

Austin Cosmetology Institute, Inc.

Introduction

Philosophy

We believe that each student at Austin Cosmetology Institute holds the key to his or her success. Our staff and instructors strive to help each student develop the professionalism that will open a world of creativity and knowledge. We believe in the equal opportunity of all students. Excellent training and job placement assistance has enabled our students to become enterprising professionals. Austin Cosmetology Institute offers a college atmosphere conducive to learning and individual growth.

Mission

- To provide our students with a solid foundation in the theory and practice of cosmetology
- To uphold the highest standards of excellence in our faculty, staff, students and educational programs
- To be of service to the community by student council involvement.

Goals & Objectives

- To instruct students in the proper and current methods of cosmetology
- To qualify and prepare students for the state board examination
- To graduate qualified, competent, competitive students
- To assist students in job placement

Facilities

Austin Cosmetology Institute is located at 2521 Rutland Drive, Suite 500, Austin, Texas. The college has separate classrooms for theory and practical instruction. The clinical area is well equipped for hands-on instruction in all areas of cosmetology. A library/media source area offers books and videotapes on cosmetology basics, as well as on advanced areas of this field of study. Additional theory assistance is available on a one-on-one basis.

Admission Requirements

- \$25 money order payable to the Texas Cosmetology Commission for registration and exam fee
- Copy of high school diploma, GED, or passing results of an Ability to Benefit exam
- Copy of birth certificate
- Copy of Social Security card
- Copy of Texas drivers license or other picture ID (Driver's license should be from Texas to prove residency.)
- Two 2"x 2" passport pictures for file and student permit

ACI, Inc.
2521 Rutland Drive, Suite 500, Austin, TX 78758

- Depending on the course of instruction, either \$500.00 (manicurist) or \$1,000.00 (cosmetologist) down payment and \$100.00 registration fee for Austin Cosmetology Institute

All admission requirements are due before orientation and starting classes.

Classes

- Classes start every other Tuesday.
- Ability to Benefit testing is scheduled based on independent test administrator availability.
- Transfer students are accepted with transcript of hours, clearance of obligations to previous institution, and a state grade out before enrollment.

Course Curriculum

Manicuring Course - \$2,200.00

Additional fees: Books \$150.00, Uniform \$50.00, Student Product Kits \$350.00, and Registration \$100.00

Course covers:

- Basic manicuring and pedicuring
- Care of nails and hands
- Use of manicuring implements and supplies
- Application of artificial nails
- Repair of broken or split nails

Possible careers:

- Nail care specialist
- Nail technician
- Nail salon manager
- Salon owner
- Platform artist
- Product representative
- Retail specialist

Cosmetology Course - \$9,750.00

Additional fees: Books \$150.00, Uniform \$50.00, Student Product Kits \$350.00, and Registration \$100.00

Course covers:

- Hair cutting, styling and coloring
- All aspects of skin care
- All aspects of nail care
- Basic shampoo technique
- Scalp treatments
- Assisting cosmetologists

Possible careers:

- Professional stylist
- Make-up technician
- Platform artist
- Product representative
- Salon owner or manager
- State board member/examiner
- Image consultant
- Skin care specialist
- Shampoo tech

ACI, Inc.
2521 Rutland Drive, Suite 500, Austin, TX 78758

Esthetician Course - \$4,000.00

Additional fees: Books \$150.00, Uniform \$50.00, Student Product Kits \$350.00, and Registration \$100.00

Course covers:

- Applying facial masks and packs
- Applying cosmetics
- Applying false eyelashes
- Skin care
- Anatomy and physiology of the face and neck

Possible careers:

- Skin care specialist
- Make-up consultant
- Image consultant
- Product representative
- Salon owner
- Platform artist
- Theatrical makeup artist
- Aroma therapist
- Retail specialist

Other Professional Courses

- **Instructor license for cosmetology:** \$2,500.00/250 hours or \$3,500.00/750 hours
- **Instructor license for Esthetician:** \$2,500.00/250 hours or \$3,500/750 hours
- **Instructor license for Manicurist:** \$2,500.00/250 hours or \$3,500.00/750 hours
- **Make-up artist:** 1day, 10:00 a.m.-5:00 p.m. \$150.00, deposit \$50.00
- **Salon owner and salon manager:** 1day, 10:00 a.m.-5:00 p.m. \$150.00, deposit \$50.00

ACI, Inc.
2521 Rutland Drive, Suite 500, Austin, TX 78758

Calendar

Qualified students may enroll on any date Austin Cosmetology Institute is open. New classes begin every other Tuesday.

