

Dallas Lash Lounge & Training Academy

2021 – 2022 Student Catalog



Mission Statement

We Are The next generation of students in the Beauty Industry to provide an Exceptional Experience Before, During, and After training as a Beauty Professional.

“I am Dallas Lash Academy”

CONSUMER INFORMATION

Current catalog information shall not change without approval from The Texas Department of Licensing and Regulation (TDLR), including information regarding tuition, fees, costs, class schedules, the student calendar, the program outline, the course descriptions, curricula, or faculty.

Dallas Lash Academy affirms a policy of equal employment opportunity, equal educational opportunity, and nondiscrimination in the provision of educational services to the public. Dallas Lash Academy makes all decisions regarding recruitment, hiring, promotion and all other terms and conditions of employment without discrimination on grounds of race, color, creed or religion, sex or sexual orientation, gender identity, genetic information, national origin, age, physical or mental disadvantage, or other factors, which cannot lawfully be the basis for an employment decision.

Dallas Lash Academy affirms its policy of administering all educational programs and related supporting services and benefits in a manner that does not discriminate because of a student’s race, color, creed or religion, sex or sexual orientation, gender identity, genetic information, national origin, age, physical handicap, or any other characteristic.

The Texas Department of Licensing and Regulation (TDLR) is a state agency of Texas. TDLR is responsible for licensing and regulating a broad range of occupations, businesses, facilities, and equipment in Texas.

TDLR has its headquarters in the
Ernest O. Thompson State Office Building in Downtown Austin
920 Colorado St, Austin, TX 78701

Questions are to be addressed by contacting TDLR at ce@tdlr.texas.gov or call 800-803-9202

Sexual Harassment and Gender Discrimination

Dallas Lash Academy does not participate in unfair treatment because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability or genetic information. Harassment because of race, color, religion, sex (including pregnancy), national origin, age, disability, or genetic information is not tolerated.

Family Educational Rights and Privacy Act (FERPA) of 1974

The Family Educational Rights and Privacy Act (FERPA) was designed to protect the privacy of educational records, to establish the right so students can inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading information through informal and formal hearings.

Except for in circumstances permitted by law, **Dallas Lash Academy** will not disclose a student's education record without obtaining the student's prior written consent.

Students may inspect and review their own records pertaining to admissions and academic standing.

Dallas Lash Academy depends on the accuracy of the records submitted by its students. False information on an application, an act to intentionally mislead or misinform a faculty member or administrator, or submission of work written or produced by another as his or her own will be grounds for disciplinary action, including dismissal from the school. Students seeking access or amendment of their educational records should contact student services.

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Letter from our Administration, Faculty & Staff

Welcome to Dallas Lash Academy– an institution defined by its academic quality, student centeredness, and exemplary teaching. DLA’s mission statement: **We Are The next generation of students in the Beauty Industry to provide an Exceptional Experience Before, During, and After training as a Beauty Professional.**

“I am Dallas Lash Academy”

Dallas Lash Academy demonstrate and honor its promise and commitment to developing and fostering competently skilled graduates with leadership skills and empowerment resources to sustain their future career. At the heart of all we do is your academic experience and your academic success. Welcome to Dallas Lash Academy.

Educationally Yours,

Dallas Lash Academy

Faculty and Staff

Director

Arrious Bradford Bailey
online@dallaslashacademy.info

Admissions/Registrar

Raquel Judie
admissions@dallaslashacademy.info

Career Counselor

Channon Payton Payton@dallaslashacademy.info

Financial Advisor

Regina Gray
Gray@dallaslashacademy.info

Lash Specialty Instructor

Tiffany Macon macon@dallaslashacademy.info

Lash Specialty Instructor

Yvette Lozano
lazono@dallaslashacademy.info

Manicurist Instructor

Emilie Pardo
pardo@dallaslashacademy.info

Location Of Campus

Dallas Main Campus

3259 W Camp Wisdom
Dallas TX 75237 (972)373-4440

Allen Extension Campus

801 S Greenville
Allen TX
(469)409-5550

Purpose/mission will be accomplished through this goal:

1. Provide a quality education training to all students seeking to enter or advance in a specific career.
2. To offer career programs that are easily accessible, affordable, and achievable within a reasonable timeframe.
3. To deliver industry endorsed curriculum to ensure students are well prepared to begin a successful career.
4. To network students to a community of workforce partnerships within their career program industries and organizations.
5. To ensure institutional soundness by maintaining a professional standard of student support.
6. To assist graduates in realizing their career endeavors by offering career readiness development services.

Objectives -The mission and goals of Dallas Lash Academy are accomplished by successfully achieving the following objectives:

- To provide a positive, supportive learning environment through excellent student services that leads to learning new skills and accomplishing educational goals.
- To prepare competently skilled graduates for a position in their chosen field through a curriculum that incorporates practical application of the skills learned.
- To deliver a curriculum that prepares students to successfully sit for a certification exam appropriate to the program of study.
- To continually review, update, or add new curriculum to offer the most current information that meet industry standards.
- To assess its mission and achievement of institutional effectiveness through student academic progress, faculty effectiveness, student satisfaction, affordability, and graduate outcomes.
- To increase our strategic alliances with community outreach organizations, workforce, and educational partners.

ENTRANCE/EXIT CONSELING

All first-time students will be required to complete entrance counseling prior to class commencement. All Student will be required to complete exit counseling prior to graduation.

Admission Requirements

An applicant must meet the requirements below:

- Be at least 17 years old at schedule class commencement.
- Government issued identification with current address not expired
- Provide an social security card
- Successfully pass the Scholastic level Exam (SLE) Wonderlic Assessment. If no Highschool Diploma or GED The requirement is for entrance evaluation only and may not be uses to satisfy requirement 3 below as proof of ability to benefit from training. (not applicable to the instructor course).
- Must meet one of the following requirements:
 - High school Graduate or the equivalent from acceptable high school.
 - Completed general education development (GED) certificate.
 - Secondary school completion credential from an acceptable accredited home school program and provide documentation stating the learning outcomes and high school completion equivalency.
 - Completion of an Associates, Bachelors, or high degree from an acceptable accredited post-secondary institution showing high school attended.
 - Foreign diplomas or transcripts must be translated and evaluated from a recognized agency. The Dallas Lash Training Academy does not admit ability to benefit students.
 - Successfully complete a personal interview with an admissions representative.
 - Sign an enrollment agreement and submit a non-refundable registration fee and or Deposit.
 - Applicants with transfer hours must submit transcripts from the previously attended schools; see additional specific requirements for transfer of prior hours below.
- Instructor Course applicants must have at least 1 year of salon experience and possess an active Operator/Cosmetology or Esthetician license.
- The Dallas Lash Training Academy is privately owned and may refuse admission to an applicant for any reason not protected by state or federal law. We will not recruit students currently enrolled in another program. A student enrolled at the Dallas Lash Training Academy cannot be enrolled in any other courses related to cosmetology.
- The Dallas Lash Training Academy at this does not require, however does recommend that students speak with their primary care physicians regarding the recommended vaccinations for persons working within close proximity the general public. And recommends a Covid -19 Vaccinations
- Dallas Lash Academy does require a mask to be worn at all times inside of the schools

Orientation
All Students must attend prior to entrance
1st Mondays 6:30pm Monthly

Re-Admission for Prior Dallas Lash Training Academy Students

To be eligible for re-admission to The Dallas Lash Academy the student must meet the following readmission requirements:

- **RE-ESTABLISHING ELIGIBILITY**
- Students who withdraw prior to completion of the course and wish to re-enroll will return in

the same satisfactory academic progress status as at the time of withdrawal. The student whose financial aid has been terminated for unsatisfactory progress will not be paid any additional financial aid until she/he has completed the hours previously paid for with a 75% Cumulative Grade Point Average (CGPA) and will be able to complete the program within and Meet all Admission requirements.

