

**Administration Staff**

Barbara A. Douglas, CEO  
Rachel Willis, Registrar and Lead Instructor  
B. Roberta Douglas, Business Office Manager  
Rita Hamilton, Fiscal Officer

Deborah John Associates,  
Title IV, Third Party Servicer

**Licensing Body**

Arkansas State Board of Cosmetology  
101 East Capitol  
Suite 108  
Little Rock, Arkansas 72201  
501-682-2168

**Accrediting Agency**

National Accrediting Commission of Cosmetology Arts and Science (NACCAS)  
4401 Ford Avenue  
Suite 1300  
Alexandria, VA 22303  
703-600-7600

**INSTRUCTORS:**

Mrs. B.A. Douglas

Mrs. Rachael Willis

VelvateX College of Beauty Culture, Inc.  
1520 Martin Luther King, Jr. Drive  
Little Rock, Arkansas 72202

Dear Students:

You may learn and earn steadily while single, married, or after marriage or maybe as a part-time occupation. Age, education, creed or lack of experience is no impediment. Beauty culture affords you the opportunities to travel and meet people.

The demand exceeds the supply, with sound reasoning, you can best judge for yourself those women and men who are becoming more and more beauty-conscious each day, whereby, trained cosmetologists are in great demand. There are no “short cuts” to success, but there is a short cut to useless job hunting. Learning beauty culture, which is never affected by the world’s condition, will enable you to secure a position that can offer “steady” work with the highest paying salary, plus unlimited opportunities.

Thank you for allowing VelvateX College of Beauty Culture, Inc. to assist you in your plan for a course toward personal success.

Sincerely,

*Barbara Douglas*

Barbara Douglas,  
CEO

## INTRODUCTION

Velvatex College of Beauty Culture, Inc. was established July 1, 1929 by Mrs. M. E. Patterson, Founder and President. Velvatex's system was Little Rock's only approved school for people of color. The motto was "Fideli Certa Mercisy, The reward of the faith is certain." The class colors were gold and purple and the class aim was "We Have Finished To Begin."

March 12, 1942, Mrs. Earnestine Towns joined her mother, Mrs. Patterson, in teaching beauty culture. After 12 years, the school achieved acknowledgement for their consistency of students passing the board. During the 12 years, every student that went before the Arkansas Board of Cosmetology passed. Because of the school's accomplishments, in 1954 the board suggested the school's name be changed from Velvatex Beauty School to Velvatex College of Beauty Culture.

In 1954, after many years of training, Mrs. Towns purchased the school from her mother and began her quest of carrying on the legacy of Velvatex College.

The school was located in the center of the minority business district where students and graduates could readily access all the practical work necessary. The theater, YMCA, nightclubs, churches, and schools surrounded the college. It was also in walking distance of the downtown shopping district.

In its 78 years of operation, Velvatex and its staff worked diligently to maintain its high standards, while affording its students the opportunity to learn and develop skills that would provide the foundation for expertise, proficiency, and success in the area of hair care, beauty, and culture.

In July of 1994, the institution was purchased by Mrs. Barbara A. Douglas, who further embraced the tradition of excellence and mastery of beauty culture. Although there are now many more institutions of learning focused on cosmetology, Velvatex was the pioneer in its field for African American women. Mrs. Douglas' daughters, Mrs. Rachel Willis and Ms. Roberta Douglas joined the Velvatex staff in 1995. Jointly, the daughters are tenaciously striving to maintain its legacy, into the new millennium.

The College remains in a strategic location, surrounded by businesses, restaurants, fast food chains, Arkansas Baptist College and Philander Smith College. The facility is a modern, handicap accessible, "free standing", single story building with spacious clinic floor, classroom, and office space. The staff strives to maintain a clean and friendly environment.

We continue to offer the highest standards of professionalism in the area of beauty culture. Our specialty is the most modern of techniques offered in the realm of cosmetology. We expect the optimum in performance from students and faculty in their individual creativity.

The motto-"Fideli Cera Mercisy, The reward of the faithful is certain." Our theme "He shall not doubt in his heart that he shall have whatsoever he saith," Mark 11:23. School colors are purple and gold.

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## **DEFINITION OF COSMETOLOGY:**

The scientific study and practice of beauty culture covering the head, neck, face, arms, hands, and feet.

## **MISSION STATEMENT:**

Velvatex's Mission Statement is to provide individuals with the opportunity to acquire the highest levels of knowledge and expertise in preparation for the practice of cosmetology, [i.e. nail technician, manicurist, salon operation and management, competition styling, research or field technician] competence in an occupation reflecting the just rewards of "Faith-filled" determination.

## **VELVATEX'S GOALS AND OBJECTIVES:**

The educational program offered by Velvatex is designed to train students in all areas of cosmetology field. Students receive extensive hands on training in hairstyling, cutting, chemical, rolling and shampooing. Velvatex provides the necessary knowledge and tools to pass the State Board Examination for licensing and employment in their chosen fields of study. This will be accomplished within the guidelines established by the Arkansas State Board of Cosmetology (licensing agency) and NACCAS (accrediting agency).

## **OPPORTUNITIES FOR OCCUPATION:**

Upon graduation of cosmetology training and passing the State Board Examination, a student will be licensed to practice cosmetology in the state of Arkansas, work as a nail technician, manicurist, manage or operate a salon, competition stylist, platform stylist, research technician or field technician in cosmetology.

## **COURSE OBJECTIVES:**

After the student has successfully completed the prescribed courses, he/she will:

1. be prepared to take State's testing in applying for license with the Arkansas State Board of Cosmetology.
2. be educated to become a professional in the areas of:
  - a) cosmetology
  - b) hairstylist
  - c) manicurist

## **DISCRIMINATION STATEMENT:**

Velvatex does not discriminate on the basis of race, color, sex, age, religion, national origin, ethnic origin, or disabled status etc....

