

# 2024

## School Catalog



### *The Strand Institute of Beauty & Esthetics*

**1018 US HWY 181**

**Portland, TX 78374\***

**2141 Tuloso Rd**

**Corpus Christi, TX 78409**

[thestrandinstitute.edu](http://thestrandinstitute.edu)  
[thestrandinstitute@yahoo.com](mailto:thestrandinstitute@yahoo.com)

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

1/5/2024

\*Indicates the Institution is currently Accredited by NACCAS

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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 employment in fields related to cosmetology, barbering, esthetician, nail technician, eyelash extension and/or esthetician/manicuring. At the 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.

## **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. The Strand Institute is also equipped with two (2) Handicap accessible bathrooms. There is a water cooler centrally located in The Strand Institute and the classrooms and guest services / clinic areas are also accessible for use by someone who is physically handicap.

## **PARKING**

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

## **PAYMENTS**

All payments of monies owed to The Strand Institute of Beauty & Esthetics should be made with the business office, and can be made payable by cash, check, money order, and card.

## **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 DESCRIPTIONS (all coursework is taught in English)**

### **Cosmetology Program (CIP) Code 12.0401:**

The curriculum involves 1000 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*

### **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 800 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*

### **Eyelash Extension: Standard Occupational Classification (SOC), Classification of Instructional Programs (CIP) Code 12.0401:**

The curriculum involves 320 hours to satisfy Texas requirements. The course includes extensive instruction and practical experience in recognizing infectious or contagious diseases of the eye and allergic reactions to materials, proper sanitation practices as well as occupational health and safety practices. Also, the application procedure and isolation and separation procedures of eyelash extensions.

*\*Students are prepared to become an entry level Eyelash Extension Tech. Not a Title IV approved program*

### **Class A Barber: Standard Occupational Classification (SOC), Classification of Instructional Programs (CIP) Code 12.0402:**

The curriculum involves 1000 hours to satisfy Texas requirements. The course includes extensive instruction and practical experience in cutting, shaving, razor techniques, facial hair care, 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 Barber*

### **Cosmetology Operator to Class A Barber: Standard Occupational Classification (SOC), Classification of Instructional Programs (CIP) Code 12.0402:**

The curriculum involves 300 hours to satisfy Texas requirements. The course includes instruction and practical experience in cutting, shaving, razor techniques, facial hair care, 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 Barber*

***Currently, The Strand Institute of Beauty & Esthetics does not have any plans to improve or change its educational programs. The 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.
- **Two (2) Photos:** Submit 2 photos which must be recent, sized 2” x 2” of the applicant’s head and shoulder areas, with a white background.
- **Entrance Essay:** The essay should include the applicant’s accomplishments and career goals.
- **Personal Interview:** Applicants must complete a personal interview with the admission team prior to registration.
- **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:** Provide a copy.
- **Education (*provide only one of the following items*):** Copies of a standard high school diploma\*, high school transcripts\*\*, 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.

**\*\*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 The Strand Institute.

**The Strand Institute of Beauty & Esthetics does not recruit students who are already enrolled in a similar program at another institution.**

**Veterans or eligible persons: The cost of the “Kit and Equipment, Textbooks and Supplies” may not be paid by the Veterans Administration and the veteran or eligible person will be responsible for payment.**

## **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 (if determined eligible) **before** 180 days. Regulations state student would return in the same SAP , same payment period from when they originally left, same contract price (contract length would change) and no additional tuition charges, application fee \$100 will apply.

For credit-hour non-term based programs or programs that measure progress in clock hours, student who withdraws and then reenters the same program at the same school within 180 days is considered to be in the same payment period he or she was in at the time of the withdrawal. The student retains his or her original eligibility for that payment period and is treated as though he or she did not cease attendance.

Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after reentry more than 180 days will pay a \$100 application fee, reenrollment fee \$175 and will be charged for contracted hours at the current tuition rate. Regulations state the student would be treated as a **New** student with **Transfer** hours for the hours the student completed. Student reenters the same program at the same school more than 180 days after withdrawal, receiving credit for hours previously earned. In calculating awards for a student who reenters the same program after 180 days, returns and enters a new program, or transfers to a new school, the school treats the hours remaining in the program as if they are the student's entire program. 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 upon transfer or reentry.

## TRANSFER STUDENTS

Enrollment is available for students wishing to transfer to the 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. T

Strand Institute of Beauty & Esthetics will accept transfer hours from other schools. Students who transfer from another school; all transfer hours that are released from TDLR will be excepted. The cost for transfer cosmetology students is \$13.00, Esthetician students is \$15.00, Nail Technician students is \$10 .00 per hour & Esti/ Mani students is \$13.00 per hour,; this does not include the cost of a complete and current student kit .Eyelash Extension course does not except transfer students. 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 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. 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. In extraordinary circumstances, the school may allow a student to transfer in more hours from another school, if the student is enrolling from a school that has suddenly closed without notice. In these instances, the school will evaluate the prospective student and credit them with the number of hours related to their course knowledge.

The Strand Institute of Beauty & Esthetics does not accept transfer students in the Instructor Training Program.

## 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

### Enrollment Periods:

The Strand Institute of Beauty & Esthetics usually begins new cosmetology classes the first Tuesday of every other month, dependent upon space availability. A student may enroll at any time prior to the start of a new class. Please refer to the Tuition & Registration Schedule supplement or contact The Strand Institute for exact start dates.

**Holidays and School Closures-** The Strand Institute allows the following holidays off:

- New Year's Day and the day after (the 2<sup>nd</sup>)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

These dates are determined according to the calendar each year. Additional holidays may be added to the schedule at the discretion of The Strand Institute administration.

**School Hours of Operation:** Tuesday – Saturday from 8:30 am to 4:00 pm

The Strand Institute is open for business unless there is a declared state of emergency. Unexpected closures and weather-related closures will be reported via The Strand Institute Website, Face Book page, email, and/or phone.

### Enrollment Contract:

The 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:

The Strand Institute offers a variety of monthly financial payment schedules. See The Strand Institute’s 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 outstanding facilities, 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.