- Be current on any outstanding debts with the school or make satisfactory payment arrangements with the Student Accounts Department. Previous balances owed may be applied to the new agreement balance.
- Prior clocked hours may be evaluated prior to readmission and may or may not be approved. Under certain conditions, including military withdrawals supported by written certifiable documentation, you may be eligible for re-admission without incurring an additional Registration Fee.
- Approval for readmission is determined by the Appeals Board and is based on education, schedule and space availability.
- The Dallas Lash Training Academy reserves the right to deny readmission following termination or withdrawal for any reason.
- If re-admission approval is granted, the applicant may be required to submit a new Registration Fee (if applicable), sign a new Enrollment Agreement and pay additional tuition, books, supplies and equipment costs (if applicable).
- If a student withdraws and has been charged 100% of their agreement price, a student in good standing (financial, academic and behavioral) may be eligible to return to the course during the following forty - eight (48) month period without any additional tuition costs.
- If a student withdraws and has been charged less than 100% of their agreement, the student may be eligible to return to the course and may incur additional tuition costs.
- The President is the final authority on all Requests for Re-admission.

Appeals Board

A student may appeal his or her dismissal and/or request re-admission by completing a Request for Re-admission form available from the Student Services Coordinator. •After consideration of the student's academic and financial aid files, the Appeals Board comprised of the School Director, Registrar, Admissions Representative, and a Financial Planner, will review and render a ruling on the Request for Re-admission. If the student is dissatisfied with the Appeals Board's ruling, the student has the right to escalate the Request for Re-admission to the School's Vice President of Education. • If the student is dissatisfied with the ruling of

the Vice President of Education, the student has the right to escalate the Request for Re-admission to the School's President.

- The President is the final authority on all Requests for Re-admission.
- **RE-ESTABLISHING ELIGIBILITY**
- Students who withdraw prior to completion of the course and wish to re-enroll will

return in the same satisfactory academic progress status as at the time of withdrawal. The student whose financial aid has been terminated for unsatisfactory progress will not be paid any additional financial aid until she/he has completed the hours previously paid for with a 75% Cumulative Grade Point Average (CGPA) and will be able to complete the program within the maximum time frame.

GRADUATION REQUIREMENTS

1. In order to graduate from the course the student must:
2. Meet The Dallas Lash Academy practical application requirements
3. Complete all required course projects and final exams
4. Complete scheduled agreement course hours
5. Meet all tuition and fee requirements
6. Maintain an acceptable level of compliance with all student policies
7. Complete required graduation paperwork and documents.
8. Student must complete Exit Counseling if receiving federal student loans.
9. Student will be awarded an The Dallas Lash Training Academy Diploma.

School Information

Dallas Campus

Dallas Lash Academy is owned by Dallas Lash Lounge and Training Academy, LLC. The school is located at 3259 W. Camp Wisdom, Dallas, TX 75237

Allen Branch Campus

801 S Greenville

Allen TX 75002

Accreditation: Dallas Lash Academy is not yet accredited

Memberships and Affiliations

NALA - Global Lash Association

Toast Masters International

Career Colleges & Schools of Texas (CCST)

Professional Beauty Association (PBA)

As an integral part of training in each domain, students will be taught the theory and practice the behaviors and people skill concepts such as:

- Attitude Communication

- Salesmanship
- Success
- Psychology

- job readiness
- professionalism

Program Offerings

- **Esthetician specialty license – 750 hours of completion**
- **Lash Specialty License 320 hours of completion**
- **Manicure license 600 hours of completion**
- **Microblading 600 hours of completion**
- **Cosmetology Instructor License 500Hours+11/2 of experience**
- **Cosmetology Instructor License 750 hours of Completion**

Course Descriptions

600 Hour Microblading Curriculum

1.The Skin, Anatomy and Physiology:

- Layers of the skin.
- Functions of the skin.
- Understanding the exfoliation process.
- Skin disorders.
- The blood/tissue fluid/lymph.
- Skeletal and muscular system.

2. Sterilization and Sanitation:

- State and County Health Department regulations.
- OSHA and CDC (Center for Disease Control).
- Sterilization and cross contamination
- blood-borne pathogens.

3. Machine Technology:

- Knowing and understanding the different machines used in permanent Cosmetics.
- What is digital rotary? What is analog rotary?
- Techniques and Needle Groups:
 - Handling the skin.
 - Anesthetics used in permanent cosmetics.
 - Proper needle selections.

4. Eyebrow, eyeliner and lip procedures.

- Proper application and depth of implantation.
- Preferred needle groups.

5. Color Theory:
 - The color wheels.
 - Mixing colors.
 - Choosing the correct color using our color system.
 - Color undertones and overtones.
 - Color retention.
 - Understanding skin undertones.
 - Color removal
6. Design and Enhancing:
 - The right brow shapes.
 - Making a thin lip look fuller.
 - Correcting an uneven lip.
 - Lash enhancement or eyeliner.
7. Treatment Room Set-Up:
 - Supplies needed
 - Professionalism.
8. The Consultation and Client Concerns:
 - Complete portfolio including medical forms, questionnaire and all release forms.
 - Facial diagrams to clarify areas, technique and colors used.
 - After care instructions.
 - Before and after photos.
9. Documenting Your Work:
 - Using the proper consent forms and procedure release forms.
 - How to chart your clients.
 - Insurance issues.
10. State and Local Legislation:
 - Liability insurance.
11. Marketing Skills
12. One Hour Exam

750 HOURS ESTHETICIAN CURRICULUM

Facial treatment, cleansing, masking, therapy Anatomy, physiology

Electricity, machines, and related equipment Hours Makeup

Hours Nutrition, Aroma therapy

Orientation, rules and laws Hours Chemistry

Care of client

Sanitation safety, and first aid Hours Management

Superfluous hair removal Hours Color psychology

320 Lash Specialty License Curriculum

- Orientation, rules and laws
- First aid and adverse reactions
- Sanitation and contagious diseases
- Safety and client protection
- Eyelash growth cycles and selection
- Hours Chemistry of products
- Hours Supplies, materials and related equipment
- Hours Eyelash extension application
- Hours Eyelash extension isolation and separation
- Hours Eye shapes
- Hours Professional image/salon management

INSTRUCTOR CURRICULUM – 750 HOURS

- Hours Lesson plans
- Hours Methods of teaching Classroom management
- Hours Evaluation techniques
- Hours State laws and forms
- Hours Visual aids preparation and use
- Hours Learning theory
- Hours Orientation, rules, and laws

INSTRUCTOR CURRICULUM – 500 HOURS

- Hours Lesson plans
- Methods of teaching Classroom management
- Evaluation techniques
- State laws and forms
- Visual aids preparation and use
- Learning theory
- Orientation, rules, and laws

Manicurist Curriculum 600 clock hours

(A) procedures

basic manicure and pedicure, oil manicure, removal of stains, repair work, hand and arm massage, buffing, application of polish, application of artificial nails, application of cosmetic fingernails, preparation to build new nail, and application of nails extensions, sculptured nails, tips, wraps, fiberglass/gels and odorless products

(B) bacteriology practices, sanitation and safety

definition, importance, rules, laws, methods, safety measures, chemicals and ventilations odor in salons

(C) professional practices

manicuring as a professional, vocabulary, ethics, salon procedures, hygiene and grooming, professional attitudes, salesmanship and public relations

(D) arms and hands

major bones and functions, major muscles and functions, and functions, appendages, conditions and lesions, nail structure, composition,

growth, regeneration, irregularities and diseases

(E) orientation, rules, laws and preparation

(F) equipment implements and supplies

All programs follow the same Daily Schedule

- admissions@dallaslashaacademy.info Any time a student knows beforehand that he/she must be absent; it is the responsibility of the student to let their instructor know, prior to the known absence and complete time off form and it must be approved
- Any unexcused absences will be \$8.00 an hour and charged monthly.

