



**Velvatex College of Beauty Culture**  
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Publication 2023

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Dear Students:

You may learn and earn steadily while single, married, 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 demand. There are no “short cuts” to success, but there is a short cut to useless job hunting. Learning beauty culture enables a student the ability to apply for a position in the cosmetology field or become self-employed with the opportunity to set your own monetary goals, daily schedule, and the ability to plan for future career opportunities and growth.

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

Sincerely,

*Barbara Douglas*

Barbara A. Douglas,  
CEO

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## INTRODUCTION

Velvatex College of Beauty Culture was established July 1, 1929 by Mrs. M.E. Patterson, Founder and President. Velvatex College of Beauty Culture'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 College 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 of Beauty Culture.

The school was located in the center of the minority business district where you could get 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 65 years, a great deal has changed and stayed the same. Mrs. Barbara A. Douglas purchased the college on July 1, 1994. Although there are now many more institutions of learning focused on cosmetology, Velvatex College of Beauty Culture was the pioneer in its field for African-American women. Mrs. Douglas' daughters, Mrs. Rachel Willis and Roberta Douglas, joined the Velvatex College of Beauty Culture's staff in 1995 and 1994. The two together are working toward taking the school into the new millennium.

The college is still in a strategic location, surrounded by business, 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 standards to help teach professionalism in the area of beauty culture. Our specialty focus on modern techniques offered in the realm of cosmetology. We expect the optimum of 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, colors are lavender and pink.

### **MISSION STATEMENT:**

Our mission at Velvatex College of Beauty Culture is to provide a post-secondary cosmetology education that prepares the graduate for licensures and job entry-level skills.

### **OPPORTUNITIES FOR OCCUPATION (COSMETOLOGY)**

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.

### **OPPORTUNITIES FOR OCCUPATION (COSMETOLOGY INSTRUCTOR)**

Upon graduation of Cosmetology Instructor training and passing the State Board Examination, a cosmetology instructor student will be licensed to teach cosmetology in the state of Arkansas.

### **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/EQUIPMENTS**

Safety while dealing with clients, chemicals, and tools is very important. Fire evacuation, tornado procedures, and first aid procedures are discussed prior to 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. The college consist of one practical floor, one theory class, product stock room, practical prep room, three offices, break room, and front lobby.

### **CAREER COUNSELING:**

Our institution provides career counseling for students who have completed the required hours for junior status.

### **GRADUATION:**

Our Institution awards a graduation diploma and a certificate of completion of training to the Arkansas State Board of Cosmetology after a student completes all contracted hours and satisfies all financial obligations to Velvatex College of Beauty Culture.

In order to graduate from our **Cosmetology Program:** The student must have successfully completed (1) - 1500-hour course of instruction and/or all contracted hours, (2) Student must be at least 16 years old, (3) provided required documents of proof for secondary education completion (**refer to Admission Policy**), (4) balance of contract and ALL financial obligations paid in full.

In order to graduate from our **Cosmetology Instructor Program:** The student must have successfully completed (1) - 600-hour course of instruction at our Institution, (2) Student must be at least 21 years old; (3) provided required documents of proof for secondary education completion (**refer to Admission Policy**), (4) balance of contract and ALL financial obligations paid in full.

A candidate who wishes to obtain a Cosmetology and/or a Cosmetology Instructor's license must pass both a written and a practical State administered examination

### **TRANSFER STUDENTS**

All transfer students must enroll in our Institution for **a minimum of 600 hours.** – If a student is enrolled with our Institution, we are responsible to teach them our professional standards. Our Institution feel these are the minimum required hours to learn and obtain our professional method. Our Institution will accept a **maximum of 900** certified hours from another institution for a cosmetology student's enrollment. (1500-hour program). Our Institution will **not accept** any transfer hours for the **cosmetology instructor program.** The school will only accept transfer hours that have been **certified.**

### **INTERNAL GRIEVANCE**

Students with a grievance against the institution, cosmetology instructor(s) and/or staff may complete a written grievance to the CEO of Velvatex College of Beauty Culture and if the grievance is not address to the student's satisfaction within 5 business days, the student may appeal to the Grievance Committee (Rachel Willis, Rita Hamilton, Joyce Raynor) and then to NACCAS, 703-600-7600, the accrediting agency if necessary.