## TUITION COSTS

*\*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** -1000 class hours, approximately 30 weeks full-time attendance & 46 weeks part-time attendance to complete.

Tuition	\$ 14,000.00
Books / Equipment	\$ 2,200.00
Application Fee	\$ 100.00
Student Permit Fee	\$ 25.00
<b>Total Costs of Cosmetology Program</b>	<b>\$ 16,325.00</b>

**Nail Technician** - 600 class hours, approximately 18 weeks full-time & 28 weeks part-time to complete.

Tuition	\$ 6,000.00
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Books / Equipment	\$ 1,300.00
Application Fee	\$ 100.00
Student Permit Fee	\$ 25.00
<b>Total Costs of Nail Technician Program</b>	<b>\$ 7,425.00</b>

**Esthetician** - 750 class hours, approximately 23 weeks full-time & 35 weeks part-time to complete.

Tuition	\$ 11,250.00
Books / Equipment	\$ 1,300.00
Application Fee	\$ 100.00
Student Permit Fee	\$ 25.00
<b>Total Costs of Esthetician Program</b>	<b>\$ 12,675.00</b>

**Esthetician / Manicurist** - 800 class hours, approximately 24 weeks full-time & 37 weeks part-time to complete.

Tuition	\$ 13,000.00
Books / Equipment	\$ 2,000.00
Application Fee	\$ 100.00
Student Permit Fee	\$ 25.00
<b>Total Costs of Esthetician/Manicurist Program</b>	<b>\$ 15,125.00</b>

**Eyelash Extension** - 320 class hours, approximately 10 weeks full time & 15 weeks part-time to complete **\*\* Financial**

**Aid not available**

Tuition	\$ 2,500.00
Books / Equipment	\$ 1,700.00
Application Fee	\$ 100.00
Student Permit Fee	\$ 25.00
<b>Total Costs of Eyelash Extension Program</b>	<b>\$ 4,325.00</b>

**Class A Barber** - 1000 class hours, approximately 30 weeks full time & 46 weeks part-time to complete

Tuition	\$ 14,000.00
Books / Equipment	\$ 2,200.00
Application Fee	\$ 100.00
Student Permit Fee	\$ 25.00
<b>Total Costs of Eyelash Extension Program</b>	<b>\$ 16,325.00</b>

**Cosmetology Operator to Class A Barber**- 300 class hours, approximately 9 weeks full time & 14 weeks part-time to complete **\*\*\* Financial Aid not available**

Tuition	\$ 2,500.00
Books / Equipment	\$ 1,000.00
Application Fee	\$ 100.00
Student Permit Fee	\$ 25.00
<b>Total Costs of Eyelash Extension Program</b>	<b>\$ 3,625.00</b>

Please contact The Strand Institute of Beauty & Esthetic's Financial Aid Administrator / Director for payment options. The Strand Institute accepts cash, credit card, and personal check payments. Financial Aid recipients understand that funds received on their behalf are applied first to tuition costs.

**Financial Aid is available to those that qualify.**



Veterans or eligible persons: The cost of the Books / Equipment / Supplies may not be paid by the VA and the veteran or eligible person will be responsible for payment themselves.

### **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	\$ 76.00
Computer Based Written Examination	\$ 55.00
Cosmetologist License	\$ 50.00
<b>Total</b>	<b>\$ 181.00</b>

*\*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	\$ 76.00
Computer Based Written Examination	\$ 55.00
Esthetician License	\$ 50.00
<b>Total</b>	<b>\$ 181.00</b>

### **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	\$ 76.00
Computer Based Written Examination	\$ 55.00
Nail Technician License	\$ 50.00
<b>Total</b>	<b>\$ 181.00</b>

### **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	\$ 76.00
Computer Based Written Examination	\$ 55.00
Esthetician / Manicurist License	\$ 50.00
<b>Total</b>	<b>\$ 181.00</b>

### **Eyelash Extension 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	\$ 76.00
Computer Based Written Examination	\$ 55.00
Eyelash Extension License	\$ 50.00



<b>Total</b>	<b>\$ 181.00</b>
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### **Class A Barber 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	\$ 76.00
Computer Based Written Examination	\$ 55.00
Class A Barber License	\$ 50.00
<b>Total</b>	<b>\$ 181.00</b>

### **Cosmetology Operator to Class A Barber 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	\$ 76.00
Computer Based Written Examination	\$ 55.00
Esthetician / Manicurist License	\$ 50.00
<b>Total</b>	<b>\$ 181.00</b>

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

### **COSMETOLOGY, CLASS A BARBER, EYELASH EXTENSION, ESTHETICIAN, NAIL TECHNICIAN & ESTHETICIAN / MANICURIST START DATES (1<sup>st</sup> Tuesday of the month)**

<b>Start Date:</b>
<b>January , 2024</b>
<b>March ,2024</b>
<b>May , 2024</b>
<b>July , 2024</b>
<b>September , 2024</b>
<b>November , 2024</b>

### **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](http://www.votetexas.gov) .

For information on Voter Registration and Election Dates for Federal Elections visit [www.eac.gov/voter\\_resources](http://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.

## 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 AND CLASS A BARBER 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

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

#### Clinic Classroom Learning Experience

These hours are spent in the classroom clinic area where practical experience is gained.

### Cosmetology and Class A Barber Course Outline

Your time at The Strand Institute of Beauty & Esthetics for these program will be divided into six designations:

#### Curriculum

An introductory period, 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 cutting, coloring, permanent waving and chemical texture services.

## Experience

Your introductory experience will produce a smooth transition from student to student. You will spend the beginning hours of the program preparing for the clinic experience.

## Clinic Classroom Learning Experience

Your clinic classroom time 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 hours are divided into four (4) areas: cutting, texture, makeup 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

These hours are where 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 part of your course 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 instructional program at The Strand Institute of Beauty & Esthetics meets or exceeds these requirements.

