

Austin Cosmetology Institute, Inc.

Introduction

Philosophy

We believe that each student at Austin Cosmetology Institute holds the key to his/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 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

Our mission is to seek the highest level of perfection and distinction in our faculty, students and educational programs. Austin Cosmetology Institute's goal is to establish skills and artistic excellence in all courses that will establish the values necessary for various salon successes. The courses of study are designed to provide our students with a solid foundation for our graduates to reach the many opportunities in the beauty industry.

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.

Advisory Board

The Advisory Board is composed of experts in one or more specialized areas. These people are selected from alumni, current students and professionals in the industry. These advisors serve as guest lectures, do demonstrations, and meet the faculty and students.

Faculty

Austin Cosmetology Institute offers some of the finest instructors in the industry. In addition to meeting the educational requirements for licensing, each instructor is required to obtain a minimum of 16 hours of continuing education annually. Instructors have been thoroughly trained in various methods of hair styling and teaching.

Potential Careers

Cosmetologist

Professional Stylist, Hair Colorist, Manicurist, Facial Specialist, Make-Up Technician, Platform Artist, Product Educator, Cosmetologist for Film/Photography, Salon Owner or Manager, Image Consultant, Skin Care Specialist, and Shampoo Technician.

Shampoo Technician

Assistant in Salon or Day Spa to Cosmetologist in the areas of shampooing, conditioning, neutralizing chemical waves, temporary, permanent and semi-permanent color.

Facial Specialist

Skin Care Specialist, Assistant to Dermatologist or Cosmetic Surgeon, Make-Up Consultant for Fashion, Film/Photography, Image Consultant, Product Representative or Educator, Salon Owner, Platform Artist, Theatrical Make-Up Artist, Aroma Therapist, Retail Specialist.

Manicurist

Nail Care Specialist, Nail Technician, Nail Salon Manager, Salon Owner or Day Spa, Platform Artist, Product Representative, Retail Specialist.

Hair Weaving/Braiding Specialist

Manage Salon which specialize in Weaving/Braiding, Make custom wigs, Assist in Salons, Educator, Theatrical Customs

Instructor

Instructor in a Private Cosmetology School, High School Cosmetology Program, Product Educator, State Board Inspector.

School Facility

Austin Cosmetology Institute is located at 2521 Rutland Drive, Suite 500, Austin, Texas 78758, (512-217-5404 or 903-3533).

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

- 17 Years of age or older
- Copy of High School Diploma, GED, or passing results of an Ability-to-Benefit Test. However, should a student be actively enrolled in a High School Program and is of the age of 16, they may enroll, but must be able to show proof of the above education prior to graduation.
- Copy of Social Security Card, if you have one
- Copy of Texas Drivers license or government identification
- Two 2"x2" passport pictures for file and student permit
- Students wishing to re-enroll at A.C.I. must pay another registration fee of \$100
- Students wishing to change from Part-Time to Full Time or visa versa must pay a \$50 administration fee

Hours of Operation

Normally, school is in operation Monday – Thursday 9:00a.m. to 8:00 p.m. Friday – 9:00 a.m. – 3:00 p.m. The typical daily schedule reflects these hours, except for established holidays. However, the clinic floor is closed on Monday morning's . Open from 1:00 pm until 5:00 pm for services. We are closed during these hours for students to devote to Theory. If there are no students on the clock and not expected after 5:00 pm, the school will close.

Shifts

Shift 1 – 9:00 a.m. – 12:00 p.m.

Shift 2 – 1:00 p.m. – 4:30 p.m.

Shift 3 – 5:00 p.m. – 8:00 p.m.

Students have to register for full or part time before starting the training program. Requesting a schedule change during their contract must be approved or even re-negotiated by the school.

Transfer Student

Anyone wishing to transfer accrued cosmetology hours from another school must have the hours certified by the State of Texas's licensing agency prior to having the hours accepted at Austin Cosmetology Institute, Inc. (ACI). Verification may be by transcript of hours and grades from the previous school; along with a notice of drop. Based on your wherewithal to fund your education, there may be a 500 hour limit for cosmetology students. Student will be required to purchase all kits, books, etc. from ACI if they are unable to furnish them within the first week of enrollment.