## **INTERNAL COMPLAINTS:**

Students with a complaint against the institution, instructor(s) and/or staff may complete a written complaint to the CEO of Velvatex and if the complaint is not addressed to the student's satisfaction within 5 business days, the student may appeal to the Complaint Committee (Rachel Willis, David Featherstone, Rita Hamilton and Laureen Isom) and then to NACCAS, 703-527-7600, the accrediting agency if necessary.

## **SCHOLARSHIPS:** (Credit for tuition cost only)

\*Mary E. Patterson Award: (available to all Arkansas high school students)

\*William Harold Flowers Award (available for single parent)

\*Annette Snow O'Neal (available to min. cumulative 3.0 Grade Point Average (GPA) students only)

\*Earnestine Towns (Single parent with a 3.0 GPA)

Each scholarship is granted by different organizations. The intake officer of each particular scholarship will post their requirements.

### **ENTRANCE REQUIREMENTS:**

Velvatex will only accept students

- who show proof of high school graduation or its equivalent or a student who is beyond the age of compulsory education which is at least **16 years** old and completed 10<sup>th</sup> grade or equivalent
  - The student must demonstrate the Ability– to-Benefit from the education or training offered at an institution. The ATB pre-entrance examination, Wonderlic Basic Skills Test, required by Velvatex, is administered at Little Rock School District by an independent thirdparty examiner. The examination meets the United States Department of Education(U.S.D.E.) criteria and is administered in strict observance of the publishers' guidelines. Students must demonstrate the interest and motivation to succeed in our program. The cut off score is quantitative (Math 200 and Verbal 210). Re-test is administered for the second retake, but if the student fails he/she must wait a year to retake.
1. Applicant must be in good medical health and show proper documentation and verification.
  2. Applicant must demonstrate mental and physical capabilities for craftsmanship.
  3. Applicant must submit a copy of birth certificate.
  4. State Board Student Permit.
  5. White uniforms are required. Dress must be below the knee in length and sleeves above the wrist.
  6. Male students wear white jackets and dark pants.
  7. White clinic shoes are required

### **CELL PHONES:**

**All Cell phones or other media systems, etc., will not be allowed on the Clinic Floor or in the classroom. If the phone goes off on the Clinic Floor, a fee will be assessed and added to the student's bill.**

**CHILD CARE: Child care assistance will be provided in the contract after students have been approved for financial aid.**

### **ENROLLMENT POLICY:**

1. Applications may be accepted Wednesday through Saturday.
2. Day students may enroll **EVERY THURSDAY** preferably the first or fifteenth of each month.
3. Night students may enroll **EVERY WEDNESDAY** between the hours of 8:00 a.m.-5:00 p.m.

### **GRADUATION PREREQUISITES:**

1. Maintain a min. 70% in academic and 68% attendance
2. 1500 clock hrs. in cosmetology
3. Balance paid in full
4. Pay examination fee

### **JOB PLACEMENT ASSISTANCE:**

Velvatex will help seek employment for each graduate. Velvatex does not guarantee employment, but we will post job listings as these are made available to the school.

### **SCHOOL CALENDAR:**

The college is in session from Wednesday through Saturday, except for the following holidays and vacation periods:

New Year's Day

Dr. Martin Luther King Jr. Birthday

Memorial Day

Independence Day (July 4<sup>th</sup>)

One week vacation scheduled through the staff

Labor Day

Thanksgiving Day

Christmas Day

8:00-4:30 Day Class and Night Class 5:00-9:00.

The school will lock its doors at 1:00 p.m. the day before Thanksgiving and Christmas Eve.

### **INCLEMENT WEATHER:**

In case of closing due to weather, the following television and radio stations will be notified.

<u>Television</u>	<u>Radio</u>
ABC / CBS / NBC	Power 92

### **FILE ACCESS POLICY:**

1. You may review your files with a written request.
2. The school must allow the students and/or parent, if the student is a minor, access to review their files within 3 days of the written request.
3. A written statement permitting release of information must be provided each time information is requested for release to an outside source, third party, or from the student and/or parent if the student is a minor, unless otherwise required by law.
4. All students' records, financial and instructional, are maintained and safeguarded against loss or damage for a minimum of three years.
5. The school will provide and permit access to student and other schools records as required for any accreditation process initiated by this institution, the U.S. Department of Education, or by NACCAS.

### **DETERMINATION OF PROGRESS:**

The instructors complete evaluations on each student monthly. Formal evaluations on cumulative academic and attendance progress are conducted on quarterly basis. Students must meet both the attendance and academic progress requirements of at least one evaluation by the midpoint of the course to be considered making satisfactory progress.

### **LEAVE OF ABSENCE:**

Students requesting a leave must complete their request in writing on the appropriate form. The leave must be approved in writing by the designated staff. A leave of absence may extend the student's contract period and maximum time frame by the same number of days missed, if the student can provide proper documentation for the leave of absence. All documentation will be copied by the school and placed in the students' personal file and the contract will be amended to establish the new scheduled graduation date. All leave requests must be in writing. Maximum time frame is 180 days within a twelve month period and the twelve month period starts the first day of the leave. Students obtaining incomplete, repetitions or noncredit remedial courses will not be penalized. These courses will not have an effect on their satisfactory progress evaluation. Students may re-enter school after suspensions or leave of absence at the same level of progress.

# SATISFACTORY PROGRESS POLICY (SAP)

## #3

### ACADEMIC

All students at Velvatec College must make satisfactory academic progress toward completion of their program of study within a reasonable time frame. The College's policy is in accordance with regulations issued by the U.S. Department of Education. Satisfactory progress in attendance and academic work is a requirement for all students enrolled in Velvatec College. In order for a student to be considered making satisfactory progress, he or she must meet both attendance and academic minimum requirements on at least one evaluation by the midpoint of the program or midpoint of the academic year, whatever is shorter.

**NOTE:** Students receiving funds under any Federal Title IV program must maintain satisfactory progress in order to continue eligibility for such funds. Satisfactory Academic Progress status will be evaluated at least once by the midpoint of the program or midpoint of the academic year, whichever is shorter and at each financial aid payment period (before disbursements) for Title IV Students.

