

STUDENT CATALOG - 2017

# OGLE SCHOOL

H A I R      S K I N      N A I L S

2016  
MODERN  
SALON  
"EXCELLENCE  
IN EDUCATION"  
TOP HONOREE

## PROGRAMS

*Cosmetology  
Esthetics  
Instructor*



**MAKE BEAUTY  
YOUR BUSINESS**

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GREETINGS!

# WELCOME!

*Our mission at Ogle School is to prepare committed students for rewarding careers in the beauty industry through salon-modeled, student-centered training and development of the highest caliber. Your experience will be modeled after your chosen industry. Our Faculty has work experience in their fields and work closely with industry advisors to assure Ogle School reflects the real-time professional work environment you will encounter. Ogle School facilities, equipment, curriculum, and policies strive to provide a realistic reflection of the work place you expect to enter.*

*Ogle School Faculty and Staff are centered on your needs. You will find our Student Services Department anxious to assist you with challenges that often accompany busy student lives. The Financial Planning Department will continue to guide you step-by-step and help you manage your educational investment. Finally, our Career Services Department will empower you in the process of identifying and securing the right career opportunity.*

*As thousands before you have discovered, all the ingredients for success are here at Ogle School if you bring the energy and commitment. The standards of performance are high but we are all here to help you meet them.*



**John Blair, President & CEO**



**President & CEO, John Blair, with  
2014 Face Off winners.**

## ABOUT US

### OUR HISTORY

Ogle School Hair Skin Nails was founded in 1973 and is a recognized provider of cosmetology and esthetics career education in Texas, with a strong focus on graduation and job placement outcomes; long-established brand equity; an exemplary compliance record; salon-modeled, student-centered campuses and award winning recognition in the beauty industry.

### OUR PURPOSE

Our curriculum requires students to approach technical decisions and services scientifically based on the conditions of the hair, skin or nails. Ogle School purposely does not include separate curriculum components based on either race or ethnic origin, requiring our students to become familiar in all types of hair, skin and nails.

### OUR MISSION

Ogle School prepares committed students for rewarding careers in the beauty industry through salon-modeled, student-centered training and development of the highest caliber.

### OUR VALUES

- Respect
- Service to the Customer
- Teamwork
- Integrity
- Excellence



# LICENSURE

## LICENSING

Ogle School is licensed and regulated by the:  
Texas Department of Licensing and Regulation (TDLR)  
P.O. Box 12157  
Austin, Texas 78711  
1-800-803-9202  
[www.license.state.tx.us](http://www.license.state.tx.us)

## REQUIREMENTS FOR TDLR LICENSURE

To be eligible for a Cosmetology license or Esthetics specialty license, an applicant must do the following:

1. Pass a written and practical examination
2. Submit a completed application on a TDLR approved form
3. Pay the TDLR fees required in section 83.80 in the rules and regulations book
4. Be at least 17 years of age
5. Have obtained a high school diploma, or high school diploma equivalent, or have passed a valid examination administered by a certified testing agency that measures the person's ability to benefit from training. (Ogle School does not admit ability-to-benefit students.)
6. Have completed the following hours of cosmetology curriculum in a beauty culture school:
  - a. For a Cosmetology license - 1500 hours of instruction
  - b. For an Esthetics specialty license - 750 hours of instruction

To be eligible for an Instructor license, an applicant must do the following:

1. Pass written examination and practical demonstration of teaching skills required by TDLR
2. Be at least 18 years of age
3. Have obtained a high school diploma, or high school diploma equivalent
4. Pay the required TDLR fees
5. Hold a Cosmetology license or Esthetics specialty license AND have completed the following:
  - a. 500 hours in methods of teaching the student, if the applicant can verify one year of working experience in a licensed beauty salon (experience must be related to the specific area of Instructor license you are obtaining)

## LICENSURE EXAM REQUIREMENTS

TDLR has contracted with PSI Licensure: certification (PSI) to deliver its examinations.

Once the student has been approved by TDLR for testing, the student is responsible for contacting PSI to register and schedule an appointment to take the examination.

## Contact Information

The student's license application and documentation must be sent to:

Texas Department of Licensing and Regulation  
P. O. Box 12088  
Austin, TX 78711-2157  
(512) 463-6599 or (800) 803-9202  
[www.license.state.tx.us](http://www.license.state.tx.us)  
Email: [cosmetologists@license.state.tx.us](mailto:cosmetologists@license.state.tx.us)

All questions and requests for information pertaining to the examination should be directed to PSI.

PSI licensure: certification  
3210 E. Tropicana  
Las Vegas, NV 89121  
(800) 733-9267 Fax (702) 932-2666  
[www.psiexams.com](http://www.psiexams.com)

## Required Identification at Examination Site

The student must provide one (1) form of identification. The identification must be a VALID form of government-issued identification (driver's license, state ID, passport), which bears their printed name, photograph, and date of birth. Identification provided must match the name provided by TDLR, as listed on your Student Permit, to PSI upon eligibility. Failure to provide the required identification may result in forfeiting the examination fee.

## ACCREDITATION, MEMBERSHIP & AFFILIATIONS



### **SCHOOL INFORMATION**

Ogle School Hair Skin Nails is owned by Ogle School Management, LLC, 2208 W. Park Row Drive Ste 100, Arlington, Texas, 76013.

### **ACCREDITATION**

Ogle School is nationally accredited by the:

National Accrediting Commission of Career Arts & Sciences (NACCAS)

3015 Colvin Street  
Alexandra, VA 22314  
703-600-7600  
[www.naccas.org](http://www.naccas.org)

NACCAS is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and programs of career arts and sciences.

### **MEMBERSHIPS AND AFFILIATIONS**

#### ***American Association of Cosmetology Schools (AACS)***

AACS was founded in 1924 as a non-profit educational association to bring together all facets of the cosmetology industry (students, individuals, teachers, and suppliers); to further the education of cosmetology arts & sciences; and to represent the interests of cosmetology institutions and students before Congress, the U.S. Department of Education, and state legislatures.

#### ***Career Colleges & Schools of Texas (CCST)***

CCST is a state association for private, post-secondary institutions that prepare people for today's jobs and great careers. There are approximately 200 member colleges and schools in the state offering a wide range of occupational curriculum. These colleges and schools enable more students to reach their career goals, provide employers with a large pool of skilled workers, and ultimately expand the state's tax base by attracting and expanding business in Texas.

#### ***Professional Beauty Association (PBA)***

The Professional Beauty Association (PBA) advances the professional beauty industry by providing members with education, charitable outreach, government advocacy, events and more. PBA is the largest organization of salon professionals with members representing salons/spas, distributors, manufacturers and beauty professionals.

**NACCAS GRADUATION, LICENSURE AND GRADUATE EMPLOYMENT RATES**

The following statistics represent program graduation, licensure exam pass rates and job placement rates as of 11/30/2016 for the NACCAS 2015 Annual Report for each Ogle School location.