Corrective Action Consequences

1. Attendance is evaluated on a cumulative basis. At each evaluation point, the attendance for the period will be added to the attendance from the preceding periods to determine whether the student will complete the course within the maximum time frame established in this policy. Total hours earned beginning the first day of course commencement and ending the last day of the completed period (phase) divided into the student's scheduled hours beginning the first day of course commencement and ending the last day of the completed period (phase). Student's Actual Hours Attended ÷ Scheduled Hours = Cumulative % of Attendance
2. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met the attendance and academic requirements, he/she will be dismissed from the program.
3. Four consecutive unexcused absences will result in immediate dismissal

Recording Attendance

- Time is recorded by a Fame time clock Students are tracked by their License permit number and from the state regulatory agency
- Students are required to QR Code in Every day
- Students are not permitted in the building if not clocked in
- Students are not permitted to clock one another in this is cause for

Immediate Dismissal from the program

- Time clock is located on a tablet at front of each campus at the front of the building as well online for all hybrid students
- All attendance is tracked and kept in a online System

- Monthly reports are Generated for review should student want hours
prior to monthly report please log in to TDLR and request directly or try
and keep personal time tracker to have a rough estimate.
- Dallas Lash Symbols Used day shift (1)night shift (2)and Flex shift(3)
- (CEE) Lash Specialty (CFA) Esthetician (CMA) Manicurist
(DL) Distance Learning (PPA) Payment plan PIF Paid in full

Leave of Absence Policy

During enrollment with Dallas Lash Academy student may be granted a leave of absence 30 Days Maximum unless Maternity Leave Student will then receive up to 7 weeks . The student must submit a written request to the registrar. The student must discuss the reason for their leave of absence with the Director. After that discussion the Director will notify the student of approval or denial of the leave of absence. Documentation may be required to verify the student’s reason. A student who has been absent from school and has been granted a leave of absence by the school is not considered to have withdrawn from school. The contract will be extended the length of the absence and the student agrees to reenter on the designated date. The student will be dropped as of the last day of attendance should the absence exceed the requested time. The school refund policy will be in effect and any outstanding balance due the school will be due immediately

Dallas Campus Day Shift

Tuesday through Friday 8:30 am – 3:00pm

Saturday 8:30 am – 4:00 pm

Students have a Daily cut off time to clock in 9:00am

Part Time / Night Shift

Scheduled Weeks

Tuesday and Thursday, 4:00 pm – 10:00 pm

Saturday 9:00 am – 4:00 pm

Students have a cut off time to clock in 4:00-4:30 6:00p-6:30p

Allen Campus Day Shift

Tuesday and Thursday, 4:00 pm – 10:00 pm

Saturday 9:00 am – 4:00 pm

Students have a Daily cut off time to clock in 9:00am

Part Time /Night Shift

Tuesday-Thursday 4:00pm-9:00pm

Saturday 9:00am-4:00pm

Students have a cut off time to clock in 4:00-4:30 6:00p-6:30pm

All questions and request for information pertaining to all State Board exams must be forwarded to PSI.

PSI licensure:

Certification 3210 East Tropicana

Las Vegas, NV 89121

p.) 800.733.9267 f.) 702.932.2666 www.psiexams.com

**Exam Fees Are Paid to the Testing Site Please register at psixams.com
Cost vary By program below Prices below are estimate cost**

- State Written Licensure Exam Fee - \$55 per attempt
- State Practical Licensure Exam Fee - \$78.00 per attempt

ALL Additional Cost/Supplies

Students will be required to purchase additional items while in school at a discounted rate should they run out These supplies are needed to ensure the students success while enrolled and remain the property of the student. Required Items vary by course.

Students will also be required to purchase necessary items for their State Board Exams Supplies needed

On the 1st day of instruction: Spiral notebook Paper, pencil

Additional Institutional charges

• We believe the best interests of students are served when they attend School regularly, receive a consistent education, graduate as scheduled and begin timely employment. Therefore, The Dallas Lash Training Academy will take any and all persuasive steps within its rightful authority to promote regular student attendance.

- – Students with less than 90% cumulative attendance will be advised of probable extra instructional charges.
- – The hourly rate for the \$10.90 per hour
- – All accrued extra instructional charges are due and payable the day following the End Date of the Student's Enrollment Agreement.

The school reserves the right to dismiss and/or withdraw a student from participating in School until all extra instructional charges are paid.

SATISFACTORY ACADEMIC PROGRESS POLICY

The intent of The Dallas Lash Training Academy's Satisfactory Academic Progress Policy is to be fair, reasonable and consistent in effectively

Evaluating the Student's measurable progress toward successful completion of their course. The policy complies with guidelines and the federal regulations established by the United States Department of Education.

1. The training will include attendance, dependability, organizational skills, professional image, conduct, teamwork and cooperation. Student training is measured and communicated by:
 - – Attendance

- – Academic Grades
 - – Satisfactory Academic Progress is a requirement for all students enrolled in The Dallas Lash Training Academy.
 - – All students must maintain an academic grade (grade point average) and average cumulative attendance of 75% to be considered making satisfactory academic progress and to complete the scheduled course within the maximum time frame.
 - – The maximum time a student has to complete is the course length.
 - – All minimum course lengths are determined by The Texas Department of Licensing and regulation
2. Students meeting the minimum requirements (75%) for academic at the evaluation point are making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning.

4. Withdrawals and incompletes have no effect upon the school’s qualitative Satisfactory Academic Progress standard. All hours attempted within a progress report period are used in assessing if the student meets quantitative Satisfactory Academic Progress standard. The Dallas Lash Training Academy does not allow students to repeat courses and does not offer remedial or English as a Second Language (ESL) courses.

- With regard to Satisfactory Academic Progress, a student’s transfer hours accepted by The Dallas Lash Training Academy will be counted as both attempted and earned hours.

Progress Reports Grade Reports Transcripts, and More

- There are 4 phases throughout the student’s course based of the total number of hours during a student course schedule. Other instances that a student may request grade reports might include notification to a current prospective employer of a student’s academic progress, loss of original grade report , or determination of grade point average.

As an integral part of the learning process, instructors are required to critique and/or grade the students work.

The Lash Academy grading system is intended to assist instructors in motivating and evaluating students, determining progress and achievement in the mastery of knowledge and skills.

In order to provide a productive learning environment, the students will have Multiple instructors throughout the course. To get a variety of perspectives to allow the student to have multiple options that works best for the student

90% to 100% Excellent

80% to 89% Very Good

70% to 79% Passing

60% to 69% Needs Improvement Failing

Faculty and Staff are available for tutoring assistance. Arrangement for tutoring, should be made with your instructor.

Transcripts

A transcript is an official document on the educational work of a student's subjects, grades received, enrollment dates, and the status of the student. Official transcripts are issued by the student service coordinator and distributed to the graduates at the time they receive their diplomas. Additional transcript request may be made for the following reasons:

- ▪ •Submission to other institutions of higher education for the purpose of transfer of clocked hours
- ▪ •Certification to an employer summarizing a student's enrollment and academic progress.
- ▪ •Replacing a lost official transcript of the graduate.
- ▪ •**Students/Graduates must submit a request in writing to the Admissions Office**

Ms. Judie

admissions@dallaslashacademy.info

- **The student/graduate may submit a letter of request that includes the following:**
 - 1. Students First and Last Name**
 - 2. Copy of Student Permit**
 - 3. A copy of their Valid form of government issued identification which bears their printed name, photograph, and date of birth current address**
 - 4. Students signature**

Purpose of the transcript request.

Transcript request will be processed within 4 business Days	After receiving the written request from the student.
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Name Changes

All students who wish to make a name change must submit the request in writing to the student services coordinator and include copies showing the legal name change. Proof of the change can be a copy of the students Driver's License, social security card, marriage certificate, divorce decree, or other legal documents showing the name change.

Address/Telephone Changes

All students are asked to notify the student services coordinator when any information regarding their addresses and/or phone number changes. Notification must be made in written request initiate the change to student service coordinator Shavaun Smiley diasmiley01@gmail.com

Schedule Changes

Students wishing to change their schedule must make their request in writing to the school **director at dallaslashacademy@gmail.com**. At that time a determination will be made as to whether or not the request can be granted based on education, schedule and space availability.