Record of Attendance

The School operates on the Smart School Management and Record Tracking System. This is an electronic clock approved by the Texas Department of Licensing and Regulations with individual student badges used for general attendance records. Attendance records are maintained in a permanent file by the school.

Attendance Policy

Each student is required to enroll and attend per their contract, as either a full time student or a part time student. A full time student may clock a minimum time of 30 hours per week to a maximum of 48 hours per week. The part time student may clock a minimum time of 20 hours per week to a maximum of 29 hours per week. Regardless of the classification, students are expected to be present and on time each day.

Student Daily Policy

Students must follow the requirements below when he/she is entering into school.

1. Smock or Designated apparel
2. Name Tag/Badge
3. Student training kit/equipment

Grading System

The grading system practiced is one applicable beginning the first day of class for all students without regard to the course of study chosen. Theory and practical applications are taught sequentially as a means of integrating them throughout the course of study.

- A – Excellent (90 – 100)
- B – Good (80 – 89)
- C – Satisfactory (75 – 79)
- D – Unsatisfactory (74 & Below)

YOU MUST MAINTAIN A GRADE AVERAGE OF AT LEAST 75%.

REQUIRED LAB/CLINIC SERVICES:

Cosmetology

Unit of Study	Required Performance	Unit of Study	Required Performance
Sanitation	500	Facials	30
Hairdressing	600	Skin analysis and care	
Arranging		Manipulation, massage	
Cutting, Dressing, Shampooing		Skin Care	
Curling, Pressing, Fingerwaving		Hair Removal	
State Board Style		Make-up and brow arch	
Scalp and Hair	30	Haircoloring	100
Treatments		Temporary, Semi-permanent	
Chemical Hair	100	Permanent, Bleaching, Dimensional	
Restructuring, Permanent Waving		Color, Color Mixing	
Straighten & Relaxing		Client Protection	600
Manicuring & Pedicuring	30		

REQUIRED LAB/CLINIC SERVICES:

Manicuring

Unit of Study	Required Performance	Unit of Study	Required Performance
Sanitation	60	Manicures	50
Pedicures	5	Nail Tips	10
Acrylic Nails	10	Nail Wraps	10

REQUIRED LAB/CLINIC SERVICES:

Facial Specialist

Unit of Study	Required Performance	Unit of Study	Required Performance
Sanitation	75	Waxing	50
Facials	25	Client Protection	120

REQUIRED LAB/CLINIC SERVICES:

Hair weaving/Braiding

Unit of Study	Required Performance	Unit of Study	Required Performance
Sanitation	60	Safety	60
Hair weaving	25	Shampooing	15
Braiding	10	Hair-fiber	15

Class Schedule

Classes may begin any day of the month. Normally, school is in session Monday through Friday, except for established holidays previously listed. The typical schedule establishes Monday to be the day of Theory for all students. The Clinic Floor will not be open for services on Mondays until 1:00 pm. Close again at 5:00 pm for night students.

Tardy

The school stresses the importance of punctuality and the long lasting effects it may have on one's employment opportunities. If you are going to be absent or arrive late, you must notify your school office before 9:30 a.m. Proper arrangements can then be made to service the customers previously scheduled for you. Notifying the school when you will be absent or late; shows consideration for your school, your customers and your fellow students.

Absenteeism

If you are to be absent, you must report the reason for absence to your instructor in writing by the following day. Student absence of 3 or more continuous school days must bring in a doctor's note; otherwise there will be a 3 day suspension. Continued unexcused absences without calling will mean disciplinary measures will have to be taken which could result in suspension from school.

If a student is considered excessively absent, (i.e., absent more than 30% of scheduled class time); she/he will be placed on probation for the next evaluation period. If a student is absent seven days, they need to request a Leave of Absence in writing, which will stop the time on their contract. However only one LOA is permitted per contract. Whether excused or unexcused, absences and/or tardiness create overtime charges when the student fails to complete according to contract.

