



COURSE CATALOG

YEAR 2024



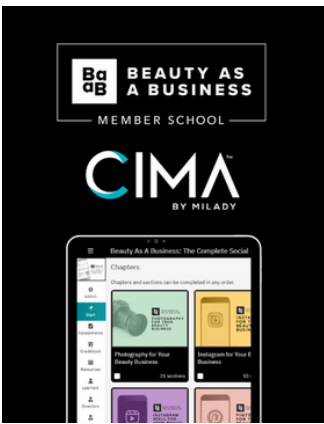
THE BEAUTY PRO UNIVERSITY

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ADMINISTRATIVE STAFF
SHAUNTAVIA WILLIAMS
OWNER/INSTRUCTOR/FINANCIAL AID

WELCOME

Dear Future Beauty Professional,

Greetings from The Beauty Pro University! On behalf of our dedicated staff and administration, we extend a warm welcome to you as you embark on your journey with us. Whether your aspirations lie in mastering cutting-edge techniques, honing your artistic skills, or delving into the business side of the beauty industry, rest assured that The Beauty Pro University is the ideal choice to nurture your ambitions.

Committed to excellence, our program stands as a testament to our unwavering dedication to providing you with the best possible education. By selecting The Beauty Pro University, you have aligned yourself with one of the foremost institutions in the field. We are steadfast in our commitment to offering you educational opportunities and services that exemplify this commitment to excellence. We encourage you to explore and take full advantage of the enriching programs at your disposal, propelling yourself toward success as you pursue your beauty industry license.

As you embark on this exciting chapter of your professional journey, know that you are not alone. Our team is here to support you every step of the way. We believe in your potential and are confident that you will thrive in the dynamic and vibrant community that is The Beauty Pro University. Wishing you a fulfilling and successful experience as you pursue your dreams and aspirations.

Sincerely,

Shauntavia Williams, Director



ABOUT US

Mrs. Shauntavia Williams, a seasoned professional with ten years of experience in the beauty industry, is the driving force behind The Beauty Pro University. As a licensed cosmetologist educator, she is committed to utilizing her wealth of skills and talent to shape the future of the beauty industry. Ms. Williams, whose background spans salon ownership and involvement in TV/Film/Theater, has earned a substantial client following through her hard work and dedication, making her adept at growing profitable businesses.

At Beauty Pro University, our paramount focus is on our students. We are dedicated to providing them with an enriched learning environment that empowers them to discover their passion for beauty and develop the professional and business skills necessary for success in cosmetology, arts, and science. Our holistic approach to education combines classroom instruction with hands-on training.

In addition to our comprehensive curriculum, The Beauty Pro University stands out by offering dynamic opportunities for students. We regularly host dynamic guest speakers who bring real-world insights and experiences into the classroom. Field trips are organized to provide students with practical exposure and a deeper understanding of the beauty industry. Moreover, we prioritize career exploration opportunities to ensure that students are well-prepared for the diverse paths that the beauty industry offers.

The entire staff at The Beauty Pro University is dedicated to ensuring that education is not only informative but also an enjoyable and successful learning experience for our students. Our university offers licensing training in areas such as Cosmetology Operator, Hair Weaving, Barber to Cosmetology Operator Crossover, and Eyelash Extension. Additionally, we provide periodic opportunities for students to enroll in certification programs throughout the year.

Choose The Beauty Pro University to embark on a comprehensive educational journey where passion meets practicality, and success is a natural outcome.

MISSION STATEMENT

Our mission is to address the gaps in beauty education by providing diverse training that encompasses various hair textures and skin tones. We aim to educate individuals in the industry about opportunities beyond salon work and the business aspects of being a beauty professional. We are committed to going the extra mile to ensure comprehensive and inclusive education at our school.

VALUES

To realize our mission and vision, we will uphold a foundational set of values, including:

1. Compassion and Caring
2. Prioritizing Others' Needs
3. Delivering Exceptional Customer Service

VISION STATEMENT

Our vision is to elevate the inherent beauty of our clients, radiating from within. We envision ourselves as pioneers in delivering cutting-edge beauty and wellness services consistently. Our goal is to transform the mundane into the extraordinary, making each day a remarkable experience.



EDUCATIONAL GOALS

Cosmetology Operator 1000 hour

The Cosmetology Operator course readies you for the state licensing exam and opens doors to varied career paths, spanning traditional roles to opportunities in TV/Film, Theater, and specialized areas such as Skin Care, Eyelash Extensions, and Makeup Artistry. Our comprehensive curriculum covers fundamental to advanced techniques across all aspects of cosmetology.

Our program emphasizes entrepreneurial skills and offers business and marketing classes. Learn effective marketing on social media, Google, and website creation alongside technical skills for a well-rounded and successful cosmetology career.

Eyelash Extension Speciality 320 hour

The Eyelash Extension Specialty course readies students for licensing exams and entry-level roles in the booming industry. Acquiring essential skills prepares you for positions in Salons, Beauty Shops, or Chain Beauty and Eyelash Extension Shops/Salons. Tailored for aspiring Eyelash Extension professionals, shop managers, or owners, this training is your gateway to the dynamic world of cosmetology.

Our program prioritizes entrepreneurial skills and features specialized business and marketing classes. Develop proficiency in effective marketing on social media, Google platforms, and website creation, enhancing your technical expertise. This holistic approach ensures a well-rounded and successful cosmetology career.

Hair Weaving Speciality 300 hour

The Hair Weaving Specialty course prepares students for licensing exams and entry-level roles in the cosmetology industry. Acquiring essential skills equips you for positions in Salons, Beauty Shops, or Chain Beauty and Eyelash Extension Shops/Salons. Tailored for aspiring hair weaving professionals, shop managers, or owners, this training opens the door to the dynamic world of hair weaving.

Our program emphasizes entrepreneurial skills and includes specialized business and marketing classes. Develop proficiency in effective marketing on social media, Google platforms, and website creation, enhancing your technical expertise. This comprehensive approach ensures a well-rounded and successful career in cosmetology.

Class A Barber to Cosmetology Operator 300 hour

The Class A Barber to Cosmetology Operator course thoroughly prepares students for state licensing and entry-level roles in the cosmetology industry. Beyond essential skills for Cosmetology Salons, Dual Cosmetology/Barber Shops, or Chain Beauty Shops/Salons, the program also emphasizes expanding barbers' services to include eyelash extensions, hair extensions, and nail services.

Your training in this program is geared towards positioning you for a dynamic and successful career. Whether you aspire to become a Stylist, Cosmetologist, explore opportunities in TV/Film, Theater, become a brand trainer, manager, or even embark on the entrepreneurial journey of owning your shop, this course equips you with the versatility needed for a thriving career in the ever-evolving field of cosmetology.

FACILITIES AND EQUIPMENT

Our educational institution includes classroom, dispensary, office and modern clinic laboratory in which the students practice “hands on” customer service. The Beauty Pro University occupies approximately 1970 square feet of space and it is divided into 140 square foot Administrative Office, 255 square foot Classroom, Storage Room, 1 Restrooms, 84 square foot Break Area and Clinic Floor. The school is centrally air-conditioned and heated to provide a comfortable learning environment.

