

STUDENT CATALOG



2024

UPDATED 3.20.24 CG

Tint school of makeup & cosmetology

Catalog 2024

Grand Prairie: Main Campus

Tint School of Makeup & Cosmetology
510 W Pioneer Pkwy, Suite 300
Grand Prairie, TX 75051
972-237-1988
Fax 972-237-0366

Courses Offered:

**Cosmetology, Instructor Training &
Manicuring**

Irving: Additional Location

Tint School of Makeup & Cosmetology
2716 West Irving Boulevard
Irving, TX 75061
972-513-1176
Fax 972-237-0366

Courses Offered:

**Cosmetology, Esthetics, Instructor Training,
Manicuring & Master Makeup Artistry**

Approved By:

Texas Department of Licensing and Regulations (TDLR)

Education and Examination Division
P.O. Box 12088
Austin, TX 78711
512-463-6599

Courses Approved:

Cosmetology, Instructor Training, Manicuring, Esthetics (Irving Only)

Texas Workforce Commission (TWC)

Career Schools and Colleges, Room 226T
101 East 15th Street
Austin, TX 78778-0001
512-936-6959

Courses Approved:

Master Makeup Artistry (Irving Only)

National Accrediting Commission Of Career Arts And Sciences (NACCAS)

3015 Colvin St
Alexandria, VA 22314
703-600-7600

Courses Approved:

Cosmetology, Instructor Training, Manicuring, Esthetics (Irving Only) &
Master Makeup Artistry (Irving Only)

U. S. Department Of Education

Washington D.C.

Courses Approved:

Cosmetology, Instructor Training, Manicuring & Master Makeup Artistry (Irving Only)

*All Courses are taught in English

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History & Ownership:

Tint School of Makeup & Cosmetology has campuses in Grand Prairie and Irving, TX. It was founded by Cristina Grimm in May 2009 with a desire to create something out of the ordinary. She wanted to create an institution that focused on teaching best techniques without product manufacturer bias. In her career in the beauty industry Ms. Grimm has proved to be an accomplished stylist, make up artist and Instructor. She has worked as key stylist and make up artist on editorial photo shoots for national publications and events such as the Oscars and LA and NY Fashion weeks. She also has taught styling and make up classes as part of a much sought after artistic team. Ms. Grimm has formal training from industry notables such elite™ Progressive School of Cosmetology, Vidal Sassoon and Toni & Guy in both their London, Santa Monica and Dallas facilities. Her management skills include 5 years as Director of Operations for a boutique small chain of cosmetology schools in California where she was in charge of the educational development and artistic growth of the curriculum and a team of 24 instructors. Ms. Grimm is a licensed stylist in Washington and California. Tint School of Makeup & Cosmetology is owned by 70 Fahrenheit, Inc.

Faculty:

Business Manager / Artistic Creator	Cristina Grimm	Instructor (GP)	Teresa Mai
Regional Director	Amanda Ortega	Instructor (GP)	Carolina Gonzalez
Director of Financial Aid	Elaine Duncan	Instructor (GP)	Gelacio Gibson
		Instructor (GP)	Megan Amos
Financial Aid Coord (Irving)	Adrienne Robinson	Instructor (GP)	Ilyn Barrera
Financial Aid Coord (GP)	Yesenia Mejia	Instructor (GP)	Bianca Butcher
Admissions Coordinator (Irving)	Amanda Ortega	Instructor (GP)	Brenda Blanco
Admissions Coordinator (GP)	Nicole Hicks	Instructor (GP)	Sera Jones
		Instructor (GP)	Asia Shelton
School Director (Irving)	Amanda Ortega	Instructor (GP)	Valerie Alexander
School Director (GP)	Baleria Bejarano	Instructor (GP)	Candace Marshall
School Director (GP)	Tameka Manns	Instructor (GP)	Demetria Edwards
Career Coach (GP & IRV)	Jill Williams		
		Instructor (IRV)	Jacive Depaz
Makeup Instructor	Marquida Stephens	Instructor (IRV)	Christy Freeman
Makeup Instructor	Destinee Higgins	Instructor (IRV)	Norma Contreras
Makeup Instructor	Erica Smith	Instructor (IRV)	Maria Alex Ruiz

Each licensed instructor earns 12 hours of continuing education annually.

Mission Statement:

We endeavor to give our students an education that truly prepares them for a smooth and lucrative entry in one of the vast opportunities available in the hair & makeup industry. This preparation includes, when applicable, rigorous training for the written and practical State of Texas licensing examinations, a natural prerequisite to such employment.

Pre-Enrollment Information:

Before enrollment into one of the courses, certain career information is available to the prospective student during the admissions interview. This information assists the prospective student in making an informed decision regarding the educational programs offered by this institution, as well as the expectations one should have in a career in the field of Cosmetology, Instructor Training, Esthetics, Manicuring or Master Makeup Artistry. This information includes but is not limited to completion rates, employment rates, licensure rates, licensing requirements, safety requirements, demands and safety precautions of the industry and compensation information.

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Hours of Operation:

Tint School of Makeup & Cosmetology is open Monday - Friday from 8:30am – 10:00pm and Saturday 8:30am – 5:00pm. The School has created flexible schedules that allow for both day and evening enrollment. Theory classes are held Tuesday - Friday from 8:30am to 9:45am and Tuesday - Wednesday from 8:00pm to 9:30pm. Practical application classes and the clinic floor are open from 10:00am to 8:00pm Tuesday - Friday and 9:00am to 5:00pm on Saturday. *Breaks are at: 9:45am; 2:45pm & 7:45pm and lunch is at: 12pm – 12:30pm.* Other related industry seminars and shows for continuing education maybe held on Sundays. Attendance at these shows is optional. Administrative Staff is available Monday – Friday from 10:00am – 7:00pm.

Class Schedules:

Cosmetology

Morning Schedules

AM #1 – 27.5 hours per week
Monday – Friday 9:00am – 3:00pm

AM #2 – 30 hours per week
Tuesday – Friday 9:00am – 5:00pm

Evening Schedules

PM# 1 – 26 hours per week
Tuesday – Friday 3:00pm – 10:00pm

PM# 2 – 23.5 hours per week
Tuesday – Friday 6:00pm – 10:00pm & Saturday 9:00am – 5:00pm

Master Makeup Artistry

Morning Schedules

AM #1 – 27.5 hours per week
Monday – Friday 9:00am – 3:00pm

AM #2 – 30 hours per week
Tuesday – Friday 9:00am – 5:00pm

Evening Schedules

PM #1 – 26 hours per week
Tuesday – Friday 3:00pm – 10:00pm

PM #2 – 20 hours per week
Monday – Friday 6:00pm – 10:00pm

Manicuring

Morning Schedules

AM #1 – 27.5 hours per week
Monday – Friday 9:00am – 3:00pm

AM #2 – 30 hours per week
Tuesday – Friday 9:00am – 5:00pm

Evening Schedules

PM# 1 – 26 hours per week
Tuesday – Friday 3:00pm – 10:00pm

PM# 2 – 23.5 hours per week
Tuesday – Friday 6:00pm – 10:00pm & Saturday 9:00am – 5:00pm

Class Starting Dates:

Classes begin once every four weeks on Tuesday's. Prospective students should apply for registration as soon as possible before the class begins. A person may apply for enrollment information any day during regular business hours. For instructions on applying for enrollment, please refer to the admission requirements on page 8-9 of this catalog or speak to an Admissions Coordinator.