Make-Up Work

Students are responsible for all work missed during their absence, and it is the obligation of the students to consult with their instructor about any necessary make-up work. Missed tests and assignments receive a grade of 0 and will bring your average down. Missed or failed tests can be made up, but it is your responsibility to contact the Instructor within 5 days of missing the test to schedule a make-up. The maximum possible grade on a make-up test is 70. Your application for State Licensure Examination cannot be filed with the State Board until you have taken and passed the ACI Final Grade Out Exam with a grade of 70 or better. Student will be suspended within 10 hours of completion of their course if all work has not been made up.

Satisfactory Academic Progress

Students attending ACI must maintain satisfactory academic progress (SAP) to receive funding in the Title IV assistance programs and to remain as one of our students. To make satisfactory progress a student must meet both of the following criteria:

Have an academic grade average of 75 or above on combine practical and theory tests during the evaluation period.

Attend school at least 70% of the required clock hours during an evaluation period.

MAXIMUM TIME FRAME

Students must complete their course of study within one and one-half times the length of the enrollment agreement.

**A STUDENT ENROLLED IN THE COSMETOLOGY OR INSTRUCTOR COURSE
WILL BE EVALUATED AT THE FOLLOWING LEVELS OF TRAINING:
EVERY EIGHT WEEKS**

A STUDENT ENROLLED IN THE MANICURE AND FACIAL SPECIALIST COURSE WILL BE EVALUATED AT THE FOLLOWING LEVELS OF TRAINING: EVERY EIGHT WEEKS

A STUDENT ENROLLED IN THE HAIR WEAVING BRAIDING COURSE WILL BE EVALUATED AT THE FOLLOWING LEVELS OF TRAINING: EVERY FOUR WEEKS

A STUDENT ENROLLED IN THE BRAIDING AND SHAMPOO TECHNICIAN COURSE WILL BE EVALUATED AT THE FOLLOWING LEVELS OF TRAINING: EVERY WEEK

A STUDENT WHO MEETS MINIMUM SAP REQUIREMENTS AT EACH OF THESE LEVELS OF TRAINING AND IS PROGRESSING WITHIN THE MAXIMUM TIME FRAME REQUIREMENTS IS CONSIDERED TO BE MAKING SATISFACTORY PROGRESS.

A student who fails to meet the minimum SAP requirements on a scheduled review is considered to be on probation and is considered to be making satisfactory progress until the next evaluation. Financial aid will be disbursed during a probation period. A student, who is on probation and fails the next scheduled evaluation, is not considered to be making SAP. Funding in Title IV assistance programs will cease until the student meets the minimum SAP standards on the next regularly scheduled review at which time funding in the Title IV programs will resume.

A student who fails three consecutive evaluations may be terminated from training.

Interruption of Training

A student who drops out of school and re-enters will re-enter with the same status (making SAP, on probation or not maintaining SAP) as when leaving school. A re-enter student will be evaluated when the number of weeks in an evaluation period has passed.

Course incomplete, leave of absences, repetitions and non-credit remedial courses have no effect on satisfactory progress standards.

Leaves of Absence

Students are allowed one approved leave of absence not to exceed 60 days per calendar year. All requests for a leave of absence must be submitted to the Director in writing. Approval or disapproval will be provided in writing to the student.

Appeals

Students who wish to appeal a failed SAP review may mail a letter to the Director. The letter must outline and document by original submissions any circumstances the student feels deserve further consideration.

The Director must receive all appeals within 45 days of the end of the review period. The Director will review all appeals submitted by the deadline and within 30 days of receipt of the appeal request will notify the student in writing of its decision. If the appealed SAP review is revised so that it meets SAP requirements, the school automatically reinstates financial aid.

Leave of Absence

Leaves of Absence are temporary interruptions of training at the request of the student for personal reasons. Any other absence is considered personal time and not documented "excused". These absences must be made up. The Leave of Absence Request must be in writing, dated in advance of the leave, if possible, and approved by the school. All Leaves of Absence are strictly limited and not to exceed a total of 180 days per year. Leaves may not result in additional tuition, as we will extend graduation dates accordingly.

Extra Instructional Charges

If a student does not complete the program within the prescribed time period, she/he will be charged \$10.00 per hour FOR EACH HOUR NEEDED UNTIL COMPLETION OF COURSE. If a student does not complete the course on/or before the contract date, they may have to pay additional charges at the rate of \$7.00 an hour for each hour needed for completion as written in catalog and enrollment contract. At this time, student will be addressed regarding contract date. A new contract will be signed with the new completion date.

