beauty & Esthetics administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. The school will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decision considering the danger. The Strand Institute of Beauty & Esthetics reserves the right to notify parents / guardians of dependent students regarding any health or safety risk, or a change in student status.

Additional Information

The Strand Institute of Beauty & Esthetics does not allow conflicts of interest (real or perceived) by those handling the procedures. The Strand Institute of Beauty & Esthetics does maintain all documentation of any proceeding. The Strand Institute of Beauty & Esthetics will inform the students at regular intervals of the status of the investigation. The school will disallow evidence of past relationships.

Employees should contact the school Director for more information or any questions related to this policy. Students may contact the Title IX Coordinator with any questions related to this policy. In addition, the US Department of Education Office for Civil Rights (OCR) investigates complaints of discrimination, including harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at:

<http://www.hhs.gov/ocr/> .

U. S. Department of Education

Students or The Strand Institute of Beauty & Esthetics staffs who has questions or concerns about disability issues may contact the Office for Civil Rights (OCR), US Department of Education. OCR enforces Section 504 of the Rehabilitation Act and the Americans with Disabilities Act as they apply to postsecondary educational institutions.

The OCR National Headquarters is located at:

U. S. Department of Education, Office for Civil Rights
Lyndon Baines Johnson Department of Education BLDG
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: **(800) 421 – 3481**
Fax: **(202) 453 – 6012**
TDD: **(877) 521 – 2172**
Email: **OCR@ed.gov**

OCR has regional offices located throughout the country. To find the office for our state, you can check the OCR website at: <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> , or call the telephone number above.

STUDENT CONSUMER INFORMATION

Provisions of the Higher Education Amendment of 1976 require that, effective July 1, 1977, each postsecondary institution that receives federal financial aid funds must make certain student consumer information available to any enrolled or prospective students who request such information.

This section compiled by The Strand Institute of Beauty & Esthetics financial aid office staff attempts to meet these requirements.

The Strand Institute of Beauty & Esthetics is approved for and participates in Federal Pell Grants, Subsidized Direct Loans, Unsubsidized Direct Loans, and Parent PLUS Loans. Such programs help to defray the costs of attending for those students eligible for financial aid consideration.

Financial aid is any mechanism that reduces out-of-pocket costs that the students and / or parent(s) must pay to obtain a specific postsecondary education. In other words, financial aid is money made available to help students meet the cost of the program. Financial aid includes grants as well as need and non-need loans.

Need-based financial aid is available to families who demonstrate a financial need for additional resources. The formula below is used to determine a student's financial need:

$$\begin{array}{r} \text{Cost of Attendance} \\ - \text{Expected Family Contribution (EFC)} \\ \hline \text{Financial Need} \end{array}$$

Non-need is the difference between the cost of education and financial need.

Based on these calculations, federal financial aid may not cover the full cost of attendance.

All financial aid is awarded to students who qualify based on the following:

- Criteria making a student **ELIGIBLE** include citizen or permanent non-citizen alien recipient codes 1-151, 1-551, and 1-94.
- Criteria making a student **INELIGIBLE** includes codes F-1, F-2, J-1, J-2; students who are in federal loan default; students who receive grant overpayments; or male students who meet Selective Service registration criteria but are not registered.

POLICY ALCOHOL AND DRUG-FREE EDUCATIONAL FACILITY

The Strand Institute of Beauty & Esthetics is concerned about the use of alcohol and drugs in the educational facility. This concern is based upon the effect that those substances have on a person's judgment, performance, safety and health.

The school prohibits the possession, use or being under the influence of alcohol or an illegal substance on the school premises or at a school activity / event.

This prohibition includes drugs which (a) are not legally obtainable or (b) are legally obtainable but have not been legally obtained. This prohibition also includes prescribed drugs not legally obtained and prescribed drugs not being used for the prescribed purposes.

To enforce this policy, The Strand Institute of Beauty & Esthetics reserves the right to search all school premises, including classrooms, administrative offices, corridors, storage rooms, and parking lots. The school also reserves the right to search all employees and student property on the school premises or at school activities / events, including but

not limited to backpacks, purses, handbags, lockers, and vehicles parked on school property. The school also reserves the right to implement other measures necessary to deter abuse of this policy. Failure or refusal to cooperate may be grounds for disciplinary action, including expulsion from the school or termination for employees.

The Strand Institute of Beauty & Esthetics also will not object to law enforcement seeking to search the school premises or employees and students, and employee and student property on school property or at the school activities / events.

POLICY COPYRIGHT MATERIAL POLICY

All materials in this program are, unless otherwise stated, the property of The Strand Institute of Beauty & Esthetics. Reproduction or retransmission of the materials, in whole or in part, in any manner, without the prior written consent of the copyright holder, is a violation of copyright law.

