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## SECTION 1: HISTORY

Charles and Sue's School of Hair Design was founded in 1971. The school is regulated and licensed by the Texas Department of Licensing and Regulations. The National Accrediting Commission of Career Arts & Sciences also accredits the school.

Charles & Sue's School of Hair Design was moved to its current location in 1979. The facility was built and designed for the express purpose of training students in the theory and practice of cosmetology.

Charles & Sue's School of Hair Design was incorporated in 1975. Charles Fikes is the President.

## SECTION 2: MISSION STATEMENT

Charles & Sue's School of Hair Design's mission is to prepare graduates for careers in cosmetology arts and sciences and/or related and/or unrelated fields. The school continuously strives to improve its operation and keep alert of the ever-changing developments and techniques in cosmetology. It abides by all rules and regulations of the Texas Department of Licensing and Regulations and all such codes and regulations established by city, state, and federal authority. Charles & Sue's School of Hair Design purchases only high-grade standard equipment, cosmetics and supplies to be used for instruction and training of its students. The school strives to create and maintain honest and fair relationships with its staff, students, patrons, Texas Department of Licensing and Regulations, the Accrediting Commission, and all others.

## SECTION 3: WELCOME

Welcome to the wonderful world of beauty and hair design and the special world of education offered by Charles & Sue's School of Hair Design. The beauty and hair world are bigger than ever and the need for creative, well-trained designers is growing every day. If you love working with people and are willing to devote the time and energy necessary for real success, then this is the field for you!

By choosing beauty and hair as your profession, you assure yourself of a completely rewarding, creative and exciting future. But to really reach the top, to make the best possible use of your talents and artistry, you need the training necessary to be successful.

What should you expect from your beauty and hair education? Of course, you'll need the training necessary to earn a professional license. But at Charles & Sue's School of Hair Design we offer you much more! In the constantly changing world of fashion, what you learn today may be out of date in ten years, five, or even sooner. New tools, new techniques, new ideas in beauty and hair are being developed right now. How can you be sure you'll keep up with the pace? At Charles & Sue's School of Hair Design this is made possible because of our association with Pivot Point International, which is a global corporation that is creating and obtaining the latest information worldwide. Pivot Point International's online learning system gives Charles & Sue's School of Hair Design students 24- hour access to their learning materials. They will have access to real-time video modules, eBooks, presentations and much more. The video content is available on iPhone, iPod Touch, and the iPad.

**At Charles & Sue's School of Hair Design we go beyond the "how" to show you the "why." The Designer's Approach to:**

Hair sculpting - hair designing - artistic perming - creative coloring - long hair design will take you into principles of art. We teach our subjects to such proven fact that almost anyone can understand and learn them. The Designer's Approach was developed to bring together the best ideas with a sound educational foundation. Even if you have little talent, we will teach you the principles to such an extent you can be successful. If you do have talent, then there is no limit to the levels of success you can achieve. Knowing the Charles & Sue's School of Hair Design/Pivot Point Designer's Approach is like knowing the basic notes in musical composition. It is these basic "notes" that we teach our students through the Pivot Point Designer's Approach - the principles for you to understand and do hair in the most effective way. Ask your hair designer! Our entire curriculum builds up from these basic concepts to let you in on the creative secrets of the beauty and hair design profession. Through constant staff training, our instructors are always abreast of the new education available. Our curriculum is continually reinforced with audio/visual/DVD presentations from our library.

Personalized teaching by our staff of trained professional instructors is combined with Pivot Point's online learning system to give our students the education necessary for success. It is this reputation for education that the top hairdressers and salon owners recognize and, therefore, brings students from all over to our school. We feel proud that an education from Charles & Sue's School of Hair Design offers you one of the most complete, most exciting, and most effective training programs in the beauty and hair industry.

## SECTION 4: FACILITY

Our Educational Facilities include everything you will need to learn today's salon practices. Our school has two large classrooms, each equipped with modern audio/visual/DVD equipment and the tools needed for each stage of your training, plus two student salons for you to perform salon services.