CURRICULUM/ PROGRAMS OFFERED

Cosmetology Operator | 1000 hour | Cost \$9500.00*

Option to add advanced Skincare \$250 and Makeup Kit \$500 additional investment**

The professional Cosmetology Operator course mandates the successful completion of 1000 hours of training. This achievement qualifies you to sit for the Texas Department of Licensing and Regulation (TDLR) Cosmetology Examination, leading to the Texas Cosmetology Operator License.

The TDLR Cosmetology Operator curriculum outlines the following requirements: Applicants must complete one thousand (1000) hours of training to obtain a certificate of registration as a cosmetology operator, with a minimum of five (5) hours of theory class per week, utilizing both in-person and distance learning. The distribution of hours is as follows:

700 Hours: Theory and related practice: anatomy and physiology; diseases and disorders of the skin, scalp, hair and nails; chemistry (haircoloring, chemical waving, and relaxing); bacteriology, sterilization and sanitation, health, safety, first aid, laws and rules; tools and equipment; hair care and related theory; business skills and establishment management; skin care and related theory; hair removal; nail care and related theory; electricity; haircutting; hairstyling; hair and scalp treatments, scalp massage; hairweaving, extensions; chemical textures and applications; face and neck massage and treatments; facial hair removal; manicuring; waxing and removing body hair; customer service and professional ethics; makeup; pedicuring; artificial nails.

300 Hours: Specialty Practice and related theory: eyelash semi-permanent extensions; advanced hair care and advanced chemical services; and related practices.

Eyelash Extension Speciality | 320 hour | Cost \$3555.00*

The professional Eyelash Extension Specialty course mandates the successful completion of 320 hours of training. This accomplishment qualifies you to take the Texas Department of Licensing and Regulation (TDLR) Cosmetology Examination, leading to the Texas Eyelash Extension Specialty License.

As per the TDLR Cosmetology guidelines, the eyelash extension specialty curriculum entails the following: Applicants must fulfill three hundred twenty (320) hours of training to obtain a certificate of registration as an eyelash extension specialist, with a minimum of five (5) hours of theory class per week, incorporating both in-person and distance learning. The distribution of hours is as follows:

80 Hours: Theory and related practice: eye shapes and eyelash growth; supplies and related equipment; contagious diseases and adverse reactions; sanitation, first aid, health and safety; client protection; business management, laws and rules

240 Hours: Specialty Practice and related theory: Semi-permanent eyelash extension isolation, separation and application.

Class A Barber to Cosmetology Operator | 300 hour | Cost \$3575.00*

The professional course for Class A Barber to Cosmetology Operator necessitates the successful completion of 300 hours of training. This accomplishment qualifies you to participate in the Texas Department of Licensing and Regulation (TDLR) Cosmetology Examination, leading to the Texas Cosmetology Operator License.

As outlined by the TDLR Cosmetology guidelines, the cosmetology operator curriculum involves the following: Applicants must complete three hundred (300) hours of training to secure a certificate of registration as a cosmetology operator, with a minimum of five (5) hours of theory class per week, incorporating both in-person and distance learning. The hours shall be allocated as follows:

300 Hours: Specialty Practice and related theory: eyelash semi-permanent extensions; advanced hair care and advanced chemical services; and related practices.

Hair Weaving Speciality | 300 hour | Cost \$3800*

The professional Hair Weaving Specialty course mandates the successful completion of 300 hours of training. This achievement qualifies you to participate in the Texas Department of Licensing and Regulation (TDLR) Cosmetology Examination, leading to the Texas Hair Weaving Specialty License.

According to the TDLR Cosmetology guidelines, the hair weaving specialty curriculum entails the following: Applicants must fulfill three hundred (300) hours of training to obtain a certificate of registration as a hair weaving specialist, with a minimum of five (5) hours of theory class per week, incorporating both in-person and distance learning. The distribution of hours is as follows:

75 Hours: Theory and related practice: basic hair weaving; anatomy and physiology; scalp and skin conditions, lesions and diseases; structure and composition; sterilization methods; chemistry and client protection; sanitation, health and safety; business management, laws and rules.

225 Hours: Specialty Practice and related theory: hair weaving, repair, weft removal, sizing and finishing; procedures and hair weaving/braiding skills; compounds, mixtures and cosmetic applications; equipment, supplies and preparations.

*Price subject to change without notice

ADMISSIONS REQUIREMENTS

Students must be at least 17 years of age (18 years of age for international students), provide a Social Security Card and State Issued ID Card. A high diploma or the equivalent of a high diploma or GED certificate is a plus but not required.

State law requires a photocopy of the following documents that has to be maintained in the student's file at all times.

- Current photo of student
- High School Diploma or a GED (Not Required)
- Photocopy of birth certificate or driver's license
- All students are required to submit an application, application fee and essay
- Must be at least 16 years of age

ENROLLMENT DATES

Classes commence monthly, and students are required to finalize their enrollment meeting and submit their deposit at least three weeks before the start date. The commencement of classes is subject to change, contingent upon enrollment and the school's requirements.

HOLIDAY AND SCHOOL CLOSINGS

The listed holiday schedule will be observed and will not be considered as absent days for students. These holidays will be displayed on the student bulletin board. School closures resulting from inclement weather or emergencies of any kind will not be included in the student's absentee record.

MARTIN LUTHER KING DAY
PRESIDENTS DAY
SPRING BREAK
MEMORIAL DAY
JUNETEENTH
INDEPENDENCE DAY
LABOR DAY
COLUMBUS DAY
VETERANS DAY
THANKSGIVING BREAK 11/20-11/27
CHRISTMAS / NEW YEARS DREAK 12/19-01/01

ABSENCES

Students are expected to uphold a 70% attendance rate. The contract includes provisions for personal matters, but if the attendance exceeds the contract end date, an additional instructional fee will be applied.

LEAVE OF ABSENCE

A Leave of Absence (LOA) denotes a temporary pause in a student's ongoing program of study, signifying a period when the student is not actively attending classes. To request an LOA, students must submit a written request, detailing the reason for the leave, and await approval. If granted, the official leave will extend the current contract end date and the maximum time frame calculated for Satisfactory Academic Progress by the same number of calendar days specified in the leave document or the days actually used by the student. No re-entry fee will be applicable if the student returns on or before the first scheduled class day following the completion date of the Leave of Absence.

A maximum of three Leave of Absences will be permitted within any 12-month period, with a minimum duration of six calendar weeks for each leave. The cumulative days for all approved LOAs may not exceed 180 days in any 12-month period. Leaves of Absence can be requested and will be granted solely for specific criteria, including medical issues, circumstances falling under FMLA (Family & Medical Leave Act of 1993, etc.), required extended court appearances or jury duty, institutionalization of the student, and military deployment. LOAs not fitting the above criteria will be subject to a case-by-case evaluation for approval.

RE-ENTRY

Should a student desire to return after the initial 30-day period, a re-entry fee of \$150.00 is required, and a new contract will be provided, indicating a revised tuition amount based on the payments made to date. The student will resume at the same status they held when initially leaving.

BEREAVEMENT

Bereavement leave is granted exclusively for the following relationships: spouse, parent, stepparent, child, step-child. In cases of financial stress leading to an inability to meet tuition or over-contract responsibilities, individuals must provide comprehensive and verifiable documentation supporting the reason and requested time frame upon making the request. All other reasons for absence are expected to be accommodated by the approximately 10% additional hours allocated for "normal absences" as outlined in the enrollment agreement. Students are advised to utilize this time judiciously, reserving it for unforeseen emergencies.