Schedule of 2024 Start and End Dates: Cosmo = Cosmetology Mani = Manicuring MUP = Master Makeup Artistry

Start Date	Cosmo AM#1	Cosmo AM #2	Cosmo PM#1	Cosmo PM #2	Mani AM#1	Mani AM#2	Mani PM#1	Mani PM#2	MUP AM #1	MUP AM #2	MUP PM#1	MUP PM#2
1/2/24	9/17/24	8/27/24	10/1/24	11/5/24	6/4/24	5/21/24	6/18/24	7/2/24	7/9/24	6/18/24	7/16/24	9/10/24
1/30/24	10/15/24	9/24/25	10/29/24	12/3/24	7/2/24	6/18/24	7/16/24	7/30/24	8/6/24	7/16/24	8/13/24	10/8/24
2/27/24	11/12/24	10/22/24	11/26/24	12/31/24	7/30/24	7/16/24	8/13/24	8/27/24	9/3/24	8/13/24	9/10/24	11/5/24
3/26/24	12/10/24	11/19/24	12/24/24	1/28/25	8/27/24	8/13/24	9/10/24	9/24/24	10/1/24	9/10/24	10/8/24	12/3/24
4/23/24	1/7/25	12/17/24	1/21/25	2/25/25	9/24/24	9/10/24	10/8/24	10/22/24	10/29/24	10/8/24	11/5/24	12/31/24
5/21/24	2/4/25	1/14/25	2/18/25	3/25/25	10/22/24	10/8/24	11/5/24	11/19/24	11/26/24	11/5/24	12/3/24	1/28/25
6/18/24	3/4/25	2/11/25	3/18/25	4/22/25	11/19/24	11/5/24	12/3/24	12/17/24	12/24/24	12/3/24	12/31/24	2/25/25
7/16/24	4/1/25	3/11/25	4/15/25	5/20/25	12/17/24	12/3/24	12/31/24	1/14/25	1/21/25	12/31/24	1/28/25	3/25/25
8/13/24	4/29/25	4/8/25	5/13/25	6/17/25	1/14/25	12/31/24	1/28/25	2/11/25	2/18/25	1/28/25	2/25/25	4/22/25
9/10/24	5/27/25	5/6/25	6/10/25	7/15/25	2/11/25	1/28/25	2/25/25	3/11/25	3/18/25	2/25/25	3/25/25	5/20/25
10/8/24	6/24/25	6/3/25	7/8/25	8/12/25	3/11/25	2/25/25	3/25/25	4/8/25	4/15/25	3/25/25	4/22/25	6/17/25
11/5/24	7/22/25	7/1/25	8/5/25	9/9/25	4/8/25	3/25/25	4/22/25	5/6/25	5/13/25	4/22/25	5/20/25	7/15/25
12/3/24	8/19/25	7/29/25	9/2/25	10/7/25	5/6/25	4/22/25	5/20/25	6/3/25	6/10/25	5/20/25	6/17/25	8/12/25

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2024 Holidays:	January 1, 2024	New Year's Day
	January 15, 2024	MLK Day
	February 19, 2024	President's Day
	May 27, 2024	Memorial Day
	June 19, 2024	Juneteenth
	July 4, 2024	Independence Day
	September 2, 2024	Labor Day
	October 14, 2024	Columbus/Indigenous Day
	November 11, 2024	Veteran's Day
	November 27, 2024	Thanksgiving Eve; Close early at 3:00pm
	November 28, 2024	Thanksgiving Day
	November 29, 2024	Thanksgiving Day After
	December 24, 2024	Christmas Eve
	December 25, 2024	Christmas Day

The above stated holidays will be observed and classes will not be held. Holidays are not counted as part of the contracted time schedule.

NO TIME OFF REQUESTS WILL BE GRANTED AROUND THE HOLIDAYS. IT IS AN INDUSTRY STANDARD.

Emergency-Related School Closing:

Weather Conditions:

The Director of the school will rely on the local media reports for weather-related school closings. Road and bridge conditions will be the main considerations. Students should consult the media and make decisions concerning their safety when traveling to and from school. If the local public school in your area is closed, then the probability of the School closing is likely. The school will re-open as soon as possible.

Other Emergency Conditions:

In addition to weather conditions, the school could be required to close due to a loss of electrical, gas or water services. In the event of a situation that would not permit the opening of the school, please keep in contact with the school and you will be notified of contingency plans for re-opening as soon as possible.

TDLR School Closure Fund (Cosmetology, Manicuring, Esthetics & Instructor Training):

Each Cosmetology school in Texas is required by the Texas Department of Licensing and Regulations to contribute \$200.00 per year to the Tuition Protection Fund. This fund is to be used by students who are enrolled in a school of Cosmetology that closes leaving the student without resources for continuing education.

Facilities and Equipment:

The requirements for facilities and equipment for the licensing of a Beauty school are clearly stated by the state regulatory agencies. The Campuses of each Tint School of Makeup & Cosmetology location meet and exceed those requirements. Each school accessible to persons with disabilities. It is easy to find and located in large shopping centers with ample parking.

Each school is clearly identified by signs on the buildings.

- The *Grand Prairie* main campus has a reception area, 4 administrative offices, mirrors, styling stations and styling chairs in the center of the building. Manicure/Pedicure Area. The dispensary area is located in the center of the building. There are (4 total Classrooms) 2 classrooms on each side of the building, restrooms and storage areas are at the back/center of the building.

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- The *Irving* additional location campus has two administrative offices, a reception area and a dispensary at the front of the building. Mirrors, styling stations and styling chairs along the walls define the clinic area. There is another dispensary area, two classrooms, facial room, manicure work area, storage and restrooms at the back of the clinic area.

State Board Inspectors will inspect individual students' sanitizers and supplies for sanitation and can issue student violations and/or fines. Students will pay these fines, not the teachers or the school!

Admission Requirements:

Cosmetology, Manicuring, Esthetics and Master Makeup Artistry:

The school admits, as Cosmetology, Esthetics, Manicuring and Master Makeup Artistry students, persons meeting the following criteria:

- Must be at least 17 years of age and have a high school diploma or a General Education Development (GED) Certificate. **OR**
- Must be at least 18 years of age and passed a nationally recognized, standardized or industry developed Ability to Benefit Test given by an Independent Administrator, and approved by the US Department of Education.
- Proof of age: Drivers License, Department of Public safety I.D. Card, Passport or Birth Certificate.

Students are not allowed to clock hours until they have attended orientation. Orientation falls on or before the first day of classes.

Instructor Training Course:

The school admits, as Instructor Training students, persons meeting the following criteria:

- A valid Cosmetology, Manicuring or Esthetics license.
- Must be at least 17 years of age and have a high school diploma or General Education Development (GED) Certificate.
- Proof of age: Drivers License, Department of Public safety I.D. Card, Passport or Birth Certificate.

Self-Certification and evaluating validity of a student's high school diploma:

Tint School of Makeup & Cosmetology does not accept self-certification from students for proof of their high school education. If the Admission Coordinator, Student Service Coordinator, or Financial Aid Officer has reason to believe a high school diploma or GED submitted by a student is not valid, they must immediately notify the School Director. The School Director will request, in writing, an original transcript be sent from the said high school or institution directly to Tint School of Makeup & Cosmetology. If the School Director is no able to validate the high school diploma or GED there is no appeal process.

Recruitment:

No representative of agent of Tint School of Makeup & Cosmetology engages in recruitment of students enrolled in another training facility or college.

Assurance of Non-Discrimination:

In accordance with the regulatory requirements of the U. S. Department of Education, Tint School of Makeup & Cosmetology complies with the following nondiscrimination statutes:

- Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, religion or ethnic origin.