#### **GENERAL RULES:**

1. A student must earn a minimum number of clock hours (375 hours) each quarter to complete requirements for graduation.
2. The following shall be considered as hours completed:
  - 2.1 "A" through "D" grades
3. The following shall not be considered as hours completed:
  - 3.1 "F"
  - 3.2 "W" –Withdrawal
  - 3.3 "I" or "P" -Incomplete (may be counted after the "I" or "P" is changed to another letter grade).
  - 3.4 Audit-No credit
4. A student who repeats classes, withdraws frequently, or is not making progress toward graduation and is subject to the loss of eligibility of financial aid.
5. A transfer student maximum time frame will be prorated according to the clock hours accepted toward his/her program of study by Velvatec College.
6. The following factors will be measured to determine academic progress:
  - Theory work (test, grades, homework, etc.)
  - Practical Work
  - Laboratory Work

Theory and practical work will be graded according to the following scale:

90 – 100	A	Excellent
80 – 89	B	Good
70 – 79	C	Satisfactory
60 – 69	D	Unsatisfactory
Below 60	F	Failing

Students must maintain a C grade average (minimum of 70% in theory and 75% practical/clinic work with a minimum cumulative of 70%) in order to be considered making satisfactory academic progress.

#### **MAXIMUM TIME FRAME REQUIREMENT:**

At Velvatec College, a reasonable length of time for the completion of a program is defined as no more than 150 percent of the normal time allowed to complete a program of study.

Example: If your program of study requires that a full time student complete 1500 clock hours in 50 weeks, a reasonable length of time will be 50 weeks x 150% = 75 weeks. Your maximum time frame to receive financial aid is your first 75 weeks. A part-time student completes 1500 clock hours in 75 weeks, a reasonable length of time will be 75 weeks x 150% = 112.5 weeks. Your maximum time frame to receive financial aid is your first 112.5 weeks.

### **SPECIFIC FACTS:**

At the first quarterly student evaluation, if a student is not meeting satisfactory progress in academic (70%) the following actions will be administered. The student will receive (1) verbal warning (documented in file). After the verbal warning, if the student remains unsatisfactory (below 70%) at the next review (completed quarterly), the student will receive (1) written warning. After the written warning, a reevaluation of the student's progress will be completed after 30 days. If the student's academic is still below satisfactory (below 70%) the student will be placed on probation. The duration of the probation period is 30, 60, or 90 days. The length of the probation is determined by the school administrator. At the end of the probation period, if the student's grades are not at satisfactory level, (70% or higher) the student will be suspended for (30) days. The student will return from suspension under the same status (unsatisfactory).

After returning from suspension, the student will be reevaluated after thirty (30) days. If the student remains unsatisfactory, the student may be terminated from the program. **No more than two probationary periods will be allowed during an academic year.**

Title IV recipients must meet satisfactory academic progress (70%) during normal evaluation times (quarterly) and at each Title IV disbursement period. Funds will not be disbursed for Title IV recipients that are not meeting satisfactory academic progress (70%). If a Title IV recipient is still unsatisfactory after completing probation, Title IV funds will be suspended and will remain suspended until the students meet satisfactory level (70% or higher).

### **ATTENDANCE:**

The Satisfactory Attendance Progress (SAP) is as follows:

Attendance is evaluated on a cumulative basis. At each evaluation period, the attendance for the quarter will be added to attendance from the proceeding quarters to determine whether the student will complete the course within the maximum time frame established in the policy. A student attending school full-time must attend a minimum of 20 clock hours per week and part-time student must maintain a minimum of 13.3 hours to maintain satisfactory progress.

At the first SAP Review, if the student does not meet satisfactory attendance (68%), the student will receive the following actions. The student will receive (1) written warning (which will be documented in the student file) and if the student remains unsatisfactory (68% or below) at the next review, next quarter (3 months), the student will be placed on probation. The duration of the probation periods are 30, 60, or 90 days. The length of the probation is determined by the school administrators. If a student remains unsatisfactory, below 68%, at the end of their probation, the student will be suspended for thirty (30) days. At the end of the suspension, the student may return to school. The student will return to school in the same status (unsatisfactory). If the student's attendance is below 68% at their first review (one month after the student returns from suspension) the student will be terminated from Title IV and may be dismissed from the program. All absence (excused or unexcused) are counted against the student and is figured into the satisfactory attendance policy. Arrangement for makeup work is the responsibility of the student to initiate. All work and time must be made-up.

Title IV recipients must be meeting satisfactory progress 68% at each Title IV disbursement period before aid is disbursed from Title IV. A student is eligible to receive Title IV Funds during probation. If a student

remains unsatisfactory after probation, **he/she will be ineligible for Title IV funds**. Title IV Funds will remain suspended until the student's cumulative attendance has reached 6%. **Excused absence will not be counted toward** meeting the required hours for a schedule payment period. Hours are only counted for **actual hours** attended.

**If Velvatex College deviates from the attendance policy, written documentation will be provided by the school and student to document the reason for the deviation. This documentation will be placed in the student's file.**

### **APPEALS:**

1. A student must indicate in writing to the Director along with any documentation:
  - (a) reasons why he/she did not achieve minimum academic or attendance requirements, and
  - (b) reasons why his/her aid should not be terminated and why the termination should be reversed and a request for a reevaluation of progress.
2. The Director within five (5) days of termination must receive this appeal. Should a student fail to appeal this decision, the decision to terminate will stand. The Director will review the appeal and determine whether the financial aid suspension is justified. The student will be notified in writing of the decision.
3. A student who would like to appeal the decision of the Financial Aid Counselor may do so in writing to the Financial Aid Appeals Committee, Financial Aid Office, Velvatex College of Beauty Culture, 1520 Dr. Martin Luther King Jr. Drive, Little Rock, Arkansas 72202
4. An appeals hearing will take place within five (5) days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if a student is a dependent minor), the student's instructor, and the Director of Education. A decision on the student's appeal will be made within three (3) days by the Director of Education and will be communicated to the student in writing. The decision will be final.
5. Should a student prevail on his or her appeal and be determined as making satisfactory progress, the student will be automatically reentered in the course, and financial aid funds will be reinstated to the eligible students.