TARDINESS

If you arrive 10 minutes late for the commencement of the theory class, you will be unable to clock in until after the theory session concludes.

WITHDRAWALS & TERMINATION

A student wishing to transfer from one cosmetology program to another must formally withdraw from the initial program before proceeding with the transfer. Simultaneous enrollment in multiple cosmetology programs is not permitted.

For students transferring to a new cosmetology program and seeking credit for previous attendance, prior notice must be given to both the program being transferred from and the department. The student must provide a record of claimed credit, either in the form of a transcript from the previous program or an extract from department records.

Upon withdrawal, provided that agreed-upon tuition and fees have been paid, the student is entitled to an official transcript of earned credits from the university they withdrew from. The transcript should be ready for pickup or postmarked within ten calendar days of the university receiving the withdrawal notice. A copy of the transcript must be retained in the student's file for 48 months and made available upon department request.

Withdrawal or termination is defined by the hours scheduled per the enrollment agreement, contract, or other document approved by the department, not the clock hours the student has accumulated during class attendance.

In the event of the university's closure or cessation of operations before class credit is earned, the student is entitled to a tuition refund as per the Texas Occupations Code, Chapter 1602.

ACADEMIC AND/OR ATTENDANCE SUSPENSION

A cosmetology student is granted one probationary period lasting 30 days to achieve satisfactory progress status. Failure to attain satisfactory progress in terms of attendance and/or academics during this period may result in termination. Refer to the comprehensive satisfactory progress policy later in this catalog for further details.

ATTENDANCE

Full-Time students must attend university from a minimum of 25 hours to a maximum of 30 hours. Part-Time students must attend a minimum of 15 hours and up to 25 hours.

REFUND POLICY

Refund and Cancellation Policy

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 30 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 school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 30 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student or provide course completion through a prearranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, and before an instruction of the course has begun, we will participate in a teach out agreement of the course or the school will either provide a full refund of all monies paid or completion of the course at a later time.

Refund and Cancellation Policy Continued

Complaints, which cannot be resolved by direct negotiation between the student and the university, may be filed with the Texas Occupations Code - Austin, Texas. There is a two-year limitation on the TCC acting on student complaints. The Texas Occupations Code - Austin, Texas shall not consider any claim that is filed more than two (2) years after the date the student discontinues his/her training at the university.

Special Offer and/or Scholarships apply only if the course/program is completed in full. In the event the student withdraws prior to its completion, the tuition due for the portion completed will be calculated using the un-discounted cost of the course/program \$25 paper fee to the Texas Department of Licensing and Regulation is nonrefundable in any case.

PAYMENT PLANS

TBPU provides internal financing options with competitive low-interest rates. Tailored payment plans are designed to accommodate your budget, and full payment is incentivized with discounts. Our flexible payment plans contribute to improving your credit score, ensuring almost universal approval, regardless of your credit history. Approval is typically granted within seconds, and while TBPU doesn't accept Federal Financial Aid, Grants, or VA, we do welcome scholarships and private loan payments.

TUITION PAYMENTS

Monthly billing will be applied to students. TBPU retains the authority to suspend any student from school if their account becomes overdue.

ADDITIONAL INSTRUCTION CHARGES

Students incur an over-contract fee of \$14.82 per hour.

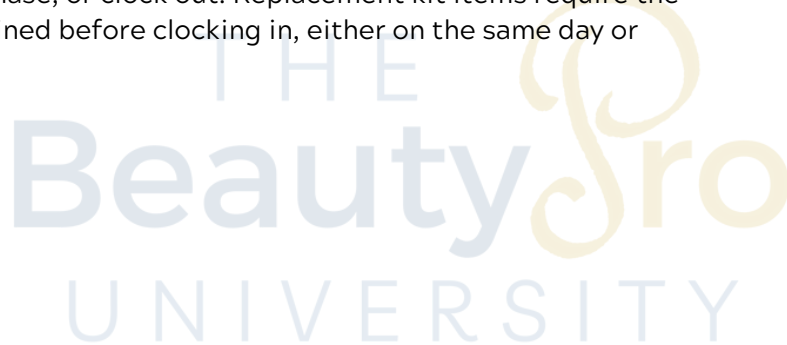
KITS AND BOOKS

Students enrolled in the cosmetology program receive clinic apparel if applicable (1), textbooks, and kits. Once opened, kits, clinic apparel (where applicable), and textbooks are non-refundable.

Kits and books are provided during the Discovery phase and are essential for the entire program of study. Bringing kits to the university is a program completion requirement and ensures readiness to deliver exceptional customer service. Students must be equipped daily with their complete student kit. Refusal of a client due to unpreparedness or missing kit items will result in dismissal for the day. The university is not accountable for lost or stolen personal, kit, or trolley items. Students bear responsibility for their kit and trolley items. If an item is missing, students have two options: purchase a new or used item from the university (if available), paid for at the time of purchase, or clock out. Replacement kit items require the same brand or model, with instructor approval obtained before clocking in, either on the same day or following days.

TEXTBOOKS

Milady Standard Cosmetology, 14th Edition
Milady Standard Foundations
Milady Eyelash Extension 1st Edition
Milady Standard Natural Hair Care and Braiding



DRESS CODE

Students, as professionals in training for the beauty and image industry, are urged to recognize that the grooming and image habits developed during this period will significantly impact their career success. It is imperative to practice professionalism consistently. The Administration retains the authority to assess if a student adheres to the dress code requirements and projects a professional image, with the final determination resting with the Administration. Students not in compliance with the dress code will be barred from clocking in until compliance is achieved.

The dress code is as follows for all students:

- **TOP:** Solid black or white. Any appliqué, sequins, embellishments, stitching, etc., must be black. All layers must be black or white or a combination, including vests, sweaters, tank-tops, and jackets.
- **BOTTOM:** Solid black. Any appliqué, sequins, embellishments, stitching, etc., must be black. Bottom length - All pants must be below-knee length, and skirts must remain at fingertip length. No baggy pants with exposed underwear, no shorts, and no sleeveless attire (cutouts in sleeves must still cover armpits). Armpits, midriff, back, and cleavage must be covered. Yoga pants/leggings must be solid and not see-through.
- **SHOES:** Any color, closed-toe shoes are acceptable.
- **Name Tags:** Must be worn at all times while in the building.
- **ACCESSORIES:** Jewelry, scarves, hats, belts, socks, etc., may be any color (excluding leggings, waistbands, etc.).
- **GROOMING:** Makeup should be applied, and hair styled before clocking in.

As image plays a significant role in our industry, students are entrusted to exercise good judgment in dressing professionally. Instructors, responsible for teaching professionalism, may require a student to clock out and change if their dress choice is deemed inappropriate.

On Graduation Day, students may wear clothing in line with the general dress code requirements, with the exception of color requirements. Open-toed shoes and sleeveless tops or dresses are permitted on Graduation Day. Failure to follow university policy or any question regarding a student's attire deemed inappropriate may result in the student being sent home to change. The Administration reserves the final decision on any clothing item considered questionable.