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- Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, and prohibits acts of sexual harassment;
- Section 504 of the rehabilitation Act of 1973, which prohibits discrimination against qualified individuals on the basis of disability;
- The Age Discrimination Act of 1975, which prohibits discrimination on the basis of age.

Tint School of Makeup & Cosmetology is proud of the increasing diversity of its student body. This affords students and faculty an opportunity to become acquainted with and learn from people from other cultures, countries and lifestyles.

Transfer Students & Credit for Previous Education:

Tint School of Makeup & Cosmetology defines a transfer student as any student who has attended another training facility for any program related to cosmetology, regardless if hours are being transferred or not. A student who has been enrolled in another approved training facility will be considered for enrollment with the approval of the school administration. The applicant must meet the admissions requirements and have an official transcript from the previous training facility showing the applicants grades, completed operations and attendance history, exception may be made on a case-by-case basis. Additionally, all financial obligations must have been satisfied to the previously attended training facility.

Credit for Previous Education: Tint School of Makeup & Cosmetology does not accept any Cosmetology student as a transfer applicant that has completed more than 400 hours of training at another training facility. Acceptance of more transfer hours may be made on a case-by-case basis if the student can show reasonable cause. The School will obtain a transcript from the State Licensing Agency before the applicant is enrolled, as this will aid the administrative staff in correctly quoting the transfer tuition cost. Title IV funding will be based on the student's eligibility and in proportion to remaining hours.

Tint School of Makeup & Cosmetology does not accept transfer hours for the Master Makeup Artistry, Manicuring, Esthetics or Instructor Training courses. Acceptance of transfer hour exceptions may be made on a case-by-case basis if the student can show reasonable cause as to why Tint School of Makeup & Cosmetology should accept them.

A student who is currently enrolled at this institution may transfer hours to another school. The student should place in writing a request to drop with the date of withdrawal and request for transcript and take it to the administrative office during regular business hours. All fees and tuition must be paid before hours can be released and transferred.

Re-Entry Students:

Tint School of Makeup & Cosmetology defines a re-entry student as any student who has previously attended any program at Tint School of Makeup & Cosmetology. Students who were previously enrolled at this campus, or one of Tint School of Makeup & Cosmetology's other campuses may apply for re-entry into one of its programs. The students must contact the School Director for the Re-Entry Application and meet the guidelines as outlined. Re-Entry's are not automatic and are approved on a case-by-case basis only if there is reasonable probability of successful completion of the program. Students who were terminated for exceeding their maximum time frame as outlined in the SAP Policy on page 14 of this catalog will not be eligible for re-entry.

Program Transfer Students:

Students who are currently enrolled at Tint School of Makeup & Cosmetology may request to transfer to a different program of study currently offered by the Institution. The student must contact the School Director and make the request in writing. Transfers from one program to another are not automatic and are approved on a case-by-case basis only.

Transcripts and Student Records:

Students may request a transcript from the School Director at anytime. The request must be made in writing. The first requested transcript will be free of charge; any subsequent transcripts will be \$10 per transcript requested. Transcripts will only be released to students who have satisfied financial obligations currently due and payable directly to the school. All school records including, but not limited to, educational transcripts and financial records are kept for a minimum of six years.

Program Incomplete Policy (Master Makeup Artistry Course Only):

Under Texas Education Code §132.061(f), a student who is obligated for the full tuition and is withdrawing for an appropriate reason unrelated to the student's academic status may request a grade of "I" for incomplete.

The student may notify the School Director for readmission for one opportunity to complete the work in a subsequent enrollment period beginning no later than 12 calendar months after the withdraw date in which the student was assigned the "I". There will be no additional administrative or tuition fees charged for students who exercise this option; however, there may be additional fees for books, supplies, and/or tool kit.

Employment Opportunities:

- Makeup Artist:** Expert in makeup application.
- Artistic Director:** Keeps salon quality high and designs upcoming fashions.
- Esthetician:** Specialist in makeup and skin care.
- Freelance Designer:** Specializes in makeup and hair design for magazines, catalogues, television, film, etc.
- Hair Stylist:** Licensed cosmetologist, esthetician, hair designer, etc., who performs services in the salon.
- Technical Writer:** A cosmetologist who can write clearly about all subjects related to cosmetology for trade magazines.
- Platform Artist:** Featured as an attraction in salons, schools, seminars, and conventions.
- Salon Manager:** Responsible for the salon's operation during owner's absence.
- Hair Colorist:** Cosmetologist specializing in hair color.
- Manufacturer's Representative:** A sales person who travels throughout a given area and demonstrates a manufacturer's product in beauty salons, cosmetology schools, and at beauty conventions.

Courses Outline:

Instruction Methods: The subject matter is taught through theory classes that utilize visual PowerPoint presentations, followed by a hands-on demonstration by the instructor. Students then begin their own practical application under direct supervision from the instructor.

Grading Procedure: Students are graded on both theory and practical work. Please refer to page __ of this catalog for details regarding grading.

Cosmetology Program: The Cosmetology course is designed to cover all aspects related to the Cosmetology field. This includes familiarizing students with the professional tools, techniques used and business related instruction. The Cosmetology course is measure in clock hours.

Course Objectives & Desired Outcomes: The objective of the Cosmetology course is to train the students for entry-level employment in one of the vast opportunities available in the cosmetology industry. As preparation for such it is the schools desired outcome at the end of each class segment is for the student to be able to demonstrate practical efficiency and clear understanding directly related to the particular subject matter of that class. The student's comprehension and grasp of the subject matter is assessed through practical and theory testing at the end of each subject in accordance with the School's grading and Satisfactory Academic Progress guidelines. Students are awarded a diploma upon successful completion of the course.

<u>Units of Instruction</u>	<u>Clock Hours</u>
Hair Care	800
- Haircutting, Shampooing, Styling and related theory	
- Haircoloring and related theory	
- Chemical Hair Services and related theory	
- Scalp & Hair Treatment and related theory	
Nail Care	100
Skin Care	100
Total Clock Hours	1000

Manicuring Program (Currently offered at Grand Prairie Only): The manicuring course is designed to cover all aspects related to the nail technician field as it relates to the beauty industry. This includes familiarizing students with the professional tools, techniques used and business related instruction. The Manicure course is measured in clock hours.

Course Objectives & Desired Outcomes: The objective of the Manicure course is to train the students for entry-level employment in one of the opportunities available in the beauty industry as it relates to manicurists. As preparation for such it is the schools desired outcome at the end of each class segment is for the student to be able to demonstrate practical efficiency and clear understanding directly related to the particular subject matter of that class. The student's comprehension and grasp of the subject matter is assessed through practical and theory testing at the end of each subject in accordance with the School's grading and Satisfactory Academic Progress guidelines. Students are awarded a diploma upon successful completion of the course.

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<u>Units of Instruction</u>	<u>Clock Hours</u>
Procedures	320
Bacteriology, sanitation and safety	100
professional practices	80
Arms and hands	70
Orientation, rules, laws and preparation	15
Equipment, implements and supplies	15
Total Clock Hours	600

Instructor Training: Course Description The Instructor Training course is designed to cover all aspects related to the education field as it relates to the beauty industry. This includes familiarizing students with the professional tools, techniques used and business related instruction. The Instructor Training course is measured in clock hours.