Students returning from a leave of absence or other official interruption of training must return to school in the same satisfactory progress status they had prior to their departure.

### **WITHDRAWALS:**

Any student who withdraws from his or her contracted course or fails to complete his or her training will have a notice placed in his or her student file as to progress at the point of withdrawal.

A student making satisfactory progress at the point of withdrawal may apply for reenrollment in the school and will be considered to be making satisfactory progress at the point of re-entry.

A student failing to meet minimum satisfactory requirements at the point of withdrawal will be placed on probation for one month when accepted for re-enrollment.

### **COURSE INCOMPLETES/REPETITIONS/NON-CREDIT REMEDIAL PROGRAM:**

Course incompletes, repetitions, and non-credit remedial courses have no effect upon a student's satisfactory progress status at Velvatex College.

### **TARDY POLICY:**

\*Late/Tardy - three tardies within one week will count as one absence. (Special permission can be given to students by the instructor to change arrival or departure time.)

### **PHYSICAL DEMANDS:**

During your course of study, the body will endure certain physical demands such as, long hours of standing, continuous motion of the hands, and handling and inhaling chemicals during practical studies.

### **SAFETY REQUIREMENTS:**

Safety while dealing with clients, chemicals, and tools is very important. Fire evacuation, tornado procedures, and first aid procedures are discussed during enrollment. A sink, located on the back wall is in easy access for chemical burns and/or spills. Fire extinguishers are located on the clinic floor.

### **CAREER COUNSELING:**

Velvatex provides career counseling for students who have completed the required hours for junior status and maintains satisfactory progress in attendance and academics.

### **GRADUATION:**

Velvatex provides graduation once a year. Diplomas are awarded upon graduation. Graduation fee is \$47.00, Cap and Gown are \$55.00.

Evacuation procedures and tornado procedures are posted in the classroom and on the clinic floor. A first aid kit is available for medical treatment. Instructors are responsible for activating any evacuation or procedures during bad weather.

### **REGULATIONS RELATIVE TO CONDUCT:**

Conduct, detrimental either to the student body or to the school will justify dismissal, such as:

1. Using profanity
2. Using intoxicating beverages on school premises
3. Fighting
4. Disloyalty
5. Lying
6. Thief, which includes taking supplies from the institution as well as from other students without permission.
7. Drug use of any kind while on school time
8. Random drug testing will result in disciplinary action.
9. Insubordination of Instructors

### **VELVATEX IS DRUG FREE:**

Velvatex is using The Black Community Development provides drug and alcohol counseling, treatment, for re-entry programs. If a student or employee is tested with drugs or caught with drugs or alcohol on campus, Velvatex will refer individuals to The Black Community Development to have treatment. Refusal to take the test is an automatic positive.

**DISCIPLINARY ACTION:**

First infraction of the rules and regulations will result in probation.

Second infraction of the rules and regulations will result in a suspension not to exceed three school days.

Third infraction of the rules and regulations the student will be subject to dismissal.

**COSMETOLOGY COURSE:**

The student will study and practice beauty culture, covering the head, neck, face, arms, hands, and feet.

**GOALS AND OBJECTIVES:** To educate the students in all areas of the cosmetology field. Students receive extensive hands on training in hairstyling, cutting, chemical service, hair coloring, rolling, and shampooing. Upon completion of the course, the student will have the necessary knowledge and tools to pass the state licensing examination and secure employment in their chosen fields of study. This is to be accomplished within the guidelines established by the Arkansas State Board of Cosmetology (licensing agency) and NACCAS.

**FORMAT:** The 1500 hour Cosmetology Course will be presented in the form of instructor lecture, class assignments, video tape presentation, hands on demonstration and class discussion. A combination of theory and practical classes are taught Wednesday thru Saturday in the classroom and on the clinical floor.

Note: Practical grade below 70% is unsatisfactory.

GRADING SCALE:

90-100	A	Excellent
80-89	B	Good
70-79	C	Satisfactory
60-69	D	Unsatisfactory
Below 60	F	Failing

## UNITS OF INSTRUCTION

### **I. Hygiene and Sanitation - 80 hours**

- A. Sanitation
- B. Sterilization
- C. Hygiene
- D. Lighting and Ventilation

### **II. Related Science - 120 hours**

- A. Physiotherapy or cosmeticity (pertaining to electricity use in cosmetology)
- B. Physiology
- C. Histology Anatomy
- D. Neurology
- E. Mycology
- F. Osteology

### **III. Hairdressing - 1000 hours**

- A. Cleaning hair (shampooing)
- B. Hair-cutting Clipping Slithering
- C. Dying/Tinting Bleaching
- D. Reconditioning Hair
- E. Scalp Massage
- F. Brushing Combing
- G. Curling
- H. Permanent Waving/Wiggery
- I. Thermal Pressing Iron Curling
- J. Chemical Relaxing
- K. Miscellaneous

### **IV. Manicuring - 100 hours**

- A. Construction/Anatomy of the fingernails
- B. Filing and Shaping
- C. Loosening/Removing dead cuticle
- D. Massage, hand and arm
- E. Miscellaneous

### **V. Cosmetic Therapy - 100 hours**

- A. Skin types (dry, oily, mixed etc...)
- B. Facial Massage, Packs
- C. Cosmetics, appropriate use of
- D. Art of applying make up
- E. Eyebrow arching
- F. Tinting, eyelashes/eyebrows

### **VI. Salesmanship and Management - 50 hours**

- A. Marketing self (resume')
- B. Self Image
- C. Work Delegation
- D. Miscellaneous

**VII. Shop Department Disposition - 50 hours**

- A. Courtesy
- B. Neatness
- C. Professional Attitude

**VIII. Cosmetology Law**

- A. Arkansas state Rules and Regulations

**SCHEDULE:**

Wednesday thru Thursday	8:30a.m - 12:00 noon	Theory Class
Wednesday thru Thursday	12:30p.m - 4:30p.m.	Practical Class
Friday and Saturday	8:30a.m - 9:00a.m.	Theory Class
	9:00a.m. - 4:30p.m.	Practical Class

Wed. - Fri. 8:00a.m. – 8:25a.m. Sanitation and Sterilization 30minute lunch, Wednesday - Saturday

Night class is offered on Wednesday through Friday from 5:00 p.m. to 9:00 p.m. Night students are classified as part-time students and are required to attend Saturday day class.