## SECTION 5: LIBRARY

Charles & Sue's School of Hair Design maintains an extensive library of reference materials. Our reference library includes trade publications and such standard works as Pivot Point Cosmetology Fundamentals, Pivot Point Design Forums, Milady Standard Textbooks, student textbooks, and teacher manuals on a variety of beauty and hair services and ideas.

## SECTION 6: CLASS SCHEDULE

Our 1000-hour Cosmetology Operator program is 8 months in length.

Orientation and basic instruction begin the course of training for the newly enrolled student. The following is an outline of the general manner in which the students spend their time in school. A more comprehensive daily schedule is maintained and posted on the school bulletin board to fully utilize the student's learning process. The school is open for instruction Monday through Saturday of each week. Qualified persons may enroll in the course of their choice by calling and scheduling an appointment with an admissions counselor.

The start date for all courses is approximately 8 times per year: Jan., Mar., May, July, Aug., Sept. & Nov. Contact the admissions office for specific start dates.

## SECTION 7: HOLIDAYS

The school does not observe a student vacation period, but the school does observe the holidays listed below:

New Year's Day - January 1

Memorial Day

Independence Day - July

4 Labor Day

Thanksgiving Day - Third Thursday in November & the day after

Christmas Eve - December 24<sup>th</sup> & Christmas Day December 25<sup>th</sup>

### THE WEEKLY SCHEDULE IS OUTLINED BELOW:

#### SPLIT SHIFT SCHEDULING

##### 6 Week Foundation Schedule:

**Monday-Thursday**                      **8:30 A.M. - 2:30 P.M.**

**Fridays**                                      **9:00 A.M. - 4:30 P.M.**

**The remainder of your time here will be a split shift schedule. You will choose the schedule that best fits your lifestyle. Once you pick your schedule you will not be able to change it!**

<b>Mondays:</b>	<b>Everyone is here from: (No scheduled lunch break)</b>	<b>8:30 A.M. - 2:30 P.M.</b>
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<b>Schedule B</b>	<b>Tuesday-Thursday:</b>	<b>8:30 A.M. - 2:30 P.M.</b>
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<b>Schedule A</b>	<b>Tuesday-Thursday:</b>	<b>11:30 P.M. - 5:30 P.M.</b>
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<b>Fridays</b>	<b>9:00 A.M. - 4:30</b>
<b>P.M. (With a 30-minute scheduled lunch break)</b>	

## SECTION 8: OCCUPATIONS

**COSMETOLOGY OPERATORS** - They are licensed to work in a salon or own their own business. A cosmetologist may give manicures, scalp, and facial treatments, cut and style hair, chemically wave and straighten hair, highlight/lowlight/color the hair, and style wigs and hairpieces.

### **COSMETOLOGY OPERATOR CURRICULUM: 1000 Hours**

<b><u>SUBJECT</u></b>	<b><u>HOURS</u></b>
Orientation	10
Shampoo	20
Hair and Scalp Treatments	20
Permanent Waving	50
Chemical Hair Relaxing	40
Hair Coloring	200
Manicuring	100
Facials	100
Haircutting & Hairstyling	450
Salon Management	10
<b>TOTAL HOURS</b>	<b>1000</b>

Tests and grades can help you become a better student and a better hair designer. Throughout your training, you will take written and practical tests. These tests are designed to sum up the unit of learning you've just completed. A low grade, even a failing mark, doesn't mean you should give up. It tells you that you need to review the last few lessons, and your instructor will always be able to help you accomplish any struggles. Go over the test with your instructor and make sure you understand the ideas and techniques covered. You are also evaluated on cosmetology laws, customer safety precautions, and Texas cosmetology laws. These tests will help you prepare for the State Board Test and spotlight the essentials of good salon practice. In addition to the written tests, you will receive practical in-salon exams. Here you will work with mannequins to create all the new hairstyles you've been studying. This experience increases your artistic ability and shows where you can improve. The same grading system is used for all tests.

