Austin's Beauty College

2025-2026

Cosmetology Program

Aesthetics Program

Instructor Program

Manicuring Program

Revised 10/20/2025 - 12/31/2026

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Austin's Beauty College is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, and fiscal responsibility.

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HISTORY

J.T. Austin's barbering career began over six decades ago in Clarksville, TN where he started as a barber at the age of 18. While working as a licensed Master Barber he realized the great potential and business opportunity of owning and operating his own salons and school. J.T. dedicated his time and talents, along with his business knowledge, to opening Austin's Beauty College plus many salons in the area, thereby giving opportunities to many beauty enthusiasts. J.T. 's vision was pioneering for the Beauty Industry and the local community and paved the way for countless barbers and cosmetologists to continue working towards their dreams and aspirations.

J.T. Austin and his wife Linda Austin worked together to operate the school until October 2016 when J.T. passed away. Linda Austin continues to work in the operations of Austin's Beauty College. Austin's Beauty College has a strong working relationship with the community and supports the military at Ft. Campbell. Austin's Beauty College offers Financial Aid for those that qualify and accepts VA benefits. Also, MYCAA, and AER Scholarships for military spouses.

Today, J.T.'s vision and philosophy are the foundation of Austin's Beauty College. Austin's Beauty College has a continued relationship with ***Pivot Point International,*** and it remains an essential element in the College's mission to educate, train, and inspire students with a high level of professionalism and skills. Austin's Beauty College continues to provide highly trained Cosmetologists, Aestheticians, and Instructors for the workplace and the community.

It is the goal of Austin's Beauty College to impact the international beauty industry through the influence of its graduates.

MISSION STATEMENT

Our mission is to develop, educate, train, and inspire world class beauty industry professionals who are knowledgeable, passionate, and creative, with a high level of professionalism and skills that will foster employment opportunities in the beauty industry.

VISION STATEMENT

Austin's Beauty College is dedicated to a training program of outstanding quality for all men and women who desire a career in cosmetology arts and sciences. We offer post-secondary programs in education and encourage leadership, morals, citizenship, and a positive attitude of professionalism in students to enhance their career success. Our goal is to produce well-trained and properly motivated graduates to work in the beauty industry.

OWNERSHIP The owner of Austin's Beauty College, Linda Austin, has many years of combined experience in the beauty industry. Austin's Beauty College has been at its current location since 1998 and the college was originally established in Clarksville, TN in 1968.

LOCATION

Austin's Beauty College is located on Ft Campbell Blvd is what is known to locals as the New Providence Community. The beautiful city of Clarksville TN is a scenic river city that is steeped in history with residents who enjoy modern day living. As one of the fastest growing cities in the United States, Clarksville has positioned itself as a community that is an ideal place to work, live, and play. Underlying this rich way of life is an affordable cost of living- about 15% below the national average, according to the ACCRA Cost of Living Index. http://clrksvillechamber.com/ Clarksville is historically known as "gateway to the south". It has been named the best place to live by Money Magazine and more recently, ranked #3 in the state for the best place to raise a family https://clarksvilletn.gov .

Clarksville is a family friendly military town located 10 miles from Ft. Campbell; KY. Clarksville has unique historical buildings and specialty retail shops along with great restaurants throughout the city. Nashville is only one hour away and makes for a wonderful day trip with many cultural and civic events throughout the year. Austin's Beauty College is the only exclusive Pivot Point Member school in the local area. All our training programs offer the latest techniques in the beauty industry and extensive education that is recognized internationally.

NON-DISCRIMINATE POLICY

Austin's Beauty College does not and shall not discriminate based on ethnic origin, religion, sex, color, race, age, creed, gender, gender expression, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and terminating staff, selection of volunteers, vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, student body, clients, volunteers, subcontractors, and vendors.

Anti-Harassment Policy

General Statements and Definitions

Austin's Beauty College has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. To maintain that environment, ABC prohibits acts of harassment, bullying, cyber-bullying, intimidation, or any other victimization of students. ABC has in place processes and procedures to address incidents of bullying and harassment to ensure compliance with federal, state, and local laws and regulations. This policy will be annually disseminated to all school staff and students and may be publicized in student handbooks and school websites. This policy is in effect while students are on school property, or at any school activity. If the act takes place off school property or outside of the school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Harassment, intimidation, or "bullying" means an act that substantially interferes with a student's educational benefits, opportunities, or performance and the act has the effect of:

- Physically harming a student or damaging a student's property.
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property:
- Causing emotional distress to a student or students: or
- Creating a hostile educational environment: or
- If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Austin's Beauty College defines "Cyber-bullying" as bullying undertaken by electronic devices. Electronic devices include, but are not limited to, telephones, cellular phone or wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.

"Harassment" is further clarified as conduct that meets the following criteria: Unwelcome conduct based on protected class (race, national, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment. "Sexual Harassment" includes unwelcome conduct of a sexual nature, which can include unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature.

Harassment, bullying, cyber-bullying, or any other disruptive or violent behavior includes conduct such as gestures, written, verbal, graphic, or written, verbal, graphic, or written acts, including electronically transmitted acts, toward a student which is based on any actual or perceived trait or characteristic of the student and creates an educational environment that meets one or more of the following conditions:

- Places the student in reasonable fear or harm to the student's person or property.
- Has a substantially detrimental effect on the student's physical or mental health.
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Reporting and Investigations

Austin's Beauty College will be responsible for investigating and resolving complaints alleging violations of this policy. The Owner or Director of Operations will be responsible for determining whether an alleged act constitutes a violation of this policy. In doing so, a prompt, thorough and complete investigation of each alleged incident shall be conducted. All school employees are required to report alleged violations of this policy to the administration.

Austin's Beauty College Prevention and Intervention Response

Consequences and appropriate remedial actions for anyone who commits acts of harassment or bullying shall be as follows:

- 1st offense - 3-day suspension
- 2nd offense - 13-day suspension
- 3rd offense – expulsion from the program

Acts of violence will not be tolerated, and the student shall be expelled immediately from the program.

Remedial measures shall be designed to:

- Educate
- Correct the behavior
- Prevent other occurrences of the behavior
- Protect the complainant of the act

Reprisal, Retaliation, and False Accusations

Austin's Beauty College prohibits reprisal or retaliation against any person who reports or assists in any investigation of an act alleged in this policy. The consequences of appropriate remedial action for a person who engages or falsely accuses another in reprisal or retaliation shall be determined by administration.

SANITATION CODE POLICY

Austin's Beauty College always maintains sanitary requirements by the State of Tennessee Board of Cosmetology and Department of Health.

All students are required to follow sanitary code requirements.

Upon the first day of class, students are required to become Barbicide Certified. This requirement is at all levels of course study.

Throughout the course curriculum, students are required to become knowledgeable of and practice proper sanitation procedures.

Freshman level students are taught Transmission of Infection and Infection Control in the first week of attendance. As students move to each level of study, it is taught and revisited by instructors. As students learn these practices, they are reinforced by daily sanitation/cleaning assignments before start of day and end of day.

Students are required to do a monthly deep cleaning and sanitation of the assigned areas of the school to include each station.

Students are evaluated and graded on daily clean up practices throughout the day.

This ensures students know and follow proper sanitation procedures.

We here at Austin's Beauty College put our students and clients' safety first. We will always follow the laws and regulations from the Board of Cosmetology and Department of Health.

LANGUAGE

The English language is spoken at our school and all programs are taught and tested in the English language only.

FACILITIES AND EQUIPMENT

Austin's Beauty College believes that an exciting and motivating facility adds value to a students' education. The College is divided into two basic sections: classrooms and a student salon and spa area. This design purposefully separates classrooms from the salon and spa area, which presents the experience of working in a professional salon and/or spa environment. The classrooms provide a comfortable environment where students can learn theory and techniques while the salon/spa floor allows students to gain practical experience in a professional environment. Austin's Beauty College

has over 14000 square feet of educational space available to students. All equipment is owned by Linda Austin, no leases or debt.)

College facilities include:

- Reception area- includes a reception desk, chairs, and retail displays
- 35 student styling stations
- 10 manicure stations
- 4 pedicure stations
- 10 shampoo stations
- 5 hooded dryers
- Professional color and hair care line
- Freshman classroom training areas
- Advanced student training areas (clinic floor) where students learn to translate classroom theory into practical application. Students prepare to transition from the classroom to the salon or spa area by working with mannequins while receiving guidance and feedback from qualified instructors.
- The aesthetics student training area has 10 professional spa beds and high-quality skin care machines
- Spa area that includes waxing and facial stations
- 2 diamond head micro-dermabrasion machines
- 10 8-in-one machines
- 4 sterilizers
- 4 towel warmers
- A professional make-up application area and display
- Student break room, student lockers, refrigerator, microwave, and seating

COMPANIES THAT PROVIDE SUPPLEMENTAL EDUCATION MATERIALS AND PRODUCTS

Austin's Beauty College has established relations with several industry leaders to enhance our students' learning experience includes:

- **Pivot Point Legacy School** www.pivotpoint.com
- **Mizani** www.mizani.com
- **Dermalogica** www.dermalogica.com
- **OPI** www.opi.com
- **TAMMY TAYLOR** www.tammytaylornails.com
- **Redken** www.redken.com
- **Muse Beauty Pro** www.musebeauty.pro
- **Bella Lash** www.bellalash.com

These relations add value to students in several ways; in addition to providing brand name products for service applications and retail selling opportunities, these relations provide unique educational opportunities. The instructional staff at Austin's Beauty College supplements and enhances the school's core curriculum with additional training and lessons from these partners. These partnerships not only offer additional opportunities for students to explore, but they also ensure that training is aligned with current trends in the beauty industry.

CAREER OPPORTINITIES IN COSMETOLOGY, AESTHETICS, AND MANICURING

The cosmetology and aesthetic industry, also known as the beauty and wellness industry, has tremendous career opportunities for graduates of Austin's Beauty College. Upon successful completion of any program, graduates will receive a diploma and paperwork necessary to apply for the TN state board exam for licensure.

Job Outlook Log onto the following website for the Dept. of Labor to see expected job growth:

http://www.bls.gov/ooh/personal-care-services/barbers-hairdressers-and-cosmetologists.htm.bls.gov.