Course Objectives & Desired Outcomes: The objective of the Teacher Training course is to train the students for entry-level employment in one of the vast opportunities available in the beauty industry as it relates to education. As preparation for such it is the schools desired outcome at the end of each class segment is for the student to be able to demonstrate practical efficiency and clear understanding directly related to the particular subject matter of that class. The student's comprehension and grasp of the subject matter is assessed through practical and theory testing at the end of each subject in accordance with the School's grading and Satisfactory Academic Progress guidelines. Students are awarded a diploma upon successful completion of the course.

<u>Units of Instruction</u>	<u>Clock Hours</u>
Instruction and theory and lab/clinic operation	350
Teaching and lab/clinic management	350
Orientation, rules and laws	50
Total Clock Hours	750

Esthetics (Not Currently Offered): The Esthetics course is designed to cover all aspects related to the Esthetics field. This includes familiarizing students with the professional tools, techniques used and business related instruction. The Esthetics course is measured in clock hours.

Course Objectives & Desired Outcomes: The objective of the Esthetics course is to train the students for entry-level employment in one of the vast opportunities available in the esthetics industry. As preparation for such it is the schools desired outcome at the end of each class segment is for the student to be able to demonstrate practical efficiency and clear understanding directly related to the particular subject matter of that class. The student's comprehension and grasp of the subject matter is assessed through practical and theory testing at the end of each subject in accordance with the School's grading and Satisfactory Academic Progress guidelines. Students are awarded a diploma upon successful completion of the course.

<u>Units of Instruction</u>	<u>Clock Hours</u>
Facial treatment, cleansing, masking, therapy	225
Anatomy and physiology	90
Electricity, machines, and related equipment	75
Makeup	75
Orientation and rules	50

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Chemistry	50
Care of client	50
Sanitation, safety, and first aid	40
Management	35
Superfluous hair removal	25
Aroma therapy	15
Nutrition	10
Color psychology	10
Total Clock Hours	750

Master Makeup Artistry (Offered in Irving Only): The Master Makeup Artistry course is designed to cover all aspects related to the Makeup field. This includes familiarizing students with the professional tools, techniques used and business related instruction. The Master Makeup Artistry course is measured in clock hours.

Course Objectives & Desired Outcomes: The objective of the Master Makeup Artistry course is to train the students for entry-level employment in one of the vast opportunities available in the makeup industry. As preparation for such it is the schools desired outcome at the end of each class segment is for the student to be able to demonstrate practical efficiency and clear understanding directly related to the particular subject matter of that class. The student's comprehension and grasp of the subject matter is assessed through practical and theory testing at the end of each subject in accordance with the School's grading and Satisfactory Academic Progress guidelines. Students are awarded a diploma upon successful completion of the course.

Subject #	Subject Title	Lecture Hours	Practical Application Hours	Total
MUP-101	Mastering the Basics	40	90	130
MUP-102	Period	8	25	33
MUP-103	Wedding	20	45	65
MUP-104	Photography	15	50	65
MUP-105	Runway	8	24	32
MUP-106	Stage	20	45	65
MUP-107	Airbrush	15	50	65
MUP-108	Special FX Character	50	80	130
MUP-109	HD Media	15	50	65
MUP-110	Career Prep	20	50	70
TOTALS		211	509	720

The approximate time required to complete this program is 22 weeks for full-time students and 30 weeks for part-time students.

MUP 101: MASTERING THE BASICS MODULE

Subject Hours: 130 course hours (40 lecture hours and 90 practical application hours)

Prerequisites for Subject: No prerequisites are required for the Mastering the Basics module.

Subject Description: Mastering the Basics module is the beginning module for all students enrolled in the Master Makeup Artist Program. This module introduces students to the basic brushes, tools and terminology used in the makeup industry. It also takes students through face shapes, corrective techniques, highlighting and contouring, color theory, complete basic makeup applications and basic hairstyling.

MUP 102: PERIOD MODULE SYLLABUS

Subject Hours: 33 course hours (8 lecture hours and 25 practical application hours)

Prerequisites for Subject: The prerequisite for this module is the Mastering the Basics module.

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Subject Description: The Period module consists of learning the practical application and history of the 1920s, 1940s, 1960s, 1980s and the 18th century makeup. Students will learn about each era and the different makeup looks and hairstyles that were worn.

MUP 103: WEDDING MODULE SYLLABUS

Subject Hours: 65 course hours (20 lecture hours and 45 practical application hours)

Prerequisites for Subject: The prerequisite for this module is the Mastering the Basics module.

Subject Description: The Wedding module explores the different characteristics of brides and the crucial importance of bridal consultations. Students will learn how to generate looks for the classic, natural, modern and creative brides and how to establish the harmonious color palette for the bride, bridesmaid, flower girl, mother of the bride and mother of the groom. Additionally, students will learn how to bring out their business savvy ways and build a bridal business.

MUP 104: PHOTOGRAPHY MODULE SYLLABUS

Subject Hours: 65 course hours (15 lecture hours and 50 practical application hours)

Prerequisites for Subject: The prerequisite for this module is the Mastering the Basics module.

Subject Description: The Photography module prepares student to produce the perfect memorable photo for their clients. Students will learn the tips and tricks the celebrity makeup artists use to ensure their clients are absolutely stunning when photographed walking down the red carpet.

MUP 105: RUNWAY MODULE SYLLABUS

Subject Hours: 32 course hours (8 lecture hours and 24 practical application hours)

Prerequisites for Subject: The prerequisite for this module is the Mastering the Basics module.

Subject Description: The Runway module is designed for students to master the catwalk! They will learn classic, abstract and couture runway looks. Add on the accessories; learn how to create extreme lashes, sequins, beads, crystals and feathers to complete the super model look.

MUP 106: STAGE MODULE SYLLABUS

Subject Hours: 65 course hours (20 lecture hours and 45 practical application hours)

Prerequisites for Subject: The prerequisite for this module is the Mastering the Basics module.

Subject Description: Students will learn what happens when you pull back the curtains; tips and techniques for the face and body stage makeup. Beauty makeup for musicians and showgirls, glamour makeup, extreme beauty with lashes, accessories, theatrical makeup for exaggerated glamour and character.

MUP 107: AIRBRUSH MODULE SYLLABUS

Subject Hours: 65 course hours (15 lecture hours and 50 practical application hours)

Prerequisites for Subject: The prerequisite for this module is the Mastering the Basics module.

Subject Description: Students will learn the terminology and master the tools including learning the different airbrush parts, types of machines, needles and nozzles. They will learn the difference and benefits of top feed and bottom feed machines as well as different airbrush mediums. Students will learn beauty airbrush all the way to haute couture and body airbrush.

MUP 108: SPECIAL FX CHARACTER MODULE SYLLABUS

Subject Hours: 130 course hours (50 lecture hours and 80 practical application hours)

Prerequisites for Subject: The prerequisite for this module is the Mastering the Basics module.

Subject Description: Students will explore the different formulas and types of blood ranging from thick, flowing, mouth and eye as well as varying shades from very dark or aged blood to a fresh bright red. They will discover the color laying and stippling techniques used in creating bruises and how to decide how the bruise should look based on the type of the injury and the stage of the bruise. They will create an injury story using cuts and scars, learning the different types of wax used to create cuts and indented or protruding scars. The students will forget all the beauty makeup they have learned and learn how to make someone look sick and tired. Finally students will master the bald caps, hair laying and burn creations.

MUP 109: HD MEDIA MODULE SYLLABUS

Subject Hours: 65 course hours (15 lecture hours and 50 practical application hours)

Prerequisites for Subject: The prerequisite for this module is the Mastering the Basics module.

Subject Description: Students will learn how to master their makeup skills for behind the camera. Students will be put in several different mock situations where they will have to create looks for newscasters, soap operas and cosmetic advertisements. Students will work with HD equipment so they can see their work through the actual eye of the camera.