## COSMETOLOGY AND CLASS A BARBER CURRICULUM 1000 HOURS

### Theory and Related Practice:

- Anatomy, Physiology, Diseases and Disorders of the skin, scalp, hair and nails
- Chemistry of treatments
- Bacteriology, Sterilization and Sanitation, Health, Safety, First Aids, Laws and Rules
- Tools and equipment
- Business Skills, Establishment Management, Customer Service and Professional Ethics
- Skin Care, Face, Neck massage and treatments
- Hair Removal

- Nail Care, Manicuring, Pedicuring, and Artificial Nails
- Electricity
- Hair Care, Haircutting and Hairstyling
- Hair and Scalp Treatments
- Hairweaving and Extensions
- Chemical Textures and applications
- Makeup

### THE LAST 300 HOURS OF CURRICULUM FOR EACH PROGRAM IS AS FOLLOWS:

- Cosmetology Operator** : Eyelash Extensions, Advanced Hair Care, and Chemical Services
- Class A Barber** : Shaving with any razor type, Razor techniques, Mustache and Beard care, Men’s Haircutting

## COSMETOLOGY OPERATOR TO CLASS A BARBER CURRICULUM 300 HOURS

Per TDLR guidelines; A person holding a Cosmetology Operator license who seeks to also obtain the Class A Barber license must complete the requirements listed in the last 300 hours of the Class A Barber program.

## ESTHETICIAN CURRICULUM 750 HOURS

### Theory and Related Practice:

- Anatomy, Physiology, Diseases and Disorders of the skin
- Skin Analysis
- Machines and Related Equipment
- First Aid, Sanitation, First Aid, Health, and Safety
- Semi-Permanent Eyelash Extensions
- Basic Facials, Superfluous Hair Removal, Facial Treatments, Cleansing, Masking, and Makeup
- Chemistry and Chemistry Machines
- Care of Client
- Business Management, Laws, and Rules

### TDLR Course Requirements

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

- (1) Curriculum: An introductory period, known as the program, installs 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: These hours prepare you for the clinic experience.
- (3) Clinic Classroom Learning Experience: Your clinic classroom time 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 hours are 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: These hours are will you enter a new phase of specialty classroom workshops coupled with challenging practical services designated to continue building you into a beauty industry professional.

## NAIL TECHNICIAN CURRICULUM 600 HOURS

### Theory and Related Practice:

- Anatomy and Physiology
- Nail Structure, Growth, and Repair Work
- Equipment and Implements
- Laws, Rules, Bacteriology, Sanitation, Safety, Hazardous Chemical and Ventilation
- Basic Manicures, Pedicures, Artificial Nails, Nail Art, Electric Filing
- Product Chemistry, Massage, Buffing, and Application of Polish
- Business Management
- Nail and Skin disorders
- Cosmetic Fingernails, Extensions, Sculptured Nails, Tips, Wraps, Fiberglass Gels, and Odorless Products

### TDLR Course Requirements

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

- (1) Curriculum: A introductory period, 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 as a Nail Technician Student produces a smooth transition from student to graduate. You will spend these hours preparing for the clinic experience.
- (3) Clinic Classroom Learning Experience: Your clinic classroom time 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 hours are divided into five (5) areas
  1. Nail Procedures
  2. Sanitation and Safety
  3. Equipment and Implements
  4. Arms and Hands
  5. 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: These hours are where 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.

## ESTHETICIAN / MANICURIST CURRICULUM 800 HOURS

### Theory and Related Practice:

- Anatomy, Physiology, Diseases and Disorders of the skin and nails
- Skin Analysis
- Machines and Related Equipment
- Basic Facials, Superfluous Hair Removal, Facial Treatments, Cleansing, Masking, and Makeup
- Chemistry and Chemistry Machines
- Business Management, Laws, and Rules
- First Aid, Sanitation, First Aid, Health, Safety, Bacteriology, Hazardous Chemical and Ventilation
- Semi-Permanent Eyelash Extensions
- Nail Structure, Growth, and Repair Work
- Equipment and Implements
- Care of Client
- Basic Manicures, Pedicures, Artificial Nails, Nail Art, Electric Filing
- Product Chemistry, Massage, Buffing, and Application of Polish
- Cosmetic Fingernails, Extensions, Sculptured Nails, Tips, Wraps, Fiberglass Gels, and Odorless Products

### TDLR Course Requirements

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

- (1) Curriculum: An introductory period, 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 these 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 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 introductory 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. These hours will be spent preparing the student for the clinic experience.
- (8) Clinic Classroom Learning Experience: The clinic classroom time 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: These hours are 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: 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.

## EYELASH EXTENSION CURRICULM 320 HOURS\*no financial aid

### Theory and Related Practice:

- Eyes Shapes and Eyelash Growth
- Supplies and Related Equipment
- Client Protection, Contagious Diseases, Adverse Reactions, Sanitation, First Aid, Health, and Safety
- Business Management, Laws, and Rules

### TDLR Course Requirements

A person holding a specialty license in eyelash extension application may perform only the practice of cosmetology defined in section

1602.02 (a) (12) of the Texas Cosmetology Laws and Rules Book.

An eyelash extension application training program must include at least 320 hours of classroom instruction and practical experience, including at least eight hours of theoretical instruction, and include instruction the following areas:

1. Recognizing infectious or contagious diseases of the eye and allergic reactions to materials; 2. Proper sanitation practices;

3. Occupational health and safety practices;
4. Eyelash extension application procedures; and
5. Eyelash extension isolation and separation procedures.

In addition to the state requirements listed above, The Strand Institute provides training in the areas of communication skills, professional ethics, salesmanship, decorum, record keeping and client service records. Upon graduating, and passing state board exams, students will be trained for entry level positions in their field.

## **SAFETY PERCAUTIONS 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:

- 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 and 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 and 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 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

- Receive the required number of clock hours of training
- Complete graduation map worksheet requirements
- For a student to meet state requirements, all monthly clinic practical worksheets must be completed in their entirety
- Complete Final Phase worksheet
- Satisfactorily pass final written and practical exams
- Complete the required Milady theory hours and pass all written Milady theory exams
- Pay all tuition costs or make satisfactory arrangements for payment of all monies owed to The Strand Institute of Beauty and Esthetics
- Upon graduation, the student will receive a certificate of completion

The Strand Institute reserves the right to retain a student in The Strand Institute of Beauty and Esthetics if the student's progress is not satisfactory as determined by The Strand Institute administration and/or the student fails to complete all listed requirements or fails to pass the written and practical exams. The Strand Institute 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 \$175, which will include the number of hours for which The Strand Institute has been compensated. For the purposes of transfer or graduation, hours will not be released by The Strand Institute until all monies owed to the institution have been paid and all academic requirements pertaining to those hours have been completed.