MAKE-UP POLICY

In the event of a student's absence during a test or other evaluation, it is the student's responsibility to coordinate with the instructor for the makeup of missed assignments.

SATISFACTORY ACADEMIC PROGRESS POLICY

All students enrolled in this university must maintain satisfactory progress in both attendance and academic performance.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology Operator		Class A Barber to Cos Operator / Hair Weaving		Eyelash Extension Specialty	
0-250	Hours	0-100	Hours	0-100	Hours
251-500	Hours	101-200	Hours	101-200	Hours
501- 750	Hours	200-300	Hours	201-320	Hours
751 -1000	Hours				

Assessment periods are determined based on the actual hours completed. The Satisfactory Academic Progress Policy is applicable to all enrolled students, whether part-time or full-time, in any program. Prior to enrollment, every student receives the Satisfactory Academic Progress Policy.

For transfer students, evaluations occur at the midpoint of either the contracted hours or the established evaluation periods, whichever comes first. These evaluations aim to ascertain if the student has fulfilled the minimum requirements for satisfactory academic progress. Regular evaluations are conducted to ensure that students undergo at least one assessment by the midpoint of the course.

ATTENDANCE PROGRESS EVALUATIONS

To ensure satisfactory attendance progress, students must participate in a minimum of 70% of the scheduled hours outlined in the relevant attendance schedule. Assessments are carried out at the conclusion of each evaluation period to ascertain compliance with the minimum requirements. The attendance percentage is calculated by dividing the total accrued hours by the scheduled total hours. At the conclusion of each evaluation period, the institution will assess whether the student has sustained a cumulative attendance of at least 70% from the course's commencement. This evaluation signifies that, maintaining the same attendance rate, the student is on track to graduate within the maximum allowable time frame.

MAXIMUM TIME FRAME

The stipulated maximum time for students to successfully complete each course, not exceeding 150% of the course length, is outlined below:

COURSE

MAXIMUM TIME ALLOWED WEEKS SCHEDULED HOURS

Cosmetology Operator (Full time, 30 hrs/wk) - 1000 Hours	50 Weeks 1500 hours
Cosmetology Operator (Part time, 20 hrs/wk) - 1000 Hours	75 Weeks 1500 hours
Class A Barber to Cosmetology Operator (Full time, 30 hrs/wk) - 300 Hours	15 Weeks 450 hours
Class A Barber to Cosmetology Operator (Part time, 20 hrs/wk) - 300 Hours	23 Weeks 450 hours
Eyelash Extension (Full time, 30 hrs/wk) - 320 Hours	16 Weeks 480 hours
Eyelash Extension (Part time, 20 hrs/wk) - 300 Hours	24 Weeks 480 hours
Hair Weaving (Full time, hrs/wk) - 300 Hours	15 Weeks 450 hours
Hair Weaving (Part time, hrs/wk) - 300 Hours	23 Weeks 450 hours

The maximum time permitted for transfer students requiring less than the full course requirements or for part-time students will be established by considering 67% of the scheduled contracted hours.

ACADEMIC PROGRESS EVALUATIONS

Academic progress for both full-time and part-time students, including evaluations of theory, practical, and clinical work (with clinical work graded on a pass/fail basis and not factored into the overall GPA), will be assessed concurrently with the time periods specified in the "Attendance Progress Evaluation" above. Each student is required to attain a minimum grade point average of 70%.

GRADING SYSTEM

A student's overall grade is calculated based on practical, theory, and clinical assessments. Practical and clinical grades are computed daily, while theory grades are determined by test scores. Evaluation is conducted using the following grade scale:

Letter Grade	Range
Excellent	90-100
Above Average	80-89
Average	70-79
Below Satisfactory Progress	0-69

DETERMINATION OF PROGRESS STATUS

Students who meet the minimum academic and attendance criteria at the evaluation point are deemed to be making satisfactory academic progress until the subsequent scheduled evaluation. A hard copy of their Satisfactory Academic Progress Determination will be provided to students during each evaluation. Those identified as not maintaining Satisfactory Academic Progress may face an interruption in their Title IV Funding, unless the student is on warning or has successfully appealed, leading to a probationary status.

WARNING

Students falling short of the minimum requirements for attendance or academic progress will be put on warning, during which they are regarded as making satisfactory academic progress. The student will receive written guidance on the necessary actions to achieve satisfactory academic progress by the next evaluation. If, by the end of the warning period, the student has not yet fulfilled both attendance and academic requirements, they may be placed on probation if they have successfully appealed.

PROBATION

Students who do not meet the minimum requirements for attendance or academic progress after the warning period may be placed on probation, considering them as making satisfactory academic progress during this probationary period if the student appeals the decision and prevails upon appeal. Furthermore, only students with the capacity to meet the standards outlined in the Satisfactory Academic Progress Policy by the end of the evaluation period may be placed on probation. Those placed on an academic plan must be capable of fulfilling the plan's requirements by the conclusion of the next evaluation period to be considered as making Satisfactory Academic Progress. Students progressing according to their specific academic plan will be deemed to be making Satisfactory Academic Progress. Written advice will be provided to the student, outlining any potential impact on their financial aid eligibility and the actions necessary to achieve satisfactory academic progress by the next evaluation.

If, by the end of the probationary period, the student has not satisfied both attendance and academic requirements for satisfactory academic progress or those specified in the academic plan, they will be determined as NOT making satisfactory academic progress.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students have the opportunity to regain satisfactory academic progress by fulfilling the minimum attendance and academic requirements by the conclusion of the warning or probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

In the event of a temporary interruption in enrollment due to a Leave of Absence, the student will resume school with the same progress status as before the leave. The hours that pass during the leave of absence will extend the student's contract period and maximum time frame by an equivalent number of days, excluding these days from the cumulative attendance percentage calculation. For students who withdraw before completing the course and subsequently seek re-enrollment, they will return with the same satisfactory academic progress status as it was at the time of withdrawal.

APPEAL PROCEDURE

In the event that a student is found not to be making satisfactory academic progress, the student has the right to appeal the determination within a period of ten calendar days. Permissible reasons for appealing a negative progress determination include the death of a relative, the student's injury or illness, or any other allowable special or mitigating circumstance. To initiate the appeal process, the student must submit a written appeal to the school using the designated form, outlining the reasons for not meeting satisfactory academic progress standards. Additionally, the appeal should include supporting documentation justifying why the determination should be overturned. This submission should detail any changes in the student's situation that will enable them to achieve Satisfactory Academic Progress by the next evaluation point. The appeal documents will be reviewed, and a decision will be communicated to the student within 30 calendar days. Both the appeal and decision documents will be kept in the student's file. If the student succeeds in the appeal, the determination of satisfactory academic progress will be reversed, and federal financial aid will be reinstated, if applicable.

NONOCREDIT, REMEDIAL COURSES, REPETITIONS

This institution does not consider noncredit, remedial courses, or repetitions in its evaluation of satisfactory academic progress standards. As a result, these elements do not impact the school's criteria for satisfactory academic progress.

TRANSFER HOURS

Regarding Satisfactory Academic Progress, a student's transfer hours will be considered both attempted and earned hours in determining the exhaustion of the allowable maximum time frame. We acknowledge hours earned at other institutions, contingent upon their acceptance by the State Board of Barbering. Tuition for transfer students is calculated on an hourly basis.