#### **The grading system is as follows:**

<b>90 - 100%</b>	<b>Excellent</b>
<b>80 - 89%</b>	<b>Good</b>
<b>70 - 79%</b>	<b>Satisfactory</b>

**Below 70%      Failing**

## SECTION 9: ENROLLMENT REQUIREMENTS/ADMISSIONS POLICY/COSMETOLOGY OPERATOR

This policy supersedes all previous policies regarding admission to Charles & Sue's School of Hair Design.

1. All applicants must be above the age of compulsory education attendance according to the laws governing the State of Texas and must be at least 17 years of age on or before the first day of classes.
2. All applicants are required to appear for a personal interview with an admission representative, complete a personal profile, submit a high school transcript, complete all necessary admissions and financial aid paperwork.
3. All applicants are required to be a high school graduate, or have a G.E.D. certificate, an official transcript showing secondary school completion, or a state certification of home-school completion.
4. CHARLES & SUE'S SCHOOL OF HAIR DESIGN DOES NOT ACCEPT ANY ON-LINE DIPLOMAS!

## SECTION 10: RE-ENTRY STUDENTS

For a student who withdraws, and requests for a grade of incomplete be given him/her and if that student withdraws for an appropriate reason unrelated to the student's academic status, that student will be allowed to re-enroll in the program and complete those incomplete subjects.

The school does not recruit students from other schools offering similar programs.

Transfer students should apply for admittance at the Admissions Office. We discourage student transfer unless you have a valid reason for doing so. Each transfer student is considered on an individual basis. If you are accepted for admittance, we will credit you for your previous training in accordance with the regulations of the Texas Department of Licensing and Regulation. Credit will be given for any legally acquired hours of previous training, as certified by the State Board. A transfer student's tuition is based on the total number of hours she/he needs to complete the course she/he is entered.

## **SECTION 11: ADMISSIONS APPOINTMENT**

The first step in your Charles & Sue's School of Hair Design experience is to set up an appointment with one of our admissions counselors. You may do this by calling us at Charles & Sue's School of Hair Design, 979-776-4375.

Even if you are not yet sure about your future plans, we'd like to hear from you. A counselor can answer your questions and give you a tour of the school to give you a chance to get to know us better. You won't receive a "hard sell" presentation, just facts you'll need to make an intelligent decision.

## **SECTION 12: DISCRIMINATION**

Discrimination is against the law. Our school does not discriminate on the basis of race, color, creed, age, religion, financial status, sex, gender identity, ethnic origin, country or area of origin, or residence in our admittance, instruction, graduation policies or any other activities which Charles & Sue's School of Hair Design operates. This practice and requirement of nondiscrimination also extends to employment by the school and the administration of students in programs and activities operated by the school.

## **SECTION 13: ADVISING**

Advising is easily available, if and when you need it. You may be having problems, or find personal hassles are getting in the way of your training. If you find yourself a bit overwhelmed by it all, give us a chance to help. The administration and staff know the problems you might face. You're a very important person to us let us prove it to you.

## **SECTION 14: PERSONAL APPEARANCE**

Personal appearance is what our profession is all about. Your personal appearance tells a lot about the kind of professional you are. Your hair may be worn in any fashionable style, but it should be clean and perfectly groomed. Loud and distracting ornaments are in bad taste on the salon floor. All students must wear designated uniforms. Always try to look like the professional you are.

## **SECTION 15: DISCLOSURE OF EDUCATION RECORDS**

Charles & Sue's School of Hair Design honors the Family Educational Rights and Privacy Act of 1974 as a disclosure of educational records and files of the student. Adult students, parents of minor students and parents of tax-dependent students, have the right to inspect, review and challenge information contained in those educational records or that of their minor or tax-dependent students.

Education records are defined as files, materials and documents which contain information directly related to a student and are maintained by the school. Students are not entitled to inspect the financial records of their parents. Written consent from the student, parents, or guardian of a dependent minor is required before educational records may be disclosed to third parties; with the exception of accrediting commission or government agencies authorized by law. The school maintains students records for 6 years after the student either graduates or withdraws from the school.