## GRADUATION, PLACEMENT AND JOB OPPORTUNITIES

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.

Career opportunities for Cosmetologists include, but are not limited to:

- Hair Stylist
- Color Stylist
- Makeup Artist
- Nail Technician



- Educator
- Salon Owner/Manager
- Product Trainer
- Platform Artist
- Esthetician
- Eyelash Extension Technician
- And many more....

## STUDENT EQUIPMENT KITS

There is a non-return policy on kits for all programs.

### Cosmetology Program

Textbooks listed below are included in The Strand Institute of Beauty and 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.

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

Amazon Carbon/Heat Resistant Barber Comb	4
Amazon Framar Alligator Hair Clips 10 pack	1
Amazon 5 Piece Carbon Comb Set	1
Amazon Rat Tail Carbon/Heat Resistant Combs	2
Burmax Nylon Comb Out Cape	1
Burmax Paddle Brush	1
Burmax Super Size Shampoo Cape	1
Burmax Shower Comb	1
Burmax I LOVE Hair Color Apron	1
Burmax Techno Hair Cutting Cape	1
Burmax Vinyl Comb Out Cape	1
Andi Pivot Master Combo (Clippers and More)	1
Burmax BaByliss Pro Marcel Iron	1
Burmax Mirror	1
CHI Lava Dryer w/ 3 Attachments	1
CHI Joe Male Mannequin	1
CHI Color Bowl	1
CHI Color Whisk	1
CHI Curl Clips 100 per box	1
CHI Large Color Brush	3
CHI Megan Textured Mannequin	1
CHI Turbo Ceramic Round Brush pack	1
	CHI Nylon Jumbo Round Brush - CB04

	CHI Nylon Large Round Brush - CB03	
	CHI Nylon Medium Round Brush - CB02	
	CHI Nylon Small Round Brush - CB01	
CHI Vibes Flat Iron		1
Hanzo Shears		1
Hanzo Carbon Comb Set		1
Hanzo Nano Blades (20 pack)		1
Hanzo Straight Razor		1
CHI Square Roller Bag		1
CHI Tint Bottle		1
CHI Turbo Brushstylist Pack		1
	CHI Turbo Detangling Brush - CB12	
	CHI Turbo 9 Row Styling Brush - CB14	
	CHI Turbo Backcombing Brush - CB13	
CHI Turbo Ceramic Boar Round Brush Pack		
	CHI Turbo Ceramic Large Round Brush - CB07	
	CHI Turbo Ceramic Medium Round Brush - CB06	
	CHI Turbo Ceramic Small Round Brush - CB05	
	CHI Turbo Vent Brush - CB15	
CHI Rachel Medium Length Mannequin		2
CHI Vanessa Mannequin		1
CHI Water Mister		1
Mannequin Shear Set		1
Babe Hair Extension Kit		1
Milady Book Bundle		
QNITY Salon Money Management Course		1

## Nail Technician 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 and 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.

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

Cosmetology Case Large	1
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Pana s10 Acrylic Brush	1
Absolute Precision Liquid Monomer 14.71 oz	1
Absolute Crystal-Clear Powder .7 oz	2
Absolute Perfect White Powder .7oz	1
Bondex .37oz	1
Bond Aid .44oz	1
Plastic Dropper	5
Dappen Dish - Clear Glass	2
Clarite Monomer 3.4 oz 100mL	1
Assorted Nail Tips 400 ct	1
Nail Sculpting Roll of Form 500	1
All Season 3gm Glue	3
Acetone 16 oz	1
99% Alcohol 16oz	1
OPI Gel Base	1
OPI Gel Top Coat	1
Nail & Cuticle Oil .29oz	1
475 Expert Touch Lint Free Nail Wipes Box	1
Foam Files Black 100/80	10
Foam Files Zebra 100/100 Bulk	5
Bag of 12 Emery boards 5 3/4	1
Nail Tip Cutter	1
Manicuring Soaking Dish	1
OPI Powder Perfection Dip Kit 3 Bottle 3 Powders	1
Practice Finger	3
Deluxe Practice Hand	2
Bag 7" Manicure Stick	1
Nylon Bristle Nail Brush	3
11 Piece Manicure/Pedicure Set	1
Cuticle Nipper Half Jaw	1
220/320 Block Buffers	2
400 Grit Yellow	2
Gold Block Ultra-Fine Finish	2
24 Count Mini Buffers 100/80 Grit	1
Melodysusie LED Light	1
Melodysusie Scamander Rechargeable Drill 30,000 RPM	1
T-Shirt	1
Black I LOVE NAILS Apron	1
Set of Milady Books (Manicure or Esthit	
QNITY Salon Money Management Course	1

## 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 and 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.

<b>TEXTBOOKS</b>	1 <i>Milady's Standard Esthetics: Fundamentals 11th edition, Online</i> ISBN-9781111307042, \$33.95
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	

TRAVEL CASE	1
SCALPMASTER NYLON MAKE UP CAPE	1
DARIA MASSAGE HEAD	1
SMALL FLEXIBLE MIXING BOWLS	4
ARDELL LASHES BEAUTIES	4
5 PC. EYEBROW SET W/PINK CASE	1
4X4 ESTHETIC WIPES	1
2X2 ESTHETIC WIPES	1
25 PC. CELLULOSE SPONGES	1
EYELASH EXTENSION VOLUME TWEEZER	1
4 ¾ CURVED TWEEZER	1
5 ½ ANGLED EYELASH APPLICATOR	1
3 PC EXFOLIATING SET	1
WAX STARTER KIT	1
BURMAX KIT	1
CROWN MAKEUP KIT	1
MILADY'S STANDARD ESTHETICS BOOK BUNDLE	1
THE STRAND T-SHIRT	1
DERMALOGICA THE BOOK	1
PRECLEANSE 1.0 OZ	1
SPECIAL CLEANSING GEL 1.07 OZ.	1
DAILY MICROFOLIANT 0.45 OZ	1
SKIN SMOOTHING CREAM 1.7 OZ	1
MASSAGE GEL-CREAM 6 OZ	1
DERMALOGICA KIT TOTAL	1
BT-VISION	1
BT-ZOOM	1
BT-MICRO	1
BT-SONIC	1
BT-ANALYZE	1
BT-VISION CARRYING CASE	1
BT-BACKPACK	1
BT KIT	1
QNITY Salon Money Management Course	1

## Esthetician/Manicurist Program

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

## Eyelash Extension Program

Textbooks listed below are included in The Strand Institute of Beauty and 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.