Students Right of Access & Privacy Student's Right of Access/Student Right of Policy

- In accordance with the family educational rights and Privacy Act of 1974 (FERPA). Dallas Lash Academy has adopted the following policies and/or procedures. This policy was designed to protect the privacy of education records, to establish the right of the students or guardian of a dependent minor student to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. This is a notice of a students' basic rights under the law and explains certain procedures for The Dallas Lash Academy's full compliance with the law.
- Students or guardians of a dependent minor student may inspect and review their education records upon written request to the School Director (or designate). Students or guardian of a dependent minor student should complete the request to review/release of student information form each time the student/guardian needs to access personal student information, which is available in the student services coordinators office. Identifying as precisely as possible the records they wish to inspect.
- The school director will arrange for access as promptly as possible and will notify the student or guardian of a dependent minor student of the time and place the where the records may be inspected and/or copied. Access will be allowed for no more than 5 days after the receipt of the written request. When a record contains information about more than one student, the student or guardian of a dependent minor student may inspect and review only the records that relate to him/her.
- The hearing will be held within a reasonable amount of time after it is requested notifying the student in advance, of the date, place, and the school official will make a decision in writing based on the evidence presented at the hearing including a summary of the evidence and the reasons for the decision.
- If the school official supports the complaint, the education record will be amended accordingly, and the student or guardian of a dependent minor student will be so informed. If the school official decides not to amend the education record, a student or guardian of a dependent minor student has the right to place in the education records a statement commenting on the challenged information and/or stating the reasons for disagreeing with the decision. This statement will be maintained as part of the education records as long as the contested portion is maintained, and whenever a copy of the education record is sent to any party, the student's statement will be included.
- The Dallas Lash Academy policy statement implementing FERPA is maintained by and available for review in the student service coordinators office. Student service coordinator Ms. Judie admissions@dallaslashacademy.info the Student or guardian of a dependent minor student should address questions, concerns, or problems to the student services coordinator's service office.
- Student or guardian of a dependent minor student may file complaints regarding alleged failure to comply with FERPA TDLR
- **The Dallas Lash Academy, reserves the right to refuse to permit a student or guardian of dependent minor student to inspect the following records:**
 - The financial statement(s)of the students' parents
 - Education records containing information about more than 1student, in which case the Dallas Lash Academy will permit access only to the part of the record that pertains to the inquiring student. (May seek release from other student(s) to reveal record).
 - Those records which are excluded from the FERPA definition of education records.
 - The Dallas Lash Academy reserves the right to refuse to provide copies of educational records(not required to be made available under FERPA) if the student has an overdue financial obligation to the

Dallas Lash Academy, or if there is an unresolved disciplinary or academic dishonesty action against the student.

The Dallas Lash Academy will not disclose to 3rd parties information from a student, except in cases allowable under FERPA(including legal and accreditation purposes):

- A student or guardian of a dependent minor student who believes information contained in the education records is inaccurate, misleading, or in violation of their privacy rights may request in writing that the records be amended.
- A student or guardian of a dependent minor student should identify the part of the record he/she wants changed and specify why it is believed to be inaccurate, misleading, or in violation of privacy rights.
- A decision will be reached and the student or guardian of a dependent minor student will be informed within a reasonable amount of time after receiving the written request.
- If the decision is not to a meet the records, the student or guardian of a dependent minor student has the right to a hearing.
- The hearing will be held by a school official who doesn't have direct interest in the outcome.

Career services Department

Plays a key role in helping students achieve their goals by connecting with outstanding career opportunities. The Dallas Lash Academy career services representatives engage with students, salons, licensed Cosmetologist and others in the beauty industry to build strong relationships and create career opportunities.

Employer Relations

- The primary function of the Career Services Center Department is to establish and build an employer relations program for the Dallas Lash Academy. This includes maintaining a working relationship with employers to promote and enhance the visibility and effectiveness of The Training Academy which ultimately enhances employment opportunities for students.
- **Graduate Assistance**
- The Dallas Lash Academy offers academic and graduate employment services to students. The Dallas Lash Academy does not guarantee employment, the beauty industry has an ongoing need for well trained professionals.
- **Graduation Ceremonies**
- Graduation Ceremonies may be held twice annually in which student and guest may be invited to attend Graduation ceremonies are held for students who have met all graduation requirements. Diplomas will be given out to all Graduates during Graduation. Should you not attend you will be required to pick up from school at the front desk. Please contact front desk prior to arrival.
- **Safety Requirements**
- Safety is important especially pertaining to sanitation and sterilization. Students are not only in touch and close contact with the clients but do so in a manner which involves the use of sharp/pointed tools, chemicals, heat light, and electricity. Students must constantly be aware of safety as it relates to the client. The use of proper sanitation is required to avoid the transmission of disease, and services involving chemicals and/or the application of heat demand constant vigilance.
- **Student Parking**

- All students attending The Dallas Lash Training Academy must park Out in Parking lot never in front of the school as this section is designated for Patrons. The parking lot is a shared lot, and our sections are for staff, customers of The Dallas Lash Academy, and visitors.
- **Rights Reserved**
- The Dallas Lash Training Academy Reserves the right to add or withdraw any course and to make changes to the curriculum, tuition, regulation, or any other published information as condition warrants. The Dallas Lash Training Academy is not liable for loss or damage to student work, supplies or any other personal property. Student should keep personal property in their lockers Provided and also required to purchase their own lock
once graduated if lock has not been taken Dallas Lash does reserve the right to cut off with bolt cutters Students are required to immediately replace any supplies or equipment lost, stolen, or broken.

Student Resources

The student service department offers support in areas related to Transportation, Day Care, Counseling, an Job Placement assistance areas to help students at risk or in need of assistance while enrolled at Dallas Lash Academy.

Please contact Mrs. Channon Payton Payton@dallaslashacademy.info our Licensed Counselor on Staff

Student Advising and Guidance

Staff at the Dallas Lash Academy makes reasonable effort to maintain close communication with all students. Students have full access to Faculty and Administrative staff for both career and academic advising. Students experiencing personal problems that require professional help will be referred to the appropriate agency(s) or organization(s)

Individual advising occurs periodically throughout the course. The sessions help whenever it is needed. Formal academic advisement occurs when grade reports are issued. At any time between grade repots, students may be formally advised; and all advisements are confidential. Whenever any staff member advises a student, the proceedings of the advisement are documented. All students will receive on going, informal daily advisement in the areas of behavior, attitude, attendance, respect, cooperation, image, pride and professionalism. When a student 's problems are beyond staff capability, the student will be referred to the appropriate professional.

SEXUAL MISCONDUCT PREVENTION AND RESPONSE

- If you believe you have been sexually assaulted, your first priority should be to get to a place of safety.
- The Dallas Lash Training Academy strongly advocates that a victim of sexual assault reports the incident in a timely manner.
- Time is a critical factor for evidence collection and preservation for the proof of a criminal offense.
- An assault should be reported directly to local police and/or Campus Security Authorities.
- Upon request, Campus Security Authorities will assist victims in reporting incidents of sexual assault to local police.
- Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers.

- During The Dallas Lash Training Academy’s investigation of sexual assault allegations, both accused and accuser have the right to have others present during proceedings and to be informed of the outcome of disciplinary proceedings.
- If a final determination is made that any student of The Dallas Lash Training Academy is found to be committing acts of sexual misconduct in violation of the law on The Dallas Lash Training Academy property or at The Dallas Lash Training Academy events, they shall be subject to, at a minimum, a referral to counseling and automatic and immediate suspension or dismissal from School.
- The Dallas Lash Training Academy imposed sanctions are additional to any legal actions taken by local, state or federal authorities.
- Student victims have the option to change their academic situation after an alleged sexual assault, if such changes are reasonably available.
- You can obtain information about rape awareness and prevention, victim support, counseling and mental health from the Rape, Abuse, and Incest National Network, at 1-800-656-HOPE (4673) or their website <http://www.rainn.org>.
- TheDallasLashTrainingAcademydoesnotofferon-campusounselingservices.

Personal Counseling Services

Contact the following off campus organizations for counseling opportunities, alcohol and drug education, crime prevention education, and sexual prevention education. Dallas Lash Lounge and Training Academy does not offer on campus counseling services.