### **PRIVACY POLICY**

Students and parent/guardians of dependent minors are guaranteed the right to access and review the student's educational file. Students must submit a written request to review their file to the school director. The student will be granted supervised access to their records within five business days of the request. Any third-party request for information will require written authorization from the student or parent/guardian of a dependent minor. Velvatex College of Beauty Culture requires a release form be completed for each third party request of information. Our Institution provides access to student records without written consent to its accrediting agency, the United States Department of Education, the State Licensing Agency, and any other school official. The institution maintains a record of all release forms and requests for information.

### **JOB PLACEMENT ASSISTANCE**

While our Institution cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

### **SCHOOL CALENDAR**

Wednesday through Saturday  
The college is in session from

Day Class - 8:00am to 4:30pm (full-time) 8:00am to 2:00pm (part-time)  
Night Class - 1:00pm to 6:00pm (part-time)

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 in July

Labor Day

Thanksgiving Day

Christmas Day

### **INCLEMENT WEATHER**

In case of closing due to weather, the following media outlets will be utilized.

#### **Television**

ABC / CBS / NBC

#### **Radio**

Power 92

### **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. Uniforms are required. Uniforms and shoes must be maintained at all times.
3. Excessive jewelry is not allowed.
4. Absolutely no long nails. (Only average length nail).
5. Equipment and books furnished upon request. 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 students can receive 32 hours weekly.
8. Freshmen are permitted to work on patrons upon completing 150 clock hours,
  - a. 600 to 750 hours classifies as sophomore;
  - b. 751 to 1000 hours classifies as a junior and
  - c. 1000 to 1500 hours classifies as a senior.
9. This institution will maintain a written record of all the student academic activities. The records are permanent and therefore the property of the college.
10. Students will be notified of any evaluation that impacts eligibility for financial aid
11. If a student clocks in after the 8 minute grace period of their scheduled arrival time, they will be considered tardy. After a third tardy a student is charged their contracted daily rate for a missed day.
12. Excused and unexcused absence is included in attendance calculation during satisfactory progress determination and maximum time frame calculation.

### **REGULATION RELATIVE TO CONDUCT:**

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

1. Using profanity
2. Using or being in possession of alcohol beverages or illegal drugs on school premises. (prescription drug abuse included)
3. Fighting
4. Unprofessionalism
5. Lying
6. Positive drug testing

### **DRUG FREE.**

Velvatex College of Beauty Culture is in partnership with Better Community Development (BCD) Treatment Center to provide drug and alcohol counseling, as well as treatment, for re-entry programs. If a student or employee test positive for drugs or in possession of drugs or alcohol on campus, our Institution will refer that individual to BCD for treatment. Students or staff refusing treatment will be dismissed. Students will be monitored after successfully completing BCD.

### **DISCIPLINARY ACTION:**

Velvatex College may terminate a student's enrollment for noncompliance with General Policies, their contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act. First infraction will result in warning. Second infraction will result in a suspension not to exceed three school days. Third infraction subject to dismissal.

### **WITHDRAWAL & RE-ENTRY POLICY:**

Any student who withdrawals 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 re-enrollment 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 back on unsatisfactory status if accepted back into program re-entry.

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 finished the program. A counselor and staff are available to provide guidance to students in need.

### **EXTRA-INSTRUCTIONAL CHARGES POLICIES**

Each course/program has been scheduled for completion within an allotted time frame. A grace period of approximately ten percent has been added to the calculated completion date for each program. If a student does not graduate within the contractual period, additional training will be billed at the rate of contracted hourly rate per hour, payable in advance of graduation. (12/hr for Cosmetology and \$15/hr for Cosmetology Instructor)

### **REFUND POLICY – NOTICE OF CANCELLATION**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program



cancellation, or school closure. Any monies due to the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether the student has started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$100.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. **The date of withdrawal determination shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.**
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
8. For students who enroll and begin classes but withdraw prior to program completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO	TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
	0.01% to 04.9%	20%
	5% to 09.9%	30%
	10% to 14.9%	40%
	15% to 24.9%	45%
	25% to 49.9%	70%
	50% and over	100%