## **SECTION 16: IT'S YOUR MOVE**

It's your move and the move you make could change your life! We've told you about Charles & Sue's School of Hair Design; our Designer's Approach and the sound basis it offers for a lifelong career, the topics, and courses you will cover, and the lifelong rewards you can enjoy. Would you enjoy the artistic challenge and financial security a beauty career offers you? Do you like the idea of working with people to make them feel even more beautiful? Are you ready to make a commitment to your future? Get in touch with us! At Charles & Sue's School of Hair Design we're dedicated to you, the future professional-the future hair designer. Give us the chance to show you a bright future!

## **SECTION 17: COSTS**

The cost of the Cosmetology program at Charles and Sue's is \$19,000.00, this includes the student kit and books. Price is subject to change without notice.

## **SECTION 18: EXTRA INSTRUCTIONAL CHARGES**

Students are allowed 90 absent hours during the length of the 1000-hour operator course. At the end of the expected graduation date, as stated in the enrollment agreement, the student is charged \$10.00 for each hour they miss over the 90 hours allowed. If they have taken a leave of absence, those hours are not counted as absent hours. It is the student's responsibility to clock in and out on the time clock and to understand that the school is prohibited, by the Texas Department of Licensing and Regulation, from adjusting hours either upwards or downwards. The students are completely responsible for their attendance.

## **SECTION 18: HOUSING**

Charles & Sue's School of Hair Design does not have on campus housing.

## **SECTION 20: FINANCIAL ASSISTANCE**

Charles & Sue's School of Hair Design has an extensive financial assistance program to help qualified students meet the educational costs of attending school. Federal educational funds are available to qualified students through Pell Grants and Direct Student Loans. You will be given an opportunity to meet with our Financial Aid Department to discuss your needs and see what might be available to you.

## **SECTION 21: EXPENDABLE SUPPLIES**

The school furnishes all expendable supplies to the student except those items used for personal use. If students are charged for personally used expendable supplies, they are charged at the school's cost price.

## **SECTION 22: JOB PLACEMENT**

No school can guarantee jobs for its graduates, but Charles & Sue's School of Hair Design will assist our graduates in obtaining employment in the beauty profession. In most instances, our graduates are successfully employed. As long as our graduates seek employment in the beauty profession, we will assist them.

Our services consist of preparing them for an entry level job starting at the beginning of their training. We begin their theory classes with Chapter 1 Professional Development. This will give them an overall view of the endless job opportunities in the beauty profession. From there they will take a Salon Business class where job seeking skills will be discussed and practiced. Also, compensation, payroll deductions, rules concerning tip reporting, etc. will be discussed. At this time, we bring in various professionals in the field to do presentations about seeking and securing entry level jobs as well as owners and managers to recruit prospects. As employer's call seeking our graduates, we place job opportunity information on the student bulletin boards. We also maintain a list of employers, and their contact information in the office as well as on the student bulletin boards. All staff members are also available to write reference letters for our graduates, which can help immensely with the students' job placement.

## **SECTION 23: TEXAS DEPARTMENT OF RULES & REGULATIONS GRADUATION REQUIREMENTS**

To graduate and be eligible to take the State Board exam for a license you must do the following: Cosmetology Operator Students - Complete 1000 hours of training, pass written and practical exams, complete all credits in clinical experiences, make satisfactory progress and satisfy all financial obligations to the school.

When you graduate, you will receive a diploma from Charles & Sue's School of Hair Design.

## **SECTION 24: CANCELLATION POLICY**

The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. An applicant not accepted by the school shall be entitled to a refund of all monies paid, except the non-refundable application fee.

If a student or dependent student's parents or guardian cancels his/her enrollment and demands his/her money back in writing within three (3) business days of signing the enrollment agreement/contract, a full refund will be made, except the non-refundable application fee. A full refund will be made if the enrollment of the student was procured as a result of a



misrepresentation made in the advertising or promotional materials of the school or a representation by an owner or representative of the school. This policy applies regardless of whether or not the student has actually started training.

If a student cancels his/her enrollment after the three (3) business days' cancellation privilege, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school, except the non-refundable application fee.

## **SECTION 25: REFUNDS**

Refunds are based on the scheduled hours a student should have on their last day of attendance; they are not based on a student's actual hours of attendance.