MUP 110: CAREER PREP MODULE SYLLABUS

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Subject Hours: 70 course hours (20 lecture hours and 50 practical application hours)

Prerequisites for Subject: The prerequisite for this module is the completion of Modules MUP 101 - 109.

Subject Description: Students will complete their course with the Career Prep Module. They will learn how to build a portfolio and resume, interview skills and begin their job search project under the guidance of their instructor. Students will also complete any remaining practical operations they have not completed and complete their editorial thesis that will be presented to their class on the final day of this module.

Make-Up Work

Students who miss tests or assignments are required to make up the missed tests or assignments within 2 weeks of the missed test or assignment. These students must contact an Instructor or Director for the procedures on scheduling make-up work.

Student Hours

It is the responsibility of the student to clock in and clock out each day. Student hours are totaled at the end of each month based on the clock in and clock out times. The faculty has until the tenth (10th) day of the month to prepare the monthly hours report for the previous month and submit them to TDLR. Students will be advised of their monthly and cumulative hours at that time.

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress (SAP) policy is applied consistently to all students enrolled at Tint School of Makeup & Cosmetology and applied consistently to students enrolled in a specific program and scheduled for a particular category of attendance. The policy complies with guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the US Department of Education. The SAP policy is printed in the student catalog to ensure all students receive prior to enrollment.

In order to be deemed making SAP a student must maintain the following:

1. Maintain a practical grade average of 70% or better and a theory grade average of 70% or better at each evaluation period.
2. Maintain a cumulative average attendance level of at least two-thirds (67%) of the scheduled versus actual hours at each evaluation period.
3. Complete the course within a maximum time frame of one and one-half times the length of the course (150%).

4. Program	Maximum Weeks (FT/PT)	Maximum Scheduled Hours
Cosmetology:	42 weeks / 57 weeks	1500
Instructor Training:	36 weeks / 51 weeks	1125
Esthetics: <i>(Irving, TX Only)</i>	36 weeks / 51 weeks	1125
Master Makeup Artistry: <i>(Irving, TX Only)</i>	34 weeks / 45 weeks	1080
Manicuring:	30 weeks / 39 weeks	900

- Students who exceed the maximum time frame will be dropped from active roll and will not be eligible for re-entry.
5. Students taking an approved Leave of Absence will extend the students' contracted period and the maximum time frame by the same number of days in the Leave of Absence. A student on an approved Leave of Absence will maintain their grade status until they return.
 6. Students re-entering the institution will re-enter in the same progress status as when they left.
 7. Course incompletes, repetitions, and non-credit remedial courses do not apply.
 8. Course incompletes, repetitions, and non-credit remedial courses have no effect on satisfactory progress.

Grading Scale: All graded work must be performed on-site under the supervision of an Instructor.

Theory grades are represented as follows:

A = 90 – 100%

B = 80 – 89%

C = 70 – 79%

D = 60 – 69%

F = 0 – 59%

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Practical grades are represented as follows:

Number Grade	Letter Grade	Grade %	Imperfection Deductions	Instruction Needed
5	A+	100%	No Imperfections	None
4.75	A	95%	1 imperfection point	Very little
4.5	A-	90%	2 imperfection points	Some
4.25	B+	85%	3 imperfection points	Needed
4.0	B	80%	4 imperfection points	Needed
3.75	B-	75%	5 imperfection points	A lot
3.5	C+	70%	6 imperfection points	A lot
Below 3.5	C or Below	Below 70%	More than 6 imperfections	Redo Work

Evaluation Period

Satisfactory Academic Progress (SAP) will be reviewed at the following time periods to determine eligibility of disbursements for students receiving Financial Aid (Title IV Funds). Evaluation periods are based on a 1000 hour academic year.

Program	Actual Hours and Weeks (FT/PT)
Cosmetology:	500 Actual Hours and 14 weeks / 19 weeks
Instructor Training:	375 Actual Hours and 12 weeks / 17 weeks
Esthetics: <i>(Irving, TX Only)</i>	375 Actual Hours and 12 weeks / 17 weeks
Master Makeup Artistry: <i>(Irving, TX Only)</i>	360 Actual Hours and 12 weeks / 15 weeks
Manicuring:	300 Actual Hours and 10 weeks / 13 weeks

Determination of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation period are considered to be making SAP until the next scheduled evaluation. Students deemed not maintaining SAP may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

For students that are failing to meet SAP – the following actions will be taken:

1. Financial Aid Warning: The student will be placed on Financial Aid Warning. The Financial Aid Warning status will last for one evaluation period, during which the student may continue to receive FSA funds. During this period the student will be counseled by the School Director and will be given written direction on what needs to be done to bring their status into SAP by the next evaluation period. If at the end of the warning period the student is meeting SAP they will be removed from Financial Aid Warning. If at the end of the period the student is NOT meeting SAP the student may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.
2. Financial Aid Probation: Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making SAP during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the SAP policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making SAP. The student will be advised in writing of the

actions required to attain SAP by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for SAP or by the academic plan, the student will be determined as NOT making SAP and, if applicable, the student will not be deemed eligible to receive Title IV funds.

Access to SAP Results

Students will receive a hard-copy of their SAP evaluation results at the time of each of the evaluation and may request a copy from the School Director at anytime.

Appeal Process

If a student is determined to not be making SAP, the student may appeal the determination. Students may appeal a negative progress determination including death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. A student must complete the following to appeal their SAP status:

1. Submit a written narrative appeal letter that must:
 - a. Be typed, maximum 2 pages, signed and dated;
 - b. Explain the circumstances and/or reasons for not meeting the SAP standards;
 - c. Explain what has changed in the student's situation that will allow achievement of satisfactory academic progress by the end of the evaluation period;
 - d. Include documentation of the described circumstances.
2. Submit a written Character Reference that must:
 - a. Be typed, maximum 2 pages, signed and dated;
 - b. Reference must be from a Professional Relationship (Current or Previous Employer, Religious Leader, Doctor, etc.)

The student must submit the required documentation to the School Director within 10 days of receiving notice of their status. The School Director will meet with Owner and the student's Instructor to make the final decision on whether they will be allowed the future Financial Aid disbursements during the Financial Aid Probation Period. The decision will be based on:

- The submitted letters;
- Cumulative Performance;
- Classroom and Clinic Floor attitude and behavior;

The School Director will notify the student of their decision with a written statement within 10 days of receiving the appeal. All decisions are final. The student's appeal and documentation of the decision will be maintained in the student's file. If the student prevails upon appeal, the SAP determination will be reversed and federal financial aid will be reinstated if applicable.

Reinstatement of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

Transfer Hours

With regard to SAP a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP Evaluations are based on actual contracted hours at this institution.

Graduation Requirements

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In order to graduate from the program, and receive a diploma, a student must complete the following:

- Successfully complete the required number of clock hours.
- Successfully complete the required unit operations.
- Complete all levels, including editorial thesis.
- Pass all written and practical examinations.
- Pass at minimum of two written and practical state board grade outs (for programs that lead to state licensure).
- Satisfy all financial obligations to the School; tuition and fees must be paid in full, or satisfactory arrangements made.

