Tri-State
COSMETOLOGY INSTITUTE

STUDENT CATALOG

1120 VISTA DE ORO DR.
EL PASO, TX 79935

CORPORATE OFFICE
(915) 533-8274

CAMPUS
(915) 778-1741

CATALOG MANDATORY FOR USE WHILE IN SCHOOL

Revised 6/1/2026

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TSCI reserves the right to change or modify this catalog at any time. TSCI also has the discretion to change the schedule, curriculum or mode of delivery of education when necessary.

MISSION STATEMENT

Tri-State Cosmetology Institute's mission is to provide quality education in cosmetology and related fields, which will enable students to train for their careers and successfully join the industry.

HISTORY

Tri-State Cosmetology Institute, furthermore known in the catalog as "TSCI," opened in 1931 in El Paso, Texas, and has been a major force in our industry since that time. TSCI was under the ownership of Carolyn Parker from 1966 until 2005, when Amy E. Parker-Morris became a co-owner. Amy E. Parker-Morris became sole owner in 2010.

FACILITIES

Campus

1120 Vista de Oro Dr.
El Paso, TX 79935
(915) 778-1741

Corporate Office

1120 Vista de Oro Dr.
El Paso, TX 79935
(915)533-8274 (p) (915)533-8280 (f)

EQUIPMENT

Our facilities are equipped with separate areas for instruction in theory and for clinic work. These spaces include all the necessary space, equipment, and instructional materials to provide quality training for all the students enrolled in our programs. Some of the basic equipment available for all students to use are desks and chairs, multi-media equipment, multiple sinks, suitable receptacles for used towels/linens, covered trash cans, and wet disinfectant soaking containers. The salon floor is also equipped with 48 workstations and 60 hydraulic chairs.

Equipment and materials available for students enrolled in the operator course include shampoo bowls and chairs, hair drying equipment, perm rods, thermal irons, styling stations with mirrors and hydraulic chairs, mannequins, professional hand clippers, manicure stations and stools, facial beds, dry sanitizers, and wet disinfectant containers large enough to fully immerse tools and implements.

Equipment and materials available for students enrolled in the esthetics course include facial beds, private treatment spaces with sufficient and appropriate lighting, hydrodermabrasion machines, microdermabrasion machines, dry sanitizer, steamer machines, brush machine for cleaning, vacuum machines, high frequency machines, galvanic machines, mannequin heads, and wet disinfectant containers large enough to fully immerse tools and implements.

Equipment and materials available for students enrolled in the manicurist course include an autoclave, manicure stations with sufficient and appropriate lighting, client chairs and student stools, pedicure stations with foot basins, electric nail files, UV light curing systems, paraffin bath and wax, and wet disinfectant soaking containers large enough to fully immerse tools and implements.

The above equipment lists are not exhaustive and may be updated from time to time as state requirements and industry standards evolve.

ACCREDITATION AND LICENSING INFORMATION

TSCI is accredited by the National Accrediting Commission of Career Arts and Sciences, whose address is 3015 Colvin Street, Alexandria, VA 22314, and whose telephone number is (703) 600-7600. The school is licensed by the Texas Department of Licensing and Regulation, P.O. Box 12157, Austin, Texas 78711 whose telephone number is (512) 463-6599.

NON-DISCRIMINATION STATEMENT

TSCI embraces the diversity of urban experiences and seeks to attract talented faculty, staff, and students from a variety of backgrounds. TSCI does not discriminate on the basis of any factors including race, sex, gender identity, religion, color, ethnic origin, age, physical abilities, socio-economics, culture, or sexual orientation in the administration of academic procedures/policies, programs, activities or admission. Complaints regarding this policy should be forwarded to: Amy Parker-Morris, President, Tri-State Cosmetology Institute, 1120 Vista de Oro Dr., El Paso, Texas 79935.

INDIVIDUALS WITH INTELLECTUAL DISABILITIES

Individuals with intellectual disabilities have the right to equal opportunity. In support of this endeavor, TSCI requires documentation prepared by an appropriate qualified professional. The documentation must include a diagnosis of current disability, date of diagnosis, credentials of the professional and how the disability affects life activity and academic performance. The student should make the documentation available to TSCI before the day of enrollment. With this documentation, TSCI can provide longer exam time and/or allow a reader for testing.

AMERICAN WITH DISABILITIES ACT, ADA, REASONABLE ACCOMMODATION

Reasonable Accommodation

Tri-State Cosmetology Institute, TSCI, is committed to assuring equal employment opportunity and equal access to service and programs for persons with disabilities. Under the ADA, disability means- A.) a physical or mental impairment that substantially limits one or more major life activities, B.) a record of substantially limiting impairment, or C.) being regarded as having a substantially limiting impairment. It is the policy of TSCI to provide reasonable accommodation to a qualified applicant or student with a disability unless to do so would cause undue hardship. Undue hardship means significant difficulty or expense and focuses on the resources and circumstance of the school in relationship to the cost or difficulty of providing a specific accommodation. Undue hardship refers not only to financial difficulty, but to reasonable accommodations that are unduly extensive, substantial, or disruptive, or those that would fundamentally alter the nature or operation of the business. An accommodation is any change in the school environment or in the way things are customarily done that enables an applicant or student to perform the essential requirements of the educational program. TSCI does provide access to ADA compliant bathrooms, entrances and exits, student workstations and sinks as well as brail classroom markers.

Requesting Reasonable Accommodation

An applicant, student or their representative may fill out TSCI's Request for Reasonable Accommodation Form, write a request or notify in person the Compliance Coordinator, Sarah Arno. This form may be given to Sarah Arno via email or hand delivered. Sarah Arno's email is sarah@tristatecos.edu .

The applicant or student's medical condition must meet the ADA definition of disability. TSCI may ask for reasonable documentation about the disability and functional limitations if the need for reasonable accommodation is not obvious. Such documentation should be from an appropriate professional such as a doctor, psychiatrist, psychologist, nurse, physical therapist, occupational therapist, speech therapist, vocation rehabilitation specialist, and/or a licensed mental health professionals. The accommodation can be a physical aid/modification or a "soft accommodation" the applicant or student requests.

The Compliance Coordinator will respond expeditiously to a request for reasonable accommodation. This process will be individualized with back and forth discussion with the applicant or student to try to achieve the goal of determining what the applicant or student needs to be able to complete the course. After a decision is made by the Compliance Coordinator, the applicant or student will receive notice in writing by email, mail or in person within two weeks of receiving all necessary information including medical documentation, if appropriate. If you do not agree with the Compliance Coordinator's decision, you may appeal by emailing Amy Parker-Morris, amy@tristatecos.edu.

If the individual requesting an accommodation believes that a decision to deny the request was based on illegal discrimination, then a complaint may be filed with the United States Department of Justice, Civil Rights Division by contacting 1-800-514-0301 or go to http://www.ada.gov/fact_on_complaint.htm.

TRI-STATE COSMETOLOGY INSTITUTE APPLICATION FOR AND REPORT OF A REASONABLE ACCOMMODATION

Section A: To be completed by the applicant and given to Compliance Coordinator, Sarah Arno.

I am requesting the following accommodation:

It is necessary for me to have this accommodation for the following reasons:

_____ _____
Name Student or Employee

_____
Date

Section B to be completed by Compliance Coordinator
Section B:

_____TSCI will provide the requested reasonable accommodation without additional documentation or assistance.
_____ TSCI supports the above request for reasonable accommodations but is unable to provide such accommodations without financial assistance.
_____TSCI lacks information necessary for making a decision at this time, and, therefore, requests additional information. Additional information:
_____TSCI denies the request based on:

_____ _____
Compliance Coordinator Date

PHYSICAL DEMANDS OF THE OPERATOR, MANICURIST AND ESTHETICS COURSES AND INDUSTRY

Students enrolling in any of the courses must possess the following physical capabilities in order to perform basic tasks:

1. Ability to lift objects over the head, stretch, and must possess manual dexterity;
2. Ability to complete all procedures and services as outlined in the course curriculum;
3. Ability to bend forward and maintain position in order to give a shampoo or work at the shampoo area;
4. Ability to stand for extended lengths of time without straining back muscles, shoulders, neck or legs;
5. Ability to maintain the proper posture for the length of time needed to complete a full service of manicuring, nail sculpturing or pedicure; and
6. All students must use the proper procedures for lifting.
7. Heavy lifting is not required.

As in any field, students entering any of these fields should be aware of their own physical limitations. In addition, chemicals are used as required in these courses. If you are unable to participate in required tasks due to any factor or product, you should immediately notify instructor and/or management.

SAFETY REQUIREMENTS

Applicable safety procedures are taught for each subject covered in the curriculum. Each student must follow these basic requirements:

1. Read labels, directions and instructions on chemicals used;
2. Wear rubber gloves for the application of chemicals;
3. Use capes, towels, headbands and other supplies for proper patron protection;
4. Sweep and dispose of hair properly to avoid slipping and falling;
5. Maintain equipment properly to avoid accidents in the schools or salons;
6. Know proper operation and maintenance of electrical equipment to avoid accidents; and
7. Know basic first aid as related to the industry and every day operations.

ADMISSIONS POLICY

Admission Requirements

All Operator, Manicurist, and Esthetics applicants must:

1. Be at least 17 years of age (Proof of age will be established by submitting a Driver's License, Birth certificate, Passport or Government-issued identification card).

2. The student must meet one of the following:

a) Possess a high school diploma, GED or the equivalent. This requires either the high school transcript showing high school completion which will be evaluated based on the states requirements where they were issued, proof of attainment of an associate's degree or higher by providing a copy of a college transcript showing college completion or college degree, or a copy of the GED certificate; or

b) In the case of a foreign high school, transcripts must include a graduation/ completion date, be translated into English and verified using an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma; or

c) Home school students will be admitted if the curricula meet the standard requirements as determined by law and the Texas Education Agency (TEA), or any state Department of Education in which the student graduated. Documentation requirements vary depending on the state in which the student graduated and will be reviewed on a case-by-case basis.

d) Previously enrolled students who successfully completed an Ability-to-Benefit examination prior to July 1, 2012 will be allowed to reenroll utilizing their initial passing exam upon presenting documented proof of results.

Vaccination Policy

TSCI does not require vaccinations for enrollment.

Reentry, Transfer Hours and Process

TSCI accepts transfer hours. The granting of credit hours for previous training or experience is the exclusive choice of Tri-State Cosmetology Institute (TSCI). Credit for previous training will be evaluated and must be verified in writing. Hours will be granted (not to exceed 500 hours for operator, 300 manicurist and 375 esthetics where appropriate, in accordance with State Licensing Laws and Rules, and TSCI's requirements). When credits are granted, the transfer student will be responsible for the student kit, books, registration fee and the remaining tuition will be pro-rated (remaining hours multiplied by the program's current hourly rate) and is required to complete all of TSCI's testing and practical grading requirements. The transfer students must be withdrawn from the previous school in order to be considered for enrollment. Accepted transfer hours will be 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. Transfer student's evaluation periods will be based on their actual attendance at TSCI. To receive credit for previous hours, the hours that the student has earned must be available through the SHEARS program at TDLR at the pre-enrollment interview. If previous hours are from out-of-state, it is the student's responsibility to submit an official school transcript to TDLR for approval so that the out-of-state hours are reflected on the student's TDLR printout from SHEARS. Students who previously withdrew from TSCI are

allowed to reenter. Any student who reenters the institution will be placed on the same progress status as when they left regardless of whether it is within 180 days or not. A student who withdrew on probation status for Satisfactory Academic Progress will return on probation status. Any student terminated from TSCI for noncompliance with school rules and regulations or poor attendance may not be allowed re-entry into the school if TSCI deems necessary. It is the student's responsibility to see that all outstanding tuition and fees are paid to the school prior to re-enrollment. If a student voluntarily withdraws or is terminated after completing 50% of the course, TSCI will allow the student to reenter at any time during the 48-month period following the date of withdrawal or termination at the current tuition rate plus a $100 registration fee and charge for supplies, if required. Tri-State Cosmetology Institute cannot guarantee the transferability of hours earned at TSCI to other schools. Transferability of hours is determined by the receiving institution.

Withdrawal and reentry within 180 days

When a student withdraws during a payment period or period of enrollment and then reenters the same program within 180 days, the student is put back into the same payment period, and any FSA funds that the school or student returned to FSA are repaid to the student.

Withdrawal and reentry after 180 days

A student who withdraws and then reenters the same program after 180 days is treated in the same manner as a student who transfers into the program from another school: i.e., the student immediately begins a new payment period or period of enrollment. In this circumstance, the student may be paid for repeating coursework if the student is receiving credit for the repeating course.

Transferability of clock hours

Clock hours earned in a certificate program are not transferable to any associate degree or bachelor's degree programs. They may be transferable to the equivalent certificate program at another institution but granting of credit is determined by the receiving institution.

GED Information

TSCI does not offer GED classes. GEDs can be obtained at the following two locations:
San Jacinto Adult Learning: 1216 Olive Ave. El Paso, TX 79901. 915-533-9072.
Clients are required to have their drop slip from high school (18-19-year-olds) or proof of residence (20 years and older), birth certificate, government ID card and social security card.
Ysleta Community Learning Center: 121 Padres Dr. El Paso, TX 79907. 915-434-9400.
Clients are required to be 18 years or older with a valid government ID card, social security card and proof of residence or a notarized letter with client's address.