Enrollment time is defined as the time elapsed between the actual starting date and student's last day of physical attendance in the school. Cancellation or termination date is determined by the postmark on written notification, or the date notice of cancellation is delivered to the school in person. In cases of leaves of absence, regardless of duration, the termination date is the earlier of the date the student was scheduled to return to school and did not or notifies the school she/he will not be returning. Refunds are due within 45 days or that date. If the student fails to notify the school of withdrawal, the school must terminate on the 45th day and refunds will be made within 45 days of termination.

In the case that the student has a prolonged illness or accident, a death occurs in the family, or other circumstances that make it impractical to complete the course, the school shall make a settlement that is reasonable and fair to both parties.

If the school is permanently closed and no longer offers instruction after the student enrolled, the student shall be entitled to a pro-rated refund of tuition.

If a course is canceled subsequent to a student's enrollment, the school shall provide a full refund of all monies paid. If a refund is not made within the period required, the school shall pay interest on the refund for the interval beginning with the first day following the expiration of the refund period and ending with the day immediately preceding the date the refund is made. If the refund is made to a lending institution, the interest shall also be paid to that institution and applied against the student's loan. The Commissioner of Education annually shall establish the level of interest at a level sufficient to provide a deterrent to the retention of student funds. The Commission may exempt a school from payment of interest if the school makes a good faith effort to refund the tuition but is unable to locate the student. The school shall provide to the Commission on request documentation of the effort to locate the student. Except in unusual circumstances, the date of the institution's determination that the student withdrew should be not later than 10 days after the student's last date of attendance as determined by the institution from its attendance records. The institution is not required to administratively withdraw a student who has been absent for 10 days. However, after 10 days, it is expected to be determined whether the student intends to return to classes or to withdraw. In addition, if the students eventually determined to be a withdrawal, the end of the 10-day period begins the time frame for completing a return calculation.

This requirement does not affect a student's withdrawal date. At an institution that is required to take attendance, a student's withdrawal date is always the last date of attendance as determined by the institution's attendance records.

The school shall record a grade of "incomplete" for a student who withdraws but is not entitled to a refund under provisions of this refund policy, if the student requests the grade at the time the student withdraws and if the student withdraws for an appropriate reason unrelated to the student's academic status. A student who receives a grade of incomplete may re-enroll in the program during the 48-month period following the date the student withdraws and completes those incomplete subjects without payment of additional tuition.

The minimum State of Texas refund of the remaining tuition and fees for all courses will be calculated as follows:

<b>PERCENTAGE OF TIME TUITION TO TOTAL TIME OF COURSE</b>	<b>AMOUNT OF TOTAL OWED TO THE SCHOOL</b>
<b>0.01-2%</b>	<b>10%</b>
<b>2.01-6.2%</b>	<b>20%</b>
<b>6.21-24.9%</b>	<b>25%</b>
<b>25-49.9%</b>	<b>50%</b>
<b>50% AND OVER</b>	<b>100%</b>

**ANY REFUNDS DUE TO THE STUDENT WILL BE MAILED TO THE STUDENT AT THE ADDRESS WE HAVE ON FILE.**

**Federal Title IV Funds Eligibility & Policy on Refunds**

For those students that have applied for and are eligible to receive Title IV Funds which include Pell Grants, Direct Student Loans, Parent Plus Loans, etc. the following, based on a 900-hour academic year, is the schedule on which they will be earned and disbursed.

**0-450 hours = 1/2 of eligible Title IV Funds**  
**451-900 hours = 1/2 of eligible Title IV Funds**

If the student withdraws or is terminated from school during any of the above disbursement schedules, a portion of the Title IV Funds received during that payment schedule may have to be returned to the Department of Education.

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Subsidized Direct Stafford Loans, Unsubsidized Direct Stafford Loans, and Direct Plus Loans.

When you withdraw during your payment period or period of enrollment, the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or the school or your parents received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period. If you did not receive all the funds that you earned, you may be due a post-withdrawal disbursement. You may choose to decline some or all of the loan funds so that you don't incur additional debt. The school may automatically use all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition, fees, and room and board charges (as contracted with the school). For all other school charges, the school needs your permission to use the post-withdrawal disbursement. If you do not give your permission (which the school asks for when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30<sup>th</sup> day.