**GRADUATION RATES**

Location	Cosmetology		Esthetics		Instructor		Overall Campus
Arlington**	70.40%	(88/125)	87.76%	(43/49)	88.89%	(8/9)	74.16%
Hurst***	76.77%	(76/99)	94.44%	(34/36)	71.43%	(5/7)	83.15%
Fort Worth*	63.79%	(74/116)	89.33%	(67/75)	62.50%	(5/8)	69.06%
Dallas*	53.33%	(72/135)	75.86%	(44/58)	100.00%	(1/1)	69.06%
North Dallas*	73.11%	(68/93)	92.00%	(23/25)	33.33%	(1/3)	69.06%
San Antonio**	66.18%	(90/136)	87.50%	(42/48)	100.00%	(3/3)	74.16%
Denton**	71.29%	(72/101)	84.38%	(27/32)	75.00%	(3/4)	74.16%
Stafford***	80.14%	(117/146)	92.41%	(73/79)	100.00%	(1/1)	83.15%

**PLACEMENT RATES**

Location	Cosmetology		Esthetics		Instructor		Overall Campus
Arlington**	68.18%	(60/88)	83.72%	(36/43)	100.00%	(8/8)	75.53%
Hurst***	75.00%	(57/76)	73.53%	(25/34)	80.00%	(4/5)	70.59%
Fort Worth*	72.97%	(54/74)	64.18%	(43/67)	80.00%	(4/5)	69.12%
Dallas*	61.11%	(44/72)	65.91%	(29/44)	100.00%	(1/1)	69.12%
North Dallas*	72.70%	(48/68)	91.30%	(21/23)	0.00%	(0/1)	69.12%
San Antonio**	73.33%	(66/90)	73.81%	(31/42)	100.00%	(3/3)	75.53%
Denton**	79.17%	(57/72)	77.78%	(21/27)	66.67%	(2/3)	75.53%
Stafford***	66.67%	(78/117)	69.86%	(51/73)	100.00%	(1/1)	70.59%

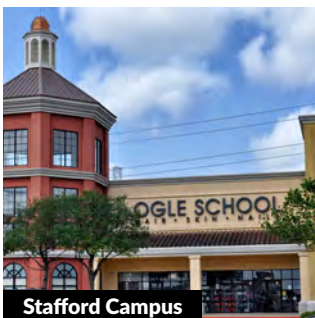
**LICENSURE RATES**

Location	Cosmetology		Esthetics		Instructor		Overall Campus
Arlington**	98.48%	(65/66)	100.00%	(37/37)	100.00%	(2/2)	97.00%
Hurst***	98.31%	(58/59)	100.00%	(30/30)	100.00%	(1/1)	98.65%
Fort Worth*	96.88%	(62/64)	100.00%	(55/55)	100.00%	(4/4)	98.80%
Dallas*	100.00%	(39/39)	100.00%	(23/23)	0.00%	(0/0)	98.80%
North Dallas*	97.87%	(46/47)	100.00%	(20/20)	0.00%	(0/0)	98.80%
San Antonio**	92.96%	(66/71)	100.00%	(34/34)	100.00%	(3/3)	97.00%
Denton**	95.16%	(59/62)	100.00%	(24/24)	100.00%	(1/1)	97.00%
Stafford***	97.44%	(76/78)	100.00%	(54/54)	100.00%	(1/1)	98.65%

The overall campus rating is made up of the main plus any branches.  
 (\* Fort Worth main branch and Dallas and North Dallas as branches)  
 (\*\* Arlington main branch and San Antonio and Denton as branches)  
 (\*\*\*) Hurst main branch and Stafford branch)

# - 42 YEARS - OF BEAUTIFUL CAREERS

*Ogle School offers eight convenient locations throughout the great state of Texas*



## CAMPUSES/FACILITIES

Each campus features separate classrooms, clinic areas, dispensary, retail, reception areas and offices for advisement. They are equipped with audio-visual equipment, library containing basic and advanced materials, client waiting areas, shampoo facilities and student work stations. Each student is provided with an ability to secure and hold the student's equipment and supplies.

## TRAINING OVERVIEW

Ogle School makes comparisons between the content of our courses and the needs and demands of business and the cosmetology industry by monitoring feedback from regulatory agencies and our Advisory Committee.

## TRAINING BREAKDOWN

Course training is broken down in 3 parts:

1. **Discovery** - Basic training through classroom theory, mannequin & live model practice with emphasis on procedure, skill development, client relations, and sales and marketing techniques.
2. **Skill Development** - Continuing education through clinic activities, classroom theory, mannequin & live model practice with the objective being skill development, client satisfaction, salon operations, time management, communication and people skills.
3. **Career Readiness** - Refining skills for job readiness & career placement focusing on client relations, technical competency, time efficiency & sales and marketing techniques.

## PHYSICAL DEMANDS

Cosmetologists, Estheticians and Instructors can expect to stand for long periods. Since so many of their activities involve the use of arms and hands, professionals should take steps to ensure proper physical conditioning and rest periods. Further, career Cosmetologists, Estheticians and Instructors may find it necessary to work long hours, sometimes missing breaks and meals. It is not unusual for Cosmetologists, Estheticians, and Instructors to work more than 8 hours a day and/or more than 5 days a week - although these are the exceptions rather than the rule.



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# A BEAUTIFUL CAREER STARTS HERE.

*Connect with your creativity and make beauty your business!*

## SCHEDULES & CLASS STARTS



### COURSE START DATES

Courses and Start Dates may vary by location.

PROGRAM	JANUARY	FEBRUARY	APRIL	MAY	JULY	AUGUST	SEPTEMBER	NOVEMBER	DECEMBER
Cosmetology Full Time (Day)	1/17/17	2/6/17 2/27/17	4/10/17	5/22/17	7/3/17	8/14/17	9/25/17	11/6/17	12/18/17
Cosmetology Part Time (Evening)	1/17/17	2/27/17	4/10/17	5/22/17	7/3/17	8/14/17	9/25/17	11/6/17	12/18/17
Esthetics Full Time (Day)	1/18/17	2/28/17	4/11/17	5/23/17	7/5/17	8/15/17	9/26/17	11/7/17	12/19/17
Esthetics Part Time (Evening)	1/18/17	2/28/17	4/11/17	5/23/17	7/5/17	8/15/17	9/26/17	11/7/17	12/19/17
Instructor Full Time	1/17/17	2/27/17	4/10/17	5/22/17	7/3/17	8/14/17	9/25/17	11/6/17	12/18/17
Instructor Part Time	1/17/17	2/27/17	4/10/17	5/22/17	7/3/17	8/14/17	9/25/17	11/6/17	12/18/17

### COSMETOLOGY COURSE

#### Full-time / Day:

Scheduled Weeks 1-18, Monday through Friday, 8:30 a.m. to 4:30 p.m.

Scheduled Weeks 19 - 48, Tuesday through Saturday, 8:30 a.m. to 4:30 p.m.

#### Part-time / Evening:

Monday through Thursday, 5:30 p.m. to 10:00 p.m. and alternating Saturdays, as contracted, 8:00 a.m. to 5:00 p.m.

#### Part-time / Evening:

Monday through Thursday, 6:00 p.m. to 10:30 p.m. and alternating Saturdays, as contracted, 8:00 a.m. to 5:00 p.m.

(Available at Arlington School Only)

#### Part-time / Evening:

Monday through Friday, 5:30 p.m. to 10:00 p.m.