Books and Kit Information

A required supplies list for each course is provided to prospective students prior to enrollment. Students are permitted to obtain the required supplies directly from TSCI with the charges being added to their enrollment agreement or on their own from outside vendors. All students must have the complete list of required supplies to attend school.

Safety Protocol and Procedures for COVID-19 and Other Illnesses

COVID-19 and other illnesses can be spread by respiratory droplets released when people talk, cough, or sneeze. Viruses may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as handwashing, staying home when sick) and environmental prevention practices (such as cleaning and disinfection) are important principles to follow when dealing with illness to prevent community spread. Failure to comply with any part of this policy may result in disciplinary action up to and including termination.

Staying Home or Self-Isolating

Students and/or staff experiencing symptoms of any illness that prevents them from performing their normal day-to-day tasks should stay home until such time that they are well enough to resume normal responsibilities.

Mask Requirements

Students and/or staff experiencing symptoms of any illness that do not prevent them from performing their normal day-to-day tasks are not required to quarantine, however, to protect the general population and prevent community spread, masks will be required to be worn at all times when in the TSCI building while active symptoms are present up to five days.

Preventative Measures

TSCI will support healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer containing at least 60% alcohol, paper towels, tissues, disinfectant, face coverings as needed, and no-touch/foot pedal trash cans, EPA registered disinfectants such as Barbicide and/or Marvicide.

TSCI APP POLICY

Throughout your enrollment and even beyond graduation, the TSCI app is a powerful resource to help keep you connected and ensure you receive all information relevant to your program. Through the app you will be able to check your attendance percentage, review your progress report and even send messages to Administrative Staff. The TSCI Student Catalog, TDLR Rules and Regulations Handbook, COVID-19 Safety Protocols and Procedures and the Annual Security Report can all be accessed through the app as well. Use of the TSCI app is mandatory as it is how we communicate important information like emergency closures and other items as necessary to all students and staff.

1. Messages and requests can be submitted anytime; however, staff will respond to messages and requests during normal business hours only. If your request is sent after business hours you will receive a response the following business day.

2. Messaging with Administrative Staff is not allowed during class time as this time is reserved for educational purposes.

3. Leave of absence requests can be submitted through the app by messaging Financial Aid. Requests must include the dates you will not be attending as well as the reason. If the leave of absence is for a personal leave, you are still required to include the specific reason. Official documentation will be required for a medical leave and must include dates the student needs to be out. Please remember, you are not considered to be on leave until you have signed the official leave of absence request form that will be sent to you through the app.

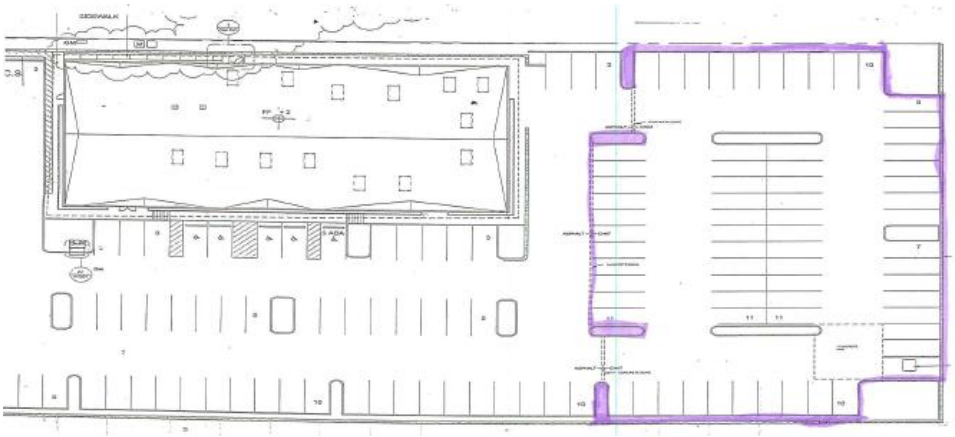
4. Loan receipts, student surveys, catalog addendums and other items will be sent to you through the app for signature from time to time. These items will appear in your task section. All tasks must be completed within one business day. If you have any questions regarding a task you have received, please message Financial Aid through the app.

TSCI PARKING RULES & REGULATIONS

All TSCI students must park in the designated student parking area on the east side of the building (outlined below) and/or may parallel park on Vista de Oro Dr.

- During school hours Monday through Friday, students are NOT permitted to park anywhere in the parking lot **EXCEPT** for the student's parking lot or parallel on Vista de Oro Dr.
- Parking is not allowed anywhere the sidewalk or curb is painted red or yellow.
- **Failure to comply with these rules will result in your vehicle being towed at the Owner's Expense. All vehicles in violation will be towed without notice to the student in accordance with the laws of the city of El Paso and the state of Texas.**

PARKING MAP



UNIFORM POLICY

All courses require scrubs as a basic uniform. Scrubs must cover armpits. Students may wear all types of shoes except for slippers, flip flops and/or high heels. Uniforms are available for purchase directly from TSCI or may be purchased on your own.

OPERATOR students wear black scrubs at all times.

MANICURIST students wear pink scrubs at all times.

ESTHETICS students wear purple scrubs at all times.

All students must follow the dress code described above at all times. The uniform policy is to be followed for safety and professional reasons. Any student out of uniform will be sent home immediately.

RULES AND STUDENT CODE OF CONDUCT

The student agrees to attend classes regularly as scheduled, to complete all lessons and perform duties required, and to abide by the rules of TSCI as now exist or as may be changed or come into existence from time to time. Students who violate the code of conduct may be written up, sent home, suspended for three days, or have their enrollment terminated depending on the severity of the offense. The disciplinary procedure typically progresses from verbal warning, to written warning, to suspension and finally to termination unless otherwise noted. All staff are responsible for enforcing the rules. Should problems arise grievance forms are available in this catalog as well as in the corporate office.

1. Students must be prepared for class. Students who show up for class without necessary tools and/or supplies may be sent home.
2. All students on the clock must be occupied with scheduled curriculum, client, model or manikin work, and/or other work assigned by the instructor at all times. Students are expected to participate in all classroom and lab activities as assigned by the instructor. Loafing, sleeping in class, horse playing, or not carrying out instructions may result in the student being sent home.
3. Students are required to wear a clean professional uniform and shoes, as specified by TSCI. Students out of uniform may be sent home.
4. Students must respect the learning environment. Any student who becomes disruptive to the learning environment may be sent home.
5. Students must treat all clients with respect. Students may not refuse a client service of any kind unless the instructor recognizes the need for refusing the service. Students who refuse to work on a client may be sent home.
6. Students must conduct themselves in a professional manner. Profanity, vulgarity, loud/disruptive talking, or inappropriate discussion including gossiping, which may cause embarrassment to TSCI or to fellow students, is not tolerated. Students may be sent home.
7. Violence and/or threats of violence are not allowed. If a student threatens to commit any offense involving violence to a fellow student, faculty or staff

member or places any fellow student, faculty, or staff member in fear or in danger of bodily injury, the student's enrollment may be terminated.

8. Any student who takes or damages the property of another student, customer, or TSCI may have their enrollment terminated.
9. Students who violate the Drug Free/Weapon free policy may be terminated.
10. Students will not be allowed to enter a theory class more than five minutes after its start time.
11. Hours of attendance are determined by the time clock. Students may not clock in or out for another student, as required by TDLR. Students are not allowed to take breaks including lunch or leave the building while still on the clock.
12. Respect and cooperation with instructors and support staff is mandatory.
13. Students are required to clean up after themselves and sanitize their individual work areas and or/eating area as well as their implements. Janitorial services such as scrubbing, waxing, polishing floors or cleaning toilet facilities are not required.
14. Students are allowed fifteen minutes for set up and fifteen minutes for cleanup after a service.
15. Use of cellular phones and/or any other electronic device is limited to professional use as authorized by the instructor. Personal use is authorized only in break areas or outside the building while the student is off the clock.
16. Students may use headphones or earbuds as permitted by their instructor during classroom practical work if one ear remains uncovered in order to hear instructions given by staff and in case of an emergency. Headphones and earbuds are not allowed on the clinic floor, while assisting a client, during demonstrations or theory.
17. Food is not allowed in the classroom or on the clinic floor and should be consumed in the student breakroom. Individual snacks (e.g. a piece of fruit or a single serving bag of chips, etc.) may be consumed in the classroom as the instructor permits.
18. No visitors are allowed during class hours. Student's children are not allowed to stay in school with the students. Any child in the building must be supervised and accompanied by an adult.
19. All student complaints must be in writing on a grievance form from the individual student only.
20. Instructor must authorize services performed on other students.
21. Cheating on exams or plagiarism will not be tolerated.
22. All business transacted on TSCI property must be school business. Solicitation by students and/or employees is prohibited.
23. Students are responsible for personal property. Items should not be left unattended. Lockers are provided for a secure place to leave personal items.
24. Students must park in the designated parking area. The school is not liable for any damage, loss of vehicle or personal property.
25. Only one transfer from part-time to full-time, or full-time to part-time is allowed during course duration unless there are extenuating circumstances approved by management.
26. Loaner kits must remain on campus.

27. Equipment from the loaner kit must be replaced at the student's expense if lost or broken.
28. Students exceeding maximum timeframe will have their enrollment terminated.
29. Students must follow the anti-bulling policy and altercations between students and/or staff will not be tolerated.
30. Students must follow the fire alarm policy.

ANTI-HARASSMENT AND DISCRIMINATION POLICY

Tri-State Cosmetology Institute is committed to providing a work and school environment free of unlawful harassment or discrimination. In furtherance of this commitment, all students and employees are required to take our mandatory Sexual Harassment and Prevention Training at orientation and every year thereafter during their enrollment/employment at TSCI. School policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth, or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, Tri-State Cosmetology Institute prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and TSCI has jurisdiction over Title IX complaints.

Tri-State Cosmetology Institute's anti-harassment policy applies to all persons involved in the operation of the school and prohibits unlawful harassment by any employee of the school, as well as students, customers, vendors or anyone who does business with the school. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom the school does business engages in unlawful harassment or discrimination, TSCI will take appropriate corrective action.

As part of TSCI's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated to the school community through publications, the school website, new employee orientations, student orientations, and other appropriate channels of communication. TSCI provides training to key staff members to enable the school to handle any allegations of sexual harassment or sexual violence promptly and effectively. TSCI will respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

Definitions

Sexual Harassment is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's

work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive.

Sexual Violence is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

Domestic Violence is defined as abuse committed against and adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

Dating Violence is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Sexual Assault occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication).

Stalking is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of their safety or the safety of others.

Consent is informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately. Texas stipulates that the following requirements must be met in order to obtain legal consent: the person is at least aged seventeen, is mentally capable of understanding the activity, is fully conscious and aware of the activity, has not been intoxicated or drugged against their will and has not been threatened or coerced.

Prohibited Conduct

This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

i. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;

ii. submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or

iii. it creates a hostile or offensive work environment, which means the alleged conduct is sufficiently serious to limit or deny a student's or ability to participate or benefit from the student's education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

Complaint/Grievance Procedure

If you believe that you have experienced or witnessed harassment or sexual violence, notify your instructor, supervisor, management, or the Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor, or other person who does business with TSCI is exempt from the prohibitions in this policy. Supervisors will refer all harassment complaints to the Title IX Coordinator for student-related complaints and to management if the complaint involves an employee. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

All complaints involving a student will be referred to the campus's Title IX Coordinator. The Title IX Coordinator is listed below and has the responsibility of overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

Title IX Coordinator:

Sarah Arno, Vice President
1120 Vista de Oro Dr.
El Paso, TX 79935
915.533.8274
sarah@tristatecos.edu

Tri-State Cosmetology Institute ensures that its employee designated to serve as Title IX Coordinator has adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how TSCI's grievance procedures operate. The Title IX Coordinator has also received training on how to investigate and conduct hearings in a manner that protects the safety of victims and promotes accountability. Because complaints can also be filed with an employee's supervisor or management, these employees also receive training on TSCI's grievance procedures, and any other procedures used for investigating reports of sexual harassment.

Investigation of Complaints

In response to all complaints, TSCI promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. Both parties are entitled to the same opportunities to have others present, including but not limited to an advisor of their choice, during any institutional investigative and/or disciplinary proceeding. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. TSCI shall maintain confidentiality for all parties to the extent possible, but absolute confidentiality cannot be guaranteed. In cases where a student does not give consent for an investigation, TSCI will weigh the student's request for confidentiality against the impact on school safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.
The preponderance of the evidence standard will apply to investigations, meaning the school will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will receive written notice of the outcome of the complaint simultaneously.

During the investigation, TSCI will provide interim measures, as necessary, to protect the safety and wellbeing of students and/or employees involved.

If TSCI determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and the school will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by the school to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination. Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension or expulsion.

To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from TSCI's disciplinary process. To the extent that an employee or contract worker is not satisfied with TSCI's handling of a harassment or discrimination complaint, they may also contact the appropriate state or federal enforcement agency for legal relief.

Retaliation Prohibited

Tri-State Cosmetology Institute will not retaliate against you for filing a complaint and will not tolerate retaliation by students or employees. If you believe you have been retaliated against, you should promptly notify your supervisor, management, or the Title IX Coordinator.