- All refunds will be calculated based on the student's last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In

the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

- If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide program completion through a pre-arranged teach out agreement with another institution. If the program is canceled after a student's enrollment, the school will either provide a full refund of all monies paid or completion of the program at a later time.
- If the program is cancelled after a student's enrollment and before instruction has begun, the school will either provide a full refund of all monies paid or provide completion of the program at a later time.
- If the program is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the program OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

### **LEAVE OF ABSENCE POLICY**

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. Velvatex College may allow more than one LOA at its discretion. Students must request a **Leave of Absence in advance unless unforeseen circumstances prevent the student from doing so, and that:**

- The request must be in writing, The request must include the student's reason for the LOA; and the request must include the student's signature

#### **The reasons for which a leave of absence may be approved include:**

- Personal and/or family medical issues, Death in the family, Vacation, Other mitigating circumstances

#### **Velvatex College may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if:**

- Velvatex College documents the reason for its decision, Velvatex College collects the request from the student at a later date; and Velvatex College established the start date of the approved LOA as the first date the student was unable to attend.

If approved, the official Leave will extend the contract period by the same number of days designated in the leave document or actually used by the student. No additional charges will be assessed as a result of an LOA. A student granted an LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required at this time.

The Leave of Absence and any additional approved leaves of absence may not exceed a total of 180 days in any twelve month period. For federal aid recipients, the student's payment period is

suspended during the LOA and no federal financial aid will be disbursed to students while on a Leave of Absence. Upon the student's return, the student will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed. If the student is a Title IV loan recipient, the student will be informed of the effects that the student's failure to return from a leave may have on the student's loan repayment terms, including the expiration of the student's grace period. A contract addendum will be completed and signed by all parties upon return from the LOA to extend the ending date by the applicable number of days.

A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

### **ADMISSION POLICY AND ENROLLMENT REQUIREMENTS**

Velvatex College of Beauty Culture does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study. Velvatex College of Beauty Culture **has a rolling enrollment policy, and students may enroll at any time.** Velvatex College of Beauty Culture requires that each student enrolling in the Cosmetology program must meet all listed requirements:

- Complete an application for enrollment.
- Complete a cosmetology in training application to be forwarded to the State Board of Cosmetology
- Provide proof of secondary education such as a high school diploma, a GED certificate, an official transcript showing proof of high school completion. a state certification of home-school completion, or evidence that verification of a foreign student's high school diploma has been performed by an qualified outside agency (a member of National Association of Credential Evaluation Services- NACES) to translate documents into English and confirm the academic equivalence to a U.S. high school diploma, if applicable or provide proof of passing Ability to Benefit Test (Wonderlic)
- Provide a State Issued Picture Identification
- Social Security Card or proof of application for a card
- Birth certificate if 17 years of age or younger

In the absence of the education documentation, the applicant must enroll in and successfully complete at least 225 clock hours if the program is longer than 600 clock hours.

Cosmetology Instructor applicants must meet all the listed requirements:

- hold a current license as a practitioner in Cosmetology
- complete an application for enrollment
- complete a cosmetology instructor in training application to be forwarded to the State Board of Cosmetology
- Provide a State Issued Picture Identification
- Social Security Card or proof of application for a card
- Must be at least 21 years of age
- Provide proof of secondary education such as a high school diploma, a GED certificate, an official transcript showing proof of high school completion. a state certification of

home-school completion, or evidence that verification of a foreign student's high school diploma has been performed by an qualified outside agency (a member of National Association of Credential Evaluation Services- NACES) to translate documents into English and confirm the academic equivalence to a U.S. high school diploma, if applicable or provide proof of passing Ability to Benefit Test (Wonderlic)

Students enrolling under a training agreement with another entity, the applicant must meet the admissions requirements set forth in the training agreement with the other entity.

### **TRANSFER STUDENTS**

All transfer students must enroll in our Institution for **a minimum of 600 hours.** – If a student is enrolled with our Institution, we are responsible to teach them our professional standards. Our Institution feel this is the 600 hours is the minimum required hours to learn and obtain our professional method. Our Institution will accept a **maximum of 900** certified hours from another institution for a cosmetology student's enrollment. (1500 hour program). Our Institution will **not accept** any transfer hours for the **cosmetology instructor program.** The school will only accept transfer hours that have been **certified.** If a student transfers from a **closed school,** Our Institution will contract that student for a minimum of 100 hours.