The cosmetology and aesthetics industries are professions that are constantly improving with technological advancement and continuous product growth. Both professions are timeless and continue to grow in demand for quality services. Career opportunities upon successful completion of the programs and licensure include, but are not limited to:

- Professional Hairstylist
- Platform Artist/Educator
- Trade Show/Seminar Coordinator
- Hair Colorist
- Manufacturer Technician
- Marketing Consultant
- Make-up Artist
- Nail Technician
- Salon Owner/Manager
- Cosmetology Instructor
- Cosmetology School Director/Owner
- Runway Stylist
- Fashion Model Designer
- Professional Salon Sales Consultant
- Fashion Editor/Photographer
- Image Consultant
- TV/Motion Picture Stylist
- Cruise Ship Salon/Spa Personnel

INDUSTRY REQUIREMENTS

Students interested in a career in cosmetology, manicuring, and aesthetics should:

- Develop finger dexterity and a sense of creativity
- Have a passion and dedication towards their education and the beauty industry
- Enjoy working with people
- Be current on the latest fashion and beauty trends and techniques
- Be aware of the physical demands of the industry (as mentioned below)

Licensure Restrictions: The applicant shall not have been convicted in any jurisdiction of a misdemeanor or felony which directly relates to the profession of barbering, cosmetology, aesthetics or nail care.

Physical Requirements of Industry: Students, professional cosmetologists, and aestheticians must be able to work for long periods of time and use their upper body strength continuously to work on clients.

CAREER OPPORTUNITIES AS AN INSTRUCTOR

The Instructor Industry offers tremendous career opportunities for graduates of Austin's Beauty College. Upon successful completion of the Instructor Program, graduates will receive a diploma and paperwork necessary to apply for the TN state board Exam for licensure.

Job Outlook: Log onto the following website for the Dept. of Labor to see expected job growth:

http://study.co/articles/Instructor_How_to_Become_an_Instructor.html

The Instructor Industry is a profession that is constantly improving with technological advancements, new teaching strategies, and will continue to remain timeless. Career opportunities upon successful completion of the instructor program and licensure include, but are not limited to:

- Instructor/Educator in the Beauty Industry
- Professional Imaging
- Trade Show/Seminar Coordinator
- School Director
- Manufacturer Technician
- Professional Salon Sales Consultant
- Marketing
- Fashion Model Designer/Editor
- Image Consultant
- TV/Motion Picture Stylist
- Cruise Ship Salon/Spa Personnel

INDUSTRY REQUIREMENTS

Students interested in a career as an Instructor should:

- Have a passion and dedication towards their education and industry
- Enjoy dealing with people
- Be current on the latest fashion and beauty trends and techniques
- Be aware of the physical demands of the industry (as mentioned below)
- Must have 3 years' experience working in the field
- Develop dexterity and a sense of creativity

Licensure Restrictions: The applicant shall not have been convicted in any jurisdiction of a misdemeanor or felony which directly relates to the profession of barbering, cosmetology, aesthetics or nail care.

Physical Requirements of Industry: Students and professional Instructors must be able to work for long periods of time and use their upper body strength (arms) continuously to instruct students.

Requirements of Employers: Applicants to salon or spa must be professional, possess a fundamental skill set, have a positive attitude, and possess the proper licensure to be considered for employment in the Cosmetology and/or Aesthetician field.

STUDENT KITS

Students at Austin's Beauty College receive student kit items at designated times throughout their education.

★ The **Cosmetology student kit** consists of, but not limited to:

Education: Pivot Point Fundamentals Printed Study Guide, 24-Month Lab Seat, Workshop Videos, Downloadable E-Books & Printed Books (101-113), Integrated Lesson Web Books, Learning Connections, Slide Presentations, Design Decisions Charts, Rubrics, Exam Ace.

Make-up, Skin & Nail: Cosmo Muse Make-up Kit, Cosmo Dermalogica Kit, Acrylic Nail Kit.

Tools: Essentials Kit, Digital Timer, Razor Hair Shaper, 6 C-Clips, Control Clips 50 ct, Double-Prong & Single-Prong Pin Curl Clips, Aluminum Spray Bottle, Small Applicator Bottle, Color Bowl, 6 Cutting Combs, Carrying Case, Cape, Apron, Extra-Large Round Brush, Large Round Brush, Medium Round Brush, Paddle Brush, Cushion Brush, 9 Row Air Forming Brush, Small Cushion Brush, Plastic Swivel Holder.

Electrical Styling Kit: 1600-Watt T Ionic Blow Dryer, 1" Tourmaline Marcel Iron, 1" Tourmaline Flat Iron, Wahl Clippers & Trimmers.

Educational Hair: Erika, Amber, Irene

Shears: 5.5" Shinzu Cutting Shears, 5.5" Shinzu Texturizing Shears

The **Aesthetics student kit** consists of, but not limited to:

Education: Pivot Point Fundamentals Printed Study Guide, 24-Month Lab Seat, Workshop Videos, Downloadable E-Books, Pivot Point Fundamentals Printed Textbooks, Integrated Lesson Web Books, Learning Connections Slide Presentations.

Tools: Extractors, Tweezers, Fan Brushes, Eyebrow Scissors, Gloves, Waxing Applicators, Make-up Cape, Make-up Brushes, Make-up Kit, Head Wraps, Cotton Wipes, Cotton Rounds, Various Products for a variety of skin types, Mannequin, Eyelash Tabbing Supplies, Kit Bag.

Make-up Kit: Makeup & Airbrush Kit

★ The **Manicuring student kit** consists of but is not limited to:

Pivot Point Theory Book, Workbook, Tammy Taylor Nail kit, 8 Various Nail Brushes, Dotting Tool, 2 3-Way Purple Block, 2 White Buffer Block, 8 100 Grit Files, Subitizable Foot File, Ingrown Nail File, Stainless Steel Spatula, Utility Tray, Carrying Case, 144 Birchwood Sticks, Lint Free Pads, Liquid Pump Bottle, Dropper, Porcelain Jar with Lid, Practice Hand, Finger, Nail Slicer, Nail Tips, Organizer, Pedi slippers 12 pack, Toe Separators, Medicool Pro Power, Medicool Pro Kit, High Fiver Trainer Nail Hand.

★ The **Instructor student kit** consists of, but not limited to:

Education: Pivot Point Workshop Videos, Pivot Point Instructor's Downloadable E-Book, Printed Milady's Instructor Textbook, Printed Milady's Instructor Exam Prep Book, Student E-Books for LAB for either Cosmetology or Aesthetics.

Tools: Notebook, Various Supplemental Teaching Materials, Office Supplies, Markers, Instructor Training Smock, Name Badge, All Electrical Equipment Needed for Classroom, Complete Cosmetology or Aesthetics Student Kit.

COURSE OUTLINE'S

COSMETOLOGY

Course Description

The Cosmetology course is 1500 hours. It is divided into practical (hands on) time and theory (classroom) time, with an emphasis on practical. The cosmetology Program is for individuals seeking to become licensed in the hair industry. Upon successful completion of this program graduates will be awarded a certificate enabling them to apply to take the TN state board exam. The course is designed to offer students a wide range of educational opportunities through four grade levels: Freshmen, Sophomore, Junior, and Senior. Austin's Beauty College has designed the flow of its education, curriculum, and facility to promote a highly motivating and practical course of study. The curriculum is designed to develop our students into the best hairstylists possible during their 1500-hours. Students will receive approximately 160 hours of theory/class hours and 1340 hours of clinic work with mannequins and clients in the salon training area. Expectations are high for students while at Austin's Beauty College, however, these expectations will produce tremendous results for those who attend with passion and dedication.

The overall educational objective of the cosmetology program is as follows: Students will develop a profound understanding of cosmetology technical skills and professional behavior necessary to prepare for careers in the beauty industry through theory instruction and practical experience working on mannequins and ultimately clients.

Course Objectives

At the completion of the course, students will have thorough understanding of decontamination, bacteriology, anatomy, physiology, salesmanship, state law, permanent waves, hair relaxing, hair coloring, hair lightening, toning, sculptured nails, hair structure, chemistry, shampooing, hair and scalp care, hair shaping, styling, facials, lash and brow tinting, arching, manicures, pedicures, salon operation, employment options, self-employment responsibilities, ethics and consumer safety.

Course Format/Instructional Methods

Instructors use many different techniques to teach the course including lectures, class discussions, student projects, demonstrations, quizzes, videos, CDs, games, tests and hands-on practical experience. Audio visual aids and guest speakers are also implemented throughout the course.

Units of Instruction

Orientation- 2 hours, Professional Image- 2 hours, Bacteriology- 3 hours, Infection Control- 13 hours, Properties of the Hair & Scalp- 45 hours, Draping- 11 hours, Shampooing- 60 hours, Haircutting- 240 hours, Artistry in Hairstyling- 8 hours, Wet Hairstyling- 194 hours, Thermal Hairstyling- 124.5 hours, Permanent Waving- 210.5 hours, Hair Color- 214 hours, Chemical Hair Relaxing- 53 Hours, Thermal Hair Straightening- 11 hours, Artificial Hair- 9 hours, Manicuring & Pedicuring- 114 hours, Nails & Disorders- 15 hours, Theory of massage- 7 hours, Facials- 17 hours, Makeup- 17 hours, Skin & Disorders- 12 hours, Hair Removal- 31 hours, Cells, Anatomy & Physiology- 20 hours, Electricity & Light Therapy- 8 hours, Chemistry- 25 hours, Salon Business- 30 hours, State Law Rules & Regulations- 4 hours.

Total Hours- 1500

Course of Study

200 Hours: Orientation, Professional Image, Infection Control, Shampooing & Scalp Care/Treatment, Hair Design, Air-Forming, Up-Dos, Facial Shapes & Design, Finger Waves & Pin Curls, Wet Setting, Thermal Styling, Hair Braiding, Manicuring/Pedicuring, Texture Services, Perms, Relaxing, Sanitation, Theory work.

Freshmen College begins with an orientation designed to welcome and introduce new students to the College's policies, expectations, and educational pathway. The first 200 hours emphasizes practical education through mannequin work. Focus is on building the foundations of Hair Design.

300 Hours: Student Salon Training, Hair Sculpting, Hair Coloring, Waxing, Facials, Sanitation, Theory Work.

Freshman & Sophomore- These 300 hours begin with a salon orientation that introduces the students to the Salon Floor and continues the emphasis on practical education through practical work on mannequins and clients. Focus is on developing and building on the foundations for Hair Sculpting and Hair Coloring.

1000 Hours: Salon Floor Practical Experience, Practice Room Assignments, Professional Image, Salon Business, Communication, Interviewing & Resume Building, Product Knowledge & Retail Selling, Clientele & Reputation Building, Advanced Sculpting, Make-up Application, Gel Nails, Advanced Color, Extensions, Sanitation/State Board Review, State Law & Design Team.

Junior & Senior- These students further develop their fundamentals through advanced classes. Focus is developing and executing advanced cosmetology techniques by working with clients on the salon floor.