Employment Assistance

Although the school does not guarantee employment to its graduates, the school will assist in finding employment upon request from the graduate. Many employment opportunities exist for licensed Cosmetologists, Cosmetology Instructors, Estheticians and Manicurists. Not all opportunities are advertised in the newspaper or with the Texas Employment Commission. Most employment in the beauty industry is secured by personal appointments and inquiries at salons. The Placement Department is an integral part of the services a student receives at this institution. Placement begins during the first week of training. In the initial orientation provided for new students, the staff members describe the requirements necessary for a salon position for which the student will be trained. The school receives requests from many different employers of the beauty industry by mail, phone or fax. The information is dated and posted on the student bulletin board located in a high-traffic area of the school. After time has lapsed, the employment leads are removed. Additionally, Tint School of Makeup & Cosmetology posts job on its website for easy review at anytime. This allows only the most recently received employment opportunities to be posted. The job board also allows up-coming graduates to pursue placement prior to their completion of their course of study. Industry employers are encouraged to visit the school and get acquainted with the student body. It should be noted that while placement assistance is provided, Tint School of Makeup & Cosmetology, does not guarantee employment to any student or graduate.

Access to Student Files and Release of Information

Students, and parents/guardians of a dependent minor student, have the right to gain access to the cumulative records by appointment and under the supervision of a faculty member. Information will not be released to a third party without written consent from the student or in the case of a minor student, without written consent from the parents/guardians of a minor student. Students may request correction of information he/she feels is incorrect. Agencies such as NACCAS, Department of Education, Texas Department of Licensing and Regulations and authorized faculty members are exempt from this policy. These files may not be removed from the premises.

Refund Policy

Withdrawal Status:

A student's satisfactory progress status at the time of termination will be the same as that of his/her status at their last evaluation period.

Withdrawal calculations:

Once the student has been determined by the institution to have withdrawn from the course of study, the institution will determine if the student received or was entitled to Federal Funds from the Title IV Financial aid programs available at the institution during the payment period (or enrollment period). If

the answer is YES, the institution will first conduct a Return of Title IV funds as outlined by the US Department of Education. The institution will then calculate the Institutional Refund Calculation outlined as follows:

The Institutional Refund Policy:

TINT SCHOOL OF MAKEUP & COSMETOLOGY HAS TWO VERY DISTINCT AND DIFFERENT REFUND CALCULATION AS OUTLINED AND GOVERNED BY ITS STATE REGULATORY AGENCIES.

Texas Department of Licensing and Regulation Refund Policy (Cosmetology, Esthetics, Instructor Training and Manicuring Courses):

- Tint School of Makeup & Cosmetology complies with the State of Texas Department of Licensing and Regulation. The refund policy is applied consistently to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure.
- An applicant not accepted for training by the School shall be entitled to a refund of all monies paid.
- If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and requests his/her money back in writing within three business days of the signing of an enrollment agreement or contract, all monies collected by the School shall be refunded less a registration or enrollment fee of \$100.00. The postmark on written notification will determine the cancellation date, or the date said information is delivered to the School Director. This policy applies regardless of whether or not the student has actually started training.
- If a student cancels his/her contract after 3 business days after signing, but prior to entering classes in this case he/she shall be entitled to a refund of all money's paid to the school less a registration fee of \$100.00.
- The refund is based on the period of the student's enrollment, computed on the basis of course time expressed in scheduled hours, as specified by the enrollment agreement start date through the date of termination. The effective date of termination for refund purposes is the earliest of:
 - The date the student gives written notification to the School Director of his/her intent to withdraw from school. Other staff members are not authorized to accept the student's notice of intent to withdraw and would be referred to the School Director.
 - The last date of attendance, if the student is terminated by the school due to continued non-satisfactory progress or for violation of its rules and policies stated in the catalog.
 - The date that is the 14th consecutive calendar day after the last date of attendance without an approved Leave of Absence.
 - The date that is the next school day after a student fails to return from an approved Leave of Absence. A student on an approved leave of absence may notify the school that he or she will not be returning. The date of termination 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.
- Any monies due to the applicant or student shall be refunded within 30 days after the date the student becomes eligible for the refund.
- The cost of extra items to the student, such as service charges, student activity fees, deposits, rentals and other charges need not be considered in tuition adjustment computations. The cost

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of books and supplies as shown in the contract is included in the total cost of the course. However, these may not subject to refunds.

- Students who terminate prior to course completion will be charged a \$100.00 termination fee.
- In case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the School will make settlement, which is reasonable and fair to both parties.
- If a student who begins a course of training that is scheduled to run no more than 12 months withdraws from the course or is terminated from the course by the school, the private beauty culture school may retain 100% in tuition and fees paid by the student and is not obligated to refund any additional outstanding tuition if the student withdraws or is terminated during the last 50% of the course. If the student withdraws or is terminated before the last 50% of the course begins, the school shall retain the following percentages of any outstanding tuition:

1000 Hour Course			
Within 1 st Week/less than 100 hours	10%	101-250 hours	25%
Within 2nd/3rd week/less than 100 hours	20%	251- 500 hours	50%
		501- 1000 hours	100%
750 Hours Course			
Within 1st week/less than 75 hours	10%	76 – 187.5 hours	25%
Within 2nd/3rd week/less than 75 hours	20%	187.6 – 375 hours	50%
		376-750 hours	100%
600 Hour Course			
Within 1st week/less than 60 hours	10%	61-150 hours	25%
Within 2nd/3rd week/less than 60 hours	20%	151-300 hours	50%
		301-600 hours	100%

School Closure:

If the school closes permanently and ceases to offer instruction after students have enrolled, or if a program is canceled after students have enrolled and instruction has begun, the school must make arrangements for student to implement any applicable teach-out plan in compliance with the following requirements:

- The arrangements or plan must offer the student a reasonable opportunity to promptly resume and complete the canceled program or course(s) of study or transfer to a substantially similar program or course at the institution (or institutions) that offer similar educational programs.
- The arrangements or teach-out is to be performed by an institution in the same geographic area as the original school that provided the program of course.
- The school at which students continue their education and training shall not charge the students an amount greater than that to which the original school would have been entitled under its contract with the student and for which the student has not yet paid.
- The original school shall notify affected students individually of the availability of the arrangement or teach-out plan, and diligently advertise such availability. The agreements among institutions may provide that these notices may be sent by the school(s) that are accepting student from the original school.
- The school that is closing or has closed must submit to NACCAS a list of all students who were enrolled at the time of closure, and indicate on it the arrangements made for each student to complete his or her education.
- The original school shall dispose of school records in accordance with state laws.

- If the closing school does not have a teach-out plan, students shall receive a pro rata refund of tuition.

Texas Workforce Commission Refund Policy (Master Makeup Artistry Course):
CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100.00 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

REFUND POLICY

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) The last day of attendance, if the student is terminated by the school;
 - (b) The date of receipt of written notice from the student; or
 - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100.00 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100.00 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - (a) An enrollee is not accepted by the school;

- (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
- (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

School Policies

These policies are set in place to establish and maintain a teaching and learning environment that creates a professional atmosphere and will provide each student with an opportunity to learn and grow without conflict or difficulty. Tint School of Makeup & Cosmetology's staff and Instructors are committed to the principle of providing the best education possible to ensure the success of our graduates in the industry. Management reserves the right to add or change school policies as needed.

Attendance Policy

Attendance; students are required to attend school to clock hours. Students will not be eligible to graduate nor will they be available for licensure until they have clocked the required hours and satisfied all other graduation requirements.

- 1. Students are allowed to be on school premises 32 or 24 hours per week as outlined on their schedule commitment.