<b>TEXTBOOKS</b> NovaLash Textbook	
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### Equipment Checklist

Natural Curl Extensions in 15mm x 8,10,12 mm	1 pack of Microbrushes
9 Pots of Lash Extensions Curly Curl Extensions <ul style="list-style-type: none"> <li>• .15 x 8mm, 10mm, &amp; 12mm</li> <li>• .20 x 8mm, 10mm, 12mm, 14mm</li> <li>• .24 x 10 &amp; 12mm</li> </ul>	1 pack of Gel Patches
2 Bottles of Platinum Bond Lash Adhesive	8 sheets of Under-eye Stickers
2 Bottles of Sensitive Eyes Lash Adhesive	Anaeli Window Cling
1 Bottle of Platinum Bond Lash Adhesive	1 pack of Aftercare Cards
1 Dumont Novalash curved forceps	1 pack of Postcards
1 Dumont Novalash straight forceps	CHI Red Triangle Bag
1 Basic curved forceps	CHI Turbo Styling Brush
1 Basic straight forceps	CHI Turbo Large Paddle Brush
Forceps Case	1 pack of Brochures
4 sheets of Parafilm	1 Vinyl Pad
1 Mini Fan	1 Aftercare Kit
1 pack of Gel Patches	MiniMR.
Mannequin Head	Practice Strip Lashes
The Aura	NovaLash Textbook/Manual
QNITY Salon Money Management Course	1

## **POLICY: FEDERAL RETURN OF TITLE IV FUNDS**

The Strand Institute of Beauty and 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 The Strand Institute after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. The Strand Institute 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 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 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 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 and 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**

(1) Any monies due the applicant or student shall be refunded within 45 days of official cancellation or withdrawal.

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

- (1) An applicant is not accepted by The Strand Institute of Beauty and Esthetics. This applicant shall be entitled to a refund of all monies paid to The Strand Institute of Beauty and Esthetics **except a nonrefundable application fee.**
- (2) A student (or in the case of a student under legal age, his / her parent or guardian) cancels his / her contract and demands his / her money back in writing, within three (3) days of signing the enrollment contract. In this case all monies collected by The Strand Institute shall be refunded except a nonrefundable application fee. This policy applies regardless of whether the student has started training.
- (3) A student who cancels his / her contract after three (3) of signing the contract but prior to entering classes is entitled to a refund of all monies paid to The Strand Institute **less a non-refundable application fee of \$100.**
- (4) A student notifies the institution of his / her official withdrawal in writing.
- (5) A student is expelled by the institution.
- (6) For official cancellations as defined in paragraphs 2, 3, 4, or 5, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to The Strand Institute administration / owner in person.
- (7) Monies paid for a student kit is nonrefundable unless the student cancels within three (3) business days of signing the enrollment contract or the student cancels prior to entering class.
- (8) Any monies due a student who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals are monitored every 30 days and a determination is made to withdraw a student who has been absent from The Strand Institute for 14 or more consecutive calendar days; the withdrawal date that will be used in this calculation is the student's actual last date of physical attendance at school.
- (9) When situations of mitigating circumstances are in evidence, such as a serious illness, a disabling accident, or death in the immediate family, The Strand Institute may make a settlement that is reasonable and fair to both parties.
- (10) All extra costs, such as books, equipment, graduation fees, application fee, rentals and other such charges are not considered in the tuition adjustment computation if the charges are itemized separately in the enrollment agreement / contract.
- (11) If a course and / or program are cancelled subsequent to a student's enrollment, and before instruction in the course and / or program has begun, The Strand Institute shall provide for either a full refund of all monies paid or provide completion of the course and / or program.

- (12) If a course and / or program is cancelled and ceases to offer instruction after the student has enrolled and instruction has begun, The Strand Institution shall either provide a full refund of all monies paid or provide completion for the course and / or program.

The following table outlines the refund distribution calculation used for all students due a refund. Upon withdrawal, drop or termination, a student may owe tuition or be entitled to a refund based on his / her scheduled hours:

Percentage Length Scheduled to Complete to Total Length of Course and/or Program	Amount of Total Tuition Owed to The Strand
0 .01% - 4 .9%	20%
5% - 9 .9%	30%
10% - 14 .9%	40%
15% - 24 .9%	45%
25% - 49 .9%	70%
50% and over	100%

### STUDENT FINANCIAL AID RELEASE INFORMATION

The Strand Institute of Beauty and Esthetics does not guarantee the student loan 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 has no control over the approval or decline of a parent's application because of credit history. Nor does The Strand Institute 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 and 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 and 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 and Esthetics could have disbursed FSA funds to the student; and
- Disbursement of those funds would have created an FSA credit balance.

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

The amount The Strand Institute must provide is the lesser of the presumed credit balance or the amount determined by The Strand Institute that the student needs to obtain the books and supplies. In determining the required amount, The Strand Institute 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 and 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 and 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 provides students with a verification form so they can collect the necessary information. The Strand Institute 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 and Esthetics a change in EFC form for student to sign if their EFC changes. Financial Aid Services, Inc. manages The Strand Institute 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.

## 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 calendars.

## POLICY: SATISFACTORY ACADEMIC AND ATTENDANCE PROGRESS

Students enrolled in programs approved by NACCAS and the Department of Education must meet standards that measure satisfactory academic and attendance progress towards graduation. The SAP Policy is provided to all students prior to enrollment. The policy is consistently applied to all enrolled students. Satisfactory Academic and Attendance Evaluations are maintained in the student file.