GRADUATION REQUIREMENTS

To qualify for graduation with a cumulative grade point average of 70% or higher and receive a certified Final Transcript of Hours and Diploma in the applicable program of study, students must meet the following requirements:

1. Successfully completing all levels of study, required tests, and practical assignments.
2. Passing a final written and practical examination.
3. Completing the program of study in accordance with regulatory requirements.
4. Completing all exit paperwork and attending an exit interview.
5. Fulfilling all required theory hours scheduled for the program, regardless of test completion and passage.
6. Settling all financial obligations owed to the university.

Upon meeting these requirements and successfully completing the program of study, The Beauty Pro University will award the diploma for the applicable program, signifying the student's accomplishment of the basic course training program and fulfillment of all graduation requirements using a completion form. After fulfilling all graduation requirements and the scheduled program's conclusion, the graduate becomes eligible to pay the required examination fee and submit an application for the state-licensing exam. Upon obtaining a valid license, the graduate can engage in their chosen field for compensation.

HOURS OF OPERATION

In the event of a temporary interruption in enrollment due to a Leave of Absence, the student will resume school with the same progress status as before the leave. The hours that pass during the leave of absence will extend the student's contract period and maximum time frame by an equivalent number of days, excluding these days from the cumulative attendance percentage calculation. For students who withdraw before completing the course and subsequently seek re-enrollment, they will return with the same satisfactory academic progress status as it was at the time of withdrawal.

	Classroom Hours	Office/Retail Hours	Servicing Hours
Tuesday	9 AM - 9 PM	10 AM - 7 PM	11 AM - 9 PM
Wednesday	9 AM - 9 PM	10 AM - 7 PM	11 AM - 9 PM
Thursday	9 AM - 9 PM	10 AM - 7 PM	11 AM - 9 PM
Friday	9 AM - 3:30 PM	10 AM - 3 PM	11 AM - 3 PM
Saturday	9 AM - 3:30 PM	9 AM - 3PM	9 AM - 3 PM

TESTING AND LICENSING FEES

Student Permit: \$25

Testing:

Operator Testing:

Written: \$50

Practical: \$72

Specialty License:

Esthetician, Manicurist, Esthetician/Manicurist, Eyelash Extension, Hair Weaving: \$50

Written: \$50

Practical: \$72

Licensing:

Operator License: \$50

Specialty License:

Esthetician, Manicurist, Esthetician/Manicurist, Eyelash Extension, Hair Weaving: \$50

*Pricing subject to change and determined by the Texas Department of Licensing and Regulation.

EVALUATION/TESTING

After each chapter in theory, students undergo testing. Practical skills are assessed both at the end of each chapter and during a mock state board examination conducted towards the conclusion of the course. While there is a minimum requirement for completing skills, these are not included in the overall GPA calculation.

PRIVACY POLICIES

In adherence to federal law safeguarding the privacy of students and families, certain conditions are established for the disclosure of personally identifiable information from university records. Students, or the parent or guardian of minor students, are entitled to review or inspect their records at any time, subject to scheduling an appointment with an administrator. The university will not disclose information from any student record to unauthorized individuals without the signed written consent of the student (or the student's parent or legal guardian if the student is under 18). This policy encompasses all personally identifiable information and may not be altered without the signed written permission of the student.

Exceptions to this policy include records under subpoena as mandated by law, disclosures to the accrediting body for accreditation purposes, and sharing with designated staff members. The university may also disclose, without consent, "directory information" such as the student's name, address, phone number, date and place of birth, honors and awards, and dates of attendance. However, the university is obligated to inform parents and students of the information designated as directory information and provide a reasonable period for parents of eligible students to request the university not disclose that information.

During the inspection of records, students should never be alone; a staff member must be present at all times. If a third-party request is received regarding a particular student and/or graduate, a RELEASE form must be completed each time a request is made.

JOB PLACEMENT

While the university cannot assure employment, we actively support all students in their pursuit of job placement. Classroom instruction is designed to impart knowledge on professionalism, résumé development, interview preparation, and job search skills. Furthermore, we organize field trips to local salons, providing students with networking opportunities. Additionally, we arrange sessions where salon owners share insights into what they seek in their employees.

CAREER CONSIDERATIONS

The university advises prospective students interested in pursuing a career in cosmetology, esthetics, or related fields to carefully consider various aspects of this decision. Aspiring professionals in this field should possess finger dexterity and an artistic sense, enjoy interacting with the public, and be adept at following client directions. Staying updated on the latest fashion trends and beauty techniques is crucial. Building a personal clientele requires working long hours to achieve the desired income, necessitating a strong commitment to the educational process and program completion. Learning the skills for operating a personal business is also vital.

Applicants and students should be aware of certain considerations:

- The work can be physically demanding due to long hours of standing or sitting in specific positions.
- A personal investment may be required for advertising and promotions, such as printing business cards.
- Exposure to various chemicals and fumes may pose risks, requiring adherence to safety and sanitation practices.
- Compensation methods can vary, including straight salary, salary plus commission, straight commission, sliding scale commission, retail commission, or independent contracting.
- Individuals with certain criminal records may be ineligible for state licensure, and a review by the Texas Department of Licensing and Regulation (TDLR) can be requested before applying for a license. TDLR may not consider applicants with convictions related to prohibited sexual conduct, crimes against children, or crimes such as homicide, kidnapping, and assault for licensure as a Cosmetologist.

ADVISING SERVICES

The university offers a dedicated support system for every student. Our faculty and staff are compassionate and attentive, ready to help address the needs and concerns of each individual. Advising sessions are routinely scheduled on the first Tuesday of each month. However, students needing extra or urgent guidance are urged to reach out to their assigned advisor for an appointment.

COUNSELING SERVICES

All students have the opportunity to reach out to off-campus organizations for counseling services, alcohol and drug abuse education, crime prevention education, and sexual assault prevention, as detailed in the orientation materials.

CLASS SCHEDULE

In the theoretical component, lectures and demonstrations will span 1-2 hours, with the final 30 minutes dedicated to review and testing. The session includes presentations, handouts, and active participation. Students are required to attend the entire class duration and take a test. Assessments, major exams, and worksheets will be graded, recorded, and returned to students for review. This program is designed to serve a practical purpose, evaluating students' knowledge and comprehension of the course.