The National Domestic Violence Hotline 1.800.799.SAFE(7233) or 1.800.787.3224	National Sex Assault Hotline 1.800.787.3224	San Antonio Housing Authority 818 S. Flores San Antonio, TX 78204 210.477.6262	Charity Child Guidance Center 8535 Tom Slick San Antonio, TX 78229 210.822.9493	Mental Health America of Greater Houston 2211 Norfolk, suite 810 Houston, TX 77098 713.523.8963
Mental Health Assoc. of Tarrant County 3136 4th Street Ft. Worth, TX 76111 817-335-5405	Prevention Resource Center 7500 Hwy. 90 West San Antonio, TX 78227 210.354.3331	Palmer Drug Abuse Program 10226 Ironside Dr. San Antonio, TX 78230 210.697.9766	Center for Family Relations 11818 San Pedro Ave. San Antonio, TX 78212 210.733.3349	Council on Alcohol and Drugs Houston 303 Jackson Hill St. Houston, TX 77007 713-942.4100
Crisis Intervention of Houston 3701 Kirby Dr. Houston, TX 77098 713.533.4500	The Parenting Center 2928 West 5th Street Ft. Worth, TX 76107 817.275.7576	Recovery Resource Council 2700 Airport Freeway Ft. Worth, TX 76111 817.332.6329	Tarrant County Challenge, Inc. 226 Bailey Avenue #105 Ft. Worth, TX 76107 817.336.6617	The National Women’s Health Information Center, Department of Health & Human Services Office on Women’s Health 1.800.994.9662 http://womenshealth.gov

Non-Discrimination

- ❖ The Dallas Lash Training Academy does not discriminate in admission or access to our courses on the basis of age, race, color, sex, disability, religion, sexual orientation, national or ethnic origin. If you would like to request academic adjustment or auxiliary aids, please contact the School Director.
- ❖ You may request academic adjustments or auxiliary aids at any time. The School Director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.
- ❖ Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into The Dallas Lash Training Academy.
- ❖ The School will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.
- ❖ Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should notify the School Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid.
- ❖ The request should be made at least four (4) weeks in advance of the date needed.
- ❖ The School Director will respond within two 14 business days of receiving the request.

Financial Planning Policies

Financial Planning Department

- Our Financial Planning Department is open to students during normal business hours. (Schedules may vary by campus.) Students are encouraged to call if they have any questions or need help regarding their financial planning.

Financial Assistance Programs

- Dallas Lash Academy provides financing plans for students who wish to pay on a payment plan. Dallas Lash Academy will assist students in developing financial plans to pay for their education through United States Department of Education's Federal Student Financial Assistance Programs (Title IV funding Currently unavailable, Department of Assistive and Rehabilitative Services (DARS) and Veterans Education Benefit The Financial Planning staff will assist students in developing financial plans to pay for their education through a combination of student/family contributions and financial assistance, if eligible.

Payment Agreement

- All payments are the responsibility of the student and are payable as stated on the Student Account Payment Contract. Students may be required to make Bi weekly payments while attending school. Payment amounts are based upon the course in which the student is enrolled. Any change in financial situations which may affect a student's ability to make scheduled payments must be discussed with the Financial Planner. All financial obligations must be met prior to hours being released. **Students must be current in payments to remain on the clock hour system any student who fall behind two or more payments will be dismissed from school until payments are brought current**

FINANCIAL PROGRESS

• Students must meet or be current with all financial obligations to The Dallas Lash Training Academy as specified in their payment plan prior to graduation. It is expected that the student will comply by providing all necessary requested information and/or forms. Also, if monthly payments are budgeted, they are to be submitted on or before the statement due date to maintain satisfactory financial progress. If a student fails to meet his or her financial obligation, he or she will receive a warning. If the financial situation is not satisfied, the student will be dismissed. The student may appeal his or her dismissal and/or request readmission per The Dallas Lash Training Academy's Appeals Board Policy.

Billing

• ***Tuition payments are due based on the schedule established through the financial planning department process. Payment options accepted are Cash, Cashier's Check and Money Order.***

Scholarships & Fee Waives

• The Dallas Lash Academy reserves the right to offer tuition scholarships and waive fees to eligible students, employees and immediate relations of employees of The DLA

Scholarship

Scholarships Sponsored by Professional Associations

Professional associations and organizations often provide valuable scholarship opportunities for students pursuing careers in the industries they serve. Student's interest pursuing cosmetology as a career will want to look into the financial aid programs supported and promoted by professional associations that advocate for the beauty industry.

The following selection of scholarships are supported in whole, or in part, by professional associations connected with the cosmetology industry.

Many businesses and corporations associated with the beauty industry provide scholarship opportunities to cosmetology students struggling to meet their tuition costs. These scholarships may be based on merit or need and may include restrictions concerning the student's school of attendance. As with all scholarship programs, the first key to receiving an award is to apply early. These are career specific scholarships, and as such there will be a limited number of awards and large number of applicants.

The following is a sampling of cosmetology scholarships supported by corporations and businesses closely linked to the beauty and lifestyle industry.

- **The Alice Madden Barton Scholarship Program** is sponsored Great Clips, the national salon chain. Scholarship awards are available to all high school graduates who are interested in pursuing cosmetology or barbering as a career. Awards are given twice annually, in January and July.
- **The Joe Francis Haircare Scholarship Foundation** was founded by one of the premier entrepreneurs in the haircare industry. The foundation provides \$1000 scholarships to eligible students applying to, or enrolled in, a barbering or cosmetology school. More than 20 scholarships are awarded annually.
- **The PBA/NCA Sally Beauty Scholarship** is sponsored by the Sally Beauty Store chain. Seven \$1000 scholarships are awarded annually to high school graduates pursuing a career in cosmetology. A

further six \$500 scholarships are available to industry professionals who are returning to school for further training.

- **The Professional Beauty Association/National Cosmetology Association** sponsors a variety of scholarships for cosmetology students, including the Minerva Beauty Scholarship and the Smooth and Shine Cosmetology Scholarship. To be eligible students must be enrolled in an accredited cosmetology program, must have a minimum 3.0 GPA, and must present a letter of recommendation from an industry professional. Fifteen \$1000 scholarships are awarded annually.

Sponsored by Professional Associations Cont.

- **The Beauty Changes Lives Scholarship** is sponsored in collaboration with the *American Association of Cosmetology Schools*. \$2000 scholarships are available to students enrolled in esthetics, nails, barbering or massage at a participating school of cosmetology.
- **The NCEA Esthetician Scholarship** is supported by the *National Coalition of Estheticians, Manufacturers/Distributors and Associations*. The \$1000 scholarship is offered to students who can demonstrate the required level of academic achievement and financial need. Interested students must submit a 250 word essay with their application.
- **The Fred Luster Sr. Education Foundation Scholarship** is sponsored by the American Health and Beauty Aids Institute. The foundation offers 12 annual \$250 scholarships for students pursuing cosmetology training. To be eligible, students must have an 85% or higher average in school, and must have a minimum of 300 hours of cosmetology training.
- **Fresh Start Foundation** This \$2000 scholarship is offered to students who can demonstrate the required level of academic achievement and financial need. Interested students must submit a 500-word essay with their application. And hardship letter

Cancellation & Settlement Policy/ Refund Policy

Termination Date:

(a) Termination date is determined by the postmark date on written notification, or the date Student notifies the School Director (or designate) in person of his/her intent to withdraw, or the date of withdrawal specified in writing by Student, whichever is later. Legal Guardian/Guarantor of Students under eighteen (18) years of age must provide such notice of cancellation. A withdrawal does not relieve Student and Legal Guardian/Guarantor, if any, of financial responsibilities under the phases of this Enrollment Agreement. For an unofficial withdrawal, the termination date is when School recognizes Student is no longer in attendance.

(b) Refund Calculations: For the purpose of refund calculations, a refund is based on the period of Student's enrollment computed on the basis expressed in clock hours. The effective date for refund purposes is the earliest of: the last date of attendance (if student is withdrawn/dismissed by the School), or the date the license holder receives the notice of withdraw. Refunds will be made within 45 days of the date Student officially withdraws or is withdrawn from attendance, or in the case of an unofficial withdrawal, within 45 days of the date School determines that Student has unofficially withdrawn.

(c) Rejection, Three-Day Cancellation, and Course Cancellation: If Student is rejected by School before Course commencement, or if Student cancels in writing either in person or via signed and dated statement postmarked no later than midnight on the third (3rd) day after the date the Enrollment Agreement is signed, excluding Saturdays, Sundays and legal holidays, all amounts paid will be refunded, regardless of training. If Course is cancelled by School prior to commencement, all amounts paid by Student will be refunded.

(d) Other Cancellations:

1. If Student reasonably demonstrates that they entered into the Enrollment Agreement because of a misrepresentation made in the advertising or promotional materials of the school; or by an owner or representative of the school, all amounts paid will be refunded, regardless of training or;
2. If School is permanently closed and is no longer offering instruction after Course commences, School will refund the unused portion paid by Student or;
3. If Student or School cancels this Enrollment Agreement more than three (3) business days after signing Enrollment Agreement, but on or before the fifth (5th) scheduled Course day, Student is entitled to a refund of all tuition fees paid or; In cases of cancellation of this Enrollment Agreement, either by Student or School, after Student has commenced the Course and after the fifth (5th) scheduled Course day, a percentage of the tuition is retained by School and/or refunded to Student per School's Tuition Adjustment Schedule.