(Available at Houston & Denton Schools Only)

### ESTHETICS COURSE

#### Full-time / Day:

Tuesday through Saturday, 8:30 a.m. to 4:30 p.m.

#### Part-time / Evening:

Monday through Thursday, 5:30 p.m. to 10:00 p.m.

(Only offered at Dallas, Ft. Worth, San Antonio & Stafford locations)

### INSTRUCTOR COURSE

#### Full-time:

Monday through Saturday, 35 hours per week as scheduled by School Director.

#### Part-time:

Monday through Saturday, 17.5 hours per week as scheduled by School Director.

“ Achievement Begins With A Dream.”

# ACADEMIC CALENDAR & COURSE DESCRIPTIONS

## ACADEMIC CALENDAR

Ogle School operates year-round. Schedules may vary by course.  
**Ogle School observes the following holidays and School closings:**

New Year's Day - Jan. 2, 2017  
 Martin Luther King Jr.'s Birthday (observed) - Jan. 16, 2017  
 Pearl Event Day - Feb. 16, 2017  
 (DFW schools only, closure begins at 3:00pm)  
 Memorial Day - May 29, 2017  
 Labor Day - September 4, 2017  
 Thanksgiving Day - Nov. 23, 2017  
 Day after Thanksgiving - Nov. 24, 2017  
 Christmas Day - December 25, 2017

Ogle School varies from the published calendar only in unusual or extenuating circumstances.

## SCHOOL DELAYS & CANCELLATIONS

In the event of inclement weather, information regarding School cancellation or a delayed opening will be broadcast on television station KXAS NBC Channel 5 and on their website at NBCDFW.com for the DFW area schools and WOAI NBC Channel 4 and their website at WOAI.com for the San Antonio School. In Houston, information regarding School cancellation or a delayed opening will be broadcast on television station KPRC Channel 2. Additionally, we will make every effort to communicate cancellations or delays digitally via our social media properties, website (ogleschool.edu) and emails to students.

Decisions for day classes will be determined by 6:00 a.m. and evening classes by 3:00 p.m. In addition, the voice message system at the School will have a recorded announcement.

Scheduled time missed due to School delays and/or cancellations must be made up within 30 calendar days.

## ADDITIONAL COSTS

- State Written Licensure Exam fee - \$52.00 per attempt, if unsuccessful on first attempt.
- State Practical Licensure Exam fee - \$74.00 per attempt, if unsuccessful on first attempt.
- Cosmetology or Esthetics State Licensure Application fee - \$50.00.
- Instructor State Licensure Application fee - \$60.00.

Students are required to purchase additional consumable items while in School at an estimated cost of \$50.00. These supplies are necessary to ensure the student's success while in School and remain property of the student. Required items vary by course.

Supplies needed on the first day of course:

- Small Combination Lock
- Pen or Pencil
- Highlighter
- Notebook paper

## COURSE NAME: COSMETOLOGY

**Course Description:** Student will receive training in the art and science of cosmetology.

**Course Length:** 1500 Clock Hours. Full-time course to be completed in not less than 42.86 weeks, no more than 57 weeks. Part-time course to be completed in not less than 71.43 weeks, no more than 95 weeks.

**Instructional Method:** The course will use lectures, demonstrations and student participation. Students will demonstrate their competency in cosmetology theory and practice through mannequin repetitions and clinic activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

**Grading Procedures:** Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments and any additional items as assigned. Students are graded in three areas: academic learning, practical learning and student salon experience. Academic learning is assessed through quizzes, tests and assignments. Practical learning is assessed through hands on completion of assigned work. Student salon experience is assessed through service criteria for each client. All areas are graded using the institution's grading system.

Grade	Points	Definition	Percentage
A	4 points	Excellent	90% to 100%
B	3 points	Very Good	80% to 89%
C	2 points	Passing	70% to 79%
D	1 point	Needs Improvement	60% to 69%
F	0 points	Unsatisfactory	Less Than 60%

**Course Goals:** Train the student for entry-level employment as a Hair Stylist, Platform Artist, Colorist, Sales Representative, Salon Manager or Salon Owner.

## Cosmetology Course Content:

Orientation and TDLR Rules & Regulations	100 hours
Shampoo & Related Theory	100 hours
Hair/Scalp Treatment & Related Theory	50 hours
Hair Cutting/Shaping/Styling & Related Theory	500 hours
Cold Waving & Related Theory	200 hours
Chemical Relaxing & Related Theory	50 hours
Hair Coloring & Related Theory	200 hours
Manicuring & Related Theory	100 hours
Facials & Related Theory	50 hours
Chemistry	75 hours
Salon Management & Practices	75 hours

As an integral part of training in each domain, students will be taught the theory and practice the behaviors and people skill concepts such as: attitude, communication, salesmanship, success psychology, job readiness and professionalism.

**Course Reference Materials:** Salon Fundamental Cosmetology 3 book set 2015 ISBN# 978-1-940593-25-8

# COURSE DESCRIPTIONS

## COURSE NAME: ESTHETICS

**Course Description:** Student will receive training on skin care and makeup.

**Course Length:** 750 Clock Hours. Full-time course to be completed in not less than 21.43 weeks, no more than 29 weeks. Part-time course to be completed in not less than 42.86 weeks, no more than 57 weeks.

**Instructional Method:** The course will use lectures, demonstrations and student participation. Students will demonstrate their competency in skin care theory and practice through mannequin repetitions and clinic activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

**Grading Procedures:** Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments and any additional items as assigned. Students are graded in three areas: academic learning, practical learning and student salon experience. Academic learning is assessed through quizzes, tests and assignments. Practical learning is assessed through hands on completion of assigned work. Student salon experience is assessed through service criteria for each client. A student must successfully complete a required number of each type of service. All areas are graded using the institution's grading system.

Grade	Points	Definition	Percentage
A	4 points	Excellent	90% to 100%
B	3 points	Very Good	80% to 89%
C	2 points	Passing	70% to 79%
D	1 point	Needs Improvement	60% to 69%
F	0 points	Unsatisfactory	Less Than 60%

**Course Goals:** To train the graduate for entry-level employment as an Esthetician, Skin Care Specialist, Facialist, Sales Representative, Skin Care Salon Manager or Owner.

### Esthetics Course Content:

Orientation and TDLR Rules & Regulations	50 hours
Sanitation, Safety & First Aid	40 hours
Anatomy & Physiology	90 hours
Chemistry	50 hours
Electricity, Machines & Related Equipment	75 hours
Client Care	50 hours
Facial Treatment (Cleansing, Masking & Therapy)	225 hours
Superfluous Hair Removal	25 hours
Aromatherapy	15 hours
Nutrition	10 hours
Color Psychology	10 hours
Makeup	75 hours
Business Management	35 hours

As an integral part of training in each domain, students will be taught the theory and practice the behaviors and people skill concepts such as: attitude, communication, salesmanship, success psychology, job readiness and professionalism.

**Course Reference Materials:** Salon Fundamentals Esthetics Coursebook 2004 ISBN# 978-0-9742723-1-3, Salon Fundamentals Esthetics Study Guide 2004 ISBN# 978-0-9742723-7-5, Salon Fundamentals Esthetics License Exam Prep 2004 ISBN# 978-0-9742723-6-8

## COURSE NAME: INSTRUCTOR

**Course Description:** Student will receive an accelerated training which focuses on licensed Cosmetologist (hair, skin, and nails), Esthetician (skin care, makeup) or Manicurist (nail care) becoming an Instructor.