Reporting Requirements

Victims of sexual misconduct should be aware that TSCI administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. TSCI will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. TSCI reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

Additional Information

Employees should contact management for more information, or any questions related to this policy. Students may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: http://www.hhs.gov/ocr/.

Counseling and Support Services

Please see Appendix A at the end of your student catalog for local support options including the Center Against Family and Domestic Violence, STARS Rape Crisis Center and Victims of Crime.

ANTI-BULLYING POLICY

TSCI prohibits bullying as defined by this policy. Bullying occurs when a student, group of students, or an employee engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, or at a school-sponsored or school-related activity and that: 1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or 2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it: 1. Exploits an imbalance of power between the student or employee perpetrator and the student victim through written (in any format) or verbal expression or physical conduct; and 2. Interferes with a student's education or substantially disrupts the operation of a school. Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor spreading, or ostracism.

TSCI prohibits retaliation by a student or employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation. Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions.

Retaliation against anyone involved in the complaint process is a violation of policy and is prohibited. Unlawful retaliation does not include petty slights or annoyances.

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a TSCI investigation regarding bullying shall be subject to appropriate disciplinary action. Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair TSCI's ability to investigate and address the prohibited conduct.

To obtain assistance and intervention, any student who believes that they have experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to an instructor, the Vice President, or the President. Any employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the Vice President or President. A report may be made orally or in writing. Absent extenuating circumstances, the investigation should be completed within ten business days from the date of the initial report alleging bullying; however, the designee shall take additional time if necessary, to complete a thorough investigation.

If the results of an investigation indicate that bullying occurred, TSCI shall promptly respond by taking appropriate disciplinary action in accordance with TSCI's Student Rules and Regulations or applicable policy and may take corrective action reasonably calculated to address the conduct. A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action. The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Rules and Regulations. To the greatest extent possible, TSCI shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

ALTERCATIONS BETWEEN STUDENTS AND/OR WITH STAFF

Any student or students involved in a physical or verbal altercation will be suspended for the day. If the altercation is disrupting to the rest of the student body, police will be called, and a report will be made naming all the students involved. It is the responsibility of the Salon Manager, the Vice President or the President to perform the above. Documentation must be filed with the corporate office immediately, and student/or students may be terminated. Violence and/or threats of violence will not be tolerated.

GRIEVANCE/COMPLAINT PROCEDURE

The Complaint Committee is comprised of a school Instructor, the President and/or the Vice President.

Student grievances or complaints should be brought to the attention of the instructor. If that fails to resolve the problem, then the student must submit a grievance in writing to the Vice President. The grievance forms can be found on the next page of your student catalog, can be obtained from the corporate office, or can be requested on the TSCI app by messaging Financial Aid. The student will receive a response within ten school days from the incident. If the student does not avail him or herself through the proper channels for filing grievances, the student may be given a written warning or expelled. If the use of these channels is insufficient, written complaints may be sent to the Texas Department of Licensing and Regulation, P.O. Box 12157, Austin, Texas 78755.
The National Accrediting Commission of Career Arts and Sciences accredits our school. If the student, after following these steps, does not feel the school adequately addressed their grievance/complaint, the student may contact, in writing, the National Accrediting Commission of Career Arts and Sciences, 3015 Colvin Street, Alexandria, VA 22314. Complaints must be filed within 21 days. All complaints to the Accrediting Commission must include written permission to advise the school of the complaint. The complainant will be kept informed, at each stage of the process within our organization, of the status of the complaint.

GRIEVANCE/COMPLAINT FORM

DATE: _____NAME: _____

COURSE: _____ SCHEDULE: _____INSTRUCTOR: _____

NATURE OF GRIEVANCE: EDUCATIONAL _____ HARASSMENT/DISCRIMINATION _____

Give a description of your complaint: (if additional space is necessary, use another sheet):_____

_____

_____

Indicate when and with whom you have already spoken regarding this grievance and what attempts have been made toward resolution:

_____

_____

_____

_____

How do you feel your problem can be resolved:

_____

_____

_____

Did you provide this completed form to and discuss your grievance/complaint with the following people?

Instructor	YES_____	NO_____
Vice President	YES_____	NO_____

If use of the school channels is insufficient, you may first send a written complaint, including written permission to notify the school of your actions to TDLR, 5717 Balcones Dr., Austin, Texas 78755-0700. If you do not agree with the actions of the state commission, you may mail a copy of this form to NACCAS, 3015 Colvin Street, Alexandria, VA 22314.

I hereby certify that the statements made pertaining to my complaint are truthful and accurate.

_____ _____

Student Signature Date

Grievance/complaint forms are available from the corporate office.

TUITION AND FEES

The following chart reflects the total cost associated with each program.

1000 Hours, 34 weeks, **Operator**, Full-Time (Part-time is 50 weeks)	Tuition Registration Fee Books/Kit Charge	$16,000 $100 $2,325	Title IV Eligible
600 Hours, 30 Weeks, **Manicurist**	Tuition Registration Fee Books/Kit Charge	$9,600 $100 $1,425	Title IV Eligible
750 Hours, 30 Weeks, **Esthetics**	Tuition Registration Fee Books/Kit Charge	$12,000 $100 $1,625	Title IV Eligible

Charges will be posted to each student's account as outlined in their individual enrollment agreement. Tuition amounts are charged by the payment period and added to the student's account at the beginning of each period. Registration Fee and Books/Kit Charge amounts are posted with the first payment period's tuition amount. The following chart reflects the payment periods and tuition amounts associated with each program.

1000 Hours, **Operator**	1-450 actual hours 451-900 actual hours 901-1000 actual hours	$7,200 $7,200 $1,600
600 Hours, **Manicurist**	1-300 actual hours 301-600 actual hours	$4,800 $4,800
750 Hours, **Esthetics**	1-375 actual hours 376-750 actual hours	$6,000 $6,000

PAYMENT METHODS

Federal student aid, including grants and loans, is available for those who qualify. Students who are not receiving financial aid and/or those whose financial aid does not cover their entire balance are required to make monthly payments while in school. These monthly payments will be set up on a monthly automatic credit card draft and it is the responsibility of each individual student to ensure all electronic payments are successfully completed. TSCI accepts cash, check, credit/debit card, money order or cashier's check for all other charges. For more information on federal student aid, refer to the U.S. Department of Education's website studentaid.gov or speak with a Financial Aid Administrator at our corporate office.

ABSENTEE, TARDY, AND ATTENDANCE POLICY

Satisfactory attendance is required in order to remain in school and/or to receive financial aid. All attendance is taken daily by faculty. Each student's attendance is recorded by an electronic time clock and monitored by TSCI. Students absent for 14 consecutive calendar days will be terminated. TSCI requires 85% cumulative

attendance to complete the course within their contract period. TSCI does not differentiate between excused and unexcused absences. Any student falling below 85% attendance will be given notice and placed on TSCI institutional attendance probation during which time the student's attendance will be monitored regularly. If at any time during the attendance probation period the student misses scheduled hours including absences, arriving late, leaving early, and/or long lunches the student may be dropped. The TSCI institutional attendance probation is used in determining compliance with the attendance policy as a condition of enrollment only and should not be confused with the Satisfactory Academic Progress probationary status used in determining eligibility for financial aid purposes. For any student falling below 85% attendance at the end of an evaluation period, refer to the Satisfactory Academic Progress and Appeals Procedure section of this handbook. Students must attend regularly and on time for the benefit of their education. If a student is more than 5 minutes late for theory class, they will not be allowed to interrupt and must not be clocked in. Students must clock in and out for themselves only.

Students are encouraged to maintain high standards in attendance. TSCI will cover the cost of state licensure examination fees for students with a minimum 90% attendance. Attendance percentage will be checked at the time the examinations are scheduled to determine eligibility. Examinations must be scheduled through the corporate office to be covered. Reimbursements for individually scheduled examinations will not be issued.

Texas Department of Licensing and Regulations

Section 83.72. Responsibilities of Beauty Culture School.

(i) Schools using time clocks must ensure compliance with the following requirements and post a sign at the time clock that states the following department requirements:

(1) Each student must personally clock in/out.

(2) No credit may be given for any times written in, except in a documented case of time clock failure or other situations approved by the department.

(3) If a student is in or out of the facility for lunch, they must clock out.

(4) Students leaving the facility for any reason, including smoking breaks, must clock out, except when an instructional area on a campus is located outside the approved facility, that area is approved by the department and students are under the supervision of an instructor.

CLASS SCHEDULE AND SCHOOL CALENDAR

TSCI enrolls new students weekly as classroom space allows. We offer both full-time and part-time programs and adjust graduation dates accordingly. All courses are required to take a 30-minute lunch break off the clock.

Operator English

Full-time day schedule: Monday through Friday, 8:30am-3:00pm (30 hours/week)

Full-time night schedule: Monday through Friday, 4:00pm-10:30 pm (30 hours/week)
Part-time night schedule: Monday through Friday, 6:00pm-10:30pm (20 hours/week)

Manicurist English
English day schedule: Tuesday through Friday, 8:30am-2:00pm (20 hours/week)
English night schedule: Tuesday through Friday, 5:00pm-10:30pm (20 hours/week)

Esthetics, English only
Day schedule: Monday through Friday, 8:30am-2:00pm (25 hours/week)
Night schedule: Monday through Friday, 5:00pm-10:30pm (25 hours/week)

Orientation is held at the Campus on Mondays prior to beginning class.

Holidays observed by TSCI are:

1. Martin Luther King;
2. Good Friday;
3. Memorial Day;
4. Juneteenth;
5. July 4th;
6. Labor Day;
7. Veteran's Day;
8. Thanksgiving Day and following Friday;
9. Two-week winter break, dates to be determined (includes Christmas and New Year's Day).

SCHOOL CLOSURE

At times, emergencies such as weather, fire and power failures can disrupt operations. In extreme cases, these circumstances may require the closing of the campus. Determination of closure during school hours will be made by the President, Vice President and/or Xochitl Castro. If TSCI must close unexpectedly, students will be notified through the TSCI app, our Facebook, and our Instagram page. When this decision is made, please follow the directions given, including when to return to school.

ACCELERATING HOURS

Make-up hours will not be allowed at any time unless the following criteria are met:

1. Must show extreme need or extenuating circumstances.
2. Proof with official documentation.
3. Students on attendance probation are not eligible for make-up hour requests.
4. Approval by Vice President.
5. Request must be submitted in writing.

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory academic progress is necessary in order to maintain eligibility for all students receiving Federal funding under Title IV. This policy is given to all students prior to enrollment. This policy complies with all laws and regulations applicable to the school. All students are required to maintain satisfactory academic progress regardless of whether or not they receive Federal funds under Title IV and regardless of class schedule or program attending.

Academic evaluation is based on satisfactorily completing (with a cumulative grade of 70) an examination consisting of both practical and theory materials. Two evaluations will be completed for the 1000-hour Operator program and one for all other programs during the length of each course. The evaluations will be performed based on the accrual of actual hours at the institution. Makeup tests may be given to rectify incomplete course work. All students will be given a copy of their satisfactory academic progress evaluations for review and signature at the end of each evaluation period within seven days of completion. TSCI does not offer course incompletes, repetitions or non-remedial courses and therefore these items cannot be considered when determining satisfactory academic progress.

The school grading system is as follows:

A	Excellent	90-100
B	Very Good	80-89
C	Average	70-79
F	Unsatisfactory	69 and below

To comply with Satisfactory Attendance and Academic Progress, the student must:

1. Maintain a cumulative average of **85%** of the scheduled hours;
2. Maintain a cumulative average of **70%** or better in practical and written exams.

Evaluation Periods for purposes of determining SAP are:

OPERATOR	**MANICURIST**	**ESTHETICS**
450 actual hours (15 weeks)	300 actual hours (15 weeks)	375 actual hours (15 weeks)
900 actual hours (30 weeks)		

Leave of Absence Policy

There may be instances during the course of your educational program that you may need time out due to unforeseen circumstances. In the event that something arises, a student must follow this leave of absence policy and make a written request to the Financial Aid office for a leave of absence. The request must be submitted in advance and it must be in writing stating the reason for the leave with dates needed; signed and

dated. Official documentation will be required for a medical leave and must include dates the student needs to be out. To request a leave of absence, students can message Financial Aid through the TSCI app, or email financialaid@tristatecos.edu. After reviewing the request, the financial aid office will inform the student if the leave will be approved, and the leave of absence request form will be sent via the app for signature. If a leave of absence request is not submitted in advance it will only be approved if the request demonstrates that an unforeseen circumstance prevented advanced notice. The leave of absence request must still be in writing, state the reason for the leave and signed and dated and collected by the financial aid office at the earliest possible date. The start date of the leave request will be the first date the student was unable to attend. The financial aid office will document the reason for approval or denial of the request.

Leaves of absence for personal reasons may be granted to a student so long as the leave is not for less than one week and does not exceed 30 days in a 12-month period. Students may request more than one leave but will not be granted more than 30 days total for personal reasons. All leaves of absence extend the contract and maximum timeframe for the same number of calendar days taken in the leave of absence. All students returning from leave of absences will resume the same status they had upon taking the leave. They are not considered withdrawn and therefore no refund calculations will be performed. Students will not be assessed additional charges as a result of taking a leave of absence. Students returning from a leave of absence will be required to sign a contract addendum confirming that the leave of absence has extended their contract by the same number of calendar days as the leave. This addendum will then be signed by a TSCI representative and placed in the student's file.