Annual Holidays

Austin Cosmetology Institute, Inc. observes the following holidays:

- New Year's Day
- Easter
- Memorial Day
- Independence Day
- Juneteenth
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

ACI, Inc.

2521 Rutland Drive, Suite 500, Austin, TX 78758

Attendance Policy

Hours of Operation

- Monday - Thursday: 8:30am - 8:30pm
- Friday: 8:30am - 6:00pm
- Saturday: 7:00am - 12:00noon

Shifts

- Shift 1: 8:30am - 12:30pm
- Shift 2: 12:30pm - 4:30pm
- Shift 3: 4:30pm - 8:30pm

Student has to register for full time or part time before start the training program. Requesting a schedule change during their contract period must be approved by the school.

Absence

After two days of absenteeism, the student will receive a reminder call from a staff member. After 25 scheduled days, the student will receive a termination notice. To reenter the school, a \$50.00 reentry fee is required. A leave of absence may be extended to 180 days due to certain circumstances and must be approved by the school.

Student Daily Policy

When entering school, students must have:

1. Smock
2. Name tag
3. Student training kit/equipment

One break is provided per shift. Ask your instructor for details.

Student Responsibilities

Please read carefully

The following outlines the initial and ongoing requirements and responsibility of students at Austin Cosmetology Institute, Inc., which students must abide by during the course session.

- Complete and submit all required materials when due.
- Attend all classes and be on time.
- Students must strive and achieve a "C" or better grade average in order to obtain a completion certificate at the end of student's course session.
- Abide by school's required uniform and school badge. Additions; see School Catalog (Rules & Regulations) ACI, Inc. has the right to dismiss any students who violates or does not comply with school rules and regulations.
- ACI, Inc. reserves the right to exempt students from future readmission. Additionally, ACI, Inc. reserves the right to modify school's rules and regulations at any time.
- Students will be responsible for any damages or breakage to the school properties, including equipment and furniture.
- Any students caught deliberately damaging or stealing school properties; those students will be automatically suspended or dismissed followed by the guideline of the school refund policy.
- Students will be responsible for their parking.

Payment Options

Option 1: Full Payment

- Registration fee: \$500.00 due on or before signing of Student Agreement
- Discount of 10% if full payment for tuition is made, providing no other special is offered

Option 2: Payment Plan with No Interest

- Registration fee: \$500.00 due on or before signing of Student Agreement.
- \$1,500 due upon signing of Student Agreement
- Equal installments of balance due each month

Refund Policy

Registration fee/deposit is nonrefundable. No refunds on books, uniform or student kits. Refunds of course tuition are determined by the following guidelines:

- a) If a student begins a course of training at a private beauty culture school that is scheduled to run not more than 12 months and, during the last 50 percent of the course, withdraws from the course or is terminated by the school, the school:
 - 1) May retain 100 percent of the tuition and fees paid by the student; and
 - 2) Is not obligated to refund any additional outstanding tuition.
- b) If a student begins a course of training at a private beauty culture school that is scheduled to run not more than 12 months and, before the last 50 percent of the course, withdraws from the course or is terminated by the school, the school shall refund:

ACI, Inc.
2521 Rutland Drive, Suite 500, Austin, TX 78758

- 1) 90 percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the course, whichever period is shorter;
 - 2) 80 percent of any outstanding tuition for a withdrawal or termination that occurs after the first week or first one-tenth of the course, whichever period is shorter, but within the first three weeks of the course;
 - 3) 75 percent of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the course but not later than the completion of the first 25 percent of the course; and
 - 4) 50 percent of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the course.
- c) A refund owed under this section must be paid not later than the 30th day after the date the student becomes eligible for the refund.

Non-Discrimination Policy

This institution, in its admission, instruction and graduation policies, practices no discrimination on the basis of race, creed, religion, sex, financial status, country, area of origin or residence, physical condition, or martial status. This institution will take strict disciplinary action including student dismissal to any students displaying prejudice towards any students or school faculty members.

I have read the above agreement as well as the school's rules and regulations and agree to abide to all the terms and conditions, which may from time to time change. I also agree to be responsible for my personal negligence and any actions, and do hereby indemnify ACI, Inc., and all their employees.

Student signature: _____ Date: _____

Student name: _____
Last First MI

ACI, Inc.
2521 Rutland Drive, Suite 500, Austin, TX 78758