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2. Students are not allowed to attend school on any other schedule to make up for absences or tardies unless they have permission from the School Director.
3. Each student must sign a schedule commitment form that outlines the student's hours.
4. If the student is unable to attend class, they must call in to an instructor prior to their designated time of arrival. If the student does not call prior to their designated start time the student will not be allowed to clock-in for the day.
5. Changes in your schedule must be submitted in writing two weeks in advance and must follow one of our published schedules, listed on page 8 of this catalog. Submittal of proposed change in your schedule does not guarantee approval. Approval of schedule changes may only be obtained from the School Director.
6. Students who are not in attendance for 7 consecutive calendar days without contacting the school will be considered dropped from active role.
7. Students who are not in attendance for 14 days consecutive calendar days will be considered dropped from the active role. Items left in the lockers or workstations are forfeited to the school.
8. It is your responsibility to clock in and clock out. If you forget to clock in or clock out you will NOT receive credit for the hours you are here.
9. Students who are in school for 8 hours per day are allowed to take one half an hour break and two fifteen-minute breaks.
10. Students who are in school for 6 hours per day are allowed to take one half an hour break and one fifteen-minute break.
11. Students who are in school for 4 hours per day are allowed to take one fifteen-minute break.
12. Students must clock-out and back in for their lunch break.
13. Students absent the day before or after a scheduled holiday will be subject to a 1-day suspension.

Tardy Policy:

1. If a student is going to be more than 5 minutes late, the student must call the school prior to the start of class. The student must contact a staff member; messages from peers or messages left on the answering machine will not be accepted.
2. One minute after designated time of arrival is a tardy.
3. See Disciplinary Policy below regarding disciplinary action as a result of an unexcused tardy.

Absence Policy:

1. If the student exceeds their contracted end date they will be charged per scheduled hour. Please see the additional charges section of this catalog for the hourly charge per course.
2. Any student may request a leave of absence. The request for leave of absences must be submitted to the School Director in writing at least two weeks in advance. EXCEPTIONS: Severe illness or death in immediate family.
3. Failure to meet the schedule you committed to, whether by tardiness or absences, and not calling, not submitting time request off forms, will result in:

1st offense	Warning
2nd offense	1 Day Suspension
3rd offense	3 Day Suspension
4th offense	5 Day Suspension
5 th offense	Termination

Attendance Policy for VA Students:

Students using veteran's benefits to attend Tint School of Makeup & Cosmetology will have attendance monitored until the time they students drops, graduates, or completes the program. Unsatisfactory attendance will be reported to the DVA even if the VA student has completed the

required number of hours and no refund is due the student an/or refund sources. Therefore, the attendance policy [20% of the total program (300 hours for Cosmetology Operator, 150 hours for Instructor Training and 144 hours for Master Makeup Artistry) and/or being absent five (5) consecutive days] will apply throughout the student's stay in school. All violations of the attendance policy will be reported to DVA within 30 days at such time the student exceeds the allowed number of absences.

Leave of Absence Policy

A leave of absence (LOA) is a temporary interruption in a student's course. LOA refers to the specific time period during a program when a student is not in attendance. The student will not be assessed any additional institutional charges as a result of an approved LOA. The student's enrollment agreement will be extended by the exact number of days taken in the LOA. The school and student are required to sign an Enrollment Agreement Addendum acknowledging the extended graduation date. A LOA may only be granted if there is a reasonable expectation that the student will return from the LOA. Reason(s) for an LOA include; Student illness, medical condition, death in immediate family, illness in immediate family if student is the primary caretaker or short term financial or transportation hardship.

The request for a LOA must be made in writing and follow the outlined procedures:

- The student must contact the School Director to obtain the official Leave of Absence form.
- The student must complete the form as thoroughly as possible to include the reason for the LOA and attach supporting documentation as it is applicable to the reason for the LOA.
- The student must acknowledge on the form that they understand the effects that the Leave of Absence will have on their financial aid if they do not return.
- The student must sign and date the form and submit it to the School Director for approval at least two weeks prior to the start of the Leave of Absence.
- The only exception to this is unforeseen circumstances that prevent the student from completing the form. In the case of an unforeseen circumstance the school may grant the LOA and the school will document the reason for this decision and collect the request from the student at a later date. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the school because of the unforeseen circumstance.
- Once the Leave of Absence form has been completed and returned to the School Director the school will take the request under consideration to determine the reasonable expectation of the return of the student.
- The school will make the determination and inform the student of the granting or denial of the Leave of Absence within 3 business days of the student returning the completed form.
- If the request is granted the student will be able to take the Leave of Absence as outlined in the form.
- A student with an approved LOA that meets the criteria is not considered to have withdrawn, and no refund calculation is required.
- If the request is denied the student will have to continue attending classes or withdraw from the course.

Returning for an Approved Leave of Absence

The student is required to return on their scheduled return date to resume classes. However, the student may return to classes prior to their scheduled return date and resume classes.

If the student fails to return from the LOA or takes an unapproved LOA they will be dropped from the course. The student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

Maximum Timeframe for a Leave of Absence

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A LOA together with any additional LOA may not exceed a total of 180 days in any 12 month period. The 180 day accounts for all periods of nonattendance including weekends and scheduled breaks. The requested LOA may be reduced if the 180th day falls on a day the school would be closed.

Disbursing Aid on a Leave of Absence & Institutional Charges

The school may disburse Pell Grant funds to a student on a leave of absence. The school may not disburse Direct Loan funds to the student on a leave of absence. The school will not assess the student any additional charges, the student's need will not increase, and therefore, the student will not be eligible for any additional aid. Upon the students return from the leave of absence they will continue to earn the Federal Student Aid previously awarded for the period.

Attitude

Attitude, a good environment is essential in creating a learning environment and maintaining professional rapport among students, instructors, staff, and clients of the school. Thus, each student is expected to:

- Be courteous and cooperative
- Be alert and prepared to learn
- Be attentive to instruction and work carefully
- Take active interest in the operations of the school
- Be businesslike and professional at all times

It is imperative that Tint School of Makeup & Cosmetology clients feel comfortable and assured that our students are professional and accommodating. Should a student feel a need to resolve an issue that has occurred on the clinic floor, the situation should be resolved after the client leaves in either the School Directors office or a private classroom. **AT NO TIME SHOULD ISSUES BE DISCUSSED WITH A CLIENT PRESENT.**

When a student does not have clients, he or she is expected to practice operations on a mannequin. Hours spent in school are to be used in educational endeavors. Students are expected to use time actively engaged in learning activities. Wasting time will not be allowed and may be grounds for suspension or termination.

Conduct

Conduct, personal conduct and professional ethics are taught as a part of your training. Certain forms of misconduct may result in suspension. Serious forms of misconduct may result in dismissal. In order to provide some general guidelines, which hopefully will make serious disciplinary actions unnecessary, the following examples of misconduct are provided:

General Conduct

1. No smoking in or in front of the building.
2. Eat only in designated areas of the school.
3. Students are to stay at their assigned workstation or classroom desk. Please do not congregate in restrooms, lobbies, or around the front desk.
4. Cleanliness: To develop professional work habits, which are a part of your training, you are responsible for:
 - o The cleanliness of your own workstation, mirror and floor at all times.
 - o Cleaning the shampoo bowl immediately after using it.

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- Daily clean-up duties assigned by the Instructor.
 - Cleaning up after your eating breaks.
5. Refrain from loud talking and profanity. No gossiping about staff, students or clients will be permitted.
 6. We respect each person's convictions concerning politics, religious beliefs, sexual preference, or lifestyle; however, these subjects are not to be discussed at the school or the workplace.
 7. Soliciting of any kind is not permitted by students or staff.
 8. **Phone calls:** When family members call the school, the receptionist will take a message. In an emergency, you will be called to the phone. If you are expecting an important call, please notify the receptionist.
 9. Customers are to make appointments through the front desk. They are not to call and ask for individual students to make appointments for them.
 10. **Visitors:** If your friends or relatives come to the school to see you, instruct them to stop at the front desk and have you paged.
 11. Please make child care arrangements. Children may not spend the day at the school.
 12. Only Instructors teach, not students.
 13. Park only in the designated areas.
 14. Cell phone, headsets in conjunction with MP3 players use is not permitted while on the clock.