All subsequent leaves of absence must be for jury duty, military reasons, or medical circumstances. Medical leaves of absence are only allowed if the student must be absent for two or more scheduled school days. The total number of days of all leaves of absence may not exceed 180 calendar days in any 12-month period.

The medical circumstances that are allowed with a signed and dated note from a medical provider are:

- Birth of a child of the student;
- Need to care for the student's spouse, or a child or parent, if they should have a serious health condition requiring care; and/or
- Serious health conditions that make the student unable to function as a student.

Upon the student's return from the leave of absence, the student may complete course work begun prior to the leave of absence. If the student takes an unapproved leave of absence that exceeds fourteen consecutive calendar days or fails to return to school on the date stated in the approved request, the student will be dropped. The student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance. One consequence of this is some or all of a student's grace period will be exhausted for the Title IV program loan. Another consequence of a student's withdrawal from school is the possibility of the student having to return unearned Title IV

funds. The student is advised to contact the financial aid office prior to requesting an approved leave of absence for clarification on how not returning from the leave will affect their financial aid.

Making Satisfactory Academic Progress

Students who meet the minimum requirements for attendance and academic progress shall be considered to be making satisfactory academic progress until the next scheduled evaluation. Students will be evaluated one time prior to the midpoint of the academic year for the operator and the midpoint of the course for all others. TSCI operates all programs according to a schedule of 900 hours (30 weeks) per academic year of instruction.

Re-entry and Transfer students

Any student who reenters the institution will be placed on the same progress status as when they left regardless of whether it is within 180 days or not. A student who withdrew on probation status for Satisfactory Academic Progress will return on probation status. Transfer student's evaluation periods will be based on their actual attendance at TSCI. However, their accepted transfer hours will be used as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Tri-State Cosmetology Institute cannot guarantee the transferability of hours earned at TSCI to other schools. Transferability of hours is determined by the receiving institution.

Failure to Meet Minimum Standards

Operator Program

If a cosmetology student fails to meet the satisfactory academic progress standards, they will receive a notice from the school and be placed on warning status for one evaluation period. The student can receive financial aid during this period. A student may reestablish satisfactory academic progress by bringing their attendance percentage above 85% and/or their academic average above 70%. However, if the student does not meet the satisfactory academic progress standards at the end of the warning period, the student will lose their financial aid eligibility. The student may appeal the loss of financial aid eligibility as outlined below.

Esthetics/Manicurist

If an esthetics/manicurist fails to meet the satisfactory academic progress standards at the mid-point check, they will lose their financial aid eligibility. The student may appeal the loss of financial aid eligibility as outlined below.

Appeals Procedure

A student may appeal a negative satisfactory academic progress if they believe that there are errors in their record or if they have extenuating circumstances that they

would like taken into consideration. To appeal a negative satisfactory academic progress determination or termination, the student must submit a written appeal to the Vice President within ten (10) days of notice. The appeal should contain any supporting documentation, state why the decision to terminate should be reversed which should include an explanation of why the student failed to make SAP and what has changed that will allow the achievement of SAP by the next evaluation, and a request for a reevaluation of progress. The meeting will take place within ten (10) days of receipt of the written appeal. A decision will be made within five (5) business days and will be communicated to the student in writing. Decisions will be based on whether the student can meet the minimum standards of SAP by the next evaluation period or, in extenuating circumstances such as the death of a close relative or a prolonged illness or injury, if the student can be placed on an academic plan provided by TSCI that will ensure that minimum standards of SAP can be met by a specific point within the maximum time frame. The student will be notified in writing, and the decision will be final. If the student appeal is successful, the student will be permitted to continue training on financial aid probationary status and will maintain eligibility for financial aid. Probationary status will last until the next scheduled evaluation period. Results of the appeal will be documented and maintained in the student's file. If the student's appeal is not successful, the student must make a payment for the lost financial aid in cash. Otherwise, the student will be dropped.

Maximum Time Frame

Students must complete their program within the following time frame. This chart is calculated on required attendance of 85% with a maximum time frame of 118% to complete the course. The calculations below are based on scheduled hours. School closures and Leave of Absences will extend your maximum time frame as they do not accrue scheduled hours. Students who do not meet the terms of maximum time frame will be dropped.

Course	Actual Course Length		Maximum Time Frame		Academic Year
	Course Hours	Schedule	Scheduled Weeks	Scheduled Hours	
Operator (FT)	1000	30 hrs/wk	39	1176	Less than 2
Operator (PT)	1000	20 hrs/wk	58	1176	Less than 2
Esthetician	750 hours	25 hrs/wk	35	882	Less than 1
Manicurist	600 hours	20 hrs/wk	35	705	Less than 1

Grading Procedures

Students are graded on the basis of written and practical evaluations. Students are expected to maintain satisfactory grades and to generally progress within the range of their ability. It is required that a student passes with a cumulative grade of 70% or better.

The grading scale is used in clinic, practical and theory grades. TSCI's grading system is as follows:

A= Excellent	90-100
B=Very Good	80-89
C=Average	70-79
F=Unsatisfactory	69 and below

If a student misses a theory or practical evaluation test, they have one week to make-up the test or receive a zero as scheduled by their instructor. If the student has an absence other than an official leave of absence, they have one week to retake the test or practical evaluation for a passing option of 70% or receive a zero. If a student fails a theory test or practical evaluation, they have one week to re-test with an option of passing at 70% minimum. Written examinations and practical evaluations missed during an official leave of absence will be scheduled upon return within a timeframe equal to the leave of absence. All make-up examinations, written and practical, will be scheduled by the instructor.

Curriculum

The curriculum is posted in each classroom as well as the clinic floor for the students' awareness of their course work. If the curriculum is not being followed, please notify the President, Vice President or a Salon Manager.

MODEL POLICY

Outside models are a requirement for all courses. Models are scheduled for certain services corresponding to the current week's curriculum. This is a mandatory part of all programs to prepare students to build their clientele. If a practical examination is "model required," students will receive a zero if they do not have a model present for the practical evaluation. Students should still complete the evaluation on a manikin, if possible, to receive feedback from their instructor, however, this will not be for a grade.

Other students and/or existing student salon clients CANNOT be used as models as it defeats the purpose of the model policy, which is to prepare students to build their clientele as professionals after graduation and licensure. Models will receive 50% current, published prices on the evaluation service performed as incentive for them to participate in the students' learning experience while in school.

STUDENT DISCOUNT

Students will receive a 50% discount on all personal services. This discount does not apply to retail products.

TSCI GIFT CARDS

TSCI gift cards are given as a reward for students who complete certain achievements. A student will earn $5 in TSCI gift cards for every month they maintain 95% attendance. The monthly sales contest is another way to earn TSCI gift cards. All retail sales and up-sales of services are tracked weekly and reported by your instructor. At the end of the month, the student with the highest dollar amount reported will receive $50 in TSCI gift cards. There will be a winner from both the day school and the night school. Any student who had over $50 reported for the month will also receive $5 in TSCI gift cards.

PRACTICAL WORK

When clients are not readily available, the student is required to follow the assignments in the curriculum as assigned by the instructor. Work must be done on a model, manikin or another student as authorized by the instructor. It is imperative for the student's education to be constantly involved in the educational process in order to achieve the maximum results. TSCI strives to provide the best education possible for the benefit of the student. Students are not allowed to work on clients on the clinic floor until they have completed 10% of the required course hours, in addition to having received the required demonstration and practice in the service requested.

CANCELLATION AND SETTLEMENT POLICY

1. The cost of extra items to the student, unless the student cancels their enrollment in writing within three business days, need not be considered in refund computations. Extra instructional charges are itemized separately in the enrollment agreement, catalog, or in the other data furnished to the student before enrollment. Items are defined as supplies, rentals, deposits and all other ancillary miscellaneous charges. Charge for extra items will apply only if student has begun training.
2. A full return of all tuition and fees paid by the student will be made if the student (or in the case of a student under legal age, their parent or guardian): (a)cancels their enrollment in writing within three business days after the signing of an enrollment agreement. The cancellation date will be determined by postmark or by date notification is delivered in person.
3. An applicant rejected by the institute shall be entitled to a refund of all monies paid.
4. If the school is permanently closed and is no longer offering instruction after a student has enrolled, the student shall be entitled to a return of funds paid based on the percentage of the enrollment period remaining.
5. If a course is cancelled subsequent to a student's enrollment, TSCI shall at its option: provide a full refund of all monies paid; or (2) a completion plan for the course.
6. The effective date of the termination for refund purposes is the earliest of: The last day of physical attendance, if the student is terminated by the school, the date of receipt by the license holder of written notice of withdrawal by the student, or 14 consecutive calendar days after the last date of attendance.

7. When a student withdraws from school, ceases to attend, is terminated by TSCI or in the case of a school closure, TSCI shall retain a non-refundable $100.00 registration fee in addition to the charge for books and kit.

REASONS FOR TERMINATION OF A STUDENT

TSCI reserves the right to terminate a student for the reasons listed below:

1. If a student is absent for 14 consecutive calendar days after the last date of attendance.
2. If a student fails to return from an approved Leave of Absence. (See Leave of Absence Policy for complete information)
3. If a student falls below 70% cumulative average in academics or 85% attendance at any evaluation period and is placed on probation and does not improve to the required percentage by the next evaluation period. (See Satisfactory Academic Progress Policy for complete information)
4. If a student violates school rules and/or student code of conduct, determined on a case-by-case basis. (See Rules and Student Code of Conduct for complete information)
5. If a student violates the Drug Free/Weapon Free Policy. (See Drug Free/Weapon Free Policy for complete information)

STUDENT WITHDRAWAL PROCEDURE AND REFUND POLICIES

Official notification can be submitted orally or in writing to the Vice President or member of the Financial Aid staff. A TSCI representative will complete an exit interview form, which will be signed by both the student and the TSCI representative. The following policies apply regardless of reason for termination or whether the termination was initiated by the student or TSCI. The following policy complies with TDLR, NACCAS and the Department of Education's requirements.

Financial Aid Refunds

Treatment of Federal Student Aid When a Student Withdraws

Financial aid is credited to a student's account at the beginning of each payment period for their course. However, the funds are not considered earned until the student has completed at least 60% of the scheduled hours for that period. Therefore, when a student withdraws from the program prior to completion a refund calculation must be done to determine the amount of financial aid that the student has earned. TSCI follows the Department of Education's return to Title IV (R2T4) policy when calculating the amount of financial aid that a student has earned at the time of withdrawal, whether voluntary or involuntary.

Students are required to clock in and out daily on a student time clock using their individual student login. In determining the date of withdrawal, regardless of whether it is official or unofficial, TSCI will use a student's last date of attendance according to the student time clock records when performing all refund calculations.

The following example demonstrates how this can be calculated. If a cosmetology student has 180 scheduled hours as of their last day of attendance the calculation would be as follows: 180 scheduled hours divided by 450 hours (the number of hours in a cosmetology payment period). The student would have earned 40% of the financial aid received for that payment period. Therefore, the amount of aid awarded would be multiplied by 40% to determine the amount of aid that should be retained. The remaining financial aid would have to be returned to the Department of Education.

The following is the breakdown of TSCI's payment periods:

Operator	Manicurist	Esthetics
Hours	**Hours**	**Hours**
1-450	1-300	1-375
451-900	301-600	376-750
901-1000		

The actual clock hours completed in the payment period will determine which payment period applies. For example, if you withdraw and on your last date of attendance your scheduled hours were 500 but your actual clock hours were 120 the 120 actual hours places you in Payment Period (1) and the 500 scheduled hours is more than the 450 hours in the payment period, therefore 100% of payment period was earned. Once you have completed more than 60% in any payment period, you earn 100% of the financial aid you were scheduled to receive for that payment period. If TSCI received less financial aid than the amount you earned, you may be able to receive those additional funds. If you received more financial aid than you earned, TSCI and/or you must return the excess funds.

If you did not receive all of the funds you earned, you may be due a post-withdrawal disbursement of the earned aid that was not received. It the post-withdrawal disbursement includes loan funds; you may choose to decline the loan funds in order to avoid incurring additional debt. TSCI will first apply all of your post-withdrawal disbursement funds for tuition and fees.

There are some Title IV funds that you may have been scheduled to receive that cannot be earned once you withdraw because of other eligibility requirements. For example, if you have not completed the first 30 days of your program before you withdraw, you will not earn any Direct Loan funds you would have received had you remained enrolled past the 30th day.

If TSCI receives excess Title IV Funds, TSCI must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, (the unearned percentage is the difference of 100% subtracted by the earned %); or
2. The entire amount of excess funds.

TSCI must return this amount even if it didn't keep this amount of your FSA program funds.

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

Grant Overpayments

The applicable regulations limit the amount of grant funds a student must repay to one-half of the grant funds the student received or could have received during the applicable period. Moreover, repayment terms for students who owe Title IV grant overpayments were established to ensure that students who could not immediately repay their debt in full had the opportunity to continue their eligibility for Title IV funds. Students who owe overpayments as a result of withdrawals initially will retain their eligibility for Title IV funds for a maximum of 45 days from the earlier of:

the date the school sends the student notice of the overpayment, or
the date the school was required to notify the student of the overpayment

Within 30 days of determining that a student who withdrew must repay all or part of a Title IV grant, the student will be notified in writing that they must repay the overpayment or make satisfactory arrangements to repay it.