**Course Length:** 500 Clock Hours. Full-time course to be completed in not less than 14.30 weeks, no more than 19 weeks. Part-time course to be completed in not less than 29.64 weeks, no more than 38 weeks.

**Instructional Method:** The course will use lectures, demonstrations and student participation. Students will demonstrate their competency in Instructor theory and practice in hands on teaching methods, and educational activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

**Grading Procedures:** Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments and any additional items as assigned. Students are graded in two areas: academic and practical learning. Academic learning is assessed through quizzes, tests and assignments. Practical learning is assessed through hands on completion of assigned work. All areas are graded using the institution's grading system.

Grade	Points	Definition	Percentage
A	4 points	Excellent	90% to 100%
B	3 points	Very Good	80% to 89%
C	2 points	Passing	70% to 79%
D	1 point	Needs Improvement	60% to 69%
F	0 points	Unsatisfactory	Less Than 60%

**Course Goals:** The educational objective is to train the graduate for an entry-level position as an Instructor in the field of cosmetology.

### Instructor Course Content:

Orientation, Rules & Laws	20 hours
Lesson Plans	90 hours
Methods of Teaching	120 hours
Classroom Management	60 hours
Evaluation Techniques	60 hours
State Laws & Forms	40 hours
Visual Aids Preparation and Use	40 hours
Learning Theory	70 hours

Upon completion of the course, a successful board exam and subsequent licensing, the former student becomes a licensed Instructor in the field of cosmetology.

**Course Reference Materials:** Milady Master Educator ISBN #9781285713762

## GRADES, TRANSCRIPTS & MORE

### INSTRUCTOR SCHEDULING

In order to expose students to a variety of instruction, students will have multiple Instructors throughout their course.

### TUTORING

Faculty and Staff are available for tutoring assistance. Arrangement for tutoring should be made with your Instructor.

### GRADING SYSTEM

As an integral part of the learning process, Instructors are required to critique and/or grade the student's work.

The Ogle School Grading System is intended to assist Instructors in motivating and evaluating students, determining progress and achievement in the mastery of knowledge and skills.

### GRADE REPORTS

A Grade Report is a current record of a student's academic progress. Grade Reports are distributed every six (6) weeks during a student's course schedule. Other instances that a student may request Grade Reports might include notification to a current prospective employer of a student's academic progress, loss of original Grade Report, or determination of grade point average. Students may request additional Grade Reports from the Student Service Coordinator. Grade Reports can be requested verbally or in written format and will be processed within 24 hours of the request.

If a student believes there is a discrepancy with a grade he or she should see the Instructor of the class in question within 10 days of the end of each 6 week period. If determined that a grade change is necessary, the Instructor will forward a request for grade change to the Student Service Coordinator. The Student Service Coordinator will issue a corrected student Grade Report.

### TRANSCRIPTS

A transcript is an official document on the educational work of a student which lists the student's subjects; grades received, enrollment date range, and status of the student. Official transcripts are issued by the Student Service Coordinator and distributed to graduates at the time they receive their diplomas. Additional transcript requests may be made for the following reasons:

1. Submission to other institutions of higher education for the purpose of transfer of clocked hours,
2. Certification to an employer summarizing a student's enrollment and academic progress,
3. Replacing a lost official transcript of the graduate.

Students/graduates must submit a request in writing to the Student Service Coordinator. The student/graduate may submit a letter of request that includes the following information:

1. Student's name,
2. A copy of their VALID form of government-issued identification (driver's license, state ID, passport), which bears their printed name, photograph, and date of birth,

3. Purpose of the transcript request,
4. Name and address of the recipient,
5. The student's signature and the date.

Transcript requests will be processed within 48 hours after receiving the written request from the student.

### NAME CHANGES

All students who wish to make a name change in their Ogle School academic records must submit the request in writing and include copies showing the legal name change. Proof of legal name change can be a copy of a student driver's license, social security card, marriage certificate, divorce decree, or other legal documents showing the name change. Request for name changes should be submitted to the Student Service Coordinator. If the documentation is complete, the student's academic records will be updated with a copy of the legal documents in the student's academic file.

### ADDRESS/TELEPHONE NUMBER CHANGES

Students are asked to notify the Student Service Coordinator when any information regarding their address and/or telephone number changes. Notification can be made by submitting a written request to initiate the change. A student's recorded address will be automatically updated if correspondence is returned to Ogle Schools by the United States Postal Service with an address correction.

### SCHEDULE CHANGES

Students wishing to change their schedule must make their request in writing to the School Director. The Appeals Board (School Director, Student Service Coordinator and a responsible Financial Planner) will determine if and when the change can be accommodated based on education, schedule and space availability. After consideration of the student's academic and financial aid files, the Appeals Board will review and render a ruling on the requested schedule change. If the student is dissatisfied with the ruling, the student has the right to escalate the requested schedule change to the School's Vice President of Education. If the student is dissatisfied with the ruling of the Vice President of Education, the student has the right to escalate the requested schedule change to the School's President. The President is the final authority on all requests for schedule changes.

## STUDENT'S RIGHT OF ACCESS/STUDENT RIGHT OF PRIVACY

### STUDENT'S RIGHT OF ACCESS/STUDENT RIGHT OF PRIVACY

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Ogle School has adopted the following policies and/or procedures. This policy was designed to protect the privacy of education records, to establish the right of students or guardian of a dependent minor student to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. This is a notice of students' basic rights under the law, and explains certain procedures for Ogle School's full compliance with the law.

Students or guardians of a dependent minor student may inspect and review their education records upon written request to the School Director (or designate). Students or guardian of a dependent minor student should complete the Request to Review Records/Release of Student Information form each time the student or guardian needs to access personal student information, which is available in the Student Service Coordinator's office, identifying as precisely as possible the records they wish to inspect. The School Director (or designate) will arrange for access as promptly as possible and will notify the student or guardian of a dependent minor student of the time and place where the records may be inspected and/or copied. Access will be allowed no more than 45 days after receipt of the written request. When a record contains information about more than one student, the student or guardian of a dependent minor student may inspect and review only the records that relate to him/her.

Ogle School reserves the right to refuse to permit a student or guardian of a dependent minor student to inspect the following records:

1. The financial statement(s) of the student's parents.
2. Education records containing information about more than one student, in which case Ogle School will permit access only to that part of the record that pertains to the inquiring student. (May seek release from other student(s) to reveal record).
3. Those records which are excluded from the FERPA definition of education records.

Ogle School reserves the right to refuse to provide copies of educational records (not required to be made available under FERPA) if the student has an overdue financial obligation to Ogle School, or if there is an unresolved disciplinary or academic dishonesty action against the student.



Ogle School will disclose to third parties information from a student's education/ financial records only with the written consent of the student, except in cases allowable under FERPA (including legal and accreditation purposes).