### **WITHDRAWAL POLICY AND RE-ENTRY POLICY:**

Any student who withdrawals 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 re-enrollment in the school and will be considered making satisfactory progress at the point of re-entry. There is no minimum hour requirement for re-entry students. A student failing to meet minimum satisfactory requirements at the point of withdrawal will be placed back on unsatisfactory status if accepted back into program re-enrollment. **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 finished the program. A counselor is available to assist with severe problems that we feel are beyond the students' control.

### **SECONDARY STUDENTS ENROLLMENT POLICY**

For those secondary students not enrolled under a training agreement, the applicant must meet the following admission requirements:

- meet the state requirements for admission (complete 10<sup>th</sup> grade and be 16 years of age)
  - proof of completion of 10<sup>th</sup> grade can be shown through high school transcripts
  - proof of age can be shown through a drivers license, birth certificate, etc.
- provide permission in writing from the secondary school in which they are enrolled
- successfully complete the pre-enrollment evaluation

### **CONTRACT COSTS AND PAYMENT TERMS**

Student and sponsor (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment plan stated below. The school may, at its option and without notice, prevent students from attending class until any applicable unpaid balance or payments are satisfied. School will charge additional tuition for hours

remaining after the contract ending date at the contracted rate (\$12/hr cosmetology \$15/hr instructor), or any part thereof, payable in advance until graduation. The school may charge a \$10.00 transcript fee for transcript requests. The school will charge a registration fee for students enrolling or transferring to the school of \$100.00. The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$100. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. Registration and permit fees are due during enrollment. The remaining contractual financial obligations can be paid at enrollment or through an approved payment plan. **Payments may be made by cash, check, money order, or through non-federal agency or loan programs.** Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest. Cost and Fees provided on insert.

### **SAFETY AND EVACUATION POLICY**

1. Proper Ventilation: Some fumes can be harmful.
2. Proper Use of Flammables: Read labels and always follow precautions.
3. Designated smoking areas: No smoking in the building at any time
4. Safe Product Storage: Store products in closed containers and prevent spills or leakage. Store in an adequately ventilated area and in moderate temperature.
5. Protection during application: Follow directions, wear gloves and/or goggles as directed, properly drape client. Apply your professional training.
6. Proper Use of First Aid: Keep first aid kit available at front desk.
7. Fire Safety: Post and review evacuation procedure during new student orientation.
8. In the event of fire:
  - a) contact fire department (Keep number readily available. Give name and address of business, nature of fire (what is burning), and name of person reporting the fire.
  - b) Evacuate premises by following the planned procedure for the facility.
  - c) Plan alternate exits for use in the event regular route is blocked by the fire.
  - d) Service extinguishers at least annually.
9. Use of extinguishers are installed away from potential fire hazards and near the escape route. Please follow the instructions:
  - a. Pull the pin
  - b. Aim the nozzle
  - c. Squeeze the handle
  - d. Sweep from side to side at base until the fire goes out.
10. Recommended ONLY stand and fight a fire if ALL the following are TRUE:
  - a. Everyone is leaving the premises and fire department has been called.

- b. The fire is small and confined to the work area where it started (wastebasket, cushion, small appliance, etc.)
- c. You can fight the fire with your back to an escape route.
- d. Your extinguisher is rated for the type of fire you are fighting and is in good working order.
- e. You know how to operate the extinguisher.

### **STUDENT GRIEVANCE PROCEDURE**

In accordance with Velvatex College of Beauty Culture's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution.

The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of the committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions from all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness's testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee.

7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts & Sciences (NACCAS) and the federal regulations established by the United States Department of Education. A student who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds unless the student is on warning.

### **EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

Evaluations are completed and given to the cosmetology student when the student reaches 450 (15 weeks), 900 (30 weeks), 1200 (40 weeks), and 1500 (50 weeks) hours and at 300 (10 weeks) and 600 (20 weeks) hours for cosmetology instructor students. The first evaluation will be conducted by the hours listed or by the midpoint of the first fiscal year, whichever is sooner. **Evaluations are based on actual hours.**

Evaluations will determine if the student has met the minimum requirements for satisfactory academic and attendance progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in their course of study.

Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

### **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 66.7% of the hours possible based on the applicable attendance schedule to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. Evaluations are completed when the cosmetology student reaches 450 (15 weeks), 900 (30 weeks), 1200 (40 weeks), and 1500 (50 weeks) hours and cosmetology instructor 300 (10 weeks) and 600 (20 weeks) hours. Our Institution will determine if the student has maintained at least 66.7% cumulative attendance since the beginning of the course. This will indicate that, given the same attendance rate, the student will graduate within the maximum time frame allowed. When calculating attendance to determine satisfactory progress and maximum time frame, Our Institution includes **excused and unexcused** absences in the calculation.

**MAXIMUM TIME FRAME**

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

<b>COURSE WEEKS</b>	<b>SCHEDULED HOURS</b>	<b>MAXIMUM TIME ALLOWED</b>
Cosmetology (Full time, 32 hrs/wk) -	1500 Hours	69 Weeks 2250
Cosmetology (Part time, 20 hrs/wk) –	1500 Hours	112 Weeks 2250
Cosmetology Instructor (Full time, 32 hrs/wk) –	600 Hours	28 Weeks 900
Cosmetology Instructor (Part time, 20 hrs/wk) –	600 Hours	45 Weeks 900

The Institution operates all programs According to the following academic year – 900 clock hours to be completed in 30 academic weeks.

In regard to maximum time frame, transfer hours from another institution that are accepted toward the student’s educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

Students **who have not** completed the course within the maximum timeframe may continue as a student at the institution **on a cash pay basis**.

**ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% to maintain a satisfactory progress status. Students must make up failed or missed tests and incomplete assignments. Make-up work will not receive full credit. **(Cosmetology Instructors have the option** to accept a student’s excuse and award full credit for test/assignment).

Numerical grades are considered according to the following scale:

90 - 100	EXCELLENT
80 - 89	VERY GOOD
70 - 79	SATISFACTORY
BELOW	UNSATISFACTORY

**DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the cumulative evaluation point are making satisfactory progress until the next scheduled cumulative evaluation. Students may request and receive a hard copy of their Satisfactory



Progress Determination at the time of each of their cumulative evaluations. Students not maintaining Satisfactory Academic and/or Attendance Progress after two consecutive cumulative evaluations will be deemed unsatisfactory and their Title IV Funding will be interrupted. Students will remain ineligible for Title IV until the next **satisfactory** cumulative evaluation. Students are notified of any evaluation that impacts the student's eligibility for financial aid.

### **WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning. Students will remain in satisfactory status during the warning period (until the next cumulative evaluation period). During warning, the student will be advised in writing on the actions required to attain satisfactory academic progress by the next cumulative evaluation. If at the end of the warning period, the student has not met both the attendance and academic requirements, he/she will be ineligible to receive Title IV funds.

### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements during a cumulative evaluation point after eligibility is lost.

### **INTERRUPTIONS, INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken on the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return to the same satisfactory academic progress status as at the time of withdrawal.

### **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

Noncredit, remedial courses and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

### **TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student's transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

## **COSMETOLOGY COURSE**

**DESCRIPTION:** The Cosmetology Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Cosmetology or a related career field.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information, and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lectures, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**GRADING PROCEDURES:** The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by Velvutex

College of Beauty Culture. Students must maintain a cumulative academic grade average of 70% and a 66.7% attendance average to meet satisfactory progress status. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100	EXCELLENT
80 - 89	VERY GOOD
70 - 79	SATISFACTORY
BELOW	UNSATISFACTORY

## UNITS OF INSTRUCTION

### Summary of Cosmetology Certification of Training Requirements - 1500 Clock Hours

#### Subject

Hygiene and Sanitation	80 hours
Related Science	120 hours
Hairdressing	1000 hours
Manicuring	100 hours
Cosmetic Therapy	100 hours
Salesmanship	50 hours
Shop Department	<u>50 hours</u>
	1500 hours

#### Details Description of Curriculum

- I. Hygiene and Sanitation - 80 hours
  - A. Sanitation
  - B. Sterilization
  - C. Hygiene
  - D. Lighting and Ventilation
  
- II. Related Science - 120 hours
  - A. Physiotherapy or cosmetricity (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

**TOTAL HOURS 1500**

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the Student desires to specialize in a specific area.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

Milady's Standard Cosmetology, Textbook, CIMA, Theory and Practical Workbook, Cosmetology Dictionary, 2012 Milady 5 Maxwell Drive - Clifton Park, NY 12065

## **COSMETOLOGY INSTRUCTOR COURSE**

### COURSE DESCRIPTION

The 600-hour Cosmetology Instructor Program consists of learning all aspects of the teaching profession. This includes course outlining and developing, teaching principles, student learning principles, lesson planning, basic teaching methods, teaching aids, classroom management, classroom problems, and various other subjects.