Attendance Probation

Cosmetology, Instructor, Facial Specialist, Manicurist, and Hair Weaving course students' attendance will be evaluated monthly when Progress Reports are distributed. Students making unsatisfactory attendance at the end of the evaluation period will be counseled and placed on probation for the next evaluation period.

If the student who fails to achieve satisfactory attendance at the end of the first probationary period, the student may be suspended; depending on reason for poor attendance. If a student is having personal issues, it will be suggested student take a Leave of Absence to help with this issue. Should there not be sufficient reason for lack of attendance, the enrollment may be terminated. All appropriate agencies will be notified.

INTERRUPTION OF TRAINING

A student who drops out of school and re-enters will re-enter with the same status (making SAP, on probation or not maintaining SAP) as when leaving school. A re-enter student must pay a new registration fee; be evaluated when the number of weeks in an evaluation period has passed. Course incomplete, repetitions and non-credit remedial courses have no effect on satisfactory progress standards.

Disciplinary Action

Students may request an informal conference with the School Director (or Designate) to discuss any disciplinary action. However, the School Director (or Designate) shall determine the appropriate time and place for conference.

Students have the right to appeal a disciplinary action. All appeals must be in writing. The appeal must address the specific matter(s), which precipitated the disciplinary action and/or the gravity of the sanction (penalty).

Diploma

Upon successful completion of the course of training by the student, ACI will issue a Diploma

Grievance Policy

The school practices an open door policy in an effort to promote strong communication skills among staff, students, and clients. We strongly endorse the policy of doing business in the following manner “if an issue is big enough to bother someone, we’re confident the matter is big enough to merit the time and expertise it takes to address the issue”. Experience has taught us that most issues can be resolved quickly if brought to light and involved parties are given an opportunity to speak freely about the issue.

Students, staff or clients are encouraged to bring controversial issues to the attention of their immediate instructor/supervisor as quickly as possible. If resolution is not immediately available, the party wishing to gain resolution to an unfavorable situation is encouraged to put the issues at hand in written form. The formal grievance is to be written and submitted to the immediate instructor/supervisor of the administrator within 5 days of the occurrence that is being reported or questioned. The student will receive a written response specific to the grievance within 5 working days (excluding the date the request was submitted). If acceptable resolution is not reached the student may forward the written complaint to the licensing agency of the State of Texas. Forms for filing a formal grievance are available from the Admission’s Office. There is a “Box” placed in the Front Lobby labeled “Suggestions/Complaints for those who would like to remain unknown, yet make administration aware of a situation. However, all rules and regulation parties must have your grievance specific and signed. Please feel free to utilize your rights in the grievance process.

Ability-To-Benefit

Ability-to-Benefit testing is scheduled based on independent test administrator availability. However, at this time, we are not working with an administrator.

Dress Code

The dress code for ACI is that the school smock or any apparel distributed by the school be worn at all times while on the clock. This is the uniform and it will be checked each day. All personal belongings are to be put in lockers. Always try to look like the professional that you aspiring to be.

Grounds for Suspension Or Termination

The following types of social behavior that keep you and your fellow students from learning are not acceptable and may result in your suspension or termination.

AUSTIN COSMETOLOGY INSTITUTE, INC. RESERVES THE RIGHT TO TAKE ANY DISCIPLINARY ACTION IT DEEMS NECESSARY AND REASONABLE UNDER THE CIRCUMSTANCES.

1. Refusing to service an assigned patron or refusing to comply with the Instructor's assignment.
2. Discussing of sexual activities or beliefs
3. Cursing or using foul or vulgar language
4. Engaging in disruptive behavior
5. Immoral or unprofessional conduct
6. Arguing with an Instructor in the presence of another student or patron
7. Cheating, dishonesty or falsification of records
8. Consuming or possessing alcoholic beverages and/or illegal substances during school

Activities that will result in immediate termination are theft from a student, theft from a patron or theft of school property/money.