A student or guardian of a dependent minor student who believes that information contained in the education records is inaccurate, misleading, or in violation of their privacy rights may request in writing that the records be amended. A student or guardian of a dependent minor student should identify the part of the record she/he wants changed and specify why it is believed to be inaccurate, misleading, or in violation of privacy rights. A decision will be reached and the student or guardian of a dependent minor student will be informed within a reasonable amount of time after receiving the request. If the decision is not to amend the record(s), the student or guardian of a dependent minor student has the right to a hearing. The hearing will be conducted by a School official who does not have a direct interest in the outcome of the hearing. The hearing will be held within a reasonable amount of time after it is requested notifying the student in advance, of the date, place, and the School official will make a decision in writing based on the evidence presented at the hearing including a summary of the evidence and the reasons for the decision.

If the School official supports the complaint, the education record will be amended accordingly, and the student or guardian of a dependent minor student will be so informed. If the School official decides not to amend the education record, a student or guardian of a dependent minor student has the right to place in the education records a statement commenting on the challenged information and/or stating the reasons for disagreeing with the decision. This statement will be maintained as part of the education record as long as the contested portion is maintained, and whenever a copy of the education record is sent to any party, the student's statement will be included.

Ogle School's policy statement implementing FERPA is maintained by, and available for review in the Student Service Coordinator's office. Students or guardian of a dependent minor student should address questions, concerns, or problems to the Student Service Coordinator's Service Office. Students or guardian of a dependent minor student may file complaints regarding alleged failure of to comply with FERPA with The Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920; (800) 872-5327.

## STUDENT RESOURCES

### STUDENT SERVICES

The Student Services Department offers support in areas related to transportation, day-care and other related areas to help student's complete their course. Student Services is available to meet with students to provide referrals for students at risk or in need of assistance while enrolled at Ogle School.

### STUDENT ADVISING & GUIDANCE

Staff at the Ogle School makes reasonable effort to maintain close communication with all students. Students have access to Faculty and Administrative Staff for both career and academic advising. Students experiencing personal problems that require professional help will be referred to the appropriate agency(s) or organization(s).

Individual advising occurs periodically throughout the course. These sessions help Instructors determine student progress and identify those students who may require additional assistance. Problems not resolved in Instructor-student sessions may be referred to the School Director (or designate).

Student Advisement at Ogle School is available. Students are encouraged to seek help whenever it is needed. Formal academic advisement occurs when Grade Reports are issued. At any time, between Grade Reports, students may be formally advised; and all advisements are confidential. Whenever any Staff member advises a student, the proceedings of that advisement are documented. All students will receive on-going, informal daily advisement in the areas of behavior, attitude, attendance, respect, cooperation, image, pride and professionalism. When a student's problems are beyond Staff capability, the student will be referred to the appropriate professional.

### PERSONAL COUNSELING SERVICES

Contact the following off-campus organizations for counseling opportunities, alcohol and drug abuse education, crime prevention education, and sexual assault prevention and response. Ogle School does not offer on-campus counseling services.

Child & Family Guidance Centers  
8915 Harry Hines Blvd.  
Dallas, TX 75235  
214-351-3490

Dallas Challenge  
7777 Forest Lane #B-410  
Dallas, TX 75230  
972-566-4680

Drug Prevention Resources, Inc.  
1200 Walnut Hill Lane #1500  
Irving, TX, 75038  
972-518-1821

The Council on Alcohol/Drug Abuse  
1349 Empire Central Drive, #800  
Dallas, TX, 75247  
214-522-8600

Housing Crisis Center, Inc.  
4210 Junius Street  
Dallas, TX, 75246  
214-828-4244

Mental Health Association of  
Tarrant County  
3136 4th Street  
Ft. Worth, TX 76107  
817-335-5405

Center for Family Relations  
11818 San Pedro Ave.  
San Antonio, TX 78212  
210-733-3349

Prevention Resource Center  
7500 Hwy. 90 West  
San Antonio, TX 78227  
210-354-3331

Palmer Drug Abuse Program  
10226 Ironside Drive,  
San Antonio, TX 78230  
210-697-9766

Council on Alcohol and Drugs Houston  
303 Jackson Hill Street  
Houston, TX 77007  
713-942-4100

Crisis Intervention of Houston  
3701 Kirby Drive  
Houston, TX 77098  
713-533-4500

The Parenting Center  
2928 West 5th Street,  
Fort Worth, TX 76107  
817-275-7576

Recovery Resource Council  
2700 Airport Freeway  
Ft. Worth, TX 76111  
817-332-6329

Tarrant County Challenge, Inc.  
226 Bailey Avenue, #105  
Ft. Worth, TX 76107  
817-336-6617

The National Women's Health Information Center,  
U.S. Dept. of Health and Human Services Office on  
Women's Health,  
1-800-994-9662  
<http://womenshealth.gov>

The National Domestic Violence Hotline  
1-800-799-SAFE (7233) or  
1-800-787-3224

National Sexual Assault Hotline  
1-800-656-HOPE (4673)

San Antonio Housing Authority  
818 South Flores  
San Antonio, TX 78204  
210-477-6262

Clarity Child Guidance Center  
8535 Tom Slick  
San Antonio, TX 78229  
210-616-0300

Elite Counseling  
410 S Main Ave # 201  
San Antonio, TX 78204  
210-822-9493

Mental Health America of Greater Houston  
2211 Norfolk, Suite 810  
Houston, TX 77098  
713-523-8963

# STUDENT & ADMISSIONS POLICIES

## CAREER SERVICES DEPARTMENT

The Career Services Department plays a key role in helping students achieve their goals by connecting with outstanding career opportunities. Ogle School Career Services Representatives engage with students, salons, licensed Cosmetologists and others in the beauty industry to build strong relationships and create career opportunities.

## EMPLOYER RELATIONS

The primary function of the Career Services Department is to establish and build an employer relations program for Ogle Schools. This includes maintaining a working relationship with employers to promote and enhance the visibility and effectiveness of Ogle School which ultimately enhances employment opportunities for students.

## GRADUATE EMPLOYMENT ASSISTANCE

Ogle School offers academic and graduate employment services to students. Ogle School does not guarantee employment; the beauty industry has an on-going need for well-trained professionals. Ogle School is often contacted by salons, spas and manufacturers wishing to interview graduates regarding employment opportunities.

## GRADUATION CEREMONIES

Graduation ceremonies may be held annually in which students and guests may be invited to attend. Graduation ceremonies are held for students who have met all graduation requirements.

## SAFETY REQUIREMENTS

Safety (particularly in the areas of sanitation and sterilization) is important. Students are not only in touch-contact with clients but do so in a manner which involves the use of sharp/pointed tools and implements, chemical solutions, heat, light and electricity.

Students must be constantly aware of safety as it relates to the client. The use of proper sanitation is required to avoid the transmission of disease, and services involving chemicals and/or the application of heat demand constant vigilance.

## STUDENT PARKING

While some student parking is provided (varies by campus), Ogle School cannot guarantee any student a parking space. Ogle School reserves the right to designate student parking areas and to enforce parking regulations.

## STUDENT DISCOUNTS

Actively enrolled students receive a 25% discount on products and services. Ogle School graduates receive a 20% professional discount on products.

## RIGHTS RESERVED

Ogle School reserves the right to add or withdraw any course and to make changes in curriculum, tuition, regulation, or any other published information as conditions warrant.