**TUITION AND OTHER CHARGES:**

Cosmetology Tuition Fee: Refer to insert

1. A registration fee of \$100.00 is non refundable
2. A termination fee of \$150.00 is non refundable
3. The following terms can be made available at the college
  - a. monthly refer to insert
  - b. bi-weekly refer to insert
  - c. weekly refer to insert
4. A 10% discount will be applied if tuition is paid in full at time of enrollment
5. Locker fee refer to insert (Cosmetology Course)
6. State Examination and license fee refer to insert (can be paid at completion of course)
7. Book fees: Cosmetology Course (Refer to insert for all book, kit, and locker fees)
8. Kit fees: Cosmetology Course
9. Financial Aid Available to those who qualify

**WITHDRAWALS:**

Any student who withdraws from his or her contracted course or fails to complete his or her training will have a notice placed in his or her student file as to the progress at the point of withdrawal.

A student making satisfactory progress at the point of withdrawal may apply for reenrollment in the school and will be considered to be making satisfactory progress at the point of reentry.

A student failing to meet minimum satisfactory requirements at the point of withdrawal will be placed on probation for one month when accepted for re-enrollment and must obtain satisfactory progress status before Title IV is reinstated.

A student granted an LOA that meets the criteria in this section is not considered to have withdrawn, and no Return calculation is required. Upon the student's return from the leave, he or she continues to earn the Federal Student Aid previously awarded for the period.

#### **PROCEDURE FOR OFFICIALLY WITHDRAWING:**

Official notification from the student is any official notification that is provided in writing or orally to a designated VelvateX official acting in his or her official capacity in the withdrawal process. Acceptable official notification includes notification by a student via telephone to VelvateX Staff, in writing, or orally in person to a staff member of VelvateX College. The responsibility for documenting oral notifications is VelvateX; however, VelvateX may request, but not require, the student to confirm his or her oral notification in writing. If a student provides official notification of withdrawal to VelvateX by sending a letter to the designated office stating his or her intent to withdraw, **the withdrawal date is the date that VelvateX receives the letter**. Notification is not provided to VelvateX until VelvateX receives the notification. VelvateX always has the option of using the date of a student's last participation in an academically related activity as long as that participation is documented by a campus official.

#### **WHEN A STUDENT FAILS TO RETURN FROM A LEAVE OF ABSENCE:**

If a student does not return to VelvateX at the expiration of an approved LOA (or a student takes an unapproved LOA), the student's withdrawal date will always be the student's last day of attendance.

#### **UNAPPROVED LEAVES OF ABSENCE:**

VelvateX may grant a student an LOA that does not meet the conditions to be an approved LOA for Title IV purposes. However, any LOA that does not meet all of the conditions for an approved LOA is considered a withdrawal for Title IV purposes. The student's withdrawal date is the student's last day of attendance. An unapproved LOA may not be treated as an unofficial withdrawal. An unofficial withdrawal is one where VelvateX has not received notice from the student that the student has ceased or will cease attending VelvateX. If VelvateX has granted a student an unapproved LOA, VelvateX would know immediately that the student had ceased attendance for Title IV purposes and must use the specified withdrawal date in the Return calculation.

VelvateX College must return the amount of Title IV funds for which it is responsible as soon as possible, but no later than 45 days after it determines or should have determined that the student withdrew. Return to Title IV is calculated on a payment period basis.

As noted above, the date of VelvateX's determination that the student withdrew is not necessarily the same as a student's withdrawal date. A student's withdrawal date is used to determine the percentage of the payment period that was completed and the amount of aid a student has earned. The date VelvateX's determination that the student withdrew is used in the following circumstances:

- VelvateX must offer any amount of a post-withdrawal disbursement that is not credited to the student's account within 45 days of the date of determination.
- If the student or parent submits a timely response that instructs the school to make all or a portion of the post withdrawal disbursement, the school must disburse the funds within 120 days of the date of determination.

- Velvatex must document a student's withdrawal date and maintain the documentation as of the date of determination.
  - Within 30 days of the date of determination, Velvatex must notify a student if a grant overpayment is due.
  - If Velvatex is collecting an overpayment the institution must require repayment of the full amount of the overpayment within two years of the date of determination
  - Velvatex must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of determination.
  - The amount of aid disbursed as of the date of determination is used to determine the amount of unearned aid that must be returned.
- From 0 to 60% point in each payment period, a pro rata schedule is used to determine the amount of FSA funds the student has earned at the time of withdrawal. **After the 60% point** in the payment period, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, Velvatex must still **complete a Return calculation** in order to determine whether the student is eligible for a post-withdrawal disbursement. Although an institutional, state, or agency refund policy will determine the charges a student will owe after withdrawing, those policies will not affect the amount of Title IV Aid the student has earned under the Return calculation.

Velvatex provides its third party service with all withdrawal notification and refundable Title IV funds. The third party service company returns Title IV funds within 15 days to ensure all refunds to Title IV is completed within the 45 day return deadline.

A "recipient of Title IV grant or loan assistance" is a student for whom the requirements of Sec. 668.164(g) (2) have been met.