## QUANTITATIVE AND QUALITATIVE FACTORS OF SAP

Factors for measuring the student's progress toward satisfactory completion of the program include maintaining:

- A **minimum** cumulative theory grade level of 80% or greater.
- A **minimum** cumulative academic level of 80% or greater on a practical worksheet completion.\*
- 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 80% or greater.
- A **minimum** cumulative attendance of 80% of scheduled hours, however a greater percentage is encouraged. \*\*

*\*To meet the state practical requirements for graduation, students must eventually complete monthly practical worksheets 100%. See LEARNING PARTICIPATION GUIDELINES.*

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

A student who has not achieved the **minimum** cumulative GPA of 80% and / or who has not successfully completed at least a cumulative rate of attendance of 80% 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.

## COMPLETION OF COURSE WITHIN DESIGNATED PERIOD

Students will follow the following schedules:

### Portland Campus:

Full Time (Tuesday-Saturday from 8:30am-4:00pm ; 34 total hours per week)

$\frac{3}{4}$  Time (Tuesday-Saturday from 8:30am-2:00pm ; 27.5 total hours per week)

Part Time (Tuesday-Friday from 8:30am-2:00pm ; 22 total hours per week)

### Corpus Christi Campus:

Full Time (Tuesday-Friday from 9:00am-5:00pm with Saturdays from 9:00am-1:00pm ; 34 total hours per week)

Part Time (Tuesday-Friday from 9:00am-2:30pm ; 22 total hours per week)

The Texas Department of Licensing and Regulations (TDLR) requires 1000 clock hours for the **Cosmetology and Class A Barber course**. Students are expected to complete the course in no greater than 125% of the program length. If a student is never absent, he / she should complete the course within 30 weeks of full time attendance.

The TDLR requires 750 clock hours for the **Esthetician** training course. Students are expected to complete the course in no greater than 125% of the program length. If a student is never absent, he / she should complete the course in 23 weeks of full time attendance.

The TDLR requires 600 clock hours for the **Nail Technician** training course. Students are expected to complete the course in no greater than 125% of the program length. If a student is never absent, he / she should complete the course within 18 weeks for a full time student.

The TDLR requires 800 clock hours for the **Esthetician / Manicurist** training course. Students are expected to complete the course in no greater than 125% of the program length. If a student is never absent, he / she should complete the course within 24 weeks for a full time student.

The TDLR requires 320 clock hours for the **Eyelash Extension** training course. Students are expected to complete the course in no greater than 125% of the program length. If a student is never absent, he / she should complete the course within 10 weeks for a full time student.

The TDLR requires 300 clock hours for the **Cosmetology Operator to Class A Barber** training course. Students are expected to complete the course in no greater than 125% of the program length. If a student is never absent, he / she should complete the course within 9 weeks for a full time student.

At the end of each evaluation period / SAP Midpoint, The Strand Institute of Beauty & Esthetics will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum 125% time frame allowed.

## MAXIMUM TIMEFRAME

Students must complete the educational program within the maximum time frame, which is based on the student attending a minimum of 80% of the scheduled hours for their program of choice.

COURSE	LENGTH	MAXIMUM TIME FRAME
Cosmetology– Full Time*	30 Weeks	37 Weeks
Class A Barber*	30 Weeks	37 Weeks
Esthetician -Full Time*	23 Weeks	28 Weeks
Nail Technician- Full Time *	18 Weeks	23 Weeks
Esthetician/Manicurist Full Time*	24 Weeks	30 Weeks
Eyelash Extension	10 Weeks	12 Weeks
Cosmetology Operator to Class A Barber	9 Weeks	12 Weeks

The maximum timeframe allowed for transfer students who need less than full course requirements or part-time students will be determined based on 80% of the scheduled contract hours. 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.

Courses with \* are IV approved programs

## INTERRUPTIONS, COURE INCOMPLETES AND WITHDRAWALS

If the student needs to take off more time than allowed in the contract, or more than 14 consecutive calendar days, he / she must drop and reenroll when ready to return. 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, if they reenter the program within 180 calendar days.

## POLICY: LEAVE OF ABSENCE

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:

- The request must be made in writing and in advance of the leave
- Reason(s) a LOA may be granted may include, but are not limited to, financial hardship, long term illness, familial obligations, etc.

- The request must specify the reason(s) for the leave and include the student signature;
- There must be a reasonable expectation that the student will return from the LOA;
- Approval of the request for an LOA is in accordance with the school's policy;
- The LOA together with any additional leaves of absence must not exceed a total of 180 days in a calendar year;
- 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. 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 and an end date will be noted that will not exceed the 180-day maximum. All rationale for the LOA will be documented by the school in the file and the official request will be collected from the student later;
- A contact addendum will be written to acknowledge the leave and there will be a new contract end date stipulated that will reflect the same number of days as 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;
- The maximum timeframe will also be extended by the same number of days as the leave of absence;
- There is a \$100.00 fee for filing a LOA
- 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.
- Should a student 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.
- Students not returning from LOA will be dropped and notified through email

## **POLICY: EVALUATIONS PROCEDURES AND REQUIRED LEVELS OF ACHIEVEMENT**

Formal Satisfactory Academic Progress Evaluations in both attendance and academics will occur when cosmetology students reach the program midpoints. For example, the SAP midpoints for the 1000 clock hour cosmetology program are 500 *actual hours*. 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:

<b>A</b>	<b>90 – 100 %</b>
<b>B</b>	<b>80 – 89 %</b>
<b>C</b>	<b>75 – 79 %</b>
<b>F</b>	<b>Any Grade Less Than 75%</b>

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. The student may request to review their financial aid file with the Financial Aid Administrator.

Practical and 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. Students are required to continue and / or repeat the practical application until they receive a signature from an instructor.