Ogle School has no responsibility for loss or damage to student work, supplies or any other personal property. Students should keep personal items in lockers or modules. Students are required to replace immediately any supplies or equipment that is lost, stolen or broken.

## ADMISSION REQUIREMENTS

An Applicant must meet the following admission requirements:

1. Be at least 17 years of age at scheduled class commencement.
2. Must meet one of the following requirements:
  - a. Be a high school graduate or its equivalent from an acceptable accredited high school.
  - b. Completed General Education Development (GED) Certificate
  - c. Secondary school completion credential from an acceptable accredited home school program. Home school students must provide documentation stating learning outcomes and high school completion equivalency.
  - d. Completion of an Associates, Bachelors, or higher degree from an acceptable accredited post-secondary institution showing high school attended.

Foreign Diplomas or Transcripts must be translated and evaluated from a recognized agency. Ogle School does not admit ability-to-benefit students.

3. Successfully complete a personal interview with an Admissions Representative (or designate),
4. Sign an Enrollment Agreement and submit a Registration Fee (if applicable),
5. Applicants with transfer hours must submit transcripts from previously attended schools; see additional specific requirements for transfer of prior hours below.
6. Instructor Course applicants must have at least 1 year of salon experience and possess an active Cosmetologist or Esthetician license.

Ogle School is a private beauty culture school and may refuse admission to an applicant for any reason not protected by state or federal law. We will not recruit students enrolled in another cosmetology course. A person registering at an Ogle School cannot be enrolled in any other cosmetology course.

Ogle School does not require proof you have received any vaccinations as part of our admission requirements. However; we recommend you speak with your primary care physician regarding recommended vaccinations for persons working in close proximity to the general public.

## STUDENT ORIENTATION

All incoming students will receive an orientation either prior to the beginning of school or on their first day of school. This orientation is required for all incoming students and will discuss our mission, values, student policies, the curriculum, how you will progress through the program and introduce you to key personnel at the school.



# ADMISSIONS POLICIES

## TRANSFER OF PRIOR HOURS REQUIREMENTS

Ogle School accepts transfer students and may accept up to half of the hours required for licensure, but reserves the right to deny transfer hours from another institution for any reason. An applicant may not transfer more hours into a course than listed below.

### Cosmetology Course:

- No more than 750 hours from a prior Cosmetology course; or
- No more than 100 hours from a prior Manicuring course; or
- No more than 50 hours from a prior Esthetics course

### Esthetics Course:

- No more than 375 hours from a prior Esthetics course; or
- No more than 50 hours from a prior post-secondary Cosmetology course; or
- No more than 25 hours from a prior public secondary (High School) Cosmetology course

### Instructor Course:

- No more than 250 hours from a prior Instructor course

Out of state hours must be evaluated and accepted by TDLR prior to the School Director's review. The School Director (or designate) will review prior hours to determine their acceptance. Students will not receive credit for prior hours after course commencement.

Any hours an Applicant accrued prior to the cancellation of an Enrollment Agreement, either by Applicant or School, at any Ogle School location will not be recognized or accepted as transfer hours or prior hours earned as an Ogle School student.

We highly recommend you pay any balance for previously received cosmetology hours before class commencement. The Texas Department of Licensing and Regulation will not allow a student to become licensed if they owe tuition for hours transferred from a prior school.

## TRANSFERABILITY OF HOURS

All higher institutions reserve the right to determine which hours they will accept from another institution. The transferability of hours you earn at Ogle School is at the complete discretion of an institution to which you may seek to transfer. If the hours that you earn at Ogle School are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work.

## READMISSION FOR PRIOR OGLE SCHOOL STUDENTS

To be eligible for readmission to the most recent Ogle School location the student attended, the student must meet the following readmission requirements.

1. Meet all Admission requirements.
2. Be current on any outstanding debts with the School or make satisfactory payment arrangements with the Student Accounts Department. Previous balances owed may be applied to the new agreement balance.

Prior clocked hours may be evaluated prior to readmission and may or may not be approved. Under certain conditions, including military withdrawals supported by written certifiable documentation, you may be eligible for readmission without incurring an additional Registration Fee.

Approval for readmission is determined by the Appeals Board and is based on education, schedule and space availability. Ogle School

reserves the right to deny readmission following termination or withdrawal for any reason. If readmission approval is granted, the applicant may be required to submit a new Registration Fee (if applicable), sign a new Enrollment Agreement and pay additional tuition, books, supplies and equipment costs (if applicable). If a student withdraws and has been charged 100% of their Agreement price, a student in good standing (financial, academic and behavioral) may be eligible to return to the course during the following forty-eight (48) month period without any additional tuition costs. If a student withdraws and has been charged less than 100% of their agreement, the student may be eligible to return to the course, and may incur additional tuition costs.

This policy does not apply to Ogle School students seeking a transfer to another Ogle School location or a change in enrolled course. In this case, student will be considered a new applicant requesting transfer of prior hours. The Student Accounts Department can explain the financial implications of transferring, based on your individual circumstances. Ogle School reserves the right to deny a transfer request for any reason including, but not limited to attendance, behavior or academic performance.

## APPEALS BOARD

A student may appeal his or her dismissal and/or request readmission by completing a Request for Readmission form available from the Student Services Coordinator. After consideration of the student's academic and financial aid files, the Appeals Board comprising the School Director, Student Service Coordinator, Admissions Representative and a Financial Planner will review and render a ruling on the Request for Readmission. If the student is dissatisfied with the Appeals Board's ruling, the student has the right to escalate the Request for Readmission to the School's Vice President of Education. If the student is dissatisfied with the ruling of the Vice President of Education, the student has the right to escalate the Request for Readmission to the School's President. The President is the final authority on all Requests for Readmission.

## NON-DISCRIMINATION

Ogle School does not discriminate in admission or access to our courses on the basis of age, race, color, sex, disability, religion, sexual orientation, gender identity, gender expression, national or ethnic origin. If you would like to request academic adjustment or auxiliary aids, please contact the School Director. You may request academic adjustments or auxiliary aids at any time. The School Director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into Ogle School. The School will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should notify the School Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four (4) weeks in advance of the date needed. The School Director will respond within two (2) weeks of receiving the request.

# FINANCIAL PLANNING POLICIES

## FINANCIAL PLANNING DEPARTMENT

Our Financial Planning Department is open to students during normal business hours. (Schedules may vary by campus.) Students are encouraged to call if they have any questions or need help regarding their financial planning.

## FINANCIAL ASSISTANCE PROGRAMS

Ogle School provides financing plans for students who wish to pay on a payment plan. Ogle School will assist students in developing financial plans to pay for their education through United States Department of Education's Federal Student Financial Assistance Programs (Title IV funding), Department of Assistive and Rehabilitative Services (DARS) and Veterans Education Benefit. The Financial Planning staff will assist students in developing financial plans to pay for their education through a combination of student/family contributions and financial assistance, if eligible.

## PAYMENT AGREEMENT

All payments are the responsibility of the student and are payable as stated on the Student Account Payment Contract. Students may be required to make monthly payments while attending school. Payment amounts are based upon the course in which the student is enrolled. Any change in financial situations which may affect a student's ability to make scheduled payments must be discussed with the Financial Planner.