COSMETOLOGY SCHEDULE - Full Time Day 30 hours per week						
	Tuesday	Wednesday	Thursday	Friday	Saturday	
9:00 am-9:30 am	Clinic Floor Set up, On-line Marketing	Clinic Floor Set up, On-line Marketing	Distance Learning DayTheory	Clinic Floor Set up, On-line Marketing	Clinic Floor Set up, On-line Marketing	
9:30 am -12:30 pm	Theory 9:30am -10:30am Clinic Floor 10:30am -12:30 pm	Theory 9:30am -10:30am Clinic Floor 10:30am -12:30 pm	Distance Learning DayTheory	Clinic Floor	Clinic Floor	
12:30 pm-1:00 pm	Lunch	Lunch	Lunch	Lunch	Lunch	
1:00 pm - 3:00 pm	Clinic Floor Practical, Hands on	Clinic Floor Practical, Hands on	Distance Learning DayTheory	Clinic Floor Practical, Hands on	Clinic Floor Practical, Hands on	
3:00 pm - 3:30 pm	Sanitation Duties, On-line Marketing	Sanitation Duties, On-line Marketing	Distance Learning DayTheory	Sanitation Duties, On-line Marketing	Sanitation Duties, On-line Marketing	

COSMETOLOGY SCHEDULE - Part Time Evening 20 hours per week						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday 9am-3pm
5:00 pm		Distance Learning DayTheory - WORK ON ASSIGNMENTS	Clinic Floor Set up, On-line Marketing	Clinic Floor Set up, On-line Marketing	OFF	Clinic Floor Set up, On-line Marketing
6:00 pm	Distance Learning DayTheory - MEET VIA ZOOM	Distance Learning DayTheory - WORK ON ASSIGNMENTS	Clinic Floor	Clinic Floor	OFF	Clinic Floor
7:00 pm	Distance Learning DayTheory - Zoom or WORK ON ASSIGNMENTS	Distance Learning DayTheory - MEET VIA ZOOM	Clinic Floor Practical, Hands on	Clinic Floor Practical, Hands on	OFF	Clinic Floor Practical, Hands on
8:00 pm - 9:00 pm		Distance Learning DayTheory - Zoom or WORK ON ASSIGNMENTS	Sanitation Duties, On-line Marketing	Sanitation Duties, On-line Marketing	OFF	Sanitation Duties, On-line Marketing

Class A Barber to Cosmetology - Full Time Day 30 hours per week						
	Tuesday	Wednesday	Thursday	Friday	Saturday	
9:00 am-9:30 am	Clinic Floor Set up, On-line Marketing	Clinic Floor Set up, On-line Marketing	Distance Learning DayTheory	Clinic Floor Set up, On-line Marketing	Clinic Floor Set up, On-line Marketing	
9:30 am -12:30 pm	Theory 9:30am -10:30am Clinic Floor 10:30am -12:30 pm	Theory 9:30am -10:30am Clinic Floor 10:30am -12:30 pm	Distance Learning DayTheory	Clinic Floor	Clinic Floor	
12:30 pm-1:00 pm	Lunch	Lunch	Lunch	Lunch	Lunch	
1:00 pm - 3:00 pm	Clinic Floor Practical, Hands on	Clinic Floor Practical, Hands on	Distance Learning DayTheory	Clinic Floor Practical, Hands on	Clinic Floor Practical, Hands on	
3:00 pm - 3:30 pm	Sanitation Duties, On-line Marketing	Sanitation Duties, On-line Marketing	Distance Learning DayTheory	Sanitation Duties, On-line Marketing	Sanitation Duties, On-line Marketing	

Class A Barber to Cosmetology - Part Time 20 hours per week						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday 9am-3pm
5:00 pm		Distance Learning DayTheory - WORK ON ASSIGNMENTS	Clinic Floor Set up, On-line Marketing	Clinic Floor Set up, On-line Marketing	OFF	Clinic Floor Set up, On-line Marketing
6:00 pm	Distance Learning DayTheory - MEET VIA ZOOM	Distance Learning DayTheory - WORK ON ASSIGNMENTS	Clinic Floor	Clinic Floor	OFF	Clinic Floor
7:00 pm	Distance Learning DayTheory - Zoom or WORK ON ASSIGNMENTS	Distance Learning DayTheory - MEET VIA ZOOM	Clinic Floor Practical, Hands on	Clinic Floor Practical, Hands on	OFF	Clinic Floor Practical, Hands on
8:00 pm - 9:00 pm		Distance Learning DayTheory - Zoom or WORK ON ASSIGNMENTS	Sanitation Duties, On-line Marketing	Sanitation Duties, On-line Marketing	OFF	Sanitation Duties, On-line Marketing

Eyelash Extension Specialist - Full Time Day 30 hours per week						
	Tuesday	Wednesday	Thursday	Friday	Saturday	
9:00 am-9:30 am	Clinic Floor Set up, On-line Marketing	Clinic Floor Set up, On-line Marketing	Distance Learning DayTheory	Clinic Floor Set up, On-line Marketing	Clinic Floor Set up, On-line Marketing	
9:30 am -12:30 pm	Theory 9:30am -10:30amClinic Floor 10:30am -12:30 pm	Theory 9:30am -10:30amClinic Floor 10:30am -12:30 pm	Distance Learning DayTheory	Clinic Floor	Clinic Floor	
12:30 pm-1:00 pm	Lunch	Lunch	Lunch	Lunch	Lunch	
1:00 pm - 3:00 pm	Clinic Floor Practical, Hands on	Clinic Floor Practical, Hands on	Distance Learning DayTheory	Clinic Floor Practical, Hands on	Clinic Floor Practical, Hands on	
3:00 pm - 3:30 pm	Sanitation Duties, On-line Marketing	Sanitation Duties, On-line Marketing	Distance Learning DayTheory	Sanitation Duties, On-line Marketing	Sanitation Duties, On-line Marketing	

EYELASH EXTENSION - Part Time Evening 20 hours per week						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday 9am-3pm
5:00 pm		Distance Learning DayTheory - WORK ON ASSIGNMENTS	Clinic Floor Set up, On-line Marketing	Clinic Floor Set up, On-line Marketing	OFF	Clinic Floor Set up, On-line Marketing
6:00 pm	Distance Learning DayTheory - MEET VIA ZOOM	Distance Learning DayTheory - WORK ON ASSIGNMENTS	Clinic Floor	Clinic Floor	OFF	Clinic Floor
7:00 pm	Distance Learning DayTheory - Zoom or WORK ON ASSIGNMENTS	Distance Learning DayTheory - MEET VIA ZOOM	Clinic Floor Practical, Hands on	Clinic Floor Practical, Hands on	OFF	Clinic Floor Practical, Hands on
8:00 pm - 9:00 pm		Distance Learning DayTheory - Zoom or WORK ON ASSIGNMENTS	Sanitation Duties, On-line Marketing	Sanitation Duties, On-line Marketing	OFF	Sanitation Duties, On-line Marketing

HAIR WEAVING SCHEDULE - Full Time Day 30 hours per week						
	Tuesday	Wednesday	Thursday	Friday	Saturday	
9:00 am-9:30 am	Clinic Floor Set up, On-line Marketing	Clinic Floor Set up, On-line Marketing	Distance Learning DayTheory	Clinic Floor Set up, On-line Marketing	Clinic Floor Set up, On-line Marketing	
9:30 am -12:30 pm	Theory 9:30am -10:30am Clinic Floor 10:30am -12:30 pm	Theory 9:30am -10:30am Clinic Floor 10:30am -12:30 pm	Distance Learning DayTheory	Clinic Floor	Clinic Floor	
12:30 pm-1:00 pm	Lunch	Lunch	Lunch	Lunch	Lunch	
1:00 pm - 3:00 pm	Clinic Floor Practical, Hands on	Clinic Floor Practical, Hands on	Distance Learning DayTheory	Clinic Floor Practical, Hands on	Clinic Floor Practical, Hands on	
3:00 pm - 3:30 pm	Sanitation Duties, On-line Marketing	Sanitation Duties, On-line Marketing	Distance Learning DayTheory	Sanitation Duties, On-line Marketing	Sanitation Duties, On-line Marketing	