In the case of a grant overpayment there are three positive actions a student can take to extend their eligibility for Title IV funds beyond 45 days:

The student may repay the overpayment in full to the school.
The student may sign a repayment agreement with the school which cannot extend beyond two years.
The student may sign a repayment agreement with the US Department of Education.
If the student fails to take one of the positive actions during the 45-day period, the student's overpayment immediately will be reported to NSLDS and referred to the Default Resolution Group for collection.

The requirements of Title IV Funds when you withdraw are separate from our TSCI refund policy. The calculations stated above are the Department of Education requirements used to determine the amount of Title IV program funds a student has earned as of the date they cease attendance. TSCI shall retain $100 registration fee and the charge for supplies (books and kit).

Any monies due the student, or Title IV Program on behalf of the student, shall be refunded within 30 days of formal cancellation or termination. Federal regulations regulate the order in which the Title IV program refunds are to be allocated as shown below:

1. Unsubsidized Federal Direct Stafford Loan;
2. Subsidized Federal Direct Stafford Loan;
3. Federal Direct PLUS Loans;

4. Federal Pell Grants;
5. Federal SEOG;
6. Other assistance programs authorized by Title IBV of the HEA; and/or
7. Other Federal.

Title IV Refund Appeal Policy:

The Federal government mandates Tri-State Cosmetology Institute's return of unearned funds policy, and each student is given a copy of the policy prior to enrollment. Any disagreement can be appealed to school personnel first. If the student is still not satisfied with the result on the return of unearned funds calculation, they can appeal to the Department of Education Regional office who will review all documents and relay the findings to the Institution and the student.

TSCI Institutional Refund Policy

TDLR & NACCAS require TSCI have a refund policy. This policy is mandatory, separate and done in addition to the determination of Title IV Funds earned. If a student withdraws during a period of enrollment, the amount of tuition earned by TSCI is determined by a specific formula. This is done based on the student's total **scheduled clock hours as of their last date of attendance**.

TSCI follows the state mandated refund policy as issued by TDLR which states:

Sec. 1603.3602. REFUND POLICY. (a) The holder of a private postsecondary school license shall maintain a refund policy to provide for the refund of any unused parts of tuition, fees, and other charges paid by a student who, at the expiration of the cancellation period established under Section 1603.3601:
(1) fails to enter the course of training;
(2) withdraws from the course of training; or
(3) is terminated from the course of training before completion of the course.
(b) The refund policy must provide that:
(1) 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 an enrollment agreement, contract, or other document acceptable to the department;
(2) the effective date of the termination for refund purposes is the earliest of:
(A) the last date of attendance, if the student is terminated by the school;
(B) the date the license holder receives the student's written notice of withdrawal; or
(C) 10 school days after the last date of attendance; and
(3) the school may retain not more than $100 if:
(A) tuition is collected before the course of training begins; and
(B) the student does not begin the course of training before the cancellation period established under Section 1603.3601 expires.

Sec. 1603.3603. WITHDRAWAL OR TERMINATION OF STUDENT. (a) If a student at a private postsecondary school begins a course of training that is scheduled to run not more than 12 months and, during the last 50 percent of the course, withdraws from the course or is terminated by the school, the school:
(1) may retain 100 percent of the tuition and fees paid by the student; and
(2) is not obligated to refund any additional outstanding tuition.

(b) If a student at a private postsecondary school begins a course of training that is scheduled to run not more than 12 months and, before the last 50 percent of the course, withdraws from the course or is terminated by the school, the school shall refund:
(1) 90 percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first 10 percent of the course, whichever period is shorter;
(2) 80 percent of any outstanding tuition for a withdrawal or termination that occurs after the first week or first 10 percent of the course, whichever period is shorter, but within the first three weeks of the course;
(3) 75 percent of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the course but not later than the completion of the first 25 percent of the course; and
(4) 50 percent of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the course.
(c) A refund owed under this section must be paid not later than the 30th day after the date the student becomes eligible for the refund.

The following table is used for illustration purposes in determining the amount of refund of unused tuition, fees and other charges paid by the student, based on the period of the student's enrollment:

Operator	**Manicurist**	**Esthetics**	
Accrued scheduled hours as of LDA	**Accrued scheduled hours as of LDA**	**Accrued scheduled hours as of LDA**	**% of earned charges**
0-30	0-20	0-25	10%
31-90	20-60	26-75	20%
91-250	61-149	76-187	25%
251-500	150-299	188-374	50%
501-1000	300-600	375-750	100%

The student will also be responsible for the $100 registration fee in addition to the charge for books and kit as outlined on the enrollment agreement.

For students who did not receive Title IV funds only the TSCI refund calculation will apply.

Institutional Refund Appeal Policy:

The National Accrediting Commission of Career Arts and Sciences and the Texas Department of Licensing and Regulation require Tri-State Cosmetology Institute to have a refund policy to direct the treatment of unearned tuition and fees. TSCI follows the state mandated refund policy provided by TDLR. This policy is a part of TDLR regulations. Each student is given a copy of this policy prior to enrollment. Any disagreement can be appealed to school personnel first. If the student is still not satisfied with the result on the return of unearned funds calculation, they can appeal to the National Accrediting Commission of Career Arts and Sciences, whose address is 3015 Colvin Street, Alexandria, VA 22314 and whose telephone is (703)600-7600; the e-mail address is naccas@naccas.org. NACCAS will review all documents and relate the findings to the Institution and the student.

IMPORTANT NOTICE TO STUDENT

It is the student's responsibility to be aware of their financial responsibilities if they cease to attend TSCI. It is **important** that the student attends their scheduled exit interview with the Financial Aid Office.

GRADUATION REQUIREMENTS

The student is required to have their account paid in full prior to graduation. Students will be stopped from attending school if they reach within 100 hours of graduating and still have a balance. The student may not return until they make an appointment with accounts receivable and take care of their balance. A student must have an overall grade in academics of 70% and attendance of 85% or better, have completed all TSCI tests required and the TDLR requirements for the course enrolled.

Operator	1000 hours
Manicurist	600 hours
Esthetics	750 hours

DIPLOMAS AWARDED

Diplomas for all courses will be issued upon the completion of all the graduation requirements.

LICENSURE EXAM INFORMATION

Practical and written testing is conducted by **PSI**, an independent testing agency. All fees are paid directly to **PSI** and **PSI** is responsible for opening the dates for the test sites.

The testing fees are $55 for the written exam and $76 for the practical exam.

PSI requires a 48-hour advanced notice to change or cancel a test appointment. If a candidate does not notify PSI at least 48 hours in advance or is a "no show" for the written or practical test, the testing fee WILL be forfeited.

PSI contact information and addresses:

To schedule, cancel or re-schedule an exam: 1-833-333-4741 or www.psiexams.com

PSI (practical only)
4171 N. Mesa Bldg. A, Ste. 104A
El Paso, Texas 79902

PSI (written only)
11500 Pellicano Dr. Suite B-13
El Paso, TX 79936
(915) 219-4232

On the day of the exam, the candidate must bring a state issued ID or driver's license and it must match TDLR registration information. If the candidate's information does not match, the candidate will NOT be allowed to take the exam, and the test fee WILL be forfeited.

PSI requires all testing fees to be paid with a credit card. If the candidate does not have a credit card at the time of registration, they will be allowed to register using Tri-State Cosmetology Institute's credit card. An additional $5.00 service charge fee will apply for each transaction charged to the TSCI company card.

If a candidate passes the exam, the results will be sent by **PSI** to TDLR within 24 hours after the test is completed. TDLR will then notify candidate in regards to licensing fees.

All cosmetology students are deeply encouraged to take the written exam at 900 hours so upon graduation the student will be ready for the practical portion of the exam. If the written exam is not taken at 900 hours there will be a delay in the student being licensed. Students will also have the option to take the written exam through a virtual online process. For more information, please visit https://www.psiexams.com/tdlr or https://psi.wistia.com/medias/5kidxdd0ry for a demo.

LICENSING REQUIREMENTS FOR TEXAS

To be eligible for an operator, esthetician or manicurist license, an applicant must:

1. Submit a completed license application on a department-approved form;
2. Pay the applicable license fee under §83.80;
3. Be at least 17 years of age;
4. Have obtained a high school diploma, or the equivalent of a high school diploma, or have passed a valid examination administered by a certified testing agency that measures the person's ability to benefit from training;
5. Have completed the following hours of cosmetology instruction at a licensed beauty culture school either;
    a. 1000 hours of instruction in a beauty culture school; or
    b. 300 hours of instruction in cosmetology through a commission-approved training program in a beauty culture school and hold an active Class A barber certificate;
    c. for an esthetician specialty license, 750 hours of instruction;
    d. for a manicurist specialty license, 600 hours of instruction;
6. Pass a written and practical examination required under §83.21.

LICENSING REQUIREMENTS FOR TEXAS EXAMINATIONS

The following is a list of additional information you will need to know when you are ready to take your TDLR licensing examinations:

1. To be eligible for a department examination, an examinee must:

(1) submit a completed license application in the manner prescribed by the department;
(2) pay the applicable license fee under §83.80; and
(3) have completed the number of hours required under this chapter and the Act.

2. For an operator license, a student enrolled in a 1000-hour program is eligible to take the written examination when the department receives proof of the student's completion of 900 operator curriculum hours.
3. For all licenses, applicants must pass the written examination before being eligible to take the practical examination.
4. When appearing for an examination, the examinee must bring the instruments necessary to give a practical demonstration of the barbering or cosmetology services distinctive to the license for which the examinee is applying.
5. All barbering and cosmetology examinations consist of a written and practical part. A passing grade on each part is needed to satisfy the examination requirement.
6. To be admitted to an examination, the examinee must present a current, valid government-issued photo identification, which includes the applicant's full name and date of birth.
7. Examinees are required to wear closed toe shoes for the practical examination.
8. Models used in an examination must be at least 16 years of age. The department may require proof of parental approval for models under 18 years of age.

<u>Disclaimer:</u> Crimes involving prohibited sexual conduct, involving children as victims, homicide, kidnapping, assault and or deceptive business may prevent a student from receiving a license by the Texas Department of Licensing and Regulations.

ABILITY TO MEET EMPLOYER REQUIREMENTS

An integral part of our mission here at Tri-State Cosmetology Institute is to prepare our students to be successful in their careers in the beauty industry. This means setting expectations of your time here in school that match what your future employer might expect from you. Effective communication, punctuality, professional dress, regular attendance, teamwork, overall professionalism and good customer service skills are just some of the basic requirements your future employer will expect once you join the workforce. Successfully completing your program and passing your licensure exams at the end of your schooling are absolute requirements for employment but so are these "soft skills" for many employers. Please use your time in school wisely as preparation for successful employment.

CAREER SERVICES

Upon successful completion of the course, graduates are encouraged to maintain contact with the career services department for assistance in looking for a job, follow-up on current employment and/or employment needs. However, the student is advised that the law prohibits any guarantee of placement as an inducement to enroll at TSCI. TSCI does not guarantee a certain level of salary in your career.

While TSCI cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting job openings in the TSCI App. TSCI makes an effort to satisfy the student as to the location of employment and also seeks to match the student's particular qualifications with the prospective employer's requirements. In addition, the school maintains a network of relationships with professionals and employers who participate in the learning experience as guest speakers.

Tri-State Cosmetology Institute has a student database for the purpose of compliance. The information contained in the database is used for tracking the students from their start date through graduation and placement. Our Career Services department works with licensed individuals to assist in finding a job appropriate for their needs. Information and assistance are also available on reciprocity of license in other states, continuing education, professional interviewing, how to complete an employment application, how to dress for an interview, and resume writing in the Career Services department at the corporate office. Call to schedule an appointment, (915)533-8274 or email **careerservices@tristatecos.edu**.

Students or graduates who intend to relocate out of state can find the states licensing websites and telephone numbers online at https://www.beautyschools.org/training-resources/licensing/. Below is a chart showing the states by course and whether the Texas requirements satisfy the state's requirements for licensure. Hours required by each state can change periodically. Please verify with Career Services to verify hours if you are relocating or call the state licensing agency.