AESTHETICS

Course Description

The Aesthetics course is 750 hours. It is divided into practical (hands-on) time and theory (classroom) time, with an emphasis on practical. It covers skin care, facials, electrical modalities, waxing, and make-up applications. Our Aesthetics program also may be known as Aesthetics, Aesthetician, and/or Esthetics.

Course Objectives

At the completion of the course, students will have a thorough understanding of decontamination, bacteriology, anatomy, physiology, salesmanship, state law, ethics, product knowledge, ingredients and usage of materials, skin conditions and disorders, EPA and OSHA requirements, massage of face and hand, nutrition, aging factors, makeup, lash and brow tinting, European facial treatments with and without electric modalities, skin analysis and client consultations, product application, color psychology of makeup, client safety, salon operations, employment, self-employment responsibilities, and consumer safety.

Course Format/Instructional Methods

Instructors use many different techniques to teach the course including lectures, class discussions, student projects, demonstrations, quizzes, tests and hands-on practical experience. Audio visual aids and guest speakers are also implemented.

Units of Instruction

Orientation- 2 hours, Professional Image- 2 hours, History of Skin Care- 3 hours, Bacteriology- 3 hours, Decontamination- 14 hours, Cells Anatomy and Physiology- 20 hours, Physiology & Histology of the Skin- 12 hours, Skin & Disorders- 30 hours, Chemistry- 15 hours, Product Analysis- 12 hours, Nutrition & Health of the Skin- 10 hours, Client Consultation & Skin Analysis- 10 hours, Client Preparation & Draping- 30 hours, Cleansing the Skin- 20 hours, Massage Techniques- 45 hours, Mask Therapy- 20 hours, Facials Without Machines- 113 hours, Electricity Machines & Apparatus- 44 hours, Facial Treatments With Machines- 110 hours, Removing Unwanted Hair- 42 hours, Skin Enemies (aging & surgery)- 12 hours, The Male Client- 6 hours, Aromatherapy- 6 hours, Advanced Topics- 10 hours, Working With Physicians- 10 hours, Color Therapy- 7 hours, Professional Makeup Techniques- 111 hours, Salon Business- 20 hours, Selling- 7 hours, State Law Rules & Regulations- 4 hours.

Total Hours- 750

Course of Study

150 Hours: Orientation, Professional Image & Ethics, Infection Control, Sterilization, Sanitation, Bacteriology, Salesmanship, Anatomy & Physiology, Aesthetician Services (Rubrics), State Law, *Pivot Point* theory work.

Freshmen Aesthetics begins with an orientation designed to introduce new students to the College's policies, expectations, and educational pathway. It emphasizes education through practical work. The focus is building the foundations of Skin Care.

150 Hours: Skin Conditions, Skin Disorders, Nutrition, Aging Factors, Product Ingredients, Product Usage, Waxing, Lash & Brow Tinting, OSHA & EPA Requirements, *Pivot Point* theory work.

Sophomore College continues the emphasis on practical education and the completion of the course Rubrics. Focus on building foundations for Chemical components of Aesthetics.

450 Hours: Student Spa Orientation with Practical Experience & Practice Spa Assignments, Aesthetician Services such as Massage Movements & Manipulations, Masks/Packs, Facial Treatment with & without Machines, Skin Analysis/Consultations, Application of Products with Machines, Color Psychology, Makeup/Corrective Makeup, Eyebrow Arching, and Interviewing & Resume Building.

Junior and Senior College begins with a student orientation that introduces students to the actual Spa workplace environment. They further develop fundamentals through continued practice on clients in the Student Spa Training Area and advanced classes. Focus is on developing and executing advanced Skin Care techniques by working with clients in the spa.

INSTRUCTOR

Course Description

The Instructor course is 300 hours. It is divided into practical (hands-on) time and theory (classroom) time with an emphasis on practical. It covers lesson planning and course development as well as actual student teaching.

Course Objectives

At the completion of the course, students will have a thorough understanding of cosmetology coursework, principles of the teaching/learning relationship, teaching methodology, evaluation measures, academic advising, curriculum and course development, administrative responsibilities, career and employment information, state law, ethics, and consumer safety.

Course Format/Instructional Methods

This course consists of theory instruction and mainly hands-on training as a student instructor. It encompasses all phases of instruction, evaluation and course development.

Units of Instruction

Orientation- 5 hours, State Law Rules & Regulations- 5 hours, Industry Need- 5 hours, Communication Skills- 10 hours, Effective Communications and Human Relations- 5 hours, Work Habits and Professional Development- 5 hours, Performance Assessment- 15 hours, Curriculum Development- 10 hours, Course Outlines- 10 hours, Examples of Lesson Plans- 5 hours, Learning and Preparing Lesson Plans- 10 hours, Principles of Teaching- 5 hours, Planning and Analysis- 5 hours, Implementation- 5 hours, Educational Aids- 20 hours, Communication Skills/Motivation- 50 hours, Academic Advising- 15 hours, Classroom Arrangement- 15 hours, Clinic Philosophy/Supervising Multiple Students- 30 hours, Supervision of Clinic- 50 hours, Evaluation and Testing- 20 hours.

Total Hours- 300

Course of Study

100 Hours: Lesson Planning and Motivation- Orientation, Professional Image, Originate Lessons, Prepare Lessons, Enact Lessons, *Master Educator 3rd Edition* theory work.

Instructor College begins with an orientation designed to welcome and introduce Instructor Trainees to the College's policies, expectations, and educational pathway. It emphasizes theory and practical education through actual classroom supervised instruction, classroom and clinic supervising experience and lesson planning work. Focus on building the foundation methods of teaching.

100 Hours: General- Teaching methods, Course Outline & Lesson Plans, Professional Conduct & Classroom Management, teaching Aids & Testing, Classroom Problems, Mindful Teaching Styles, Visual Aid Equipment, State Laws, Product Knowledge, *Master Educator 3rd Edition* theory work.

Instructor College continues the emphasis on practical education through mannequin work and assisting student instruction. Focus on building foundations for general teaching techniques, classroom management, product knowledge and teaching concepts.

100 Hours: Lecture/Practical Demonstration- Salon Floor Practical Experience, Practice Room Assignments, Hair Cutting, Shampooing, Roller Placement, Perming/Chemical Texturizing,

Relaxers/Chemical Texturizing, Finger Waves, Facial/Make-up, Hair Coloring/Lightening, Nail Techniques, Interviewing & Resume Building.

This phase begins with a Lecture and Demonstration that introduces the Instructor to the Student Salon Training Area. Further develops fundamentals of supervised teacher training through classroom lectures and demonstration. Focus on developing and executing cosmetology teaching techniques by working with students and clients in the Student Salon Training Area.

MANICURING

Course Description

The Manicuring course is 600 hours. The manicuring course is divided into practical (hands-on) time and theory (classroom) time, with an emphasis on practical. It covers manicuring, pedicuring, acrylic and gel nail applications.

Course Objectives

At the completion of the course, students will have a thorough understanding of Manicurist job opportunities, how to perform basic nail services such as manicures, pedicures, gel and acrylic application, a basic understanding of decontamination, bacteriology, anatomy, chemistry, nail and skin physiology, and business basics.

Course Format/Instructional Methods

This course consists of theory instruction and then mainly hands-on training as a student manicurist. It encompasses all phases of basic nail enhancements and natural nail care.

Units of Instruction

Orientation- 5 hours, State Law Rule & Regulations- 5 hours, Industry Need- 5 hours, Communication Skills- 10 hours, Effective Communication and Human Relations- 5 hours, Career Essentials- Personal Development and Business Basics- 40 hours, Nail Saloon Ecology- 50 hours, Anatomy- 50 hours, Chemistry- 50 hours, Nail and Skin Physiology- 80 hours, Client Care- 80 hours, Natural Nail Services- 80 hours, Artificial Nail Services- 80 hours, Specialty Nail Services- 30 hours, Testing and Finals- 25 hours.

Total Hours- 600

Course of Study

350 Hours: Physical-Manicuring/Pedicuring, Nail Art Basics, Performing Nail Enhancements, Building and Sculpting Nails Application of Tips.

The Manicuring course freshmen phase begins with an orientation designed to welcome and introduce new students to the College's policies, expectations, and educational pathway. It emphasizes practical education through practical work. Focus on building the foundations of Nail Care.

100 Hours: Chemical- Chemistry, Ecology, Anatomy, Nail and Skin Physiology

Sophomores continue the emphasis on practical education completion of course Rubrics. Focus on building foundations for Chemical components of Nail Care.

150 hours: General- Orientation, Professional Image, Infection Control, Personal Development, Business Basics.

Junior and Senior College begins with a student orientation that introduces students to the actual spa workplace environment. They further develop fundamentals through continuing practice with clients in the Student Spa Training Area and attend advanced classes. Focus on developing and executing advanced Nail Care techniques by working with clients in the Student Spa Training Area.

BEAUTY COLLEGE CULTURE

Austin's Beauty College is committed to delivering an inspiring and motivating educational environment for its students. To prepare students for their careers, Austin's Beauty College culture is based on a professional salon environment. All students, faculty, and staff are expected to actively engage in promoting the following:

- A professional environment
- An exciting, motivating, and inspiring atmosphere
- A continuous learning attitude
- A continued goal of excellence
- A positive morale
- Excellent customer service

EXTRA CURRICULAR ACTIVITIES OPPORTUNITIES

Austin's Beauty College provides extra-curricular opportunities to students who meet the required criteria. These activities are designed to give back to the community, expose students to different avenues of the industry, offer post-graduation employment opportunities, and provide additional educational experiences in industry-related environments. Some of the extra-curricular activities provided to students include, but are not limited to:

- **Community Events:** Students participate in events giving back to the community by occasionally providing haircuts, manicures, pedicures, waxing, and facials for donations to support local charities.
- **Fashion Shows & Photo Shoots:** Students may be given the opportunity to do hair and make-up for Austin's Beauty College fashion show and photo shoot, judged by local professionals in the industry. These opportunities serve as great portfolio building experiences for students and photos may also be featured in media and publications.
- **Salon Career Days:** Salon owners and recruiters are invited to Austin's Beauty College to recruit students.

- **Student Projects:** Students work together with Austin's Beauty College Officials to provide additional academic activities that aid in student development and unity, create business plans, and mock floor layout.

ADMISSIONS

All applicants to Austin's Beauty College must fulfil all admissions requirements to be considered for acceptance to the College. Please call the Admissions Department to schedule an information session and tour. Austin's Beauty College does accept Ability-to-Benefit sutdents.