CURRICULUM

COSMETOLOGY COURSE

Subject	Hours
Orientation	100
Shampoo	150
Hair and Scalp Treatments	50
Cold Waiving	200
Chemical Hair Relaxing	50
Hair Coloring to Include Wigs and Hairpieces	200
Manicuring	100
Facials	50
Hair Styling and Cutting	600
TOTAL HOURS	1500

50 Week Course

OBJECTIVE

To prepare the student in the basic skills for licensure and practice of Cosmetology as prescribed by the Texas State Law. Classes begin every other Tuesday.

FACIAL SPECIALIST

Orientation and Texas Occupation Code Chapter 1602 and it's Companion	
General Rules and Regulations including Sanitary Ruling	50
Sanitation, Safety, and First Aid	40
Anatomy and Physiology	90
Chemistry	50
Electricity, Machines, and Related Equipment	75
Care of Client Consultation/Analysis	50
Facial Treatment	225
Superfluous Hair Removal	25
Aroma Therapy	15
Nutrition	10
Make-Up	75
Management	35
TOTAL HOURS	750

25 Week Course

OBJECTIVE

To prepare the student in the basic skills for licensure and practice as a Facial Specialist as prescribed by Texas State Law. Classes begin every other Tuesday.

MANICURING COURSE

Orientation	15
Equipment and Implements	15
Procedures	220
Arms & Hands Anatomy & Physiology	20
Composition of Nail and Disorders	100
Sanitation and Safety	150
Professional Practices	80
TOTAL HOURS	600

20 Week Course

OBJECTIVE

To prepare the student in basic skills for licensure and practice as a manicurist as prescribed by Texas State Law. Classes begin every other Tuesday.

HAIR WEAVING/BRAIDING COURSE

Orientation	150
Shampooing Client, weft and extensions	50
Professional Practices	40
Anatomy and Physiology-Scalp	30
Chemistry in Hair Weaving/Braiding	10
Sanitation and Safety Measures	10
Client Protection	10
TOTAL HOURS	300

8 Week Course

OBJECTIVE

To prepare the student in basic skills for licensure and practice as Hair Weaving/Braiding as prescribed by Texas State Law. Classes begin every other Tuesday.

SHAMPOO TECHNICIAN

Orientation	100
Scalp and Neck, Anatomy and Physiology	10
Chemistry of Shampoo and Conditioner Elements	10
Sanitation and Safety Definitions, Rules, Laws	10
Shampooing and Conditioning Skills	10
Professional Practices, Profession, Vocabulary	5
Salon Procedures.....	5
TOTAL HOURS	150

4 Week Course

OBJECTIVE

To prepare the student in basic skills for licensure and practice as a Shampoo Technician as prescribed by Texas State Law. Classes begin every other Tuesday.

INSTRUCTOR COURSE

Orientation	50
Clinic Management	350
Classroom Teaching and Clinic Management	350
TOTAL HOURS	750

25 Week Course

OBJECTIVE

To prepare the student in basic skills for licensure and employment as Instructors of Cosmetology as prescribed by Texas State Law. Classes begin every other Tuesday.

LENGTH OF PROGRAM AND ASSOCIATED COST

Basic Cosmetology

1500 Hours

Full Time 12 mos.

Part Time 24 mos.

Tuition \$15,000

Registration 150

Kit 1,500

Books 300

Uniform 150

TOTAL \$17,100

Manicurist

600 Hours

Full Time 5 mos.

Part Time 10 mos.

\$ 6,000

150

550

300

150

\$ 7,150

Facial Specialist

750 Hours

Full Time 6 mos.

Part Time 12 mos.

\$ 7,500

150

550

300

150

\$ 8,650

Hair Weaving

300 Hours

Full Time 2 mos.

Part Time 4 mos.

Tuition \$ 3,000

Registration 150

Kit 1,300

Books 250

Uniform 150

TOTAL \$ 4,850

Braiding

35 Hours

Full Time 1 Week

Part Time 2 Weeks

\$ 700

150

150

75

150

\$1,225

Shampoo Tech

150 Hours

Full Time 1 month

Part Time 2 mos.

\$ 1,500

150

150

150

150

\$2,100

Instructor Course 750 Hours

Full Time 5 mos

Part Time 12 mos

Tuition \$ 3,500

Registration 150

Books 200

Uniform 150

TOTAL \$ 4,000

NOTICE: ACI reserves the right to change tuition and fees without notice!