State	Cosmetology	Esthetics	Manicurist	Apprenticeship Hours Required
Alabama	No	No	No	Yes
Alaska	No	Yes	Yes	
Arizona	No	Yes	Yes	
Arkansas	No	Yes	Yes	
California	No	Yes	Yes	Yes (Cosmetology)
Colorado	No	Yes	Yes	
Connecticut	No	Yes	Yes	
Delaware	No	No	No	Yes
District of Columbia	No	Yes	Yes	
Florida	Yes	Yes	Yes	
Georgia	No	No	No	Yes
Hawaii	No	No	No	Yes
Idaho	No	No	No	Yes

Illinois	No	Yes	Yes	
Indiana	No	Yes	Yes	
Iowa	No	Yes	Yes	
Kansas	No	No	Yes	
Kentucky	No	Yes	Yes	
Louisiana	No	Yes	Yes	
Maine	No	No	Yes	Yes (Esthetics)
Maryland	No	No	No	Yes
Massachusetts	Yes	Yes	Yes	
Michigan	No	Yes	Yes	
Minnesota	No	Yes	Yes	
Mississippi	No	Yes	Yes	
Missouri	No	No	Yes	Yes (Esthetics)
Montana	No	Yes	Yes	
Nebraska	No	No	Yes	Yes (Esthetics)
Nevada	No	No	No	Yes
New Hampshire	No	Yes	Yes	
New Jersey	No	Yes	Yes	
New Mexico	No	Yes	Yes	
New York	Yes	Yes	Yes	
North Carolina	No	Yes	Yes	
North Dakota	No	Yes	Yes	
Ohio	No	Yes	Yes	
Oklahoma	No	No	Yes	Yes (Esthetics)
Oregon	No	Yes	Yes	
Pennsylvania	No	Yes	Yes	
Rhode Island	No	Yes	Yes	
South Carolina	No	Yes	Yes	
South Dakota	No	Yes	Yes	
Tennessee	No	Yes	Yes	
Texas	Yes	Yes	Yes	
Utah	No	Yes	Yes	
Vermont	Yes	Yes	Yes	
Virginia	No	Yes	Yes	
Washington	No	No	No	Yes
West Virginia	No	Yes	Yes	Yes (Cosmetology)
Wisconsin	No	Yes	Yes	
Wyoming	No	Yes	Yes	

In order to meet requirements set forth by employers, regular and timely attendance will be required. Furthermore, students must be licensed prior to beginning work after graduation.

AVAILABILITY OF SUPPORT SERVICES

TSCI offers many support services to its students. The Financial Aid Department assists students with questions about their federal student loans and offers assistance with grant and loan applications. Job placement assistance is also offered but without guarantee of employment. For various community support services please refer to "Appendix A" at the end of this catalog for agency names, descriptions and telephone numbers. Support services can be referred and discussed with any instructor, the President and/or Vice President. Grades may be discussed with the instructor and/or the Vice President.

RESOURCE CENTER/REFERENCE MATERIALS

The campus is equipped with a resource center of technical books and DVDs on cosmetology sales and salon management. TSCI also has audio-visual equipment, including televisions, wall charts, overhead projectors, audio, DVDs and the Wella color app. All students are encouraged to check out books and DVDs. Students have access to websites such as; skinscriptrx.com, skinceuticals.com, bio-therapeutic.com, lemieuxskincare.com, and sharkfinshears.com. Additional product knowledge is offered in CIMA for Mizani, OPI, and Wella, and is available for two years from students' start date. Please make use of the reference materials. They are for your benefit.

TSCI EMERGENCY RESPONSE AND EVACUATION PROCEDURES

In the event of an emergency remain calm. It is important at all times to consider the safety of students, clients and staff above all.

TSCI will, without delay and with regards to the safety of the campus and office, determine the content (if any) of campus notification. If notification is required, the notice (inside and outside of campus, such as calling 911) will happen within a timely matter **no longer than 5 minutes**. If inside notification will in any way jeopardize campus safety, rescue attempts or impede emergency response the decision will be made by pre-assigned staff members not to issue notification.

TSCI will conduct emergency response and evacuation procedure exercises, either announced or unannounced on an annual basis. Documentation of response and evacuation drills will be described in depth to include: description of exercise, date, time and if it was announced or unannounced.

The following notification code system will be used to announce ALL emergencies utilizing phones, texts, the TSCI app and/or intercom

Code 1*- lock down situation, all students and staff are to remain calm and not leave the classroom. Indicates a dangerous situation outside the classroom and no one is allowed to leave the building.*

Code 2- *evacuation situation indicates the need to evacuate the classroom, break room, offices and floor through the nearest exit.*

Code 911- *health code: expect fire department or ambulance and stay out of the way and in classroom.*

FIRE ALARM POLICY

Emergency Fire Alarm pulls are installed throughout the campus and corporate office. These pulls are directly connected to the 911 Dispatch for the El Paso Fire Department and are to be pulled in case of fire emergency **ONLY**. Once pulled, they cannot be disarmed from inside the building. In the event that a pull is activated and it is determined that there was not a fire emergency, the person responsible for issuing the false alarm will be assessed a fine equal or greater to that assessed TSCI by the City of El Paso and will be subject to suspension or expulsion, depending on the circumstances.

RECORDKEEPING

All records will be maintained for Tri-State Cosmetology Institute students for a minimum of six years. TSCI keeps student records in metal filing cabinets in an alphabetical and orderly manner. File access is limited to those individuals who are authorized and have a need-to-know. The school academic files are kept in the Student Services office which is locked when not in use. All financial aid records are kept in the Vice President's office in metal filing cabinets at the corporate office. The office doors are locked when not in use. Academic files are forwarded to the corporate office and combined with financial aid records upon student's separation from TSCI. Transcript requests must be submitted in writing to the Financial Aid office, 1120 Vista de Oro Dr., El Paso, TX 79935.
All TSCI computer systems have access protection controls, to safeguard electronic records.

PRIVACY OF STUDENT INFORMATION (ACCESS TO INFORMATION) (FERPA) Family Educational Rights & Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
FERPA gives parents of dependent minors certain rights with respect to their children's education records. These rights transfer to the student when they reach the age of 18 or attend a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct record which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal

hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth their view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Privacy of Student Information (FERPA Rules)

The Family Educational Rights and Privacy Act (FERPA) sets limits on the disclosure of personally identifiable information from school records and defines the rights of the student to review the records and request a change to the records.

With exceptions such as those noted in this section, FERPA generally gives postsecondary students the right

- to review their education records,
- to seek to amend inaccurate information in their records, and
- to provide consent for the disclosure of their records.

These rules apply to all education records the school keeps, including admissions records (only if the student was admitted) and academic records as well as any financial aid records pertaining to the student.

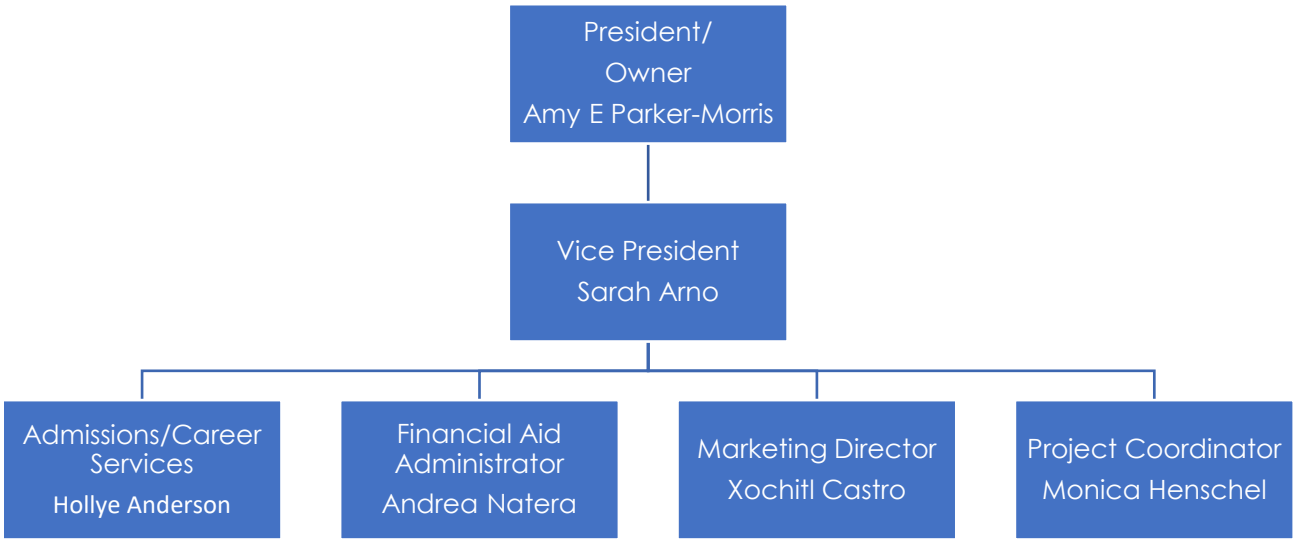
Student's & parents' rights to review educational records

A school must provide a student with an opportunity to review their education records within 45 days of the receipt of a request. A school is required to provide the student

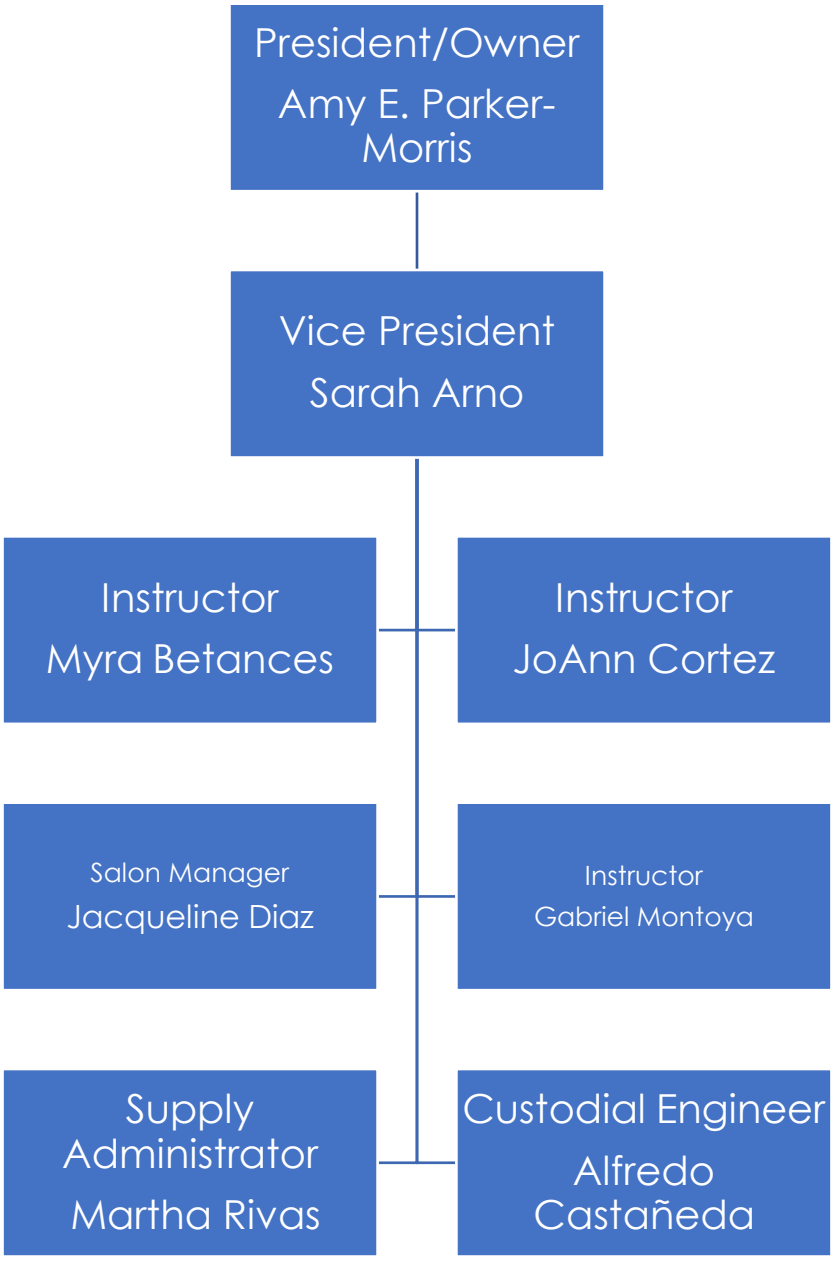
with copies of education records or make other arrangements to provide the student access to the records, if a failure to do so would effectively prevent the student from obtaining access to the records. While the school may not charge a fee for retrieving the records, it may charge a reasonable fee for providing copies of the records, provided that the fee would not prevent access to student records.

While the rights under FERPA have transferred from a student's parents to the student when the student attends a postsecondary institution, FERPA does permit a school to disclose a student's education records to their parents if the student is a dependent student under IRS laws. Note that the IRS definition of a dependent is quite different from that of a dependent student for FSA purposes. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns. (If the student is a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.)