(f) Tuition Adjustment Schedule: Texas Occupations Code, Title 9, Chapter 1602.459 mandates a minimum refund calculation based on the Courses scheduled hours as follows:

1. Ninety percent (90%) 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. Eighty percent (80%) 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. Seventy-five percent (75%) 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.
4. Fifty percent (50%) of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the course.
5. If Student withdraws or is terminated by the School during the last 50 percent of the Course, the School may retain 100 percent of tuition and fees paid by the Student and is not obligated to refund any additional outstanding tuition.

Dallas Lash Academy exceeds these minimum standards. A first-time Student that withdraws within twenty-one (21) calendar days of Agreement Start Date is entitled to a refund of all tuition fees paid. A prior Dallas Lash Training Academy Student or first-time Student withdrawing after the twenty first (21) calendar day from Agreement Start Date will use the following schedule to calculate the refund of unearned tuition.

The period of enrollment completed by the student is calculated by dividing the total number of clock hours in the period of enrollment into the clock hours in that the student has completed. The period of enrollment for students is the Title IV payment period. Payment period for each program are as followed.

Dress Code

Dallas Lash Academy Student Dress Code is based on industry standards in the careers for which our students are preparing and is intended to promote consistency and uniformity within the school. Students are expected to dress professional and fashionable, using good taste and judgment in matters concerning dress and appearance, with the following specific requirements:

- Solid black, ankle length or longer pants secured at the waist.
- Solid black skirts or dresses secured at the waist that are no shorter than the top of the knee.
- Solid black, form-fitting/skintight pants, such as leggings and tights are acceptable only when worn under a top, dress or skirt that is no shorter than the top of the knee. And not see through
- Solid black, sleeved tops or logo-wear of appropriate length and fit with Dallas Lash Academy -issued name tag attached and visible at all times.
- Should you lose your name tag we will supply the second one with no charge. After that you will be charged \$5.00 or asked to go home.)
- Shoes or boots with closed toe and closed heel. (Athletic shoes are not permitted unless they are predominantly black in color.)
- Permitted accessories include jewelry, belts.

All hairstyling, makeup and facial hair must be professional and complete prior to arrival at School. Clothing must be neat and clean. Below is a list of prohibited clothing items:

- Excessive wear holes
- frayed hems
- Stains
- unprofessional language
- Unprofessional images
- logo-wear other than **The Dallas Lash Academy**
- Denim jeans
- sweatpants or shirts
- bib overalls
- hoodies or hoods
- Hats
- Visors
- head wraps
- Sweatbands
- Bandanas
- scarves or any other article of clothing that covers the hair is prohibited except on special occasions as determined by the School Director.
- No skin or undergarments may be visible between the shirt and pant or skirt.
- Abdomens, armpits, bottoms, shoulders, cleavage, lingerie and undergarments must be always covered. ·

- Hands and fingernails must be clean and manicured. Students shall maintain fingernail lengths and follow guidelines appropriate for the career they have chosen.
- Tattoos may be visible so long as they do not depict images of nudity, profanity, violence or are gang related.
- A maximum of two (2) facial piercings, excluding the ears and tongue, are allowed so long as they are studs or clear spacers. Ears pierced with holes larger than the standard stud (gauges) are allowed so long as the holes are covered with earglets or plugs. No barbells or chains may be visible.
- Students are required to follow Student Dress Code appropriate for their gender as indicated on their state issued ID including style of dress.
- Student Dress Code must be always followed during School hours, while on School premises or at School sponsored events.
- Students who do not adhere to the Student Dress Code must clock out and leave Dallas Lash Academy premises or School sponsored event until they are in compliance with the Student Dress Code.
- Instructor Course Students are expected to use good taste and judgment in matters concerning dress and appearance.
- Neat, clean and appropriate attire creates the PROFESSIONAL IMAGE that Dallas lash Academy wishes to always portray, and your attire must reflect professionalism.
- In an effort to have all students present a consistent and professional appearance the following policy is to be followed:
 - Business attire.
 - Flip-flops are not allowed.
 - Skirts and/or dresses must be knee length or below; capri pants must be no shorter than mid-calf in length.
 - Tattoos are allowed so long as they do not depict images of nudity, profanity, violence or are gang related.
 - A maximum of two (2) facial piercings, excluding the ears and tongue, are allowed so long as they are studs or clear spacers.
 - Ears pierced with holes larger than the standard stud (gauges) are allowed so long as the holes are covered with earglets or plugs. No barbells or chains may be visible.
 - Clothing must be of appropriate length and fit; showing no abdomen or cleavage.
 - All hairstyling and make-up must be professional and complete prior to arrival at School. Student instructors and Instructors are to be always in business attire except Friday.

CONDUCT AND EMPLOYABILITY STANDARDS

Appearance, attitude and professional behavior are important elements of the student's career preparation and job success.

1. When a student's appearance and/or attitude is in opposition to the career education goals to which the school's academic and placement assistance are dedicated, the student may be advised, dismissed for the day and/or placed on probation. If no progress is shown during the probation period, the student may be dismissed.
2. When a student's behavior interferes with the rights of others, disrupts and/or prohibits the learning process of other students, or is in opposition to policies and rules of the classroom and the school, the student may be advised, dismissed for the day and/or placed on probation. If no progress is shown during probation period, the student may be dismissed.

3. When a student is guilty of negligent and/or careless acts and/or omissions in the learning process so as to endanger or to cause injury to another person or property, the student may be advised, dismissed for the day and/or placed on probation or may be automatically dismissed.

4. Under certain circumstances, a student's conduct may warrant immediate dismissal. Examples of this include, but are not limited to:

a. Engaging in verbal threats, intimidation, use of foul or profane language, physical threats, sexual assault, physical violence, racial or sexual harassment in or around the school.

b. Possession of weapons, firearms and knives while on School property or when involved in any School sponsored activity.

c. Possessing, distributing or using alcohol and/or illegal drugs in or around the school.

d. Vandalizing, stealing or being in possession of stolen property.

e. Falsifying personal information on School documents and/or presentation of forged documents.

Online Conduct

GROUND RULES FOR ONLINE DISCUSSIONS

Participate: This is a shared learning environment. No lurking in the cyberspace background. It is not enough to login and read the discussion thread of others. For the maximum benefit to all, everyone must contribute. Your name will be called to answer questions if after the 3rd attempt, we will place you in the waiting room you will need to let us know when you have come back to class via the chat room at the bottom of your zoom app screen to be let back in if you do not come back to class you will be considered absent

Report Glitches: Discussion forums are electronic. They break. If for any reason you have trouble participating, please call, email, or otherwise inform me of the issue. Chances are others are having the same problem.

Help Others: You may have more experience with online discussion forums than the person next to you. Give them a hand. Show them it's not so hard. They're really going to appreciate it!

Be Patient: Read everything in the discussion thread before replying. This will help you avoid repeating something someone else has already contributed. Acknowledge the points made with which you agree and suggest alternatives for those with which you don't.

Be Brief: You want to be clear—and to articulate your point—without being preachy or pompous. Be direct. Stay on point. Don't lose yourself, or your readers, in overly wordy sentences or paragraphs.

Use Proper Writing Style: This is a must. Write as if you were writing a term paper. Correct spelling, grammatical construction and sentence structure are expected in every other writing activity associated with scholarship and academic engagement. Online discussions are no different.

Cite Your Sources: Another big must! If your contribution to the conversation includes the

Cite Your Sources: Another big must! If your contribution to the conversation includes the intellectual property (authored material) of others, e.g., books, newspaper, magazine, or journal articles—online or in print—they must be given proper attribution.

Emoticons and Texting: Social networking and text messaging has spawned a body of linguistic shortcuts that are not part of the academic dialogue. Please refrain from :-) faces and c u l8r's.

Respect Diversity: It's an ethnically rich and diverse, multi-cultural world in which we live. Use no language that is—or that could be construed to be—offensive toward others. Racists, sexist, and heterosexist comments and jokes are unacceptable, as are derogatory and/or sarcastic comments and jokes

directed at religious beliefs, disabilities, and age.