Down payment of books, uniform and tools are payable in advance. Balance of tuition may be paid in equal monthly payments. NO interest is charged for monthly payments.

Payment Options

Option 1: Full Payment

- () Full payment tuition and all fees must be paid at the time the enrollment Agreement is signed.

Option 2: Payment Plan with no interest

- () Registration fee, cost of books, uniform, and student kit must be paid in full before the Enrollment Agreement is signed. All subsequent payments re due on 5th of each month. A late fee of \$25.00 will be assessed after the due date.

Cosmetology Course: \$2500 is due when Enrollment Agreement is signed which covers the cost of the registration, books, uniform, kit and some tuition. The remainder of tuition will be paid out in (24) monthly installments of \$608.33

Manicurist Course: \$2000 is due when Enrollment Agreement is signed which covers the cost of the registration, books, uniform, kit and some tuition. The remainder of tuition will be paid out in (8) installments of \$643.75

Facial Course: \$2000 is due when Enrollment Agreement is signed which covers the cost of the registration, books, uniform, kit and some tuition. The remainder of tuition will be paid out in (12) monthly installments of \$554.16

Hair Weaving/Braiding Course: \$2000 is due when Enrollment Agreement is signed which covers the cost of the registration, books, uniform, kit and some tuition. The remainder of tuition will be paid following month, or \$712.50 per week, unless other arrangements have been made.

Braiding Course: \$1,225 is due when Enrollment Agreement is signed, if student will be full time. This covers the cost of registration, books, uniform, kit and tuition. If part-time student, cost may be split in two equal payments of \$612.50

Shampoo Technician Course: \$2,100 is due when Enrollment Agreement is signed, which covers the cost of registration, books, uniform, kit and tuition, if full time student. Part-time student may divide cost into equal payments of \$1,050, or \$525.00 a week.

Option 3: Other Payment Plans may be arranged at the discretion of the administration

REFUND POLICY

An applicant not accepted by the school shall be entitled to a refund on all monies paid, with the exception of a non-refundable application/registration fee.

If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and demands his/her money back in writing, within (3) three business days of signing of the enrollment agreement or contract, all monies collected by the school shall be refunded, with the exception of the non-refundable application/registration fee. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person. This policy applies regardless of whether or not the student has actually started training.

If a student cancels his/her enrollment after three business days of signing but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school less Registration, and withdrawal fees. However, should books and kit be ordered/issued to student, those funds are nonrefundable. (A school may charge pre-enrollment fees such as a registration fee, application fee, permit fee or enrollment fee). If the student does not notify the school that he/she is withdrawing, formal termination shall be based on monitoring of participation determined by the institution. If a "SPECIAL PRICE" is given to student for enrollment to increase student base and student withdraws before completing the course, the student forfeit any and all enrollment discounts and calculation is done based on original cost of tuition. Special Pricing is done at the end of course and not the beginning.

Cosmetology - 1500 Hours	
Enrolled	School Retains
0 - 40.9	10%
41 - 120.9	20%
121 - 375.9	25%
376 - 750.9	50%
751 - 1500	ALL

Instructor - 750 Hours	
Enrolled	School Retains
0 - 49.9	10%
41 - 120.9	20%
121 - 187.9	25%
187.9 - 375.9	50%
376 - 750	ALL

Facial Specialist - 750 Hours	
Enrolled	School Retains
0 - 40.9	10%
41 - 120.9	20%
121 - 187.9	25%
187.9 - 375.9	50%
376 - 750	ALL

Manicurist - 600 Hours	
Enrolled	School Retains
0 - 40.9	10%
41 - 120.9	20%
121 - 150.9	25%
151 - 300.9	50%
301 - 600	ALL

Shampoo Tech – 150

Enrolled	School Retains
0 - 15.9	10%
16 – 20.9	20%
21 – 37.9	25%
38 – 75.9	50%
76 – 150	ALL

Hair Weaving/Braiding – 300 Hours

Enrolled	School Retains
0 – 30	10%
31 – 60	20%
61 – 75	25%
76 – 150	50%
151 – 300	ALL

For students withdrawing or terminating after 50% of the course has been completed, the school must allow the student to re-enter at any time during the 48 month period following the date of withdrawal or termination without payment of additional tuition, provided all tuition has been paid in full.