Admissions Requirements

Step 1

- Submit a high school diploma showing completion, G.E.D., or state- issued credential for secondary completion if homeschooled. If enrolling in the Instructor Program, applicants must provide proof of appropriate licensure in the profession (ex. Esthetician, Manicurist, Cosmetologist) for a minimum of three years.
- Foreign diplomas must be translated to English and evaluated from a recognized agency such as Institute of Foreign Credential Services, World Educational Services (WES), Globe Language Services, or Josef Silny and Associates to indicate that it is equivalent to a US high school diploma.
- We also can accept an Associates and/or Bachelors degree transcript in place of high school transcript if enrollment in bachelors program where at least 60 semester or trimester credit hours or 72 credit hours have been successfully completed, including credit hours transferred into the associates or bachelor's degree program.
  In addition to the above requirements, the Instructor Program applicant must hold a current practitioner license in either the Cosmetology or Aesthetics Field.
- Submit a copy of a picture ID that is a legal form of identification.

Step 2

- A copy of Social Security Card, Alien Registration Receipt Card, Work Permit for non-citizens, US Permanent Resident Card, Birth Certificate.
- Submit completed Application with a non-refundable $100.00 Application Fee**

Step 3

- Complete the Admissions Interview and tour.

- Sign the completed Enrollment Agreement.

** Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs.

TRANSFER STUDENT POLICY

Austin's Beauty College permits transfer students from state-licensed cosmetology schools and state approved programs to apply to the program. We reserve the right to give an entrance examination.

State Licensed Cosmetology Schools: An Official Transcript must be provided to award previous hours, performance requirements, and exam grades earned from a state-licensed cosmetology school.

- The administration will make final determination of hours accepted. The Transfer Hours Formula table below will aid in determining the number of hours accepted by the College:
- *State Licensed Cosmetology School Accepted Unless the school attended has closed and Title IV Funds were used to pay for the Hours Received.*

Previous Hours Completed:	**% of Hours Accepted: ***
0-12 months ago	100% up to 750 for Cosmetology 100% up to 375 for Aesthetics 100% up to 150 for Instructor
1-2 years ago	75%
2-3 years ago	45%
3 or more years ago	0%

***No transfer hours accepted for manicuring.

- Hours will be accepted by students that attended schools that have closed on an individual case by case basis. Austin's Beauty College has the right to administer tests to any student for admission purposes. Hours earned from a program outside the state of TN will be accepted in a proportionate manner. The rules and hours of study for that state will be reviewed prior to accepting hours. **Completed coursework and/or credit earned at Austin's Beauty College are subject to acceptance by the receiving school policy for students wishing to transfer out of Austin's Beauty College.**

TRANSFERABILITY OF CREDITS DISCLOSURE

Credits earned at Austin's Beauty College may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by Austin's Beauty College. You should obtain confirmation that Austin's Beauty College will accept any credits you have earned at another educational institution before you execute an enrollment agreement/contract. You should also contact any educational institutions that you may want to transfer credits earned at Austin's Beauty College to determine if such institutions will accept credits earned at Austin's Beauty College to another educational institution prior to executing an enrollment agreement/contract. The ability to transfer credits from Austin's Beauty College to another educational institution may be limited. Your credits may not transfer, and you may have to repeat courses previously taken at Austin's Beauty College if you enroll in another educational institution. You should never assume that credits will transfer to or from an educational institution. It is highly recommended, and you are advised to make certain, that you know the transfer of credit policy of Austin's Beauty College and of any other educational institutions you may in the future want to transfer credits earned at Austin's Beauty College before you execute an enrollment agreement/contract.

Transfer Student Policy

Transfer students are accepted at Austin's Beauty College. The number of hours contracted are dependent upon previous level of course completion and verification of hours attended. The maximum number of hours accepted for any student is 750. Tuition for transfer students is based on a pro-rated amount for the certified hours of attendance at Austin's Beauty College. Transfer students are also responsible for the remaining costs of the program, such as textbooks, student kit, and uniform costs. Students wishing to transfer educational hours from another licensed school may apply for hours transfer by completing and submitting a completed Application for Enrollment. The Director of Education will review the transferring hours and make final selections based on the criteria outlined in the Admissions Policy. Educational hours of any kind accrued outside of licensed Aesthetics or Cosmetology Schools are not certified and are therefore not eligible for transfer to Austin's Beauty College. The school does not recruit students already attending or are admitted to another school offering similar programs of study.

RE-ENROLLING STUDENT POLICY

Students who have withdrawn from Austin's Beauty College may reenroll upon the discretion of the Director.

- Credit for previous hours earned will be accepted up to 100% of the hours earned.
- A new contract will be completed.
- Charges will be pro-rated based on the number of hours needed to complete the program.
- The re-enrolling student will enter at the same level of progress they were making when they withdrew; according to their most recent Satisfactory Academic Progress determination before withdrawing.

Requirements for Re-entry to the College

If a student re-enters after withdrawing, then:

The student will be evaluated on Satisfactory Academic/Attendance Progress according to the same actual hours the student had at time of withdrawal. If the student was placed on warning status when they withdrew from Austin's Beauty College, they will be on that status when reenrolling and must pass their next Satisfactory Academic/Attendance Progress (SAP) evaluation.

NOTE: A student may not be re-enrolled for a third time without extreme extenuating circumstances determined by the school director.

Student Book and Kits for Transfer or Re-enrolling students

A transfer or re-enrolling student will be required to have or purchase current textbooks, workbooks and any items required to bring their kit to the current standard.

VA STATEMENT

Any covered individual will be able to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a Certificate of Eligibility for entitlement to educational assistance under Chapters 31 or 33 (a "Certificate of Eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website- eBenefits, or a VAF 28-1905 form for Chapter 31 authorization purposes) and ending on the earlier of the following dates:

- The date on which payment from the VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of the Certificate of Eligibility.

Austin's Beauty College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33. **''GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA)"**

All VA students must verify attendance each month with the Department of Veterans Affairs.

FINANCIAL AID

Financial aid is available to those who qualify. Austin's Beauty College may participate in the following U.S. Department of Education programs:

- Federal Pell Grants and Direct Student Loans (to those who qualify) (FAFSA) http://www.fafsa.com/home
- Austin's Beauty College offers Direct Student Loans with Federal Pell Grants.
- Veteran's Benefits/ **GI Bill®** (Post 911) http://gibill.va.gov or call 1-888-442-4551.
- MYCAA (Military Spouse) http://www.militaryonesource.com or call 1-800-342-9647.
- In-School Financing (Interest Free).

Students can apply for federal financial aid by completing the Free Application for Federal Student Aid (FAFSA). Students can apply using the online submission form, found at:

www.studentaid.gov

https://finaid.org/calculators/loancomparison/#.phtml

Austin's Beauty College School Code: 041420

Students interested in obtaining Grants through financial aid must submit the below confirmation pages:

FAFSA Submission Page: www.studentaid.gov

When completing the section regarding income you will be asked if you would like to link to the IRS Data Retrieval Took (DRT). By selecting YES, the application process will move quickly and be more concise.

For additional information, please contact the Financial Aid Director. Flexible cash payment options are available; please make financial arrangements with the College Director.

IN-HOUSE PAYMENT TERMS

Austin's Beauty College offers students monthly payment options that are specified in your school contract. *Monthly payments are due on the 15th of each month.* Hand payments to the School Administrator and a receipt will be issued immediately. Payments may be check, cash, money order, or credit card (Discover, Master Card or Visa).

FINANCIAL AID DISBURSEMENT

Federal financial aid funds will be disbursed in payment periods (in clock hours) as follows:

Cosmetology: 1-450, 451-900, 901-1200, 1201-1500

Aesthetics: 1-375, 376-750

Manicuring: 1-300, 301-600

Financial Aid does not cover the Instructor Program.

Payments are ordered through electronic funds transfers and deposited directly into a holding account owned and managed by this institution. From holding accounts, disbursements for each student are deposited into the operating account; the student ledger card is credited with the proper transfer number and the disbursement amount. No student signature is necessary for these funds to be deposited.

RETURN OF TITLE IV FUNDS (R2T4)

Title IV eligible students who begin attendance and completely withdraw, or otherwise cease attending must have received Title IV or met the conditions for a late disbursement (Post-Withdrawal Disbursement). If a student enrolled but never attended any classes all the Title IV aid disbursed must be returned. Students earn Title IV aid through attendance. The percentage of aid earned is equal to the percentage of the payment period completed. AFTER the 60% point in a

payment period a student has earned 100% of scheduled Title IV funds. School's own refund policy or other outside policies do NOT impact the amount of Title IV aid earned under R2T4 calculation. If the school has disbursed more aid than a student has earned, money is returned to the programs. If the school has disbursed less aid than the student has earned, a post-withdrawal disbursement will be calculated. Students are responsible for paying any loan funds not returned by the school. Loans are repaid in accordance with the terms of the promissory note. The refund is based on the scheduled hours of the students' last date of attendance.

Detailed information concerning how to manage student loans can be found at www.stuentaid.gov.

BEAUTY COLLEGE SCHEDULES

Austin's Beauty College requires a standard schedule for students. Students are to reserve their selected schedule when starting the enrollment process. Students will sign an Enrollment Agreement at or before Orientation which will contract the student to their specific schedule. Schedules are final once the Enrollment Agreement is signed.

All full-time schedules require students to attend 35 hours per week. All night student schedules are considered Part-time. Full-time and part-time student files are kept separated in a digital file.

Schedules are mandatory for the program. Freshmen, Sophomore, Junior, and Senior schedules are as follows:

Class Schedules

CLASS SCHEDULES	WEEKS IN PROGRAM	HOURS PER WEEK
DAY CLASSES: COSMETOLOGY (1500 CLOCK HOURS)		
MONDAY-FRIDAY 8:30-4PM	51	35
NIGHT CLASSES: COSMETOLOGY (1500 CLOCK HOURS)		
MONDAY-THURSDAY 4-10PM	73	24
MONDAY-THURSDAY 5-10PM	86	20
OPTIONAL EVERY SATURDAY SCHEDULE FOR COSMO		
MONDAY-THURSDAY 4-10PM & EVERY SAT 8:30-4PM	66	31
MONDAY-THURSDAY 5-10PM & EVERY SAT 8:30-4PM	79	27
DAY CLASSES: MANICURING (600 CLOCK HOURS)		
TUESDAY-FRIDAY 8:30-4PM	24	28
TUESDAY-SATURDAY 8:30-4PM	19	35
NIGHT CLASSES: MANICURING (600 CLOCK HOURS)		
MONDAY-THURSDAY 4-10PM	29	24
MONDAY-THURSDAY 5-10PM	35	20
OPTIONAL EVERY SATURDAY SCHEDULE FOR NAILS		

MONDAY-THURSDAY 4-10PM & EVERY SATURDAY 8:30-4PM	24	31
MONDAY-THURSDAY 5-10PM & EVERY SATURDAY 8:30-4PM	27	27
DAY CLASSES: AESTHETICIAN (750 CLOCK HOURS)		
MONDAY-FRIDAY 8:30-4PM	26	35
DAY CLASSES: INSTRUCTOR (300 CLOCK HOURS)		
MONDAY-FRIDAY 8:30-5PM	12	40
NIGHT CLASSES: INSTRUCTOR (300 CLOCK HOURS)		
MONDAY-THURSDAY 5-10PM	15	20

Alternate part-time schedules are available for students upon request and approval. All requests must be in writing and approved by the School Director. All part-time student's files are kept separate. All information regarding full and part time students are available in memo reports.