**Velvatex College obtains all verification documents from Title IV Students randomly selected before any funds are disbursed. Title IV students are determined eligible by Department of Education before any funds are disbursed. If a student is selected for verification, a disbursement is not made until all verification documentation has been provided and approved.**

Velvatex College must return any unearned funds or offer any post withdrawal disbursement within 45 days of the date of the institution's determination that the student withdrew. If a student provides all documents required for verification after withdrawing but before the verification submission deadline and in time for the institution to meet the 45-day Return deadlines, the institution performs the Return calculation including all Title IV Aid for which the student has established eligibility as a result of verification and for which the conditions of a late disbursement had been met prior to the student's loss of eligibility due to withdrawal.

Please note there are exceptions to this policy that will be taken on a case by case basis. But every student is encouraged to start and finish the program. Counselors are available to deal with severe problems that we feel are beyond the students' control.

### **TRANSFER STUDENTS:**

All transfer students must enroll in Velvatex for 500 hours or more. - If you carry Velvatex name, we must teach you. The school will only accept transfer hours certified by The Arkansas State Board.

### **GENERAL INFORMATION:**

1. Each commissioner, officer, and employee shall be committed to fair employment, including equal treatment in hiring, promotions, training, compensations, terminations, and disciplinary action.

2. White uniforms are required. (Below knee in length above wrist sleeves for females.) Black or white lab jackets may be used for all students. White dinic shoes are required. Uniforms and shoes must be maintained at all times.
3. Excessive jewelry is not allowed. (Only basic wedding rings and watch).
4. Absolutely no long nails. (Only average length nail).
5. Equipment and books furnished upon receipt. Payment for equipment and books are due upon request. (Payment terms can be arranged).
6. Part-time trainees MUST ATTEND and earn at least 20 clock hours weekly. (Refer to attendance policy.)
7. Full-time trainees can receive 32 hours weekly.
8. Diplomas awarded upon completion of required hours and successfully passing school examination.
9. Freshmen are permitted to work on patrons upon completing 250 clock hours, 100 to 250 hours classifies as freshman; 251 to 750 hours sophomore; 751 to 1200 hours classifies as a junior and 1201 to 1500 hours classifies as a senior.
10. This institution will maintain a written record of all the student academic activities. The records are permanent and therefore the property of the college.

Student grades will be based on theory and practical assignments and test. Students must achieve a grade of C or better for work to be considered acceptable, according to the following grading scale:

GRADING SCALE:		
90-100	A	Excellent
80-89	B	Good
70-79	C	Satisfactory
60-69	D	Unsatisfactory
Below 60	F	Failing

Night class is in session 5:00 p.m. to 9:00 p.m. Wednesday through Friday and 8:00 a.m. to 4:30 p.m. on Saturday.

### **RETURN TO TITLE IV (RT4) POLICY**

Velvatex College is required to take attendance. The institution has a procedure in place for routinely monitoring attendance records to determine in a timely manner when a student withdraws (time cards and monthly report from Arkansas Board of Cosmetology).

Except in unusual instances, the date of Velvatex's determination that the student withdrew will be no later than 14 days after the student's last date of attendance as determined by the institution from its attendance records (last date student clocked in).

Velvatex College is NOT required to administratively withdraw a student who has been absent for 14 days. However, after 14 days, it is expected to have determined whether the student intends to return to classes or to withdraw. This requirement does not affect a student's withdrawal date. A student's withdrawal date is always the last date of attendance as determined by Velvatex from its attendance records (time cards). A student who ceases attendance during a payment period is a withdrawal for Title IV purposes unless the student is on an approved LOA. Therefore, for a student who has ceased attendance, the institution must either –

- place the student on an approved LOA (provided that the conditions for an approved LOA are met); or

- withdraw the student and, if the student returns, treat the student as a reentry if permitted under the regulations.

The Arkansas State Board of Cosmetology has a policy that states the number of excused absences (3 months) after which a student will be administratively withdrawn. However if the student eventually is determined to be withdrawn, the date of determination of the student's withdrawal remains 14 days from the student's last day of attendance.

Velvatex College must return the amount of Title IV funds for which it is responsible as soon as possible, but no later than 30 days after it determines or should have determined that the student withdrew.

As noted above, the date of Velvatex's determination that the student withdrew is not necessarily the same as a student's withdrawal date. A student's withdrawal date is used to determine the percentage of the payment period was completed and, therefore, the amount of aid a student has earned. The date of the institution's determination that the student withdrew is used in the following circumstances:

- A school must offer any amount of a post-withdrawal disbursement that is not credited to the student's account within 30 days of the date of determination.
- If the student or parent submits a timely response that instructs the school to make all or a portion of the post withdrawal disbursement, the school must disburse the funds within 120 days of the date of determination.
- A school must document a student's withdrawal date and maintain the documentation as of the date of determination.
- Within 30 days of the date of determination, a school must notify a student if a grant overpayment is due.
- A school that is collecting an overpayment must require repayment of the full amount of the overpayment within two years of the date of determination.
- Velvatex must return the amount of Title IV funds for which it is responsible no later than 30 days after the date of determination.
- The amount of aid disbursed as of the date of determination is used to determine the amount of unearned aid that must be returned.

A "recipient of Title IV grant or loan assistance" is a student for whom the requirements of Sec. 668.164(g)(2) have been met.

## REQUEST FOR A LEAVE OF ABSENCE

A student may be granted a leave of absence for circumstances beyond the control of the student. The leave of absence must be requested and approved in writing prior to a leave of absence occurring. Emergency leaves of absence, without prior written request, may be granted provided the student completes the Leave of Absence request form and return it to the school via mail or in person. Velvatex College has reasonable expectation that the student will return from the LOA to continue his/her education and the student will not access the student any additional institutional charges, the student's need may not increase, and the student is not eligible for any additional federal student aid. Velvatex College may grant multiple LOAs in a twelve month period not to exceed one-hundred eighty (180) days. The school will extend an already approved leave of absence, but the total number of days approved cannot exceed 180 days in a 12-month period.