Misconduct that may result in suspension:

1. Failure to observe published rules, including those related to attitude, appearance, conduct, sanitation, security, and safety.
2. Excessive absenteeism or tardiness, including extensions of breaks or lunch periods.
3. Failure to notify school of intended absences.
4. Unprofessional behavior on the floor in the presence of clients.
5. Wasting time when a student does not have clients.
6. Leaving clients unattended.
7. Failure to keep time card in designated place.
8. Failure to receive initial consultation and final check from Floor Instructor.
9. Not clocking out for appropriate breaks and/or when leaving the building.
10. Students may not refuse a client. If there is a valid reason you feel you cannot work on a particular client please discuss it with an instructor in private. We will do our best to resolve the situation to everyone's satisfaction.

Misconduct that may result in immediate termination:

1. Insubordination or refusal to perform work as directed.
2. Recruiting school clients as personal clients.
3. Excessive absenteeism or tardiness, including extensions of breaks or lunch periods.
4. Deliberate or careless conduct that may result in emotional distress or physical injury to another person (including rudeness, insolence, threats, intimidation, coercion, fighting, horseplay, etc.).
5. Students must control their tempers so as not to involve themselves in arguments or fighting. Fighting in the school or in the vicinity of the school premises will subject all parties involved to immediate suspension or termination. Police will be called.
6. Leaving premises without clocking out.
7. Evidence of drug or alcohol use while on school premises.
8. Deliberate or careless conduct that may result in damage or destruction of property belonging to the school, clients or fellow students.
9. Dishonesty of any sort including falsification of timecards or any student record, theft, or misuse of student discount privilege.
10. Carrying any sort of weapon on school premises.

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11. Conviction of any crime that reflects adversely on moral character. Students must report any previous convictions prior to enrolling in school.
12. Failure to maintain Satisfactory Academic Progress.
13. Removal of time cards and other official documents from school premises.
14. **Time clock:** Students may not clock in or out for anyone but themselves.
15. Possession, use or intent to sell alcohol, drugs or controlled substances is not allowed in the schools.
16. Possession of the following: Guns, Knives, Sprays (Pepper, Mace, etc.)

Student Advising

Tint School of Makeup & Cosmetology offers scholastic and career advising services to all students upon request. Advising is documented and placed in the student's file. Faculty members are available for advising students in the following areas:

- Financial Aid, Pell Grant, Department of Education
- Texas Rehabilitation Commission (DARS)
- Woman Infants and Children (WIC)
- GED Programs
- Scholastic and Career Advising

Faculty members may not advise students in the following areas. However, Tint School of Makeup & Cosmetology maintains a list of county and state agency assistance in the student communication center and may be requested from the School Director.

- Alcohol & Drug Addiction or Abuse
- Sexual Assault
- Domestic Violence
- Housing Shelters
- Depression or other medical needs

Tuition Cost of Programs:

Cosmetology (1000 Hours): All Campuses

Registration Fee	\$100.00
Tuition	\$15,750.00
<u>Books & Kit</u>	<u>\$2,025.00</u>
Total	\$17,875.00

Esthetics (750 Hours): Irving Only

Registration Fee	\$100.00
Tuition	\$11,182.50
<u>Books & Kit</u>	<u>\$1,275.00</u>
Total	\$13,187.50

Instructor Training (750 Hours): All Campuses

Registration Fee	\$100.00
Tuition	\$5,200.00
<u>Books & Kit</u>	<u>\$250.00</u>
Total	\$5,550.00

Manicuring (600 Hours): Grand Prairie Only

Registration Fee	\$100.00
Tuition	\$9,450.00
<u>Books & Kit</u>	<u>\$1,675.00</u>
Total	\$11,225.00

Master Makeup Artistry (720 Hours): Irving Only

Registration Fee	\$100.00
Tuition	\$11,340.00
<u>Books & Kit</u>	<u>\$2,300.00</u>
Total	\$13,740.00

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Method of Payment:

Upon enrollment, the tuition is payable in full. However, the student, at the school's option, may pay a deposit and which is different for each course. The balance will be paid in monthly/weekly installments as agreed upon on the active promissory note until tuition and fees are paid in full. Tuition may be paid by Title IV, credit card, cash, cashier check, or check.

Early Completion:

Should the student complete the program earlier than the estimated timeframe stated in the contract, the student's financial aid package may be recalculated and this may result in liabilities owed by the student and/or the institution.

Additional Charges:

If the student must attend longer than the contracted end date for the course of study in order to complete the course, he/she must pay an additional fee, outlined below for each hour beyond the stated course length. Charges are based on schedule hours not actual hours. The additional hourly fee may be waived only with written consent of the School upon demonstration of circumstances warranting such a waiver.

Course	Additional fee per hour
Cosmetology	\$15.75
Instructor Training	\$6.93
Esthetics	\$15.75
Manicuring	\$15.75
Master Makeup Artistry	\$15.75

Scholarships:

For scholarship offerings please refer to the schools website: tintcosmetologyschools.com or see your campus Admissions Representative

Internal School Complaint Procedure:

Tint School of Makeup & Cosmetology maintains an open door policy. Students, Instructors, or other interested parties are welcome to discuss their concerns regarding their education, finances, admission policies, etc., at any time with the School Director. A complaint is required to try to resolve the problems through the school's complaint process outline below prior to filing a complaint with the school's accrediting agency. To file an official complaint a student, instructor or other interested party must adhere to the following procedure:

1. The complaint must be submitted in writing to the School Director. It must be signed and dated, otherwise we cannot assess the full extent of the problem.
2. A complaint must clearly and concisely state the issue at hand, provide complete background and proposed solution.
3. A Tint School of Makeup & Cosmetology representative has a responsibility to meet with the complainant within 10 calendar days from the day the complaint was submitted.
4. If the complaint is not resolved during the initial meeting the school representative will document in writing the outcome of the meeting and provide a copy to the complainant. The complaint will then be referred to the complaint committee.
5. The complaint committee will consist of three individuals; school owner, school director and instructor.
6. The complaint committee will meet and review the complaint within 21 calendar days from the day the complaint was submitted.
7. If the complaint committee needs more information regarding the complaint a letter will be written outlining the additional information being requested.
8. The complaint committee has the responsibility to respond to the complainant in writing within 15 calendar days stating the steps taken to correct the problem or information to show that the complaint was not warranted or not based on fact.
9. If the student is not satisfied with the school's response and wishes to further file a complaint it must be with the proper approving agency.

For courses approved by the Texas Workforce Commission (TWC):

The Texas Work Commission
Career Schools and Colleges, Room 226T
101 East 15th Street
Austin, Texas 78778-0001
(512) 936-6959

For courses approved by the Texas Department of Licensing and Regulations (TDLR):

Texas Department of Licensing and Regulations
Education and Examination Division
P.O. Box
Austin, TX 78711
(512) 463 - 6599

10. If the student is still not satisfied with the school's response, and wishes to file a complaint with the Accrediting Commission, a complaint form may be obtained and mailed to:

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

I hereby certify that the statements and information in this catalog are true and correct to the best of my knowledge and belief.



Owner