Cosmetology Instructor Certification of Training Requirements - 600 Clock Hours

#### **Subject**

Preparatory Training	50 hours
Class Attendance	100 hours
Conducting Theory Class	50 hours
Conducting Practical Cosmetology Class	300 hours
Method of Keeping Student Records	10 hours
Individual training/Practice of Cosmetology	<u>90 hours</u>
	<b>600 HOURS</b>

**Cosmetology Instructor training courses and/or programs includes instruction in:**

1. Principles of teaching and learning
2. Understanding learning styles and student diversity
3. Teaching methodology
4. Course and/or program development
  - a. Lesson plan development
  - b. Development and use of teaching aids
  - c. Test development
5. Student evaluation
  - a. Evaluation of theoretical knowledge
  - b. Evaluation of practical skills
6. Providing academic advising
  - a. Delivering feedback on student performance
  - b. Creating plans for improvement of student performance
7. Administrative responsibilities
8. Career and employment information
  - a. Professional ethic
  - b. Effective communication
  - c. Compensation methods
  - d. Licensing or certification requirements and regulations
  - e. Fundamentals of business management

### COSMETOLOGY INSTRUCTOR COURSE OBJECTIVES

The teaching of cosmetology is both an art and a science. Educators should be dynamic and effective communicators. They should also be conscientious and competent thinkers. Finally, they should be sensitive participants in the teaching-learning relationship. This

combination of art and science will help teachers to guide students effectively in both classroom and clinical environments.

### METHODS OF INSTRUCTION

- **Training and Teaching Others** — Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.
- **Performing for or Working Directly with the Public** — Performing for people or dealing directly with the public. This includes serving customers and receiving clients or guests.
- **Coaching and Developing Others** — Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
- **Guiding, Directing, and Motivating Subordinates** — Providing guidance and direction to subordinates, including setting performance standards and monitoring performance.
- **Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.

**GRADING PROCEDURES:** The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by Velvatex College of Beauty Culture. Students must maintain a cumulative academic grade average of 70% and a 66.7% attendance average to meet satisfactory. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100	EXCELLENT
80 - 89	VERY GOOD
70 - 79	SATISFACTORY
BELOW	UNSATISFACTORY

### **COSMETOLOGY INSTRUCTOR REFERENCES**

Milady's Master Educator Student  
Course Book Second Edition, 2009  
Author: Letha Barnes  
Milady  
5 Maxwell Drive

Clifton Park, NY 12065

Milady's Master Educator Student

Course Book, 2001

Author: Letha Barnes

Milady

5 Maxwell Drive

Clifton Park, NY 12065

Milady CIMA

## **Administration Staff**

Barbara A. Douglas, CEO/ Head Instructor  
Rachel Willis, COO/ Substitute Instructor  
B. Roberta Douglas, CFO Financial Aid Administrator  
Abraham Johnson, Cosmetology Instructor  
Rita Hamilton, Part-time Business Office Assistant

Deborah John Associates,  
Title IV, Third Party Servicer

## **Licensing Body**

Arkansas Department of Health Cosmetology Section  
4815 West Markham, Slot 8  
Little Rock, Arkansas 72205  
501-682-2168

## **Accrediting Agency**

National Accrediting Commission of Career Arts & Sciences  
(NACCAS)  
3015 Colvin Street,  
Alexandria, VA 22314.  
703-600-7600

## **Advisory Committee**

**Barbara A Douglas**  
School Owner, Velvatex College of Beauty Culture  
**Tyrus Gilliam**  
All Star Kutzs, Owner/Operator/Retail/Wholesale Equipment  
**Rita Hamilton**  
Consumer & Compliance Education Auditor  
**Abraham Johnson**  
Educator, Cosmetology Instructor / Stylist, BM Style Crest  
**Kiana Johnson**  
Elleway Exclusive Owner/Operator, Educator, Consumer  
**Randy Johnson**  
Salon Manager, BM Style Crest, Barber