No YELLING! Step carefully. Beware the electronic footprint you leave behind. Using bold upper-case letters is bad form, like stomping around and yelling at somebody (**NOT TO MENTION BEING HARD ON THE EYE**).

No Flaming! Criticism must be constructive, well-meaning, and well-articulated. Please, no tantrums. Rants directed at any other contributor are simply unacceptable and will not be tolerated. The same goes for profanity. The academic environment expects higher-order language.

Lastly, remember: You Can't Un-Ring the Bell. Language is your only tool in an online environment. Be mindful. How others perceive you will be largely—as always—up to you. Once you've hit the send button, you've rung the bell.

Review your written posts and responses to ensure that you've conveyed exactly what you intended. This is an excellent opportunity to practice your proofreading, revision, and rewriting skills—valuable assets in the professional world for which you are now preparing.

Hint: Read your post out loud before hitting the send button. This will tell you a lot about whether your grammar and sentence structure are correct, your tone is appropriate, and your contribution clear or not.

NON-FRATERNIZATION

Instructor course students are prohibited from fraternization with non-instructor students, either during regularly scheduled course hours or at any other time. Under no circumstances will Instructor students provide or accept transportation from non-instructor students or provide their home phone or cell phone numbers to non-instructor students. This policy includes the use of School facilities designated for non-educational use, such as designated break and smoking areas. Instructor students must use facilities designated for Faculty and Staff. Fraternization with non-instructor students is considered unprofessional behavior and subject to corrective action up to and including dismissal from The Dallas Lash Training Academy.

ALCOHOL AND DRUG PREVENTION

The Dallas Lash Training Academy in its policies supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol by anyone on The Dallas Lash Training Academy property or as a part of any The Dallas Lash Training Academy activity is prohibited. Students taking prescribed or over-the-counter medication which may affect functioning should inform the School Director or Campus Security Authorities. If a final determination is made that any student of The Dallas Lash Training Academy is found to be abusing alcohol or using, possessing, manufacturing or distributing controlled substances in violation of the law on The Dallas Lash Training Academy property or at The Dallas Lash Training Academy events, they shall be subject to, at a minimum, the referral to counseling and automatic and immediate suspension or dismissal from School. The Dallas Lash Training Academy imposed sanctions are additional to any legal actions taken by local, state or federal authorities.

Grievance policy

The purpose of the student grievance policy is to provide procedures to facilitate resolution of student concerns. If a disagreement occurs, students should follow the following steps:

1. For course-specific academic concerns, a student whose views differ from those of an instructor should first try to resolve the difference with that instructor.
2. If a satisfactory solution cannot be achieved, the student may then request a review of the matter with the campus' academic dean, program director, or designated member of the academic team, as appropriate.
3. If a satisfactory solution cannot be achieved, or for a student with concerns of a non- academic nature, the student may consult with the campus' managing director, who will assist the student as necessary. If a student is terminated from school, the student may apply to the campus for re-admittance (For more information on re-admittance, see ACADEMIC INFORMATION, RE-ADMISSION OF WITHDRAWN STUDENTS in the school catalog).
4. Any resolution that is unsatisfactory to the student may be appealed in writing to the vice president, education and career services at online@dallaslashacademy.info, whose decision in all matters will be final.

Dallas Lash Academy operates in accordance with standards established by the following: Texas Department of Licensing and Regulation

COMPLIANCE REPORTING HOTLINE :

If you have concerns regarding the administration of Federal Student Aid Programs, possible violations of institutional accreditation standards; or violations of state regulatory requirements and choose to report anonymously call : 1-(800)-401-8004

This is an anonymous and confidential reporting line that is not affiliated with The Dallas Lash Training Academy. It is accessible 24 hours a day, 7 days a week.

SEXUAL MISCONDUCT PREVENTION AND RESPONSE

- The Dallas Lash Training Academy will not tolerate any form of sexual harassment, assault or violence, whether committed by a stranger or an acquaintance.
- Such behavior is a violation of the standards of the community and may be a criminal act under Texas Law.
- This policy is intended to promote a community free of sexual misconduct, and offer a process for reporting and addressing violations of the policy.
- Sexual harassment is unwelcomed advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person's employment or education, unreasonably interfered with a person's work or educational performance, or creates an intimidating, hostile or offensive working or learning environment.
- Individuals who believe they are victims of sexual harassment should make it clear that such behavior is offensive to them.
- If the behavior continues, document the matter and refer it to Campus Security Authorities.
- Students who are found to be participating in any form of sexual harassment will be subject to disciplinary action, including but not limited to suspension or dismissal from School.
- All classroom and clinic work are assigned by Instructors only.
- The Dallas Lash Training Academy complies with state occupation law and COE.
- Any student refusing to perform an assigned service or participate in legitimate learning activities will be immediately dismissed from The Dallas Lash Training Academy.

- ❑ All work on other students must be approved in advance and supervised within the classroom or clinic environment as a valid learning activity.

Student Conduct Policy

CONSTRUCTIVE INSTRUCTION

- Any student disrespect or lack of cooperation toward Instructors as a result of constructive criticism will be regarded as exhibiting unprofessional behavior and may result in the student being withdrawn from School.

CLASSROOM AND CLINIC ASSIGNMENTS

- Students are required to remain with their instructor in their classrooms or assigned work areas unless at scheduled lunch or break. There will be a charge for all services and products provided to clients unless otherwise approved in advance by the School Director (or designate).
- Students cannot bring into the school any beauty product not sold or carried at The Dallas Lash Training Academy nor should students advise clients to do so. Stations are assigned at the beginning of each client service, for the duration of that service and may be reassigned at the discretion of School Staff.
- All equipment and personal belongings must be stored in the student's assigned locker or roll-around. Anything unable to fit must remain in student's car Daily sanitation is a part of students' learning program and must be completed each day to the satisfaction of their instructor before student departs for the day.
- Students must adhere to all TDLR Health and Safety Standards as outlined in published rules and regulations per TDLR. Students may be required to perform additional cleaning and sanitation duties within the establishment to maintain a clean and safe environment for all students, staff and clients.
- Those duties may include sweeping, mopping, wiping down surfaces and walls, laundry, and emptying trash containers. Duties may vary by campus and program. Students are responsible for keeping stations, mirrors, lockers, roll-arounds, chairs, clinic, classroom and public areas in a neat and sanitary condition always.
- Implements must be sanitized before and after every use. Students must sanitize workstations and remove hair by sweeping before they style.

EQUIPMENT AND PERSONAL BELONGINGS

- Each student is responsible for his or her own equipment, books and personal belongings and is provided a locker or roll - around for storage of these items.
- Purses, coats, bags, backpacks and other personal belongings must be always kept in a locker or car during School hours.
- The Dallas Lash Training Academy is not responsible for lost or stolen items, and it is the student's responsibility to replace any missing equipment or supplies at his or her own expense.
- Students are required to have the equipment they need to complete services and assignments.
- If a student chooses to take these items home, it is the student's responsibility to bring them back to School. Students who do
- not come to School with their equipment will be advised and not be permitted to attend until they bring their equipment

LOCKERS & ROLL-AROUNDS

- Each student is assigned a locker or roll-around at course commencement. Students assigned a locker must use a combination lock to secure equipment and personal belongings within their locker and provide the Registrar with the lock's combination.
- Students assigned a roll-around will be provided with a key to secure equipment and personal belongings within their roll around. Lockers and roll-arounds are for use by current, active students only.
- Students must remove all belongings from their assigned locker or roll -around immediately upon graduation, termination or withdrawal from The Dallas Lash Training Academy. Items found to be stored longer than 30 days since the student's last day of attendance or in unassigned lockers or roll-arounds will be discarded.
- Lockers and roll-arounds are the property of The Dallas Lash Training Academy and may be formally inspected at any time. Students are required to organize, clean and sanitize their lockers and roll -arounds daily.
- Care must be taken not to mix unsanitary personal belongings (food, money, and clothing) with sanitized implements and equipment. Students who damage lockers and roll -arounds will be required to pay the cost of repairing or replacing the locker or roll -around.
- Students may not remove School equipment from the school at any time.