The school abides by the provisions of the federal **Digital Millennium Copyright Act (DMCA)**, which requires prompt response to claims of copyright infringement by copyright holders or their agents. If Strand Institute receives an allegation of copyright infringement based on your use of school computers, the matter will be referred to the school director for further investigation. If you are found responsible after meeting with the school director, you are subject to disciplinary action including loss of network access, suspension or termination from Strand Institute, and / or restitution or community service.

The Internet is an essential tool in everyone's lives for both academic and everyday pursuits. Along with these benefits come responsibilities. One of the most critical is conforming to the copyright laws governing music, movies, games and software over the Internet. You must have the consent of the copyright holder to make copies.

The consequences of copyright infringement also extend outside of The Strand Institute of Beauty & Esthetics. Copyright holders may assess civil liability and even criminal prosecution. Recently, the Recording Industry Association of America (RIAA) has adopted the practice of sending The Strand Institute of Beauty & Esthetics pre-litigation settlement letters to be forwarded to individuals offering them "the opportunity to resolve copyright infringement claims against them at a discounted rate". Published reports indicate that the minimum settlement is \$3,000 per case.

Another reason to be careful with file-sharing programs is that the installation procedures for most of them enable default open access worldwide to information on your system; thus, the integrity of your computer and personal information can be compromised through illegal file sharing, including making you vulnerable to identity theft.

To facilitate student access to legal sources of music and video online, we have listed a couple of sites below:

- **iTunes:** This Apple store works with both Windows and Mac operating systems. Currently, over 99% of their song catalog is "unlocked", meaning you can transfer the songs to any device or computer you own.
- **eMusic.com:** This site features mostly independent and jazz / blues music. They offer low prices for signing up (up to 45 songs for free), and a good portion of their catalog can be purchased for about \$0.50 to \$0.89/ song.
- **Netflix.com:** For about \$7.99/month, you can set up an online list of over 20,000 movies that can be streamed directly to your computer.

POLICY SOCIAL NETWORKING POLICY

The Strand Institute of Beauty & Esthetics respects the rights of student to use social media during their personal time.

Social media includes all forms of publicly accessible communications which include, but are not limited to, written and verbal communications (including podcast and video uploads) and all forms of electronic communication including discussion groups, forums, news groups, e-mail distribution, blog postings, and / or social networking sites (such as Face book, MySpace, Twitter, You Tube, Instagram, Snapchatt, etc.). Students are personally responsible for the content they publish on social networking sites. Students are expected to treat each other with fairness and respect, consistent with the school culture.

The Strand Institute of Beauty & Esthetics does not permit ethnic slurs, personal insults, obscenity, and intimidation, cyber bullying or engaging in conduct that would be unbecoming of a student and / or employee and school culture of The Strand Institute of Beauty & Esthetics. The school has the right to request the removal of any posts at its discretion and take necessary disciplinary action as appropriate.

REGULATORY AND ACCREDITATION AGENCIES

The following institution licenses and regulates our institution: **Texas Department of Licensing and Regulation (TDLR)**, 920 Colorado, Austin, TX 78711; 800-803-9202 or 512-463-2906, www.license.state.tx.us

The following accredits our institution: **National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS)**, 3015 Colvin St., Alexandria, VA 22314; 703-600-7600, www.naccas.org

CAMPUS CRIME & SAFETY REPORT

The Campus Crime Report is provided to each student prior to enrollment. The campus crime statistics are updated annually (October). If you are interested in reviewing or receiving a copy of the school campus crime report, please see the school Director and / or the financial aid office staff, or a copy may be reviewed on the school website.

POLICY GRIEVANCE

In the event a student has a concern or grievance that cannot be resolved with the student's immediate instructor and Education Director, the student must file the concern in written form. The complaint will then be referred to the school's administrative team. The team will receive and attempt to resolve each complaint or concern within 30 days of receiving the written complaint. If more information is needed, a letter requesting the additional information will be sent to the student. If no further information is needed, the team will determine a resolution and notify the student in writing within 15 calendar days of the steps taken to correct the concern or an explanation as to why no action was required. The school will maintain records of the complaint and response in accordance with the published record retention policy. Students will not be subject to adverse actions by any school official because of initiating a complaint.

Students should follow the above process; however, the student may, at any time, file a complaint with the regulatory agency or accrediting agency. **Texas Department of Licensing and Regulation (TDLR)**, 920 Colorado, Austin, TX 78711; 800-803-9202 or 512-463-2906, www.license.state.tx.us or **National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS)**, 3015 Colvin St., Alexandria, VA 22314; 703-600-7600, www.naccas.org

ADMINISTRATIVE STAFF AND FACULTY

Owner, Instructor	Bobbi Wagoner
Instructor	Linda Simpson
Instructor	Latoya Johnson
Instructor	Alana Furlin
Financial Aid Officer	Marie Tice