If you receive (or the school or parent receives on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

Your institutional charges multiplied by the unearned percentage of your funds, or the entire amount of excess funds. The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If the school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with the school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that the school has. Therefore, you may still owe funds to the school to cover unpaid institutional charges. The school may also charge you for any Title IV program funds that the school was required to return.

In the event a refund is due; the proceeds of such refunds shall be applied toward repayment of the financial aid programs from which such receipts were initially derived. The order of such refunds shall be as follows:

**Unsubsidized Direct Stafford Loan**

**Subsidized Direct Stafford Loan**

**Direct PLUS Loan**

**Federal Pell Grants for which a return of funds is required**

In the event a refund is due to the Direct Loan program; the Department of Education will be informed of the student's last

date of attendance and the date of official withdrawal by the school.

Students will be sent written notifications from the school as to the school's charges, payments made against school charges, the amount of any refunds, the distribution of any refunds made, and the date that such refunds were executed.

If you have any questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800- 433-3243. Information is also available on Student Aid on the Web at [www.studentaid.gov](http://www.studentaid.gov).

ANY REFUNDS DUE THE STUDENT WILL BE MAILED TO THE STUDENT AT THE ADDRESS WE HAVE ON FILE. PROFESSIONAL CONDUCT IS THE ONLY LEVEL OF CONDUCT WE EXPECT FROM OUR STUDENTS.

## SECTION 26: RULES AND REGULATIONS

*A professional does not arrive 15 minutes late. She/he treats clients, instructors, and fellow students with courtesy and awareness. She/he is constantly taking the time to follow the rules of good grooming and proper sanitation. The following rules are important. If you disobey them, you may be dismissed from the school.*

*None of the rules are "picky" or arbitrary. They reflect the level of conduct you will be expected to maintain throughout your career. The best way to begin that career is to act like the professional you want to be.*

1. Regular hours for attending school will be Mondays 8:30 am - 2:30 pm. Tuesday – Thursday 8:30 am – 2:30 pm or 11:30 am- 5:30 pm depending on what shift you are on. Friday 9:00 am – 4:30 pm.

2. Thirty-one hours per week of attendance is required unless a specific curriculum has been approved. On Mondays, Students must be checked in by 8:30 a.m. and be seated in theory class. Any student who is tardy cannot check in until 9:30 a.m., Mon.- Thurs. or 10:00 on Fri. If a student is tardy repeatedly, they are subject to suspension. (Three tardies in one month will result in a 1-day suspension; four tardies in one month will result in a 3-day suspension). If there are excessive tardies, the student will be placed on a 30- School Day Probationary Period, which means they cannot be tardy or absent within that probationary period, or they will be permanently dismissed from Charles & Sue's School of Hair Design.

3. Students leaving school for any reason must notify an instructor or the director before doing so. Any student not abiding by this policy of notifying an instructor or the director will get a 3-day suspension. Students must have permission and give a week's notice to take time such as vacation from school (an emergency is the only exception). This is not considered a leave of absence.

4. If students are absent, they must call the school by 8:15 or 11:15 am (depending on your shift schedule) and let an instructor or the director of the school know they will be absent. They must make up all the tests they have missed before graduation. If you do not call in or text in prior to your shift (NCNS) it is a 1-day suspension. They must also make up all daily assignments unless they have taken an approved leave of absence. Monday and Friday, attendance rules: If you call in on a Monday or Friday and are not going to be here, you must have a doctor's note that must be turned in the following Monday. If you do not have a doctor's note, it will be an automatic 3-day suspension.

5. On Fridays you are allowed a 30-minute lunch break, which you must clock in and out for. The lounge is for eating only! All food and drinks must be removed from the refrigerator immediately after your shift each day. Anything left in the refrigerator or on the tables in the lounge will be thrown away each day.