*\*The strand Institute of Beauty & Esthetics uses a 900 and 1000 clock hour academic year for Title IV purposes.*

## Determination of Progress Status

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

## Warning Period

Students failing to meet minimum requirements for attendance and / or academic progress will be placed on Financial Aid 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 Financial Aid 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

Students who fail to meet the minimum requirements for attendance and academic progress after the warning period, the student will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student had appealed the status of probation decision 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. Students who are progressing according to their specific academic plan will be considered making satisfactory academic progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or 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

*For those who qualify... Students may re-establish satisfactory academic progress and Title IV funding, as applicable, by meeting the minimum attendance and academic requirements by the end of the warning and / or probationary period.*

## Appeal Procedure

A student may appeal the Financial Aid ineligible decision 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.

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.

The Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student'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.

If a student is terminated due to receiving the maximum amount of coaching sessions, or due to the reasons outlined under termination on the Student Advisory Form, the student may appeal the termination decision. A student has five (5) calendar days from the date of termination to appeal the decision. The student must submit a written appeal to The Strand Institute of Beauty & Esthetics' Advisory on The Strand Institute of Beauty & Esthetics' Termination Appeal Form describing why they were terminated, along with supporting documentation of the reasons why the student feels that the determination should be reversed. This information should include what has changed about the student's situation that will allow them to continue through the program without incident.

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.

If a student is terminated for gross misconduct, which includes but is not limited to reporting to The Strand Institute of Beauty & Esthetics under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, threats, and / or bullying, such termination is final and may not be appealed.

## **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 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
- 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. Copies of all records can be requested at \$0.20 per page.

### **General Release of Information**

Except under the special conditions described in this policy, a student must provide written consent before The Strand Institute 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 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 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 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 and Esthetics provides and permits access to student and other The Strand Institute records as required for any accreditation process initiated by The 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 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 is not required to notify the student if the court or issuing agency has prohibited such disclosure.

The Strand Institute 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 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 The Strand Institute rules or policies with respect to such crime or offence (34 CFR 99.31 [a] [14]).

## **DIRECTORY INFORMATION**

The Strand Institute of Beauty and 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 for a minimum of five (5) years for withdrawal students; transcripts of graduates are kept indefinitely.

## **AMMENDMENT TO STUDENT RECORDS**

Students have the right to seek an amendment to their The Strand Institute records. To seek an amendment, students must meet with The Strand Institute 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 and 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 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 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 **2023\***:

\*The institutions accrediting agency has allowed flexibilities to the institution in the publication of its student outcome rates if the COVID-19 Pandemic has significantly impacted the ability of students to successfully graduate, sit for licensure and/or obtain employment. Any rates reported below that have been modified in accordance with these flexibilities have been adjusted in one of the following manners as indicated.



Some students who previously enrolled at this institution and were unable to successfully graduate, sit for licensure and/or obtain employment attested that they were unable or unwilling to do so specifically due to the COVID -19 Pandemic. Students who made such attestations have been excluded from the calculation of this rate.

Graduation	Placement	Licensure
88.6	60	100

Occupational Employment Statistics for Hairdressers, Hairstylists and Cosmetologists in the surrounding areas from **May 2021:**

Area Name	Employment (1)	Hourly means wage	Annual means wage (2)	Annual median wage (2)
Texas	22.690	\$12.94	\$35,258.91	\$26,915.20

- (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' **23** Annual Report is derived from a single cohort of students – those scheduled to graduate in **21**. NACCAS' graduation, placement and licensure definitions are described below:

**GRADUATION:** Based on all students scheduled to graduate from the program in **2022**. 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 30<sup>th</sup> 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 30<sup>th</sup> 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 30<sup>th</sup> of the previous calendar year. Students may be excluded from the calculation if they fall into one of the categories listed. In 2020, 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 or accreditors (i.e., a graduate of your cosmetology program subsequently enrolled in the instructor program of an institution under the same ownership)	0
<b>Total Excluded</b>	<b>0</b>

*\*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 publishes the following data for the **Cosmetology, Class A Barber, Esthetician, Nail Technician & Esthetics/Manicurist, and Eyelash Extension programs:**

Placement Rate	On-Time Graduation Rate	Median Loan Debt
60	57.14 %	2016-2017 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 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](http://www.thestrandinstituteofbeauty&esthetics.com).

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

Graduation
88.6

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 31<sup>st</sup> 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 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 records attendance in clock hours and gives appropriate attendance credit for all hours attended. The Strand Institute 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 is open from 8:30AM to 4:00 PM for day students.
- All courses require continuous attendance.
- The prescribed attendance schedule must be maintained each week.
- Full Time and ¾ Time students may not miss Saturdays.
- There will be a \$50.00 fee for any missed Saturday. This must be paid before clocking in on Tuesday.
- 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 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 instructor training student will be charged an additional \$10.00 for each hour scheduled to complete after the scheduled program length is reached.
  - ***\*\* Refer to The Strand Institute 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.***

- Please note students are eligible to make up hours toward their overage balance if they are over their contracted hours. However, students will **NOT** be allowed to make up hours towards their overage balance past their contract date.
- Students who are late or cannot attend The Strand Institute must contact The Strand Institute 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.
- Students attend Core the first 150 hours of enrollment. During this time, the student must maintain a monthly attendance of 90%. If after the month, the student's progress report is not indicating 90% attendance, the student may be dropped from the program and asked to re-enroll in the next class start date.
- Students are required to be in attendance a minimum of seven (7) hours per day, thirty five (35) hours per week for the full-time schedule. Holidays such as Thanksgiving, Christmas, and New Year's Day will be set according to the calendar each year. Students cannot bank hours and attend over 35 hours per week to make up for missing hours. If a student will miss hours during the week, arrangements must be made to make up those hours within the same week, or the hours missed will count against the hours allowed to miss and overtime charges can occur.
- 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
7 hrs / day	10 min in the morning & 10 min in the afternoon	45 minutes Tues-Fri 30 Saturday
6 hrs / day	10 min in the morning & 10 min in the afternoon	30 minutes
5 hrs / day	10 min at mid-point of schedule	N/A
4 hrs / day	10 min at mid-point of schedule	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 have to clock out on the time clock for lunch for that 30-45 minute period each day. 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 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 assignments and successful learning are the priority.