HAIR WEAVING SCHEDULE - Part Time 20 hours per week						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday 9am-3pm
5:00 pm		Distance Learning DayTheory - WORK ON ASSIGNMENTS	Clinic Floor Set up, On-line Marketing	Clinic Floor Set up, On-line Marketing	OFF	Clinic Floor Set up, On-line Marketing
6:00 pm	Distance Learning DayTheory - MEET VIA ZOOM	Distance Learning DayTheory - WORK ON ASSIGNMENTS	Clinic Floor	Clinic Floor	OFF	Clinic Floor
7:00 pm	Distance Learning DayTheory - Zoom or WORK ON ASSIGNMENTS	Distance Learning DayTheory - MEET VIA ZOOM	Clinic Floor Practical, Hands on	Clinic Floor Practical, Hands on	OFF	Clinic Floor Practical, Hands on
8:00 pm - 9:00 pm		Distance Learning DayTheory - Zoom or WORK ON ASSIGNMENTS	Sanitation Duties, On-line Marketing	Sanitation Duties, On-line Marketing	OFF	Sanitation Duties, On-line Marketing

STANDARDS OF CONDUCT

These Standards of Conduct are established with the specific goal of fostering an enriched learning environment for all students while delivering exceptional customer service to Beauty Pro University clients. Cultivating efficient work habits, maintaining a positive attitude, and having clear goal orientations during training will enhance your potential for success.

All students are required to adhere to federal, state, and local laws. They must respect the rights of others and conduct themselves in a manner consistent with the educational objectives of the school. Any demonstration of disrespect toward faculty or fellow students, use of profanity, theft, academic dishonesty, or possession or use of alcohol and/or drugs on school property is considered grounds for immediate dismissal. The school retains the right to suspend or dismiss any student whose actions are deemed inappropriate or detrimental to the school. Once a student is terminated, re-enrollment into the program is not permitted for a minimum of ninety (90) days.

ALL STUDENTS MUST:

- Attend all classes as per the assigned schedule, including theory classes, even if all required tests are completed.
- Be punctual for classes. If more than 10 minutes late for a theory class, a student is considered tardy unless determined otherwise by the Director. Students may not clock in, attend class, enter the salon or spa training area, or media station until a scheduled class break or dismissal. Excessive tardiness may result in university suspension, probation, and progressive disciplinary action. To receive credit for the day, students must clock in before the following times: Daytime schedule 12:00 pm, Evening schedule 6:00 pm.
- Notify a staff member within 30 minutes of the scheduled check-in time in case of absenteeism or tardiness so that proper arrangements can be made to serve clients who may be scheduled.
- Adhere to time clock procedures by clocking in and out to accurately reflect hours in attendance, including but not limited to:
 - Take a 30-minute lunch break during the scheduled time. Short lunch breaks may be approved by the instructor.
 - Clock out when entering the break room or exiting the building for any reason and for any amount of time.
 - Field Trip - Clock in and out by signing and accurately recording time on a form provided by the instructor.
- Maintain dress code adherence during field trips.
- Students are prohibited from clocking in or out on behalf of others.
- Seek permission from a staff member to leave the facility for any reason other than assigned lunchtime and closing. Documentation may be required to verify the need for an absence.
- Consistently attend regularly scheduled hours. Reliable attendance is crucial for timely program completion, comprehensive training in all subjects, and ensuring excellent customer service to Beauty Pro University clients. Non-compliance will result in progressive disciplinary action.
- Adhere to scheduled lunch breaks. Skipping scheduled lunch breaks in lieu of late arrival or early departure is not permitted. Failure to return from lunch at the scheduled time constitutes an attendance violation.
- Refrain from smoking, eating, drinking, or storing food or drink in areas other than the designated ones. Only bottled water or water in a clear, covered container (not colored) is allowed in the classroom or at the student station. Any non-water beverages or food must be consumed in the designated break area, and the student must clock out for eating or drinking.
- Abide by the published dress code, maintaining proper hygiene and grooming at all times. Non-compliance with the dress code may result in the student being unable to clock in until compliance is achieved or being asked to clock out and change into dress code-compliant attire before attending classes.

- Personal self-applications do not receive educational credit. Students must arrive at the university dressed and groomed, using personal products away from the clinic floor for touch-ups. Kit items and clinic floor supplies are for educational purposes only.
- Establish eligibility to retake failed exams or take missed exams. While it is the student's responsibility to contact the instructor regarding makeup exams, the instructor may assign designated times for the student to work on completing the exams.
- In the event of academic dishonesty, students will receive a zero for the assignment, and a disciplinary action plan will be implemented. Repeat offenses may lead to immediate dismissal from the university.
- Complete all assigned theory, practical, and clinic assignments within the designated time frames, including any additional assignments.
- Adhere to all state laws and regulations while on university premises.
- Acknowledge that training involves sanitation, cleanliness, and equipment care. Students are responsible for maintaining personal workstations and work areas. Daily assigned sanitation duties must be completed before clocking out each day. The State Board mandates adherence to sanitation rules and practices at all times.
- Demonstrate courtesy, respect, and professionalism when interacting with other students, clients, university visitors, and staff at all times.
- Engage in discussions limited to ethical and professional subject matter during university hours and refrain from using profanity.
- Demonstrate fairness and honesty, refraining from theft and willful destruction of property.
- Avoid having personal visitors at the university. Guests should either stay in the lobby or leave, unless they are scheduled for a clinic service. Inside and outside break areas are designated for students and staff only.
- Engage in curriculum-related activities while clocked in, remaining in designated areas without entering other classes in session. Extended time in the student break area is not permitted. Students who are not clocked in may not linger in the facility.
- Refrain from using the business phone for incoming or outgoing calls without express permission from a staff member or at designated times. Personal calls are limited to 3 minutes. Adhere to the Electronic Device Policy, with verbal phone calls taking place off the clock in the break area or outside.
- Park only in designated student parking areas, reserving front-row parking for client use. The university does not provide parking for students.
- Familiarize yourself with all pricing and service policies of the university, as well as the names, purposes, benefits, procedures, and costs of products.
- Record all client service information and obtain all required signatures.
- Recommend and prescribe appropriate services and retail products to each assigned client to develop professional skills.
- Respect the front desk and lobby as a business area. Conduct your business without loitering.
- Continually upgrade abilities through education and practice.
- Avoid discussing confidential information with other parties, including contract details, disciplinary actions, and private administrative or advisement sessions.
- Demonstrate respect to all staff members at The Beauty Pro University. Follow instructors' directions during client consultations and services.
- Adhere to rules and boundaries to maintain a quality working and learning environment, comply with governing agencies, and provide excellent customer service to clients. Failure to abide by the rules may result in progressive disciplinary action, infractions, in-university suspensions, out-of-university suspensions, probation, or dismissal from the university.

NON-DISCRIMINATION POLICY

As a cosmetology school committed to equal opportunity, the institution will not discriminate against any individual in matters of admission, graduation, or any other rights and privileges based on age, race, color, sex, religion, creed, handicap, or ethnic origin.

The school refrains from recruiting students who are currently enrolled or admitted to another institution that provides a comparable program of study.