Billing - Tuition payments are due based on the schedule established through the financial planning process. Payment options accepted are MasterCard, Visa, Cashier's Check and Money Order.

## SCHOLARSHIP & FEE WAIVERS

Ogle School reserves the right to offer tuition scholarships and waive fees to eligible students, employees and immediate relations of employees of Ogle School Management, LLC. and its various divisions.

## SCHOLARSHIPS/GRANTS

President Scholar Award, Beautiful Future Award, Ogle School Institutional Grant.

## RETURN OF FEDERAL STUDENT AID

If a student withdraws or is dismissed from Ogle School, the School and/or the student may be required to return a portion of the Federal Student Aid received. The last date of attendance is used to calculate the amount of any federal student aid that must be returned.

The amount of Federal Student Aid a student has earned at the time of withdrawal is equal to the percentage of the payment period completed. The percentage of the payment period completed is determined by dividing the number of hours the student was scheduled to complete in the payment period, as of the last date of attendance, by the total number of clock hours in the payment period.

For that payment period, if the number of hours scheduled to complete in the payment period is greater than 60% of the

clock hours in the payment period, the student has earned 100% of the Federal Student Aid, no return is due. If the number of clock hours scheduled to complete in the payment period is less than 60% of the clock hours in the payment period, a return of Federal Student Aid may be necessary. The amount of Federal Student Aid to be returned is calculated by subtracting the amount of earned Federal Student Aid from the total amount of Federal Student Aid received.

The student is required to return any unearned Federal Student Aid less the amount returned by Ogle School. If a student needs to return loan funds, the funds are repaid as required by the normal loan repayment phases. If the student is required to return Federal Student Aid, Ogle School will notify the student of the repayment amount within thirty days of determining the student withdrawal. If the student fails to return the grant aid as instructed, the student is considered to be in overpayment and thus ineligible for any additional Federal Student Aid at any school until that amount is repaid to the U.S. Department of Education or satisfactory repayment arrangements are agreed to by the student and the U.S. Department of Education.

Ogle School returns unearned Federal Student Aid within forty-five (45) calendar days of the date the School becomes aware the student is no longer enrolled.

If a student has earned more Federal Student Aid than has been posted to his/her account, the student may be entitled to a post withdrawal disbursement of Federal Student Aid. The post withdrawal disbursement is first used by the School to pay outstanding charges; any remaining amount is offered to the student or parent borrower. Ogle School will send the borrower a written notice of any loan funds returned to the lender as a result of the withdrawal calculation. A student borrower who fails to attend in-person exit counseling prior to or at the time of withdrawal will be mailed loan counseling materials. The borrower should complete the exit counseling form and return it to the School.

The Return of Federal Student Aid Policy applies only to the Federal Student Aid Programs. Assistance received from other aid programs will be returned to those programs in accordance with the funding source's refund policies.

The Return of Federal Student Aid calculation is performed to determine the amount of Federal Student Aid that must be returned to the U.S. Department of Education. It is not used to calculate the amount of tuition and fees a student will owe the School upon withdrawal. A separate refund policy is provided to assist students in determining the amount of tuition and other charges owed to Ogle School.

If the student has a remaining balance owed to Ogle School after all refund calculations are completed, whether the student withdraws or the School withdraws the student, there may be a 15% interest fee added to the owed remaining balance.

Ogle School will send an invoice to withdrawn students if a balance is owed the School. Any balance due will be calculated by determining earned charges using the institutional refund policy, and then subtracting the amount of earned aid as determined using the return to federal student aid policy.

## FINANCIAL PLANNING POLICIES

### CANCELLATION & SETTLEMENT POLICY/ REFUND POLICY

**(a) Termination Date:** Termination date is determined by the postmark date on written notification or the date Student notifies the School Director (or designate) in person of his/her intent to withdraw or the date of withdrawal specified in writing by Student, whichever is later. Legal Guardian/Guarantor of Students under eighteen (18) years of age must provide such notice of cancellation. A withdrawal does not relieve Student and Legal Guardian/Guarantor, if any, of financial responsibilities under the phases of this Enrollment Agreement. For unofficial withdrawal students are determined by no longer attending school through monitoring clock hour attendance at least every 30 days. Expelled (dismissed) students will be determined by the institution by monitoring attendance at least every 30 days.

**(b) Refund Calculations:** For the purpose of refund calculations, a refund is based on the period of Student's enrollment computed on the basis expressed in actual clock hours. The effective date for refund purposes is the earliest of: the last date of attendance (if student is withdrawn/dismissed by the School), or the date the license holder receives the notice of withdraw. Refunds will be made within forty-five (45) days of the date Student officially withdraws or is withdrawn from attendance, or in the case of an unofficial withdrawal, within forty-five (45) days of the date School determines that Student has unofficially withdrawn.

**(c) Rejection, Three-Day Cancellation, and Course Cancellation:** If Student is rejected by School before Course commencement, or if Student cancels in writing either in person or via signed and dated statement postmarked no later than midnight on the third (3rd) day after the date the Enrollment Agreement is signed, excluding Saturdays, Sundays and legal holidays, all amounts paid will be refunded, regardless of training. If Course is cancelled by School prior to commencement, all amounts paid by Student will be refunded.

**(d) Other Cancellations:**

1. If Student reasonably demonstrates that they entered into the Enrollment Agreement because of a misrepresentation made in the advertising or promotional materials of the School; or by an owner or representative of the School, all amounts paid will be refunded, regardless of training or;
2. If School is permanently closed and is no longer offering instruction after Course commences, School will refund the unused portion paid by Student or;
3. If Student or School cancels this Enrollment Agreement more than three (3) business days after signing Enrollment Agreement, but on or before the fifth (5th) scheduled Course day, Student is entitled to a refund of all tuition fees paid or;

In cases of cancellation of this Enrollment Agreement, either by Student or School, after Student has commenced the Course and after the fifth (5th) scheduled Course day, a percentage of the tuition is retained by School and/or refunded to Student per School's Tuition Adjustment Schedule.

**(e) Student Financial Aid Refund Allocation:** Refund and repayment

amounts must be distributed according to a specific order of priority prescribed in law and regulations. School's refund or repayment allocation may not deviate from the prescribed order. Refunds on behalf of Student Financial Aid recipients must be distributed in the following order: 1) Direct Unsubsidized Stafford Loans; 2) Direct Subsidized Stafford Loans; 3) Direct PLUS Loans; 4) Federal Pell Grants; 5) FSEOGs; 6) Other SFA Programs; 7) The Student.

A first-time Student that withdraws within twenty-one (21) calendar days of Agreement Start Date is entitled to a refund of all tuition paid. A prior Ogle School Student or first-time Student withdrawing after the twenty first (21st) calendar day from Agreement Start Date will use the following schedule to calculate the refund of unearned tuition.

1. Students who withdraw after first 21 calendar days of the program up to completion of 75% of the payment period for which they are charged will receive a pro rata refund of tuition.
2. Students withdrawing after completing more than 75% of the period of enrollment for which they are charged will not receive a refund of tuition.