6. Dress Code: All students are required to wear uniforms, and make-up prescribed by the school. Make-up will consist of foundation, blush/bronzer, mascara, and lipstick or gloss. No jeans, leggings, jeggings, tank tops, lace tops, or sleeveless tops allowed! Always use good judgment. If in doubt, ask the staff. No ponytails or headbands unless styled in an appropriate manner! If you come to school out of uniform, you will be sent home for the day!

7. There will be no loud talking or laughing, and no gum chewing. Eating, drinking, and smoking will be done in assigned areas only. Students are permitted one 15- minute break each day if they are caught up on all assignments, however, students must clock out while on break and then back in when break time is over. Smokers and any student going outside must clock out as well as sign out and in on the List that is at the front desk. You will be responsible for signing this list before you go outside and signing back in when your break is over. You will also be required to clock in and out! No exceptions. If you do not clock out for your break, you will be sent home for the day.

8. Students are required to get assistance from an educator for ALL SERVICES! (Colors, perms, highlights, balayage, relaxers, haircuts, etc.) regardless of whether they have a record of previous services. If a student needs help with any service they are performing, they are to ask the instructor in charge. Sufficient supplies will be checked out to you for each service, but in the event that more is needed, the instructor in charge must approve the extra supplies.
9. Students are to practice courtesy towards guests and other students and must answer all calls for appointments promptly. Refusing to do so will subject students to suspension.
10. No cell phones allowed in the building unless an emergency or for use of professional social media (hair photos, videos, etc. usage must be approved by an educator). You are not allowed to take calls on your cell phone in the building. The first time you're caught on your phone without permission it will be a verbal written warning, the second time there will be a one-day suspension, and the third time will result in being dismissed.
11. No visitors are allowed in the school. If they are dropping off something for you, they will need to drop it off with the front desk team. Please advise your friends.
12. Students are to clean up their stations after each service and at the end of each day. Clean up your own paper and debris after eating lunch and after break time.
13. Students will be permitted to have personal services done on the day designated by the school. No personal service for students on any other day without permission from an instructor. Students must be caught up on all assignments and have perfect attendance the Friday before and the week of the personal service being done. Students must check in and get a guest ticket before receiving services. Students will receive a 25% discount if they receive services during their scheduled time to be in school. Any other day, they will pay full price.
14. When a student is assigned to dispensary duty, he/she will be responsible for all supplies/towels issued to other students.
15. All assignments for student tidy-up will be performed according to school's instructions. These jobs will be performed by all students assigned to each job. If a student is busy with a guest; the job will be done by the other students that are also assigned to the job.
16. Students are not to carry on a conversation with other students while they are performing a service on a guest. Your guest always comes first.
17. Keep all purses and personal items in your locker. We will not be responsible for lost or stolen items.
18. The students are required to complete (4) practical books while they are enrolled at Charles & Sue's School of Hair Design. These books contain practical applications that can be done on a mannequin or their guests. These practical assignments help the students perfect their skills while they are in our program. The books have time limits, and each one must be finished at the appropriate time: They are due based on scheduled hours. Foundation Book is due at 350 scheduled hours; 2nd Notebook is due at 650 scheduled hours; 3rd Notebook is due at 950 scheduled hours and State Board Notebook is due at 1000 scheduled hours. Failure to complete these notebooks at the required time will result in dismissal from the program.
19. To be eligible to receive the school's diploma and for final papers to be sent to the Texas Department of Licensing and Regulations so that you may take the State Board exam, the student is required to have a passing grade of 70, complete the number of hours required and complete all four notebooks.
20. Students who continuously fail to comply with these rules and regulations will be dismissed from the school.