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student’s last day of physical attendance in school. Students who do not return from a leave of absence, last date of leave is used as the termination date. Any monies due the student or the school shall be refunded within thirty (30) days of formal cancellation by the student as defined or formal termination by the school, which shall occur no more than thirty (30) days from the last day of physical attendance, or in the case of a leave of absence, the documented date of return.

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 acting prejudice towards any students or school faculty members.

Right to Privacy Act and Access Statement

In compliance with the Family Educational Rights and Privacy Act of 1974, ACI does not release information pertaining to student cumulative records without written consent of the student, or parent/guardian if a minor. All records are maintained and safeguarded against loss or damage in the SMART System, as well as kept in the Administrative offices. Only instructors and Director may have access to these files. The school guarantees the rights of students and parents (if applicable) to have access to the cumulative records and have proper supervision and interpretation of those records when they are being reviewed. Access to records must be requested in writing, arranged previously and a staff member must be present while the records are being reviewed. Copies of file documents may be obtained at a cost of twenty-five cents per copy. Cumulative education records are maintained for a minimum of five years or more after graduation or termination.

For the purpose of legal or accreditation purposes, the school can release student file information without written consent.

Counseling/Housing

The school gives each student personalized, friendly vocational guidance, and counselors help with achieving goals, aptitude evaluation, assistance in financial arrangements, and assistance in scheduling training hours. Since almost all students already reside in the area of the school, no housing or boarding assistance is formally maintained.

Graduation/Diploma

Upon completion of all subjects and hours outlined in their designated programs.

Pass the school final examination with a grade of not less than 70. Students who fail to make the necessary grade will be given the opportunity to retake the subject.

Tuition and fees tendered; certification will be issued upon completion of the course.

Recruitment Policy

The school does not recruit or solicit students enrolled or attending another institution that offers a similar program of study.

Scholarship/Fee Waiver

The school may offer scholarships or fee waivers based on merit or need. Details for applying for either source of funding are available from the Director's Office. Should student withdraw, they must follow the withdrawal policy.

ATTENDANCE REWARD PROGRAM

Cosmetology Course Only

First time students enrolled in the Cosmetology Program on a full-time basis, maintain an 85% monthly attendance average, pass State Board Examination, will receive a \$500.00 Tuition refund upon completion. This program does not apply to Specials and Transfer students.

EXPENDABLE SUPPLIES

The school furnishes all expendable supplies to the students that pay full tuition, except those for personal use. Students that received "Special" must replenish their supplies.

CALENDAR

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

Closure Due To Inclement Weather

If severe weather conditions prevent safe travel to and from school, Austin Cosmetology Institute, Inc. will not conduct classes. Closure will occur when Austin Independent School District closes.

ANNUAL HOLIDAYS

Austin Cosmetology Institute, Inc. observes the following holidays:

New Year's Day
Martin Luther King, Jr.
Memorial Day
June 19th
July 4th Independence Day
Labor Day
Thanksgiving Eve ½ Day)
Thanksgiving Day
Friday & Saturday after Thanksgiving
Christmas Eve
Christmas Day
Day after Christmas

Closure for any holiday (or vacation/training) may be extended by management; a notice will be posted on the bulletin board 10 days prior to the scheduled holiday or event.

STUDENT RESPONSIBILITIES

Please read carefully:

The following outlines the initial and ongoing requirements of students attending Austin Cosmetology Institute, Inc. Each student must abide by these rules at all times during the course session.

Complete and submit all required materials at due date.

Attend all classes and be on time.

Students must strive and achieve a "C" or better grade average in order to obtain a completion certification at the end of a student's session.

Adhere to school's required uniform and school badge policy at all times.

A*C*I reserves the right to exempt students from future re-admission.

Additionally, A*C*I reserves the right to modify school rules and regulations at anytime.

A*C*I reserves the right to dismiss any student who doesn't comply or violates any school rule or regulation.

Any student caught deliberately damaging or stealing school property will be Automatically suspended or dismissed according to the school refund policy.