All schedules will receive the same course of education. Students must sign up for a schedule at time of enrollment. All scheduled contracted days are required for students to attend. Absences beyond the allowable amount may be cause for disciplinary action. If a student enrolls with a full-time schedule and wishes to change to part-time, they must do so in writing on our Request for Change of Schedule Form. Once the change has been approved there is an Addendum to Contract Form which must be completed and signed with the change which reflects the new end date of graduation. All changes must be approved by the Director. There is a $250.00 processing fee for change of schedules.

Students must clock out for all breaks and lunch per the Dept. of Education. If needed students may take two (2) fifteen minute (15 minute) breaks each day. Once in the morning and one in the afternoon. Students who attend for over six (6) hours are required to take a thirty (30) minute lunch break.

COLLEGE CLASS START DATES

Class start dates are as follows:

Cosmetology Start Dates 2025, 2026:
01/14/2025, 02/11/2025, 03/18/25, 04/08/25, 05/13/25, 06/10/25, 07/08/25, 08/12/25, 09/09/25, 10/21/25, 11/12/25, 01/13/2026, 02/10/2026, 03/10/2026, 04/14/2026, 05/12/2026, 06/09/2026, 07/14/2026, 08/11/2026, 09/08/2026, 10/13/2026, 11/10/2026,

Aesthetics Start Dates 2025, 2026: 01/21/25,03/22/25, 07/22/25, 10/28/25, 01/20/26, 04/21/26, 07/21/26, 10/20/26,

Manicuring Start Dates 2025, 2026: 01/14/2025, 02/11/2025, 03/18/25, 04/08/25, 05/13/25, 06/10/25, 07/08/25, 08/12/25, 09/09/25, 10/21/25, 11/12/25, 01/13/2026, 02/10/2026, 03/10/2026, 04/14/2026, 05/12/2026, 06/09/2026, 07/14/2026, 08/11/2026, 09/08/2026, 10/13/2026, 11/10/2026, 12/08/2026.

ORIENTATION

It is mandatory to attend before the start date. Dates will be given at enrollment and are subject to change.

Students registered for class are required to attend orientation. Orientation dates may vary.

College Closure Dates

The College will be closed during the following dates. Enrollment Agreements will be extended for holiday closures. The College may also close for staff development days (days will be posted in advance):

2025

01/01/25-01/05/25, 01/20/25	Winter Break & Martin Luther King JR Day
02/17/25,02/18/25	Presidents' Day & Staff Development Day
03/09/25-03/16/25	Spring Break
04/18/25	Good Friday (and Saturday 4/19/25)
05/26/25, 05/27/25	Memorial Day & Staff Development Day
06/19/25	Juneteenth
06/28/25-07/06/25	Summer Break
07/07/25	Staff Development Day
09/01/25	Labor Day
10/12/25-10/19/25	Fall Break
11/10/25, 11/11/25	Staff Development Day & Veterans Day

11/23/25-11/30/25	Thanksgiving Break
12/20/25-01/04/26	Winter Break

2026

01/01/26-01/04/26,01/19/26	Winter Break & Martin Luther King Jr Day
02/16/2026,02/23/2026	Presidents' Day & Staff Development Day
03/15/26-03/22/26	Spring Break
04/03/26,04/04/26	Good Friday
05/23/26-05/25/26,05/18/26	Memorial Day & Staff Development Day
06/19/2026	Juneteenth
06/27/26-07/05/26	Summer Break
09/05/26-09/07/26, 09/14/26	Labor Day & Staff Development Day
10/10/26-10/18/26	Fall Break
11/11/26,11/30/26	Veterans Day & Staff Development Day
11/25/26-11/29/26	Thanksgiving Break
12/20/26-01/03/27	Winter Break

GRADUATION REQUIREMENTS

COSMETOLOGY

Austin's Beauty College students must complete the following requirements to graduate:

- Maintain or achieve an academic grade point average o f 75% or better.
- Complete and receive passing grades on all p ractical evaluations, rubrics and mandate projects with minimum of 7 5% or higher.
- Complete and receive passing grades on all Theory Exams with 75% or higher.
- Complete State-Board review written and practical examinations in a satisfactory manner.
- Complete the 1500 clock hours required by the State of Tennessee within the required length of time with a t least a 7 5% attendance, theory, and practical average.

Upon completion of all requirements, students will receive a Diploma from Austin's Beauty College that certifies that they have successfully completed the required course of study in the clock hour program of Cosmetology as prescribed by the Tennessee State Board of Cosmetology that states they are awarded a diploma at their graduation date. After graduation, to obtain a State license, you must take the required State Board tests (a one-time test fee for the theory exam and a one-time test fee for the practical exam shall be paid by the school. Any additional test fees shall be paid by the student). When all requirements/test are passed, you must submit proof of required state domestic violence training certificate and pay the current state license fee for your individual license.

AESTHETICS

Austin's Beauty College students must complete the following requirements to graduate:

- Complete the 750 clock hours required b y the State of Tennessee within the required length of time with a tleast a 7 5% attendance average.
- Maintain or achieve an academic grade point average o f 75% or better.
- Complete and receive passing grades on all p ractical evaluations, rubrics, and mandate projects with 75% or higher.
- Complete and receive passing grades on all theory exams with 75% or higher. Complete State-Board review written.

Upon completion of all requirements, students will receive a Diploma from Austin's Beauty College that certifies that they have successfully completed the required course of study in the clock hour program of Aesthetician as prescribed by the Tennessee State Board of Cosmetology that states they are awarded a diploma at their graduation date. After graduation, to obtain a State license, you must take the required State Board tests (a one-time test fee for the theory exam and a one-time test fee for the practical exam shall be paid by the school. Any additional test fees shall be paid by the student). When all requirements/test are passed, you must submit proof of required state domestic violence training certificate and pay the current state license fee for your individual license.

MANICURING

Austin's Beauty College students must complete the following requirements to graduate:

- Complete the 600 clock hours required by the State of Tennessee within a required length of time with a minimum of 75% attendance.
- Maintain or achieve an academic grade point average of 75% or better.
- Complete and receive passing grades on all practical evaluations, rubrics and mandate projects with 75% or higher.
- Complete and receive passing grades on all theory exams with 75% or higher.
- Complete State-Board review written and practical examinations in a satisfactory manner.

Upon completion of all requirements students will receive a Diploma from Austin's Beauty College that certifies that they have successfully completed the required course of study in the Clock Hour Program in Manicuring as prescribed by the Tennessee State Board of Cosmetology that states they are awarded a Diploma with their graduation date. After graduation, to obtain a State license, you must take the required State Board tests (a one-time test fee for the theory exam and a one-time test fee for the practical exam shall be paid by the school. Any additional test fees shall be paid by the student). When all requirements/test are passed, you must submit proof of required state domestic violence training certificate and pay the current state license fee for your individual license.

INSTRUCTOR

Austin's Beauty College students must complete the following requirements to graduate:

- Complete the 300 clock hours required by the State of Tennessee within a required length of time with a minimum o f 75% attendance.
- Maintain or achieve an academic grade point average o f 75% or better.
- Complete and receive passing grades on all p ractical evaluations, rubrics and mandate projects with 75% or higher.
- Complete and receive passing grades on all theory exams with 75% or higher.
- Complete State-Board review written and practical examinations in a satisfactory manner.

Upon completion of all requirements students will receive a Diploma from Austin's Beauty College that certifies that they have successfully completed the required course of study in Clock Hour Program in Instructor as prescribed by the Tennessee State Board of Cosmetology that states they are awarded a Diploma with their graduation date. After graduation, to obtain a State license, you must take the required State Board tests (a one-time test fee for the theory exam and a one-time test fee for the practical exam shall be paid by the school. Any additional test fees shall be paid by the student). When all requirements/test are passed, you must submit proof of required state domestic violence training certificate and pay the current state license fee for your individual license.

GRADING SYSTEM

Students are tested in both theory and practical step by step procedure using their flash cards as well as a workbook for rubric assessments. Students will be tested on every theory chapter. Students must take and pass all practical assessments before becoming eligible to perform the application on clients. Rubrics are used in teaching and practical work. If the student is absent or fails a test, the student is required to take the test the day they return to school, unless absence has a medical excuse. If absence is due to medical reasons the student must take the test within 5 days of returning to school.

Austin's Beauty College grading system:

Range	Grade	Description
100%-93%	A	Exemplary performance
92%-84%	B	Excellent mastery of program content and excellent ability to apply program concepts. The work displays initiative, independence and application. In some courses, originality may be required.
83%-75%	C	Good mastery of program content and an ability to apply program content concepts. Work reflects a thorough understanding of application and inter-relationships of material covered.
74% & below	D or below	Unsatisfactory progress in mastery of program content.

- Theory grades include scores earned on quizzes, tests, and oral exams.
- Practical grades are assigned by the instructor's evaluation of clinic or mannequin work, based on satisfactory completion of all procedures assigned for each service performed.
- **A minimum grade point average of 75% is required for STUDENT ACADEMIC EVALUATIONS.**

Upon graduation of all programs an Exit Interview is conducted, a graduate requirement checklist is performed, and a final progress report printed to ensure all requirements have

been met.

MAINTAINING STUDENT RECORDS

All student records, grades and transcripts shall be maintained in a digital file and printed hard copy file for no less than 7 years (For release of transcript information see pg. 42).

Austin's Beauty College provides access to student records to parents and/or guardians of dependent minor students.

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress (SAP) applies to every student enrolled in a NACCAS-approved program: Cosmetology, Aesthetics, Instructor, and Manicuring (manicuring program not yet accredited by NACCAS) - Prior to enrollment in any NACCAS approved program a Satisfactory Academic Progress Policy is given. Austin's Beauty College, Inc. has established a grading scale that is 75% requirement in Academic and Attendance. Austin's Beauty College, Inc. evaluates all students on actual clock in hours, which is consistent with Graduation Requirement. We use the MEMO program where each student has their own app, and they must clock in and out on the MEMO app provided by the school. The MEMO program automatically completes the evaluation of each student depending on the number of hours they are enrolled. All evaluations will be completed within 7 school business days following the established evaluation periods.