*I am attending Charles & Sue's School of Hair Design to become a gainfully employed cosmetologist. I also understand that my education and my guests come first and being on my cell phone and eating and drinking in class disrupts my ability to focus fully on the tasks at hand.*

**I understand that the above rules apply to me, and I understand the consequences if I break any of the rules.**

## **SECTION 27: DISABILITY SERVICES**

Charles & Sue's School of Hair Design is aware of and deeply concerned with the unique challenges that a student with a disability faces. The college is committed to reducing and/or eliminating the barriers that these students encounter. The Office of the Director of Education coordinates the physical and academic support services for any student who has special needs because of a temporary or permanent disability.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 prohibit discrimination in the recruitment, admission, and treatment of students. Students with qualified and documented disabilities may request reasonable accommodation which will enable them to participate in and benefit from educational programs and activities. Students requesting reasonable accommodation must provide documentation of the disability (as appropriate), complete an application for support services, and must schedule and participate in an interview in order to review the request for accommodation, determine appropriate services and/or reasonable accommodations, and plan an educational program.

Successful accommodation often requires advance planning. Students are encouraged to make early contact with the Admissions Office in order to identify needs and to ensure that services will be available in an effective and timely manner.

## **SECTION 28: HANDICAPPED FACILITIES**

Charles & Sue's School of Hair Design's campus is fully accessible to the handicapped. Ramps, and specially furnished restrooms are available throughout the facility. Charles & Sue's School of Hair Design is in compliance with all local and federal laws regarding provision for disabilities.

## SECTION 29: STUDENT REQUEST FOR ACCOMMODATION

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Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student E-Mail Address: \_\_\_\_\_ Student Phone Number: \_\_\_\_\_

Describe your disability.

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What accommodations are you requesting? (Be specific)

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*I authorize and request the campus Section 504 Coordinator at Charles & Sue's School of Hair Design to consider this request for accommodations and copies of all documentation provided in connection with this request and, only as they deem necessary for the evaluation and/or implementation of my eligibility/accommodation, to consult with other educational, medical, or psychological professionals, disclosing such information as he/she/they deem(s) relevant for consultation. I consent to the designated administrator discussing this request and all evaluations and assessments pertinent to my disability with any diagnosing/evaluating professionals.*

Requesting Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** This request cannot be acted upon until you provide sufficient documentation of disability and need for accommodation. This request and all supporting documents should be delivered in person or by email ([director@charlesandsues.com](mailto:director@charlesandsues.com)) to the director who is your campus Section 504 Coordinator.

### **SECTION 30: TEXAS EXAMINATION REQUIREMENTS**

To qualify for examination in the state of Texas, applicants must furnish the following:

1. Proof of the prescribed number of hours of instruction and training in a licensed school of cosmetology.
2. Applicants must be at least 17 years of age before taking the examination.
3. Two recent wallet size photos of yourself.

### **SECTION 31: ADDRESS OF THE STATE LICENSING AGENCY**

Texas Department of Licensing and Regulations  
P.O. Box 12157  
Austin, TX 78711  
Phone #: 1-800-803-9202  
[www.license.state.tx.us](http://www.license.state.tx.us)

### **SECTION 32: ADDRESS OF THE ACCREDITATION AGENCY**

National Accrediting Commission of Career Arts & Sciences  
3015 Colvin Street  
Alexandria, VA 22314  
Phone #: 703-600-7600  
[www.naccas.org](http://www.naccas.org)



### SECTION 33: CHARLES & SUE'S SCHOOL OF HAIR DESIGN SCHOOL OF HAIR DESIGN STAFF

Charles Fikes	President
Tracy Gilstrap.	Director of School/Financial Aid Officer Title IX Coordinator
Vikki Fritsche	Director of Education/Student Activity Director Title IX Designated Decision-maker
Adrian Thomas	Educator/Team Leader
Heather Spikes.....	Educator/Team Leader
Ariel Rickman.....	Educator/Team Leader
Pressli Clayton.....	Educator
Jessica Saragosa.....	Educator
Debbie Kelley	Admissions Representative/Financial Aid Officer Title IX Designated Investigator
Brooke Smith	Administrative Assistant/Director of Marketing

#### PRICE LIST EFFECTIVE July 1, 2025

#### COSMETOLOGY OPERATOR COURSE 1000 HOURS

Tuition                      \$19,000.00  
Includes Kit and Books

**Note:** All prices subject to change without notice! The policy of the school is: All tuition and fees are due and payable on the first day of attendance. Unless a payment schedule is agreed upon and a contract reflecting that agreement is signed by responsible parties.

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