### Communication Guidelines and Professional Conduct

**Students who violate any of these guidelines may be asked to clock out, leave, or may be put on temporary suspension.**

- 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 and are subject to search by The Strand Institute administration/staff or police officials at any time for any reason. By entering onto the premises of The Strand Institute, 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 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 80% 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 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 and Esthetics resource center materials, including educational videos, audiotapes and books
- Students must comply with The Strand Institute's 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 and 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 and 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 and 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 and 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. Threats and verbal abuse will not be tolerated. Students who fail to follow communication guidelines and who do not conduct themselves in a respectful and professional manner may be asked to leave, clock out, or 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 The Strand Institute 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 and 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 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 and 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. This applies to all students and applicants for admission to The Strand Institute. The Strand Institute 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 and Esthetics Responsibilities to Students with Disabilities**

The Strand Institute 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 and Esthetics programs. The Strand Institute 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 must ensure that it provides physical access to students with disabilities. It is also the responsibility of The Strand Institute to permit students with disabilities to use service dogs on each campus.

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

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

### **Procedures for Students and The Strand Institute of Beauty and 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 The Strand Institute psychologists, 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 at The Strand Institute. 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 The Strand Institute 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 Strand Institute program, the types of accommodations

the student has previously received (if any), and the accommodations being requested by the student from The Strand Institute. 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 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 The Strand Institute 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 The Strand Institute 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 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 and 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 Strand Institute 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 Strand Institute owner 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](mailto: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. The

Coordinator will address: The Strand Institute's 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 and 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 and 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 The Strand Institute 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 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 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 determines that discrimination occurred, The Strand Institute must take appropriate steps 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 staff member refuses to provide a service to the student that the staff member provides to other students.
- The Strand Institute 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 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, or an instructor did not implement an accommodation for the student that was approved by The Strand Institute.

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](mailto: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 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 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](mailto: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 and 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 prohibits discrimination based on sex, which includes sexual harassment and sexual violence, the school has jurisdiction over Title IX complaints.

The Strand Institute 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. 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 does business engages in unlawful harassment or discrimination, The Strand Institute 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 whether the programs take place on the campus of The Strand Institute, during a school sponsored field trip, or other off-campus events.

As part of The Strand Institute's 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 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 and 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 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 Strand Institute 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:

<b>Title IX Coordinator:</b>	<b>The Strand Institute of Beauty &amp; Esthetics Owner:</b> Bobbi Wagoner
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The Strand Institute 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 and 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 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 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 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 and 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 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 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 does not allow conflicts of interest (real or perceived) by those handling the procedures. The Strand Institute does maintain all documentation of any proceeding. The Strand Institute 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 and 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](mailto: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://wdcrocolp01.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 and Esthetics financial aid office staff attempts to meet these requirements.

The Strand Institute 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 The Strand Institute 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 and 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 and 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 and 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 and 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 the Strand Institute receives an allegation of copyright infringement based on your use of The Strand Institute 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 The 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. 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 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 and 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, Snapchat, TikTok 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 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 and 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](http://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](http://www.naccas.org) . NACCAS is recognized by the United States Department of Education as a national agency for postsecondary schools of cosmetology arts and sciences and massage therapy.

If you are interested in reviewing or receiving a copy of The Strand Institute’s state license / approval or a copy of the school’s letter of accreditation, please contact The Strand Institute of Beauty and Esthetics School Director.

## **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.

## **PROFESSIONAL REFERRAL LIST**

### **Alcoholic's Anonymous (CBIA)**

cbia.org

(361) 992-8911

1 (866) 672-7029

3833 Staples S Corpus Christi, TX 78411

### **Narcotics Anonymous**

Humble Youth Center – Ingleside, TX (Wednesday at 6:30 p.m.)

RCI – Corpus Christi, TX (Monday at 8:00 p.m.)

General Questions & Information (818) 773-9999x771

### **Emotions Anonymous**

(651) 647-9712

### **The Purple Door Women's Shelter**

(361) 881-8888

**24/7 Hotline:** 1 (800) 580-HURT {4878}

Locations in Alice, Beeville, Kingsville, Sinton

### **Workforce Solution & Vocational Training**

520 N Staples Corpus Christi, TX 78401

(361) 882-7491

### **New Life Refuge**

(361) 946-6331

### **Women's and Mens Health Services**

Holly Clinic (Corpus Christi, TX)

(361) 855-9107

Dillon Clinic (Corpus Christi, TX)

(361) 857-0101

### **Bayview Behavioral Hospital**

24/7 Free Patient Assessment (361) 986-8200

## **CHILD CARE PROVIDERS**

### **First Baptist Child Development Center**

1305 Wildcat Dr. Portland, TX 78374  
(361) 777-0936

### **Little Feet Childcare**

4420 S Staples Corpus Christi, TX 78411  
(361) 723-1347

### **The Rise School of Corpus Christi**

2030 Rise Rd Corpus Christi, TX 78411  
(361) 814-9399

## **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 Management Team, which consists of the Director, the school Owners, sales. The team will receive and attempt to resolve each complaint or concern within 21 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 accrediting agency or the US Department of Education.

Students will not be subject to retribution upon filing a complaint.

***Upon request, The Strand Institute of Beauty and Esthetics will provide its annual Campus Security Safety Policy and Fire Safety Report, or a prospective student or a prospective employee can visit the school website at:  
[www. thestrandinstitute@yahoo.com](mailto:www.thestrandinstitute@yahoo.com)***

## **BOARD OF TRUSTEES**

Ms. Barbra Santander  
Mrs. Bobbi Wagoner  
Mrs. Linda Simpson

## **ADMINISTRATION AS OF DECEMBER 2023 FOR BOTH PORTLAND AND CORPUS CHRISTI INSTITUTIONS**

Owner/Director	Bobbi Wagoner
Owner	Ronald Wagoner
Financial Aid Administrator	Marie Tice
Director of Education/Instructor	Latoya Johnson
Instructor	Julia Szepessy
Instructor	Kelly Carson
Instructor	Michelle Herrera
Instructor	Linda Simpson
Instructor	Jaime Strates White
Assistant Director	Kaley Castillo