If a student fails in any area of the SAP evaluation, that student is given a warning and will develop, with the assistance of the school, an individual academic plan to bring the students SAP up to the required standard before their next SAP evaluation.

Qualitative and Quantitative factors determine academic performance using grades, and/or work projects completed, and/or comparable factors measurable against a norm. All Students will receive three formal documented academic evaluations, known as Satisfactory Academic Progress Evaluations, throughout their course of study at the following points:

- **Cosmetology: 1,500 total hours & 75 weeks- 1st academic year- 900 actual hours & 45 weeks, 2nd academic year- 600 actual hours & 30 weeks. Evaluations points are- 450 actual hours & 22.5 weeks, 900 actual hours & 45 weeks, 1200 actual hours & 60 weeks, 1500 actual hours & 75 weeks.**

- **Manicuring: 600 total hours & 30 weeks. Evaluation points are- 300 actual hours & 15 weeks, 600 actual hours & 30 weeks.**

- **Aesthetics: 750 total hours & 26 weeks. Evaluation points are- 375 actual hours & 13 weeks, 750 actual hours & 26 weeks.**

- **Instructor: 300 total hours & 15 weeks. Evaluation points are- 150 actual hours & 7.5 weeks, 300 actual hours & 15 weeks.**

Students will be evaluated in the three (3) areas of Theory, Practical and Attendance. Students must maintain averages of 75% in all three (3) areas to be considered making satisfactory progress. Students must maintain averages of 75% in grade point average and attendance to be considered making satisfactory progress. This applies consistently to all students enrolled in a specific program and schedule prior to enrollment. This includes both cumulative, quantitative, and qualitative elements evaluated at the conclusion of each evaluation period. This includes a maximum time frame of no longer than 150% of the NACCAS-approved course length based on 100% attendance schedule measured clock hours completed. Any student who exceeds the maximum time frame of 150% shall either be withdrawn from the program or the student shall be given the option of cash pay only (the student shall no longer be eligible for Title IV funds). All Progress records are maintained by the school in the student's file. Progress reports are provided to each student monthly. Students who meet the minimum requirements for attendance and academic performance are making satisfactory academic progress until the next scheduled SAP evaluation.

Cosmetology Academic Years 900hrs & 45 weeks and 600hrs & 30 weeks
Aesthetics Academic Year 750hrs & 26 weeks
Manicuring Academic Year 600hrs & 30 weeks
Instructor Academic Year 300hrs & 15 weeks

GRADING SYSTEM

Students are tested in both theory and practical step by step procedure using their flip cards as well as workbook for rubric assessments. Students will be tested on every theory chapter. Students must take and pass all practical assessments before becoming eligible to perform the application on clients. Rubric is used in teaching and practical work. If the student is absent or fails a test, the student is required to take the test the day they return to school, unless absence has a medical excuse. If absence is due to medical reasons, the student must make up the test within 5 days of resuming class.

Austin's Beauty College's, Inc., grading system is as follows:

Range	Grade	Description
100%-93%	A	Exemplary performance.
92%-84%	B	Excellent mastery of program content and excellent ability to apply program content concepts. The work displays initiative, independence and application. In some courses, originality may be required.
83%-75%	C	Good mastery of program content and an ability to apply program content concepts. Work reflects a thorough understanding of the application and inter-relationships of material covered.
74% & below	F	Unsatisfactory progress in mastery of program content.

- Theory grades include scores earned on quizzes, tests, and oral exams.
- Practical grades are assigned by the instructor's evaluation of clinic or mannequin work, based on satisfactory completion of all procedures assigned for each service performed.
- **A minimum grade point average of 75% is required STUDENT ACADEMIC EVALUATIONS**

The Satisfactory Academic Progress Policy can be found in its entirety in the College's *Federal Consumer Information* publication on the school website www.austinbeautycollege.com under the Financial Aid tab.

Academic Warning, Probation and the Appeal Process

A student who fails to meet satisfactory academic progress shall be given a written warning, required to write out a plan to bring their academics to 75% or above, and grades shall be monitored monthly to evaluate the students' progress. Should the student fail to meet satisfactory academic progress before the next SAP period, the student may appeal the failing SAP determination before the SAP is received. The School Director of Operations and School Owner will evaluate all appeals to determine if the student can pass their SAP by the end of the next evaluation period. Documentation explaining why the student failed to make SAP and what has changed in the student's situation that will allow them to achieve SAP shall be submitted. An Academic plan shall then be developed with the student to ensure they understand completely what must be done to meet the SAP requirements before they reach the maximum time frame. If the student prevails upon appeal, the student will be placed on probation for the next SAP period and will receive Title IV Funding for that payment period. A student is making satisfactory progress in attendance while on probation. Students will be notified in writing that they have been placed on probation. Probation notices will be distributed within 10 days of the student evaluation. At the end of the probationary period the student's progress will be re-evaluated. The student can re-establish SAP if the student is meeting the minimum requirements for SAP in both attendance and academics. If the student fails to meet minimum requirements, he or she will lose eligibility for Title IV financial aid and will not be eligible to graduate. Austin's Beauty College, Inc. is required to notify any student of an evaluation that impacts the student's eligibility for financial aid. Students who have been determined negative in their SAP evaluations may file an appeal if they disagree with the determination or have extenuating circumstances such as a death of a relative, an injury to the student, etc. Students must appeal by submitting documentation within 7 days from the date of determination to support their appeal. This documentation should show the reason, such as death of a relative, and injury or illness to the student or a family member, or other allowable circumstance based on the director's determination. The documentation of the appeal shall be maintained in the student's file. If the appeal is granted, the student will be eligible to re-establish their SAP. All results are FINAL.

Withdrawal/Re-entry/Termination

If a student is allowed re-entry to a program, the student will return at the same SAP status that he or she departed. Tuition owed will be based on a pro-rated schedule and the return policy will be based on the last date of attendance. Students withdrawing will be charged a withdrawal fee of $100.00. The procedure for an official withdrawal is to complete a Withdrawal Request Form; these forms are located on the wall next to the Administrative Office and given to Linda Austin (Director).

Transfer Hours from Other Institutions that are accepted toward the student's educational program are counted as attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution. Students have access to their SAP evaluations on the basis they sign for their grade each SAP period and are given a copy of this information through the schools app.

Incomplete, Repetitions, and Non-credit Remedial Courses

Course incompletes, repetitions, and non-credit remedial courses have no effect upon the institution's SAP standards, as this institution has no such items

LEAVE OF ABSENCES

Austin's Beauty College does not participate in these.

UNIFORM DRESS CODE

BLACK SCRUBS - PANTS CANNOT BE DRAGGING THE FLOOR OR BE FRAYED AT THE EDGES, FOR THE SAFETY OF THE STUDENT.

BLACK LEATHER SHOES (CLOSED TOE, CLOSED HEEL).

BLACK OR WHITE SOCKS.

Field Trips or Special Occasions/Events: BUSINESS CASUAL ATTIRE

No scarves, caps, hats, rags, wraps, etc. that cover more than 25% of the head.

COLLEGE POLICIES

Austin's Beauty College has established policies, procedures and guidelines to allow for a positive learning environment while at the College. The below policies can be found in their entirety.

Attendance

Any student who misses fourteen (14) consecutive absences in a calendar month may be terminated, at the discretion of the Director. If terminated, the student may not re-enroll for six (6) weeks. Documentation for tardiness and absences will be required of the student for tardy/absences to be excused. Absences more than three (3) consecutive days due to sickness require a doctor's note to receive approval for non-attendance.

The actual time the student is in school will be calculated to the minute and maintained by the school. The hours of attendance will be tallied by the actual time on the clock.

Students who are absent without advance notice are required to call the school and speak with an instructor by 9:30 a.m. if they are a daytime student or 1:00 p.m. if they are a nighttime student.

Students must maintain a **75% attendance rate**. Saturday attendance is mandatory for students who are scheduled for Saturdays, per contract. If you miss a mandatory scheduled Saturday, you are in violation of your contract and could be subject to a three (3) day suspension. Attendance is recorded through a computer program MEMO and all students clock in through the school app using their student ID for clocking in and out. It is the student's responsibility to clock in/out. If you do not clock in/out correctly this WILL result in loss of time which can result in attendance not being met and the loss of financial aid.

Excessive Absenteeism - Students who are excessively absent may not meet the minimum attendance average requirement and will be evaluated at the Satisfactory Attendance Progress period. If Satisfactory Attendance Progress is not met, the student may be terminated from Austin's Beauty College. Students who do not attend for fourteen (14) consecutive days without prior written notification may be subject to termination. If a student is tardy, leaves early, is absent,

unexcused or a combination of all, more than 3 times in a month they will be subject to a 3-day suspension. After two 3-day suspensions a student may be subject to expulsion from the program.

Tardiness- Students are expected to be present and prepared by their scheduled start time which is 8:30am, 4:00pm, and 6:00pm. **NACCAS and the Department of Education do not permit tardy students to enter the classroom until theory class is over, this prevents any classroom interruption and protects the integrity of the class.** The student must do one of the following:

- Present a same day note from a doctor's office, court, social services, or child's school clearly dated and documented, excusing the student for the scheduled start time.
- First-person notification via a phone call before the scheduled start time of class.
- If a student misses a test, they will be required to take it when they return to school.

Make-Up Attendance Policy- Students are allowed only 40 hours per week, 8 hrs. per day (unless prior authorization is given by the School Owner or Director of Operations due to military PCS or Deployment). Make up hours are only allowed in advance- pre-approved- by the instructor.

Make-Up Testing Policy- Any student who fails a test must re-test within (3) days of failed test. A student who misses a test and has excused absence must take the missed test within five (5) days of scheduled attendance. A make-up test without an authorized excuse must be taken the day the student returns to school. It is the student's responsibility to monitor their test grades, schedule their make-up test time, and retake the test. In the event a test is not taken on time an automatic zero (0) will be given. A re-test will be given (because of an unacceptable grade) and the highest grade between the two will be the student's grade. All tests will be kept in the student's file. The student must make a 75 % to be in passing status.

Professional Image Policy- Students are expected to come to Austin's Beauty College with a professional image. Austin's Beauty College standards are to be met every day, including hair, make-up, personal hygiene, and wearing the required uniform.

CONDUCT POLICIES

Austin's Beauty College educates and trains students to build the skills and professionalism necessary to succeed in the beauty industry. Behavioral conduct is a key focus in building professionalism and as such, professionalism is expected among all students. Students who have behavioral misconduct may be subject to suspension or termination. Austin's Beauty College student expectations are detailed in the Student Catalog received by students at the pre-enrollment interview. Students not in school uniform will be sent home for the day.