GRIEVANCE PROCEDURES

Most grievances typically occur between a student and a teacher or other initial members of the staff, although such issues are rare. If the complaint cannot be addressed informally, the student has the option to consult with the CEO. In the event that a dispute remains unresolved at the institutional level, any concerned party, whether a student, staff member, or other interested party, has the right to file a written complaint with the CEO. The written complaint should outline the nature of the issue. Upon receiving the written complaint, the CEO will arrange a meeting with the complainant to work towards a resolution. The CEO commits to responding to the complaint within ten working days from the time of the meeting. If, despite efforts, the problem cannot be resolved, the student has the option to submit a written complaint to TDLR.

ANTI-HARASSMENT POLICY

Beauty Pro University wholeheartedly endorses an atmosphere that fosters mutual respect for the rights of all individuals. While students and staff are encouraged to develop and express their own opinions, it is imperative that a student's exercise of free expression does not impede upon the rights of others. Prior to commencing their studies, students are obligated to sign the Anti-Harassment Policy.

SEXUAL HARASSMENT POLICY

Sexual harassment refers to behavior of a sexual nature that causes discomfort or embarrassment to an individual. According to the federal Equal Employment Opportunity Commission (EEOC), sexual harassment encompasses sexual attention that is: unwelcome and unwanted, harmful, or illegal. Beauty Pro University strictly prohibits sexual misconduct, harassment, assault, or violence. Committing such violations may be regarded as a criminal act under Texas Law. Sexual harassment, as defined by the institution, includes unwelcome advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature.

RIGHT TO PRIVACY AND INFORMATION RELEASE

Governing agencies have the authority to access student files. Information from records will not be disclosed to unauthorized individuals or agencies unless written consent is provided by the student or, for dependent minor students, their parent/guardians. The policy regarding the release of information also extends to parents or guardians in cases where the student is still a minor.

POLICY FOR REVIEWING FINANCIAL OR EDUCATIONAL FILE

Upon receiving a written request, students or parent/guardians of dependent minor students have the opportunity to review their records. This process requires positive proof of identification and is conducted under the supervision of the administrative staff. The retention period for all student records is a minimum of six years.

SOCIAL MEDIA POLICY

Social media and networking are actively promoted as industry tools. To maintain a professional atmosphere, staff and students are encouraged to connect with the university's accounts on various platforms like Facebook, Twitter, Pinterest, LinkedIn, etc. However, a restriction is in place, barring direct connections between staff and currently enrolled students.

SOCIAL MEDIA POLICY

These accounts serve as promotional tools for the university and are open for engagement by staff, students, customers, potential customers, and business associates. Therefore, it is requested that individuals refrain from expressing grievances about university matters on any social media platform. Concerns should be directed through appropriate channels for resolution. Any negative publicity about the university is expected to be removed upon request.

CONFIDENTIALITY POLICY

Details regarding contracts, disciplinary actions, advisements, etc., must not be disclosed to third parties. Furthermore, all student advice or conversations with the administration are treated as confidential and private. Refrain from discussing your contract or interactions with fellow students. Failure to adhere to this policy may result in corrective action, including but not limited to termination.

COPYRIGHT INFRINGEMENT POLICY

Copyright infringement involves exercising exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code) without proper permission or legal authority. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer sharing, can lead to civil and criminal liabilities for the student. For additional details, visit www.copyright.gov. Students involved in illegal downloading or uploading of files, unauthorized peer-to-peer sharing, or unauthorized distribution of copyrighted materials using university technology systems may face enforcement measures according to the university's rule enforcement policy, with potential consequences including university suspension.

DISCIPLINARY POLICIES

While this constitutes adult education, it is essential for all adults to acknowledge the presence of organizational structures and guidelines. We expect students to embrace the authority and leadership of the faculty and staff and promptly rectify any breach of compliance when brought to their attention. If necessary, the university may take further action, including advisement, sending the student home for the day, imposing out-of-university suspension, probation, or termination. Each violation will be assessed on a case-by-case basis.

Every student will be informed of the violation, the determined plan of action, which will be agreed upon and documented by the involved staff, instructor, or administration, and the timeframe for resolution. The student has the option to sign an acknowledgment of receiving this determination; however, their acceptance or rejection of this opportunity does not alter the decision or action determined by the university representative.

TDLR violations are treated seriously and will be addressed accordingly, without verbal write-ups due to their severity. Repeated violations, whether for the same issue or not, may lead to termination. It is crucial for students to recognize that any infringement of the Standards of Conduct, General Policies, or the Enrollment Agreement could result in disciplinary actions such as advisement, sending the student home for the day, out-of-university suspension, probation, or termination.

ELECTRONIC DEVICE POLICY

Cell phones, iPods, iPads, etc., are integral parts of our daily lives and must be managed professionally while at the university. The guidelines for their use by students are outlined below. The instructor has authority over both the classroom and clinic floor, so if the instructor requests anything, including stowing away a device for reasons such as the time spent on an activity, students are expected to comply immediately. Failure to do so will result in progressive disciplinary measures.

General guidelines for all devices:

- The university provides lockers (and for cosmetology students, carts) with locking capacity. If you bring a device, you are solely responsible for it.
- Charge devices at home; university outlet plugs and breakers are reserved for business purposes to support educational and clinic floor use. The presence of additional cords is discouraged, except in the student break room (at your own risk if left unattended).
- Create your own hotspot; internet use is available in the student media station, and students are restricted from using university wifi.
- No earbuds are allowed at any time, whether on or off the clock (exception: after entering and before leaving the break room, not while walking through the building).
- No volume on iPads or phones except in the break room or outside.
- No verbal conversations are allowed except in the break room or outside. If a phone call is necessary, students must clock out and go to designated areas. There should be no verbal phone conversations in classrooms, on clinic floors, in restrooms, at lockers, or in the lobby—only in the break room or outside.

Device-specific guidelines:

- iPods: Currently, there is no acceptable use or place for an iPod at the university (exception: after entering and before leaving the break room, not while walking through the building).
- Laptops: Currently, there is no acceptable use or place for a laptop at the university.

Cell Phones/iPads/Notebooks during:

- Testing: Must never be taken out or visible at any time.
- Theory: Can be used as an educational tool at the request or with the approval of the instructor.
- Clinic Floor Time: Allowed with a customer to take pictures, use as a reference regarding their consultation, service, or care. Gaming is not permitted.

ALL RIGHTS RESERVED

BeautyPro University reserves the right to modify policies, dress code, kit contents, textbooks, curriculum format, teaching materials, or any other educational methods at its discretion.

THE BEAUTY PRO UNIVERSITY

NEW STUDENT ORIENTATION TRAINING CLASS Student Handbook & Catalog Acknowledgment of Receipt

I, _____, hereby affirm that I attended the orientation and have reviewed The BeautyPro University Catalog & Student Handbook. I have attentively listened, read, and comprehended the training provided. As a student, I acknowledge that it is my duty to adhere to The BeautyPro University's policies and procedures in alignment with the training.

Should I have any inquiries concerning the training or materials presented, or about The BeautyPro University procedures, I am aware that it is my responsibility to seek clarification from the Director of Admissions.

Student Signature _____
Date of Attendance _____
Printed Name _____
Director of Admissions Signature _____



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CATALOG

YEAR 2024