Each student will be held accountable for any damages or breakage to school properties, including equipment and furniture.

All students will be responsible for their parking.

General Rules and Policies

Lockers

Lockers are provided for safekeeping. Your luggage is also considered a locker for your personal items. Don't carry large sums of money. The school is not responsible for anything lost, stolen or misplaced. Lockers must be cleaned out during leave, upon graduation, or being dropped.

Kits

Kits are your property and responsibility. Kits should be ready for inspection at any time. TDLR Rules & Regulations must be available. If lost, stolen or misplaced, articles from your kit must be replaced at your expense. Failure to have complete kit at all times could result in student being sent home or possible suspension.

Food & Drink

Eating or drinking is not permitted in classrooms or clinic. Students have a break room, it is up to you to keep it clean at all times.

The reception desk, dispensary, and administrative offices are off limits to students, unless a student has been assigned to assist in the dispensary or at the reception desk.

Keep all equipment clean and sterilized. Implements and materials used to work must be sanitized before each use.

No product may be used in the school without the permission of an instructor.
(Professional Products ONLY)

Students are not permitted to assist one another unless prior permission from their instructor has been given.

Students will not leave the classroom for any reason without permission from the instructor.

No children will come to school with you at any time you are clocked in.

Students must be physically able to participate in class or on the clinic floor. Students cannot receive hours if they are unable to attend school or participate in class or on the clinic floor.

When not assigned a patron you must do your assignments of the day, work on a mannequin, or study your school textbook.

Do not discuss your personal or school problems with your client. However, be a good listener.

No visitors are permitted in classrooms. Students will be called out for visitors, preferable during morning or afternoon break periods.

Student entrance to back door is for the exclusive use of students. Friends, family members picking up students must check in at the reception area.

STUDENT SERVICES AND DISCOUNTS

Chemical services are available to students at half price.

Students must have permission from their instructor in order to give or receive student services.

Students receiving services without permission must pay full price and are subject to suspension.

Students giving another student a service without permission will be subject to suspension or termination.

Students must pay for all services first.

Students must sign the release form.

Students may not receive services for one week if they have not met attendance requirements

Students may receive a 10% discount from the retail cabinet.

Cell Phones & Phone Calls

Cell Phones are to be placed on vibrate while on the clock. Cell Phones may only be used in break room or on your 15 minute break outside the school building. Should the call require more than the 15 minute break time allotted, student will be required to clock out to complete their call.

Licensing Requirements

All graduates must also pass a State Board Examination to receive a License to practice in Texas. These examinations are given in Austin by a firm called PSI. The firm has been hired by the Texas Department of Licensing and Regulations. The students will have the ability to schedule their exams through this firm. A student permit is completed by the school certifying completed graduation requirements. The exam has been broken down into two separate exams. There will be a written exam, which must be taken before the practical exam can be offered. Upon completion of either exam, PSI will immediately inform you of your results. The student is responsible for all costs related to taking the exam. After passing the State Board Exam through PSI, the student will then submit funds for license through the Texas Department of Licensing and Regulations.

Placement

Although no guarantees of employment are expressed or implied by graduation, the school offers employment assistance to all graduates as long as they remain in the beauty profession. A continuously updated list of salons seeking personnel is posted on the school bulletin board. At a student's request, the school will also set up interviews with prospective employers.

Medical Emergencies

By acknowledging that the student has read fully the rules and regulations of the school, and understands them;

1. The student does hereby authorize ACI to call a physician, medical emergency team and/or transmit to a medical facility for further treatment by a licensed physician for medical assistance in the event of a sudden illness or injury on the premises of the school during school hours.
2. ACI request a mandatory letter from a physician, prior to enrollment, of any student under medical care, in regards to their schooling.

Address of Agency

Texas Department of Licensing and Regulations
920 Colorado Austin, TX 78701
P. O. Box 12088 Austin, TX 78711
512-463-6599

Owner

Estella F. Mitchell

Administrative Staff and Faculty

Estella F. (Sylvester) Mitchell, President, Educational Instructor
La Toshia Malone, Administrative Assistant, Student Instructor
Selissa Davis, Attorney of Institution, Davis Law Firm
Shane Pickett, Bookkeeping