- No student will be dismissed from any special demonstration class. Rudeness during a demonstration will not be tolerated.
- Students may perform services on each other only after receiving permission from their instructor and only if all weekly mandates are completed.
- ALL students who receive a 30-minute lunch break MUST clock out/in whether they leave the campus or not. All day student lunch hours MUST be taken as assigned by the instructor. A student must notify an instructor if they have not taken their lunch by 1:30 PM.

- All students are required to sign and clock out/in when taking a break, even if they do not leave the building (anytime).
- All students are required to clock out/in if they leave the campus for any reason, no matter the length of time. Getting caught "on the clock" and not being on campus may result in a suspension or possible termination. Inform your instructor in advance if you need to leave earlier than scheduled.
- **Do Not Bring Your Children to School** with You. We Do Not Have Childcare available.
- Austin's Beauty College is a NON-SMOKING SCHOOL. There is a designated area for smoking outside, please place ALL cigarette butts in the appropriate container and DO NOT litter. No eating or drinking is permitted anywhere other than the student lounge. Chewing gum is not permitted at any time.
- Students are responsible to help maintain clean and sanitary conditions in the school. Therefore, daily cleanup duties are assigned. Cleanup must be completed and checked by an instructor before leaving each day. Students are also responsible for keeping their own station area clean.
- Students will not visit with another student who is working on a client. You must have permission from an instructor BEFORE helping another student who is working on a client.
- Students are held responsible for their own textbooks, equipment and all personal property. Lost items or equipment must be replaced at the expense of the student. If a student doesn't have the necessary equipment to work on their client, the student could be sent home until they replace all missing items. Once student kits are issued, students are no longer allowed to use Jr. Department equipment. No borrowing without permission. **Austin's Beauty College is not responsible for any item left on campus.**
- Cell phones may only be used in the break room or outside (while on lunch or break). Keep all cell phones on vibrate only. Students cannot receive personal phone calls during school hours; Messages will be taken and given to the student ASAP. Please advise friends and family to call only in the case of a **TRUE EMERGENCY**.
- No day student may clock in after 1:00 pm, evening students must clock in by 6:00 PM.
- It is required that while on the clinic floor, or working on clients, students must use the English language.

- Any staff or faculty member of Austin's Beauty College has the right to correct any student for failure to abide by the school rules, regulations and policies.
- **Students will only receive hours for the period of time they are clocked in**, forgetting to clock in or out **may** result in a loss of hours, this includes lunch and breaks. Time is calculated to the minute; it is the student's responsibility to clock in and out. In the event the student forgets, those hours may not be credited. If this becomes an ongoing occurrence you will be advised. After three (3) occurrences you may be in jeopardy of a three (3) day suspension.
- Students are required to inform instructors when they leave the campus for any reason. Lunch times are only 30 minutes. If the student must take a longer lunch for any reason, authorization is required prior to leaving the campus.
- **NO ELECTRONIC DEVICES AT ALL** are to be used on the clinic floor unless otherwise instructed by your instructors for educational purposes. (I.E. Earbuds MP3/IPOD/DVD/Bluetooth/Cell Phones)
- No GAMES of any kind are to be played while a student is on the clock (unless by the Instructor during Theory class). It is against the law to gamble for money. **Absolutely NO GAMBLING** on Austin's Beauty College premises.
- Students are always responsible for keeping their assigned station clean. All students are assigned sanitation responsibilities for the end of the day. An instructor must sign off on the students mandate sheet.
- *Students will not slander, use profanity, gossip, fight, bully, threaten other students,staff members, Austin's Beauty College or be involved in any criminal activity duringthe enrollment period of the student. Regardless of being on campus, video, chat/email, social media platforms or off campus.*
- ***Grounds for Termination**- A student may be terminated for violation of any rule or regulation of the college or misconduct, nonpayment of tuition, poor attendance, or failure to maintain satisfactory progress.*

Students will not visit another student who is working on a client. You must have permission from an instructor BEFORE helping another student who is working on aclient. ***Corrective Action*** *- Austin's Beauty College follows a corrective action procedure to discipline behavioral misconduct. The degree of misconduct will determine the level of corrective action taken. In instances where there is any kind of verbal or physical abuse, violence, theft, damage to property, drug involvement, insubordination to an instructor, or immoral conduct, the student willbe terminated from enrollment.*

Students may follow the complaint procedure to appeal any corrective action taken against students for behavioral misconduct. Students may be readmitted to Austin's Beauty College or permitted to earn make up hours for any time missed if they prevail upon appeal.

DRUG AND ALCOHOL ABUSE POLICY

Austin's Beauty College is a Drug-Free environment and has a Zero tolerance for drugs, alcohol, and violence. Students are subject to random visits to our school and parking lot by the local Drug Enforcement Taskforce. Any student involved in drug or alcohol use or in possession of will be terminated and/or prosecuted.

STUDENT GRIEVANCE PROCEDURE POLICY

Austin's Beauty College utilizes a policy and procedure for handling student grievances, and students are informed in writing of this policy and procedure. Austin's Beauty College will make

every attempt to resolve any student complaint that is not frivolous or without merit.

- A student, instructor, or interested party may file a complaint against Austin's Beauty College orrelated party under the following procedures: The complaint must be in writing to Austin's Beauty College Director of Operations, 1594 Ft Campbell Blvd, Clarksville, TN 37042. The director may be contacted at931-647-6543.
- The complaint must outline the allegation or nature of the complaint within 30 days of the date that the act occurred.

An Austin's Beauty College representative will attempt to meet with the complainant within 30 days of receipt of the written complaint or will send a written response if the meeting cannot be arranged. If after careful evaluation, the problem cannot be resolved through discussion, the complaint will be referred to the Austin's Beauty College complaint committee. Evidence of final resolution of all complaints will be retained in school files. Students will not be subject to unfair action or treatment because of the initiation of a complaint. If the student complaint cannot be resolved after exhausting the Austin's Beauty College complaint procedure, the student may file a complaint with the: Tennessee Board of Cosmetology, 500 James Robertson Pkwy, Suite 120, Nashville, TN 37243. The student may also submit the complaint to the College's accrediting agency; National Accrediting Commission of Career Arts Sciences, 3015 Colvin Street, Alexandria, VA 22314.

VOTER REGISTRATION

We at Austin's Beauty College encourage each of our students to exercise their right to vote. If you have yet to register to vote you can register online at https://www.state.tn.us/sos/election/registration.htm and we encourage you to do so. The voting requirements are as follows:

- Be registered to vote in Tennessee
- Be a US citizen
- Be a resident of the county or municipality where you will vote
- Be 18 by Election Day
- Not be serving a sentence (including probation or parole) for a felony conviction involving "moral turpitude"
- Not be currently judged incompetent by a court

The Higher Education Amendments of 1998 added a new provision to the Program Participation Agreements that requires institutions to make a good faith effort to distribute voter registration forms to each student in attendance. Austin's Beauty College shall be considered in compliance with the requirements for each studentwhom the institution electronically transmits a message containing a voter registration form acceptable for the use in the State in which the institution is located, or an Internet address wheresuch a form can be downloaded, if such information is in an electronic message devoted exclusively to voter registration. See the NAICU HEA Quick Guide for more information on this change. Online Registration Forms in TN Other Resources:

https://www.usvotefoundation.org/vote/state-elections/stateelectiondatesdeadlines.htm?gclid=COGqOYOF8L4CFQiUfgodnTUA2A

https://www.rockthevote.com/election-center/voter-registration-deadlines-by-state.html

RELEASE OF TRANSCRIPTS

Students withdrawing from school will receive a copy of their Transcript if a request is made. Transcripts will be available for pick up within 10 business days of request received.
Students with balances due to the school will not have their hours released from the school. Once their balances are paid in full, their hours will be released and the State of TN will be notified. There will be a $5.00 fee for additional transcripts. The transcript request form must have the name of the receiving institution, the address, and phone number as well as the student's school ID number or social security number with their signature on the request form.

EMPLOYMENT ASSISTANCE

Austin's Beauty College offers the following employment assistance: posting job listings on the designated bulletin board; salons posting jobs on the school's official website; providing professional development classes to prepare students for professional salon work and inviting salon owners to recruit students through our Job Fair Day. We communicate with Salon owners in the area when we have a student graduate, and they notify us when they have positions open. Austin's Beauty College does not guarantee employment after graduation.

OFFICE HOURS & ADVISING

The schools Director of Operations, Admissions Specialist, Financial Aid Office, Owner, and all other faculty, have office hours available to students who need assistance. Office hours may be posted outside of the faculty member's respective offices to allow students to discuss any academic, administrative, or financial aid questions or concerns. Students may call the main number to schedule an appointment when staff members are not available. Staff members are also available during office hours for students seeking career advising, assistance, or academic support.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

A student's educational record is the student's private information. If a parent wishes to examine a student's record, the student must make a written request allowing the parent to examine his/her record. If a student wishes to examine his/her record they must submit in writing a request to the Director/CEO of the college. These written requests are maintained in the student's file.

If a student wishes to have a record in their permanent file changed, they must submit in writing to the Administrator of the college a written appeal stating the reason for the change. The Administrator will consider this appeal and notify the student of this decision in writing within 14 days after reviewing the student's written appeal. If Austin's Beauty College does not adhere to the above procedures, the student may file a complaint with the U.S. Dept. of Education. Austin's Beauty College maintains the right to release a student's information without their written consent under the following circumstances:

- Institutional employees with legitimate interest in the information.
- Another school where the student wishes to enroll.
- Receipt of financial aid or application for financial aid.

- Organizations conducting studies on behalf of institutional or educational agencies.
- Accrediting and auditing agencies to carry out their functions.
- To comply with judicial order or subpoena.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

Student Right-To Know information (student's rights, privileges, and responsibilities) and the College's Campus Security Act information are made available to students through the College's publication, Federal Consumer Information. The Federal Consumer Information publication will be provided to students before enrollment at www.austinbeautycollege.com.

PROGRAM SUCCESS

Austin's Beauty College measures program success through collecting feedback from current students, graduates, and Austin's Beauty College. Advisory Committee along with reviewing the Austin's Beauty College completion, licensure, and employment rates annually.

INSTITUTIONAL REFUND POLICY

If a student or legal guardian cancels his/her Enrollment Agreement/Contract and requests his/her money back in writing, within three (3) business days of the signing of the Enrollment Agreement/Contract, all monies collected by the school shall be refunded except the nonrefundable application fee of $100.00. This policy applies regardless of whether the student has started training or not. The cancellation date will be determined either by the postmark on written notification or date said information is delivered to the school administrator in person.