The institution treats as an approved leave—

1. Leave of absence requested in writing by the student with a stated reason that the school administrator determine was necessary, due to unforeseen circumstances, and the request does not exceed 180 days.
2. Sequential leaves of absence as approved leave of absence if the student documents that the leave is for jury duty, military reasons or circumstances covered under the Family and Medical Leave Act of 1993 (FMLA).
3. Unforeseen emergency which causes a student to need an LOA. The LOA form will be completed at the earliest time. The student will have the form delivered via mail, fax, or by second party along with the documentation to verify the unforeseen emergency.

Velvatex College may grant a student an LOA that does not meet the conditions to be an approved LOA for Title IV purposes (for example, for academic reasons). However, any LOA that does not meet all of the conditions for an approved LOA is considered a withdrawal for Title IV purposes. The student's withdrawal date is the student's last day of attendance. An unapproved LOA may not be treated as an unofficial withdrawal. An unofficial withdrawal is one where Velvatex has not received notice from the student that the student has ceased or will cease attending the school. If Velvatex has granted a student an unapproved LOA, the school would know immediately that the student had ceased attendance for Title IV purposes, and must use the specified withdrawal date in the Return calculation.

Date: \_\_\_\_\_

I request a leave of absence from \_\_\_\_\_ to \_\_\_\_\_ Due to (reason):  
\_\_\_\_\_

I expect to return to school on \_\_\_\_\_ I further understand that if I am on financial aid, no payments will be disbursed during this leave of absence.

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

\_\_\_\_\_  
Address City/State Zip Phone #

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**School Section:**  
Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ New Completion Date \_\_\_\_\_  
Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RETENTION OF STUDENT CREDIT BALANCES  
FOR ALL STUDENTS REQUESTING CREDIT BALANCES HELD  
STUDENT COPY**

1. *Notices.* (1) Before VelvateX disburses Title IV, HEA program funds for any award year, VelvateX must notify a student of the amount of funds that the student or his or her parent can expect to receive under each Title IV, HEA program, and how and when those funds will be disbursed. **VELVATEX COLLEGE DOES NOT DO LOANS**

*Student or parent authorization(s)*

A. If VelvateX obtains WRITTEN authorization from a student or parent, as applicable, VelvateX may disburse Title IV, HEA program funds to a bank account designated by the student or parent. **(SERVICE NOT AVAILABLE AT VELVATEX)**

B. VELVATEX may hold on behalf of the student or parent any Title IV, HEA program funds that would otherwise be paid directly to the student or parent under Sec. 668.164(e).

C. In obtaining the student's or parent's WRITTEN authorization to perform an activity described in paragraph (B) of this section,

1. VelvateX may not require or coerce the student or parent to provide that authorization;

2. Must allow the student or parent to cancel or modify that authorization at any time; and must clearly explain how it will carry out that activity.

D. A student or parent may authorize VelvateX to carry out the activities described in paragraph (B) of this section for the period during which the student is enrolled at the VelvateX.

E. If a student or parent modifies an authorization, the modification takes effect on the date the VelvateX receives the modification notice.

F. If a student or parent cancels an authorization to use Title IV, HEA program funds to pay for authorized charges under Sec. 668.164(d)(2), VelvateX may use Title IV, HEA program funds to pay only those authorized charges incurred by the student before VelvateX received the notice.

G. If a student or parent cancels an authorization to hold Title IV, HEA program funds under paragraph (B) of this section, VelvateX must pay those funds directly to the student or parent as soon as possible but no later than 14 days after VelvateX receives that notice.

H. If VelvateX holds excess student funds under paragraph (B) of this section, VelvateX must

1. Identify the amount of funds VelvateX holds for each student or parent in a subsidiary ledger account designed for that purpose;

2. Maintain, at all times, cash in its bank account in an amount at least equal to the amount of funds VelvateX holds for the student.

**Velvatex College obtains all verification documents from Title IV Students randomly selected before any funds are disbursed. Title IV students are determined eligible by Department of Education before any funds are disbursed. If a student is selected for verification, a disbursement is not made until all verification documentation has been provided and approved.**

**Velvatex College must return any unearned funds or offer any post withdrawal disbursement within 30 days of the date of the institution's determination that the student withdrew. If a student provides all documents required for verification after withdrawing but before the verification submission deadline and in time for the institution to meet the 30-day Return deadlines, the institution performs the Return calculation including all Title IV aid for which the student has established eligibility as a result of verification and for which the conditions of a late disbursement had been met prior to the student's loss of eligibility due to withdrawal.**

## **Student Consumer Information**

The staff in the OFA recognizes that in order to understand the complicated field of Financial Aid, accurate and timely dissemination of information to consumers is vitally important. Several policies have been implemented to ensure appropriate dissemination is achieved. Financial Aid Program Availability Financial aid programs which are available to students attending Velvatex are distributed through the following Velvatex College published documents:

1. The Velvatex College Catalog.
2. An aid information sheet distributed to students with award notification.
3. The Velvatex College Financial Aid Information and Application Packet.
4. The Scholarship Program Pamphlet. Additional resources are published outside of, but are distributed through the OFA. These resources include the Student Guide published by the U.S. Department of Education. Financial Aid Funds may be categorized into four basic sources: federal, state, institutional, and private. There are too many outside private sources to list. Only federal, state, and institutional sources for Velvatex are listed below:

### **1. FEDERAL**

Federal Pell Grant  
TEA Program through Department of Health, and Department of Human Services

### **2. STATE**

State Scholarships  
Arkansas Rehabilitation Education Assistance Program

### **3. INSTITUTIONAL**

Emergency Loan  
Foundation Academic Scholarships  
Non-Academic Scholarships

## **Procedures and Forms Required to Apply**

The procedures and forms required to apply for financial aid are published in the Velvatex College Financial Aid Packet. In addition, notices announcing deadlines and application availability are distributed on fliers throughout the College and are printed in the student packet. Aid is awarded on a first-come, first-serve basis using a priority deadline. Students who complete their files after

this priority date may receive limited funding. All students seeking financial assistance from federal and state sources must complete the Free Application for Federal Student Aid. Additional documents may be requested to complete processing of the aid request. Notification of these additional required documents are sent to students through a missing document letter. Additional information may include, but is not limited to, the following:

1. Proof of citizenship
2. Proof of selective service registration
3. Marriage certificate
4. Verification form (independent and dependent)
5. Tax returns (parent/student/spouse)
6. Statement of non-tax filer (parent/student/spouse)
7. Student Aid Report/Institutional Student Information Report (SAR/ISIR)
8. Admission Status
9. Student Certifications
10. Employment Verification

### **Methods of Disseminating Consumer Information**

The primary method of disseminating consumer information to Cosmetology students is through the Admissions Office. In addition, information is distributed through:

1. Information sheets distributed to students with award notification
2. The award notification
3. The Velvatex College Financial Aid Information packet
4. Financial Aid Complete Tip Sheet

### **Student Eligibility Requirements**

Student eligibility requirements are listed in the following documents:

1. Velvatex College Catalogs
2. The Velvatex College Financial Aid Information packet
3. On specific aid applications (i.e., FAFSA and scholarship applications describe eligibility requirements)

To be eligible to receive Federal assistance, a student must:

1. Be enrolled in an eligible program of study
2. Be a citizen or non citizen
3. Maintain satisfactory academic progress in their course of study
4. Not be in default of any loan or owe a repayment on a Federal Pell Grant, FSEOG, or State Grant
5. Demonstrate financial need (except for Unsubsidized Federal Stafford Loan)
6. Be registered with selective service (if required)

### **Criteria for Selecting Recipients and Determining Award Amounts**

Students may obtain criteria for selecting recipients and determining award amount by contacting a financial aid counselor.

## **Availability of Forms and Instructions**

Availability of forms and instructions is listed in the following documents:

1. The Velvatex College Financial Aid Information packet.

## **Rights and Responsibilities of Students on Financial Aid**

As a recipient of financial aid, there are certain rights and responsibilities of which students should be aware. These rights and responsibilities of students on financial aid are listed in the following documents:

1. The Velvatex College Financial Aid Information Packet.

Students have the right to know:

1. What financial aid programs are available at Velvatex College
2. The process and procedures that must be followed in order to be considered for financial aid
3. The criteria used in selection of recipients, and the method used for calculating need
4. The various programs on the financial aid award and how the need was determined
5. The refund and repayment policy at the College
6. How the Office of Financial Aid makes its determination on such questions as student progress, the appeal process and other decisions
7. The terms, including repayment of any Pell allocated by the College
8. What special facilities and services are available to the physically impaired

Students are responsible for:

1. The timely and proper completion of all necessary forms by the established deadlines, and the accuracy of any information provided to the College in the financial aid application
2. Promptly providing any additional information requested by the OFA
3. Keeping the OFA informed of any changes in address, name, marital status, financial situation, or any change in student status
4. Reading and understanding all financial aid forms that are received and keep a copy of the forms for future reference
5. Notifying the OFA of any scholarship, grant, or other resources made available from non-College sources while receiving financial aid
6. Notifying the OFA if the student withdraws from the College or changes enrollment status. Some repayment may be expected on a prorated basis, future aid may be suspended if arrangements for payment are not made with the Financial Aid Office
7. Maintaining satisfactory progress in order to be considered for financial aid
8. Visiting the OFA for an exit interview
9. Re-applying for aid each year

## **Cost of Attendance**

A description of the fees for attendance is published in the Velvatex College Catalog. An estimated budget for the total cost of attendance is published in the Velvatex College Catalog. A complete budget outlining the cost of attendance may be obtained from the OFA. A brief description of the refund policy is described in the Velvatex College Catalog.

## **Academic Programs Offered**

A description of the program(s) offered at Velvatex College is listed in the Velvatex College Catalog.

### **Person(s) Designated to Provide Financial Aid Information**

Information concerning persons designated to provide financial aid information is listed in the Velvatex College Catalog. Only information published, provided, or referred by through the OFA is valid. Any additional information should be verified with staff from the OFA.

### **Student Retention and Completion Data**

Student retention and completion data is gathered by the Office of Admission.

### **Information concerning Students with Disabilities**

Information concerning students with disability is listed in the Velvatex College Catalog. Students are also notified of their responsibility to inform the OFA of any special or unusual circumstances via the following:

1. On the FAFSA
2. The Velvatex College initial onsite tour after admission

The Velvatex College Office of Admission provides information and assistance to students with disabilities who are in need of special accommodations. Individual services are available to students with visual, hearing, speech, physical and learning disabilities, chronic health problems, psychological disorders, and temporary disabilities. Services include counseling, classroom accommodations, adapted equipment, adapted testing, priority registration, and referrals. Requests for services must be made prior to the beginning of each enrollment and current documentation of disability is required to receive assistance.

Counseling #501-372-9678

### **Information on Accreditation**

Information concerning accreditation is listed in the Velvatex College Catalog. Additional information may be obtained from the Office of the President.

All academic programs of the College are approved by the Arkansas State Board of Cosmetology. The College is an accredited member of the National Accrediting Commission of Cosmetology Arts and Science.

### **Campus Security**

The College makes available upon request to both currently enrolled and prospective students and in the case of the campus crime report prospective employees. The report includes data on crime committed on/off-campus and campus safety policies and procedures. Velvatex College Staff disseminates this information.

See the campus crime report at **[ope.ed.gov/security](https://ope.ed.gov/security)**.

### **Student Right-To-Know**

Velvatex College discloses the graduation or completion rates.

### **Family Education Rights and Privacy Act (FERPA)**

Velvatex College disseminates information annually to students about their rights under the FERPA. Velvatex College's policies are listed in the School's Catalog.

### **Drug and Alcohol Abuse Prevention**

Velvatex College provides faculty, employees and students information on the Drug-Free Workplace Act of 1988. The information is published in non-academic staff handbook (Faculty and Employee) and student handbook (students).