ATTENDANCE

- A student is absent during any unattended portion of the irregular schedule. (See Course Schedule) Any absence will interfere with your learning process. Students must inform the school of any planned absence by completing a Student Absence Notice prior to the date of the planned absence. In cases of illness, emergency or other unforeseen absence, the student is required to call their campus's Registrar no later than thirty (60) minutes prior to their course's scheduled start to notify their Instructor, Salon Manager and clients of their absence.
- Excessive Saturday absences, failing contact the school in the even to fan absence and/never attending will result in corrective action up to and including immediate dismissal from The Dallas Lash Training Academy.
- Students absent five (5) consecutive regularly scheduled course days without contact will be immediately dismissed from The Dallas Lash Training Academy on the 6th scheduled day of nonattendance. Our internal The Dallas Lash Training Academy Attendance Policy is defined as:
 - 90% or higher of scheduled hours as per enrollment agreement.
 - If a student is in jeopardy of going below 90% attendance, the student will receive a written notice.
 - Students with an attendance percentage below 90% will be placed on advisory (final notice) for the current phase.
- Students absent ten (10) consecutive regularly scheduled course days with contact will be immediately dismissed from The Dallas Lash Training Academy on the 11th scheduled day of nonattendance.
- Any absence during the first week of the course will result in cancellation of the Enrollment Agreement and immediate withdrawal/dismissal from The Dallas Lash Training Academy.
- The student withdrawal date for any student that withdraws or is dismissed from The Dallas Lash Training Academy will be the last date of attendance. Attendance Percentage is calculated by taking the total hours attended divided by the scheduled hours

Examples:

Hours Attended= 97.88 Absent Hours= 17.90 Scheduled Hours= 110.00 Attendance Percentage= 88.98%
97.88/110.00=88.98% b) Hours Attended=505.57 Absent Hours=37.68 Scheduled Hours=520.00 Attendance
Percentage=97.23% 505.57/520.00=97.23%

TIME CLOCKS AND CLOCK HOURS

- Dallas Lash Academy uses Fame Attendance please make sure you use the QR Code as discussed in orientation to clock in for you time daily. Student hours are recorded on this time clock each day. It is the responsibility of students to use the time clock correctly. Failure to do so may result in loss of clock hours. To receive full clock hour credit, a student must clock IN when beginning the day, when returning from breaks and returning from lunch AND clock OUT when leaving for a break, leaving for lunch and/or ending the day. Students, regardless of enrolled course or schedule, may not clock more than their scheduled hours on any given scheduled course day, except for approved field trips, unless prior approval is given by a School Director or designate. Students must be always engaged in a learning activity while earning clock hours. Students not engaged in a learning activity or students that are on break or at lunch must be clocked out. Any student found to be not engaging in a learning activity, in the break room or outside the facility while clocked-in, or in violation of any part of 16 Texas Administrative Code, Chapter 83.72(i)(1-4), as posted near the QR Code, you may be subject to corrective action up to and including immediate dismissal from The Dallas Lash Training Academy. Instructors and/or the School Director (or designate) will communicate daily with students in areas of attendance and dependability. At a minimum, students will be notified of their earned clock hours each month. If students have questions about total time, they should speak with the Registrar/Admissions.

STUDENT BREAK AREAS

- Each campus has designated student break areas. No eating or drinking is permitted anywhere in the school other than assigned break areas.
- On days a student is regularly scheduled to attend five (3) or more hours, regardless of enrolled course or schedule, the student is required to take a 30-minute lunch and two (2) 15-minute breaks as scheduled throughout that day. On days a student is regularly scheduled to attend less than five (3) hours, regardless of enrolled course or schedule, the student is required to take a 15-minute break as scheduled throughout that day. Students must be “clocked-out” when taking a lunch or break. Lunches and breaks may not be used together.

NON-SMOKING

- While on School property students may smoke in designated student outdoor smoking areas only. Smoking is prohibited in the school.

BUSINESS TELEPHONES

- Students are prohibited from using business telephones for personal telephone calls except for extreme emergencies as determined by the School Director (or designee).

ELECTRONIC DEVICES

- The Dallas Lash Training Academy encourages students to use electronic communication devices for educational purposes. These devices include but are not limited to the following: cell phones and other electronic devices. Students may utilize electronic communication devices at School and at School activities when the instructor deems appropriate for educational purposes. Personal, noneducational use of electronic devices is permitted during breaks or lunch only in designated break areas. All other uses of electronic devices in the school are prohibited with the possessing student subject to the disciplinary measures outlined in the Conduct and Employability Standards. Use of electronic devices during the administration of any test or exam is prohibited, unless specifically required by the Instructor or School for an educational purpose. It is recommended that students do not bring electronic devices to testing areas. If a student is found to possess an electronic device during testing, student test results may be invalidated, and student will be subject to disciplinary measures outlined in the Academic Dishonesty policy.

SOCIAL MEDIA

The Dallas Lash Training Academy respects the rights of students and staff to use social media during their personal time. Social media includes all forms of online publishing and discussion, including but not limited to Facebook, Twitter, YouTube, Tick Tok, Instagram Clubhouse Dropbox Snap Chat file-sharing and user-generated video and audio. The Dallas Lash Training Academy Students are personally responsible for the content that they publish on social networking sites. Be mindful that what you publish will be public for a long time.

Respect your audience. The Dallas Lash Training Academy does not permit ethnic slurs, personal insults, obscenity, intimidation, cyber bullying or engaging in conduct that would not be acceptable in The Dallas Lash Training Academy on any of our social media sites. The Dallas Lash Academy reserves the right to remove any posts at its discretion and take necessary disciplinary action as appropriate. It is the duty of The Dallas Lash Training Academy to protect itself from undue harm related to information that is shared on social networking sites.

ACADEMIC DISHONESTY

Academic Dishonesty is any incident whereby a student or group of students knowingly and willingly offers or seeks to gain an academic advantage by giving or receiving inappropriate assistance in the preparation and completion of assignments and evaluations. Students engaging in any form of Academic Dishonesty will be disciplined appropriately.

RELEASE

The student and/or legal guardian grant The Dallas Lash Training Academy the irrevocable permission to use his or her voice, image or likeness as part of any live or recorded video display, broadcast, production or other depiction in any media, now or hereafter existing of all or any part of the student's participation in School including for the commercial purposes of The Dallas Lash Academy. **Dallas Lash Academy reserves the right to update the student catalog, and any written material at any time without notice.**

STUDENT CONCERNS/ STUDENT COMPLAINT AND GRIEVANCE

Students are always encouraged to communicate their concerns to members of the faculty and administration. Suggestions, concerns or complaints should be registered privately, never with fellow students or clients. If a situation arises in which a student has a complaint or grievance regarding grades, instruction or other topics related to their course of study, the following procedure is in effect:

- Make an appointment to discuss the matter informally with your instructor. If not resolved.
- Make an appointment to discuss the matter informally with the School Director (or designate). If not resolved.
- Request and complete a Student Complaint Form and submit it to the School Director (or designate). The School Director will verify that the student has tried to resolve the concern informally and will call a meeting with all individuals whose participation is warranted by the circumstances of the particular concern to seek to resolve the concern. The minutes of the meeting and any agreed upon resolution will be documented on the Student Complaint Form and communicated to the student. If not resolved.
- Request the School Director (or designate) forward the Student Complaint Form to the School's Vice President of Education for review. The ruling of the Vice President of Education will be documented on the Student Complaint Form and communicated to the student. If not resolved.
- Request the Vice President of Education forward the Student Complaint Form to the School's President for review. The ruling of the President will be documented on the Student Complaint Form and communicated to the student. The President is the final authority on all student complaints within the institution. If not resolved.
- Student may submit a complaint to TDLR and/or COE only after the student has exhausted the institution's internal complaint process

Student Catalog Receipt

I have received a copy to my email of The Dallas Lash Academy Student Catalog which outlines school policy and standards of conduct. I will comply and commit myself to memorizing and implementing these guidelines in my daily activities while enrolled at Dallas Lash Academy School of Cosmetology. I realize that the school policies may change from time to time and will accept new policy as being as equally important as the initial policies of the school. The student catalog is an extension or addendum to the student contract, and it is under these conditions I will begin my enrollment at Dallas Lash Academy School

. I agree that at any time I have difficulties understanding or implementing policies I will ask for clarification from management personnel.

Student Printed Name _____ Student Signature/Date _____