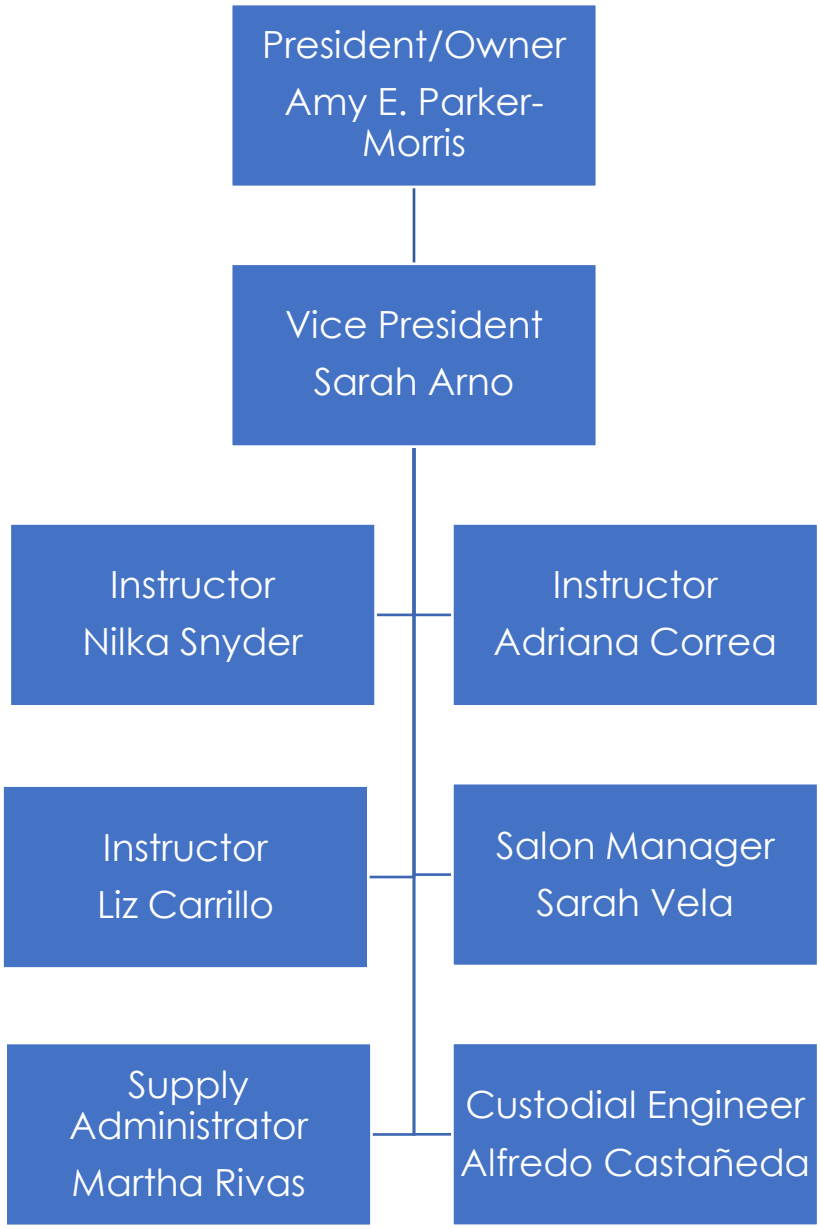
Corporate Organizational Chart



Campus Organizational Chart, Day



Campus Organizational Chart, Night



PRIMARY OBJECTIVES OF
TRI-STATE COSMETOLOGY INSTITUTE

1. The primary objective of TSCI is to provide an outstanding, all-encompassing curriculum, which will allow the graduate to take a step in any direction in the industry armed with the education necessary for success.

2. TSCI seeks to update the training programs in recognized areas as well as in new and emerging areas.

3. TSCI intends to provide motivation and enthusiasm for each student through qualified instruction.

4. TSCI strives to develop the student intellectually, socially and emotionally as each student gains confidence in their skills and ability.

5. TSCI offers partnership in placement to students as we aid them in their drive to become self-supporting professionals and an asset to the profession but is not guaranteed.

6. A constant goal is the employment and retention of the best-qualified personnel.

7. TSCI strives to guard the rights of every individual student who each bring varied educational, social and ethnic backgrounds to the Institution.

TRI-STATE COSMETOLOGY INSTITUTE

PROGRAM NAME: Operator

PROGRAM DESCRIPTION:

The primary purpose of the Operator course is to train students in both theory and practical experience, which will prepare them for immediate employment opportunities. The course is particularly directed toward developing in the student desirable habits and attitudes with respect to health, sanitation and safety and encourages self-reliance, readiness to assist others and a professional approach to this profession.

PROGRAM GOALS AND OBJECTIVES:

1. For each graduate student to successfully attain a minimum passing grade of 70 in practical and theory testing in the schools.
2. For each student to thoroughly understand the theory of the Operator course.
3. For each student to be able to demonstrate hands-on ability within the scope of the Operator skills.
4. For each student to have a comprehensive understanding of accepted standards of sanitation, sterilization, and safety in the cosmetology profession.
5. For each student to be completely aware of the requirements of the Texas Department of Licensing and Regulation: to understand the requirements and be able to work within the framework of those requirements.
6. For each student to understand the significance and importance of ethics, soft skills, and business skills in the Cosmetology profession.
7. For each student to have the proper training in professionalism, resume development, interview preparation, and job search skills.
8. For each student to receive a Texas Operator license signifying successful completion of the Texas Department of Licensing and Regulation examination for the Operator examination.
9. For each student to attain the necessary work skills and adopt a work ethic to successfully enter the industry.

CONTENT OF THE UNITS OF INSTRUCTION:

The course is a combination of lecture, demonstration and hands-on practical experience with students completing assignments daily. Visual aids, guest artists, resource material and other instructional techniques supplement instruction. Weekly schedules provide a comprehensive manner of assuring each student of the utmost knowledge and training.

Theory and related practice: 700 hours

anatomy and physiology; 20 hours
diseases and disorders of the skin, scalp, hair and nails; 30 hours

chemistry (haircoloring, chemical waving, and relaxing); 100 hours
bacteriology, sterilization and sanitation, health, safety, first aid, laws and rules; 60 hours
tools and equipment; 10 hours
hair care and related theory, hair and scalp treatments and scalp massage; 50 hours
business skills and establishment management, customer service and professional ethics; 30 hours
skin care and related theory, face and neck massage and treatments; 30 hours
hair removal (waxing and removing body hair and facial hair removal); 30 hours
nail care and related theory; 30 hours
electricity; 10 hours
haircutting; 60 hours
hairstyling; 50 hours
hairweaving, extensions; 60 hours
chemical textures and applications; 40 hours
manicuring; 15 hours
makeup; 30 hours
pedicuring; 15 hours
artificial nails; 30 hours

Specialty Practice and related theory: 300 hours
eyelash semi-permanent extensions; 50 hours
advanced hair care and advanced chemical services; 200 hours
and related practices. 50 hours

INSTRUCTIONAL METHODS USED TO TEACH THE PROGRAM:

Theory is taught for four hours a week, from the Milady Standard Cosmetology textbook. The CIMA digital platform, Beauty as a Business curriculum, and a tablet are also used for this class. PowerPoint presentations, CIMA tasks, online videos, handouts and the Wella app are also utilized in the course. Task sheets are provided for each student and the instructor oversees the progress in practical work of each student. Manikins, models, customers or another student as authorized by the instructor are utilized for practical work. Guest presenters are incorporated into the class.

GRADING PROCEDURES

Students are graded on the basis of written and practical evaluations. Students are expected to maintain satisfactory grades and to generally progress within the range of their ability. It is required that a student passes with a cumulative grade of 70% or better.

The grading scale is used in clinic, practical and theory grades. TSCI grading system is as follows:

A= Excellent	90-100
B=Very Good	80-89
C=Average	70-79

F=Unsatisfactory 69 and below

If a student misses a theory or practical evaluation test, they have one week to make-up the test or receive a zero as scheduled by their instructor. If the student has an absence other than an official leave of absence, they have one week to retake the test or practical evaluation for a passing option of 70% or receive a zero. If a student fails a theory test or practical evaluation, they have one week to re-test with an option of passing at 70% minimum. Written examinations and practical evaluations missed during an official leave of absence will be scheduled upon return within a timeframe equal to the leave of absence. All make-up examinations, written and practical, will be scheduled by the instructor.

TEXTBOOKS FOR OPERATOR COURSE
Milady Standard Cosmetology and Foundations Textbooks

OPERATOR COURSE OUTLINE
1000 HOURS; TEXAS CURRICULUM STANDARDS

A.	700 HOURS	Theory and related practice: anatomy and physiology; diseases and disorders of the skin, scalp, hair and nails; chemistry (haircoloring, chemical waving, and relaxing); bacteriology, sterilization and sanitation, health, safety, first aid, laws and rules; tools and equipment; business skills and establishment management; hair care and related theory; skin care and related theory; hair removal; nail care and related theory; electricity; haircutting; hairstyling; hair and scalp treatments, scalp massage; hairweaving, extensions; chemical textures and applications; face and neck massage and treatments; facial hair removal; manicuring; waxing and removing body hair; customer service and professional ethics; makeup; pedicuring; artificial nails.
B.	300 HOURS	Specialty Practice and related theory: eyelash semi-permanent extensions; advanced hair care and advanced chemical services; and related practices.

OCCUPATIONS AVAILABLE

- Independent Operator
- Beauty Supply Distributor
- Make-up Artist
- Product Consultant/Representative
- Product Educator
- Salon/Shop Management
- Instructor

TRI-STATE COSMETOLOGY INSTITUTE

PROGRAM NAME: ESTHETICS

PROGRAM DESCRIPTION:

This course is designed to provide the potential esthetician with the understanding of the basic principles of esthetics and the knowledge, techniques and skills required to successfully complete the Texas Department of Licensing and Regulation licensing examination for esthetician.

PROGRAM GOALS AND OBJECTIVES:

1. For each graduate student to successfully attain a minimum passing grade of 70 in practical and theory testing in the schools.
2. For each student to thoroughly understand the theory of the esthetics course.
3. For each student to be able to demonstrate hands-on ability within the scope of esthetic skills.
4. For each student to have a comprehensive understanding of accepted standards of sanitation, sterilization, and safety in the esthetician profession.
5. For each student to be completely aware of the requirements of the Texas Department of Licensing and Regulation: to understand the requirements and be able to work within the framework of those requirements.
6. For each student to understand the significance and importance of ethics, soft skills, and business skills in the Esthetics profession.
7. For each student to have the proper training in professionalism, resume development, interview preparation, and job search skills.
8. For each student to receive a Texas esthetician license signifying successful completion of the Texas Department of Licensing and Regulation examination for Esthetician.
9. For each student to attain the necessary work skills and adopt a work ethic to successfully enter the industry.

CONTENT OF THE UNITS OF INSTRUCTION:

The course is a combination of lecture, demonstration and hands-on practical experience with students completing assignments daily. Visual aids, guest artists, resource material and other instructional techniques supplement instruction. Weekly schedules provide a comprehensive manner of assuring each student of the utmost knowledge and training.

Theory and related practice: 450 hours
anatomy and physiology; 20 hours
skin diseases and disorders; 25 hours
skin analysis and care of client; 30 hours
machines, chemistry machines and related equipment; 50 hours
basic facials; 50 hours

chemistry; 25 hours
superfluous hair removal and related theory; 50 hours
sanitation law and rules, sanitation, first aid, health and safety; 60 hours
business management; 25 hours
facial treatments, cleansing, masking, and therapy; 90 hours
makeup; 25 hours

Specialty Practice and related theory: 300 hours

advanced facial treatments and superfluous hair removal using devices or preparations; 75 hours
makeup; 25 hours
semi-permanent eyelash extension applications; 150 hours
and related practices; 50 hours

INSTRUCTIONAL METHODS USED TO TEACH THE PROGRAM:

Theory is taught for four hours a week, from the Milady Standard Esthetics Fundamentals textbook. The CIMA digital platform, Beauty as a Business curriculum, and a tablet are also used for this class. PowerPoint presentations, CIMA tasks, online videos and handouts are also utilized in the course. Task sheets are provided for each student and the instructor oversees the progress in practical work of each student. Models, manikins, customers or another student as authorized by the instructor are utilized for practical work. Guest presenters are incorporated into the class.

GRADING PROCEDURES

Students are graded on the basis of written and practical evaluations. Students are expected to maintain satisfactory grades and to generally progress within the range of their ability. It is required that a student passes with a cumulative grade of 70% or better.

The grading scale is used in clinic, practical and theory grades. TSCI's grading system is as follows:

A= Excellent	90-100
B=Very Good	80-89
C=Average	70-79
F=Unsatisfactory	69 and below

If a student misses a theory or practical evaluation test, they have one week to make-up the test or receive a zero as scheduled by their instructor. If the student has an absence other than an official leave of absence, they have one week to retake the test or practical evaluation for a passing option of 70% or receive a zero. If a student fails a theory test or practical evaluation, they have one week to re-test with an option of passing at 70% minimum. Written examinations and practical evaluations missed during an official leave of absence will be scheduled upon return within a timeframe equal to the leave of absence. All make-up examinations, written and practical, will be scheduled by the instructor.

TEXTBOOKS FOR ESTHETICS COURSE

ESTHETICS COURSE OUTLINE
750 HOURS; TEXAS CURRICULUM STANDARDS

A.	450 HOURS	Theory and related practice: anatomy and physiology; skin diseases and disorders; skin analysis; machines and related equipment; basic facials; chemistry; care of client; superfluous hair removal and related theory; sanitation law and rules; business management; facial treatments, cleansing, masking, and therapy; chemistry machines and related equipment; superfluous hair removal; sanitation, first aid, health and safety; makeup.
C.	300 HOURS	Specialty Practice and related theory: advanced facial treatments and superfluous hair removal using devices or preparations; makeup; semi-permanent eyelash extension applications; and related practices.

OCCUPATIONS AVAILABLE

- Make-up Artist
- Product Educator
- Independent Esthetician
- Medical Esthetician
- Product Consultant
- Instructor

PROGRAM NAME: MANICURIST

PROGRAM DESCRIPTION:

This course is designed to provide the potential manicurist with an understanding of the basic principles of manicuring and the knowledge, techniques and skills required to successfully complete the Texas Department of Licensing and Regulation licensing examination for manicure.