- If a student cancels his/her Enrollment Agreement/Contract after three (3) business days, but prior to the first day of classes by written notice, he/she shall be entitled to a refund of all monies paid to the school, except a non-refundable Application fee of $100.00.
- An applicant not accepted by the school shall be entitled to a refund of all monies paid except a non-refundable Application fee of $100.00.
- Any monies due the applicant or student shall be refunded within 45 days from date of formal cancellation or withdrawal by the student determined by postmark on written notification; or the date the student last attended classes, whichever is sooner. This applies to official and unofficial withdrawals.
- A student may be terminated from the program once he/she has been absent from class for fourteen (14) consecutive days within a calendar month without prior written notification from the last date of attendance as determined by weekly monitoring of attendance. Withdrawal may be effective earlier by written notice, in which case the effective withdrawal date will be the student's last day of attendance. In the event a student is expelled from school for any reason, the effective withdrawal date will be the students' last day of attendance.
- A withdrawal fee of $100 is charged.
- This Refund Policy applies to all terminations for any reason, by either party, to include student's decision, course or program cancellation, or school closure.

- In case by case situation there are occasionally mitigating circumstances beyond a student's control. In this case a student will need to meet with the school owner and provide documentation requested to review.
- For students who enroll in and begin classes, a schedule of tuition adjustment is authorized based on scheduled hours per payment period. The institution must provide the student at least the following refund calculation:

NACCAS Non-Title IV Refund Calculation for all courses offered

Total Length of Course	Percentage of Tuition Owed to School
0.01% - 4.9%	**20%**
5% - 9.9%	**30%**
10% - 14.9%	**40%**
15% - 24.9%	**45%**
25% - 49.9%	**70%**
50% and over	**100%**

- Scheduled Hours used for refund calculation purposes are defined as the number of hours a student is scheduled to attend school between the actual starting date and the last date of physical attendance.
- Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every thirty (30) days.
- The refund policy will apply to tuition and fees charged in the Enrollment Agreement/Contract. Other miscellaneous charges to the students for Books/Kits or debts to the school incurred by the student will be calculated separately at time of withdrawal. Books/Kits that have been issued to the student may NOT be returned to the school for refund upon termination of enrollment.
- The school reserves the right to reschedule, postpone, or cancel classes. If a course is rescheduled, postponed, or cancelled after a student's enrollment and before instruction in the course has begun, the school will provide a refund of all monies paid within 45 days.
- If the school discontinues a course or program after a student has enrolled, and instruction has begun, during a period of time within which a student could have reasonably completed the same course or program, a pro-rata refund of tuition and fees will be made to the student; except that this provision shall not apply in the event that the school ceases operation.
- If the school is permanently closed or no longer offering instruction, after a student has enrolled and instruction has begun, the school will provide the student a reasonable opportunity to promptly resume and complete the cancelled course(s) of study, or receive a pro rata refund, or complete a substantially similar course of study at an institution(s) which offers similar educational programs, in the same geographic area as the original school. The teach-out school shall not charge students more than the original school had been charging and for which the student has not paid. Individual notice shall be provided to students.

- If a program is cancelled after a student's enrollment, and before instruction has begun, the school shall, at its option, provide a full refund of all monies paid or provide completion of the program.
- Should a student complete the program earlier than the estimated time frame stated in the contract, the student's financial aid package may be recalculated, and this may result in liabilities owed by the student and/or the institution, if applicable.

COSTS AND FEES

PROGRAM	TUITION	APP. FEE	LAB FEE	ENROLL. FEE	BOOKS/KITS	TOTAL COST
COSMETOLOGY	$15,290.00	$100.00	$99.00	$100.00	$2,500.00	$18,089.00
AESTHETICIAN	$10,505.00	$100.00	$99.00	$100.00	$3,695.00	$14,499.00
INSTRUCTOR	$8,220.00	$100.00	$99.00	$100.00	$1,800.00	$10,319.00
MANICURING	$8,700.00	$100.00	$99.00	$100.00	$2,150.00	$11,149.00

Re-enrolling and transfer students will be charged tuition at the current average rate per hour for each hour needed to complete the program. Title IV funding cannot be used to pay for extra institutional charges.

Payment Plans: Students have the following payment plan options available: Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs.

OPTION 1: The purchaser and/or guarantor agree to pay the balance due in equal monthly installments of the balance due. The first payment is due 1 month from the start date on the 5th of every month and all subsequent payments are due on the same day of each month until the balance is paid in full. The account must be paid in full one week prior to graduation.

OPTION 2: Any amount of the balance due may be paid, provided the amount is equal to or greater than the monthly installments of Option 1.

OPTION 3: Payments may be made through Title IV Funds or combination of Title IV Funds and Option 1 or 2, should the Title IV Award be insufficient to cover all charges.

COLLECTION POLICY

Collection procedures shall reflect ethical business practices. NACCAS (National Accrediting Commission of Career Arts & Sciences is not used in Austin's Beauty College's refund policy nor in any collection efforts. Collection Correspondence regarding cancellation and settlement from Austin's Beauty College, banks, collection agencies, lawyers, or any other third parties representing Austin's Beauty College clearly acknowledges the existence of the Withdrawal and Settlement Policy. If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of Austin's Beauty College.

INCLEMENT WEATHER CLOSINGS

Austin's Beauty College closing for inclement weather may be aired in local media outlets, such as text messages sent out to students and television and radio stations and social media such as Facebook/Instagram.

ENROLLMENT AGREEMENT

An Enrollment Agreement/Registration Contract between Austin's Beauty College and the student (or a student's parent or guardian if student is a minor) will be entered during orientation. Students requiring training beyond the contract date will be considered "over contract." Actual over contract hours will be calculated in the following manner: Number of hours attending school after contract date minus holidays, unscheduled closed school days, and leave of absence days. Over contract charges will be assessed at the rate of $10.00 hour. All balances due the school, including over contract charges, must be paid before the student receives their diploma or paperwork required to apply for licensing. Financial Aid does not cover these charges.

Educational and Office Staff

- Linda Austin – School Director/Owner/CEO/CFO/Instructor – TN Licensed Cosmetologist/ Active Instructor Austin's Beauty College, Clarksville, TN 1990 – Bachelor of Science Degree in Education from Austin Peay University 1978
- Lorie Gibbs - Director of Operations/Instructor – TN Licensed Cosmetologist/Active Instructor Austin's Beauty College, Clarksville, TN 1995 – Currently pursuing Bachelor of Science Degree in Management and Organizational Development at Bethel University.
- Samantha Stoker - Admissions Specialist - TN Licensed Cosmetologist, Austin's Beauty College 2018
- Cynthia Glendenning – Financial Aid Officer – TN Licensed Cosmetologist, Austin's Beauty College 2020
- Judy Byard – Office Assistant –Business Degree at APSU Library Branch/USO-Library Tech 1999, Leadership of FT Campbell Training Certification Ft. Campbell, KY 2004
- Mechelle Wambold - Career Services Coordinator, Austin's Beauty College, 2024
- Charlotte Davis – Instructor - TN Licensed Cosmetologist/Active Instructor Austin's Beauty College 1992
- Valentine Velasquez – Instructor – TN Licensed Cosmetologist Miller Motte Technical College, Clarksville, TN 2010 - TN Licensed Cosmetology Instructor 2021
- Dewana Jones - Instructor - TN Licensed Cosmetologist, Vatterott Career College, Memphis, TN 2010 - Instructor, Austin's Beauty College, Clarksville, TN 2024
- Laura Hill - Instructor - TN Licensed Cosmetologist, Austin's Beauty College, 1985 - TN Licensed Cosmetology and Barber Instructor, Queen City College, 2021
- Cynthia Guttierez - Instructor - TN Licensed Manicurist 2010, Queen City College, Clarksville, TN - Instructor Queen City College 2020, Clarksville, TN - TN Licensed Esthetician 2017, Queen City College, TN
- Candace Willis – Instructor – Paul Mitchell Northwest Hair Academy 2012 – Ogle School for Instructor 2016 – Paul Mitchell Dallas Esthetics 2017
- Rainy Shirk – JR. Instructor Austin's Beauty College – Licensed Cosmetologist- Miller Motte Technical College, Clarksville, TN 2010
- Richard Race Keller - Instructor Cosmetology - Graduated Cosmetology from North West Technical College 1992
- Clarissa Webster - Instructor Cosmetology - Graduated Cosmetology from TCAT 1994
- Ashley Scott - Instructor Cosmetololgy - Graduated Cosmetology from Queen City College 2024
- Amelia Arrington - Instructor Manicuring - Graduated Manicuring from Queen City College 2022
- Wendy Stewart - Instructor Cosmetology - Graduated Cosmetology from Austin's Beauty College 19
- Charmaine Jones - Instructor Manicuring - Graduated Manicuring from Queen City College 2024

ACCREDITATION

Austin's Beauty College is accredited by:

NATIONAL ACCREDITING COMMISSION OF CAREER ARTS AND SCIENCES
3015 Colvin Street
Alexandria, Virginia 22314
703-600-7600
www.NACCAS.org

"Any person claiming damage or loss as a result of any act or practice by this institution that is a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1520-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization."

TN HIGHER EDUCATION COMMISSION STAFF Division of Postsecondary State Authorization
Julie M. Woodruff (615)253-8857 julie.woodruff@tn.gov
404 James Robertson Parkway, Nashville, TN 37243

"Any person claiming damage or loss as a result of any act or practice by this institution that is a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1520-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization."

LICENSING

Austin's Beauty College is licensed by:

STATE OF TENNESSEE DEPARTMENT OF COMMERCE AND INSURANCE STATE BOARD OF COSMETOLOGY AND BARBER EXAMINERS
500 James Robertson Parkway, Suite 120 Nashville, TN 37243 (615) 741-2515
www.tn.gov/cosmetol

UNITED STATES DEPARTMENT OF EDUCATION
SCHOOL PARTICIPATION MANAGEMENT DIVISION FEDERAL STUDENT AID

CERTIFICATION/LICENSE

City of Clarksville
One Public Square
Clarksville, TN 37040 931-645-7444
http://www.cityofclarksville.com

Better Business Bureau
Nashville, TN

Montgomery County Clerk
350 Pageant Lane, Suite 502
Clarksville, TN 37040 931-648-5711
www.mcgtn.org/clerK

PIVOT POINT LEGACY SCHOOL
www.pivotpoint.com

School Hours of Operation

Monday thru Thursday 8:30AM – 10:00PM
Friday & Saturday 8:30AM – 4:00PM

School Hours of Operation

Monday thru Thursday 9:00AM – 8:00PM
Friday & Saturday 9:00AM – 4:00PM