PROGRAM GOALS AND OBJECTIVES:

1. For each graduate student to successfully attain a minimum passing grade of 70 in practical and theory.
2. For each student to thoroughly understand the theory of the nails.
3. For each student to be able to demonstrate hands on ability within the scope of Manicurist skills.
4. For each student to have a comprehensive understanding of accepted standards of sanitation, sterilization, and safety in the manicuring profession.
5. For each student to be completely aware of the requirements of the Texas Department of Licensing and Regulation; to understand the requirements and be able to work within the framework of those requirements.
6. For each student to understand the significance and importance of ethics, soft skills, and business skills in the Manicurist profession.
7. For each student to have the proper training in professionalism, resume development, interview preparation, and job search skills.
8. For each student to receive a Manicurist license signifying successful completion of the Texas Department of Licensing and Regulation examination for manicurists.
9. For each student to attain the necessary work skills and adopt a work ethic to successfully enter the industry.

CONTENTS OF THE UNITS OF INSTRUCTION:

The course is a combination of lecture, demonstration and hands-on practical experience with students completing assignments daily. Visual aids, guest artists, industry resource materials and other instructional techniques supplement instruction. Weekly schedules provide a comprehensive manner of assuring each student of the utmost knowledge and training.

Theory and related practice: 300 hours
anatomy and physiology; 20 hours
nail structure and growth; 20 hours
equipment and implements; 20 hours
bacteriology, sanitation and safety; 20 hours
hazardous chemicals and ventilation; 20 hours
basic manicures and pedicures; 20 hours

business management; 20 hours
laws and rules; 20 hours
nail and skin diseases and disorders; 20 hours
product chemistry; 20 hours
repair work, massage, buffing and application of polish and artificial nails; 20 hours
artificial and cosmetic fingernails, extensions, sculptured nails, tips, wraps, fiberglass/gels and odorless products; 40 hours
nail art; 20 hours
electric filing; 20 hours

Specialty Practice and related theory: 300 hours

professional practices; 60 hours
advanced manicuring and pedicuring; 100 hours
advanced techniques, preparations and applications; 140 hours

INSTRUCTIONAL METHODS USED TO TEACH THE PROGRAM:

Theory is taught for four hours a week, from the Milady Standard Nail Technology textbook. The CIMA digital platform, Beauty as a Business curriculum, and a tablet are also used for this class. PowerPoint presentations, CIMA tasks, online videos and handouts are also utilized in the course. Task sheets are provided for each student and the instructor oversees the progress in practical work of each student. Models, practice hands, customers or another student as authorized by the instructor are utilized for practical work. Guest presenters are incorporated into the class.

GRADING PROCEDURES

Students are graded on the basis of written and practical evaluations. Students are expected to maintain satisfactory grades and to generally progress within the range of their ability. It is required that a student passes with a cumulative grade of 70% or better.

The grading scale is used in clinic, practical and theory grades. TSCI's grading system is as follows:

A= Excellent	90-100
B=Very Good	80-89
C=Average	70-79
F=Unsatisfactory	69 and below

If a student misses a theory or practical evaluation test, they have one week to make-up the test or receive a zero as scheduled by their instructor. If the student has an absence other than an official leave of absence, they have one week to retake the test or practical evaluation for a passing option of 70% or receive a zero. If a student fails a theory test or practical evaluation, they have one week to re-test with an option of passing at 70% minimum. Written examinations and practical evaluations missed during an official leave of absence will be scheduled upon return within a timeframe equal to the leave of absence. All make-up examinations, written and practical, will be scheduled by the instructor.

TEXTBOOKS FOR MANICURIST COURSE

Milady Standard Nail Technology and Foundations Textbooks

MANICURIST COURSE OUTLINE
600 HOURS; TEXAS CURRICULUM STANDARDS

A.	300 HOURS	Theory and related practice: anatomy and physiology; nail structure and growth; equipment and implements; bacteriology, sanitation and safety; hazardous chemicals and ventilation; basic manicures and pedicures; business management; laws and rules; nail and skin diseases and disorders; artificial nails; product chemistry; repair work, massage, buffing and application of polish and artificial nails; cosmetic fingernails, extensions, sculptured nails, tips, wraps, fiberglass/gels and odorless products; basic manicuring and pedicuring; nail art; electric filing.
B.	300 HOURS	Specialty Practice and related theory: professional practices; advanced manicuring and pedicuring; advanced techniques, preparations and applications.

OCCUPATIONS AVAILABLE

- Independent Nail Technician
- Beauty Supply Distributor
- Product Consultant/Representative
- Product Educator
- Salon/Shop Management
- Instructor

COPYRIGHTED MATERIALS POLICY AND SANCTIONS PROCEDURE

To combat the unauthorized distribution of copyrighted materials, Tri-State Cosmetology Institute, TSCI, has implemented the following policy and procedures should a student wish to access the internet.

TECHNOLOGY-BASED DETERRENTS:

- All computers are password protected and are not accessible without permission from a corporate office staff member. A corporate staff member will always be in the room with the student while on the computer.

- When a student requests access to a computer, they will be reminded of the Copyrighted Materials Policy and sanctions involved should they share or print copyrighted information. They are told any access to the internet may not be saved onto any device such as a flash drive or disk.

- To further secure and monitor the use of this computer, any material printed goes to a Financial Aid representative to review prior to releasing it to the student.

PERIOD ASSESSMENT: Annually management will review our policy and procedures in a meeting to determine if they are still appropriate and/or if any changes are required to further safeguard copyrighted materials and peer-to-peer file sharing, etc. Any discussion and documented changes will be implemented immediately following the meeting. The assessment will be based on any documented issues from the previous year.

CONSUMER INFORMATION: All students, as well as prospective students, will be provided the opportunity to request a copy of our Copyrighted Material Policy and Sanctions policy. This policy is also published in our student catalogs.

Copyrighted Materials Policy and Sanctions

This policy is available upon request to all enrolled and prospective students through the admissions department and in the school catalogs.

POLICY STATEMENT: Unauthorized distribution of copyrighted material, including peer-to-peer file sharing and the unauthorized use of Tri-State Cosmetology Institute information and its technology systems may subject a student to civil and criminal liabilities and penalties of federal copyright laws.

DISCIPLINARY PROCEDURES: Students engaging in unauthorized use of copyrighted materials, including peer-to-peer file sharing, illegal downloading or unauthorized distribution of copyrighted materials using the school's information technology system may face termination from the institution. In addition, the student may face criminal

penalties as summarized below. This list is not all-inclusive, and the student needs to be aware of the severe sanctions because of violating these policies.

SUMMARY OF FEDERAL COPYRIGHT LAWS:

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringement. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorney's fees. For details, see Title 17, United States Code, Section 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQs at www.copyright.gov/help/faq.

Should students desire information on legally acquiring copyrighted material, a corporate office employee will provide assistance.

APPENDIX "A"

Students are encouraged to discuss personal problems, which effect their education with instructors. Instructors will direct students towards the professional guidance they need.

DIRECTORY OF SUPPORT GROUPS IN EL PASO

Aliviane Opioid Addiction Treatment
915-782-4000

Alcoholics Anonymous
915-562-4081
915-351-1141/915-838-6264 Espanol
Support for alcohol abuse

Al-Anon/Al-teen
915-562-4083
Various groups to help all ages affected by someone else's drinking

Axtl-Addiction Treatment Service
915-277-1684

Alzheimer's Association Support Group
915-544-1799
Support and information for families of Alzheimer's patients

American Cancer Society
800-227-2345
Various programs for cancer patients

Arthritis Foundation Support Group
915-543-6947

Candlelighters
915-594-3349
For parents of children with cancer

Center Against Family Violence
915-593-7300 – 24-hour Hotline
Emergency shelter, family resource center, youth services

Child Crisis Center
915-562-7955
Family support and help

Children's Grief Center
915-532-6004

El Paso Depression Support
915-861-2869

El Paso Diabetes Association
915-532-6280

El Pasoans Fighting Hunger
915-298-0353
Food bank

El Paso Mental Health and Mental Retardation
915-887-3410

Gamblers Anonymous
915-593-1840
For people and families with gambling problems

Harmony Road Recovery
915-412-5969

Hospice El Paso Bereavement Support
915-532-5699

International AIDS Empowerment
915-590-2118
Improve the quality of life for people living with HIV/AIDS, support, help and testing

Jennifer Ann's Group - preventing teen dating violence
www.jenniferann.org - www.stopTDV.org #stopTDV HELP4GUYS.org

Koman's National Breast Care Helpline
877-465-6636

Lee & Beulah Moor Children's Home
915-544-8777
Adoption and foster services

La Leche League of El Paso
915-581-9409
Support and education for women about breastfeeding

MedMark Treatment Centers El Paso
915-221-2310

Paso Del Norte Center of Hope Human Trafficking
800-373-7888

PFLAG El Paso
915-209-2667
Parents, families and friends of lesbians and gays

Project Vida
915-465-1191
Early childhood development and after school programs

STARS Rape Crisis Center
915-779-1800

Texas Department of Family and Protective Services
915-542-4535

The National Alliance on Mental Illness
915-778-5736

Victims of Crime
915-834-5770

APPENDIX "B"
Consumer/Rate Disclosures

National Accrediting Commission of Career Arts and Sciences
Annual Report, Reporting Year 2024

Program Category: 12.04 Cosmetology and Related Personal Grooming

Graduation Rate 88.89%

Placement Rate 75.34%

Licensure Rate 100.00%

Rate Disclosures

TSCI will make available to any student or prospective student our placement and retention rates as well as our graduation rates disaggregated by gender, by each major racial and ethnic subgroup, and by recipients of financial aid. These rates are calculated on an annual basis, reported to the Integrated Postsecondary Education Data System and are linked on our website at www.tristatecosmetology.com

FIRST AID EMERGENCY PLAN CERTIFICATION

As a student at Tri-State Cosmetology Institute, I authorize a TSCI representative to call an ambulance, at my expense, if I become ill and it is the opinion of management that I need emergency care. I will, if I am feeling ill, notify my instructor at once.

It is my responsibility to care for my own health. This includes medication, exposure to chemicals, or any condition at the institution which can pose a problem to me or someone else. I will communicate any problem to my instructor, the Vice President and/or the President.

CAMPUS CRIME STATISTICS AND SECURITY POLICIES CERTIFICATION

I hereby certify that I have received the Crime Statistics compiled by Tri-State Cosmetology Institute and fully understand the Security Policies distributed by the school.

DRUG FREE CAMPUS POLICY CERTIFICATION

I understand that as a condition of my enrollment at TSCI, I must abide by the terms of this policy. I must notify the Vice President and/or the President of any criminal drug statute conviction for a violation occurring on the campus no later than five (5) days after such conviction.
I understand that the school has established a drug free and weapon free awareness program to inform students about:

a) The dangers of drug and alcohol abuse and possession or use and possession of weapons in the school:
b) The school's policy of maintaining a drug free and weapon free school:
c) Any available drug and alcohol counseling, rehabilitation, and student assistance programs.
d) The penalties that may be imposed upon students for drug and alcohol abuse and weapon violations.

ATTENDANCE AT OTHER SCHOOLS CERTIFICATION

I certify that:
[ ] I have not attended another cosmetology school.
[ ] I have attended another cosmetology school.

Name of school: _____

Mailing address: _____

Dates of attendance: _____

Transfer hours from other Cosmetology schools must be approved by Tri-State Cosmetology Institute and the Texas Department of Licensing and Regulation prior to enrollment or the hours will not be accepted.

ACKNOWLEDGMENT OF CREDIT TO ACCOUNT

I hereby authorize **TRI-STATE COSMETOLOGY INSTITUTE** to credit my account with the financial aid funds designated on my Award Letter and any other outside funds designated on my budget for tuition and fee charges. I understand that once my tuition and fee charges have been paid, my account may have a credit balance. I understand that any credit balance on my account will be issued to me within fourteen days of being created. I also understand that anticipated credit balances will not be released until actual funds have been received.

I have the right to request that my credit balance be retained on my account for future charges. I also understand that the request is voluntary and that I may rescind the authorization at any time.

SIGNATURE AND DOCUMENT CERTIFICATION

By signing below, I acknowledge I received and reviewed all of the following policies and agree to be bound by the information contained therein. Furthermore, I acknowledge that prior to signing my enrollment agreement I received a copy of Tri-State Cosmetology Institute's Student Catalog and agree to the policies and conditions contained within.

LICENSING REQUIREMENTS
PHYSICAL REQUIREMENTS
COURSE OUTLINES
DRUG FREE CAMPUS POLICY
ATTENDANCE AT OTHER SCHOOLS
FIRST AID EMERGENCY PLAN
CAREER AND SUPPORT SERVICES POLICIES
CAMPUS CRIME STATISTICS AND SECURITY POLICIES
EMPLOYER REQUIREMENTS
ACKNOWLEDGMENT OF CREDIT TO THE ACCOUNT
TRANSFER OF CREDITS
EMERGENCY EVACUATION PROCEDURE

_____ _____

Printed Name and Date **Student Signature**

STUDENT CODE OF CONDUCT CERTIFICATION

By signing below, I acknowledge I received and reviewed the Rules and Student Code of Conduct of Tri-State Cosmetology Institute including the potential consequences for violating, which may include verbal and written disciplinary notices, being required to clock out and leave the premises, suspension and/or termination of enrollment. I understand that should my enrollment be terminated the withdrawal and settlement policy will apply.

_____ _____

Printed Name and Date **Student Signature**