The period of enrollment completed by the student is calculated by dividing the total number of clock hours in the period of enrollment into the clock hours in the period that the student completed. The period of enrollment for students is the Title IV payment period. Payment periods for each program are as follows:

	Cosmetology	Esthetics	Instructor
Payment Period I	0 to 455	0 to 375	0 to 500
Payment Period II	455.01 to 910	375.01 to 750	n/a
Payment Period III	910.01 to 1,205	n/a	n/a
Payment Period IV	1,205.01 to 1500	n/a	n/a

\*Refunds for student with transfer hours will be based on their individual payment periods.



## DRESS CODE

### DRESS CODE - COSMETOLOGY AND ESTHETICS COURSE

The Ogle School Student Dress Code is based on industry standards in the careers for which our students are preparing and is intended to promote consistency and uniformity within the School.

Students are expected to dress professional and fashionable, using good taste and judgment in matters concerning dress and appearance, with the following specific requirements:

- Solid black, ankle length or longer pants secured at the waist.
- Solid black skirts or dresses secured at the waist that are no shorter than the top of the knee.
- Solid black, form-fitting/skin tight pants, such as leggings and tights are acceptable only when worn under a top, dress or skirt that is no shorter than the top of the knee.
- Solid black, sleeved tops or Ogle School logo-wear of appropriate length and fit with Ogle School-issued name tag attached and visible at all times.
- Shoes or boots with closed toe and closed heel. Athletic shoes are not permitted unless they are predominantly black in color.
- Permitted accessories include jewelry, belts, neck scarves and decorative hair accessories of any color.
- The following students may wear professional clothing in any combination of black, gray and white. This exception applies only to the garments color; all other requirements remain in effect.
  - Cosmetology Course Students who have reached 1000 clock hours and have provided acceptable documentation that they have passed PSI's TDLR Written Exam.
  - Esthetics Course Students who have reached 500 clock hours and have passed an Ogle School administered mock PSI TDLR Written Exam.
- All hairstyling, makeup and facial hair must be professional and complete prior to arrival at School.
- Clothing must be neat and clean. Excessive wear (holes, frayed hems, stains, etc.), unprofessional language or images, logo-wear other than Ogle School logo-wear or other unprofessional clothing is prohibited.
- Denim jeans, sweat pants or shirts, bib overalls, hoodies or hoods, hats, visors, head-wraps, sweatbands, bandanas, scarves or any other article of clothing that covers the hair is prohibited except on special occasions as determined by the School Director.
- No skin or undergarments may be visible between the shirt and pant or skirt. Abdomens, armpits, bottoms, shoulders, cleavage, lingerie and undergarments must be covered at all times.
- Hands and fingernails must be clean and manicured. Students shall maintain fingernail lengths and follow guidelines appropriate for the career they have chosen.
- Tattoos may be visible so long as they do not depict images of nudity, profanity, violence or are gang related.
- A maximum of two (2) facial piercings, excluding the ears

and tongue, are allowed so long as they are studs or clear spacers. Ears pierced with holes larger than the standard stud (gauges) are allowed so long as the holes are covered with earlets or plugs. No barbells or chains may be visible.

- Students are required to dress professionally according to their gender identification/expression.
- Student Dress Code must be followed at all times during School hours, while on School premises or at School sponsored events.
- Students who do not adhere to the Student Dress Code must clock out and leave Ogle School premises or School sponsored event until they are in compliance with the Student Dress Code.

### DRESS CODE - INSTRUCTOR COURSE

Students are expected to use good taste and judgment in matters concerning dress and appearance. Neat, clean and appropriate attire creates the PROFESSIONAL IMAGE that Ogle School wishes to portray and at all times your attire must reflect professionalism.

In an effort to have all students present a consistent and professional appearance the following policy is to be followed:

- Business attire.
- Flip-flops are not allowed.
- Skirts and/or dresses must be knee length or below; capri pants must be no shorter than mid-calf in length.
- Tattoos are allowed so long as they do not depict images of nudity, profanity, violence or are gang related.
- A maximum of two (2) facial piercings, excluding the ears and tongue, are allowed so long as they are studs or clear spacers. Ears pierced with holes larger than the standard stud (gauges) are allowed so long as the holes are covered with earlets or plugs. No barbells or chains may be visible.
- Clothing must be of appropriate length and fit; showing no abdomen or cleavage.
- All hairstyling and make-up must be professional and complete prior to arrival at School.



# STUDENT POLICIES

## CONDUCT AND EMPLOYABILITY STANDARDS

Appearance, attitude and professional behavior are important elements of the student's career preparation and job success.

1. When a student's appearance and/or attitude is in opposition to the career education goals to which the School's academic and placement assistance are dedicated, the student may be advised, dismissed for the day and/or placed on probation. If no progress is shown during the probation period, the student may be dismissed.
2. When a student's behavior interferes with the rights of others, disrupts and/or prohibits the learning process of other students, or is in opposition to policies and rules of the classroom and the School, the student may be advised, dismissed for the day and/or placed on probation. If no progress is shown during probation period, the student may be dismissed.
3. When a student is guilty of negligent and/or careless acts and/or omissions in the learning process so as to endanger or to cause injury to another person or property, the student may be advised, dismissed for the day and/or placed on probation or may be automatically dismissed.
4. Under certain circumstances, a student's conduct may warrant immediate dismissal. Examples of this include, but are not limited to:
  - a. Engaging in verbal threats, intimidation, use of foul or profane language, physical threats, sexual assault, physical violence, racial or sexual harassment in or around the School.
  - b. Possession of weapons, firearms and knives while on School property or when involved in any School sponsored activity.
  - c. Possessing, distributing or using alcohol and/or illegal drugs in or around the School.
  - d. Vandalizing, stealing or being in possession of stolen property.
  - e. Falsifying personal information on School documents and/or presentation of forged documents.

## NON-FRATERNIZATION

Instructor course students are prohibited from fraternization with non-instructor students, either during regularly scheduled course hours or at any other time. Under no circumstances will Instructor students provide or accept transportation from non-instructor students, or provide their home phone or cell phone numbers to non-instructor students. This policy includes the use of School facilities designated for non-educational use, such as designated break and smoking areas. Instructor students must use facilities designated for Faculty and Staff. Fraternization with non-instructor students is considered unprofessional behavior and subject to corrective action up to and including dismissal from Ogle School.

## ALCOHOL AND DRUG PREVENTION

Ogle School in its policies supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol by anyone on Ogle School property or as a part of any Ogle School activity is prohibited. Students taking prescribed or over-the-counter medication which may affect functioning should inform the School Director or Campus Security Authorities.

## SEXUAL MISCONDUCT PREVENTION AND RESPONSE

If a final determination is made that any student of Ogle School is found to be abusing alcohol or using, possessing, manufacturing or distributing controlled substances in violation of the law on Ogle School property or at Ogle School events, they shall be subject to, at a minimum, the referral to counseling and automatic and immediate suspension or dismissal from School. Ogle School imposed sanctions are additional to any legal actions taken by local, state or federal authorities.

Ogle School is committed to complying with all laws that prohibit discrimination on the basis of sex in admission to, employment with, and otherwise in the operation of its educational program and activities. Among the applicable laws, Title IX of the Education Amendments of 1972 prohibits sex discrimination and sexual harassment in schools. In compliance with Title IX, Ogle School is committed to ensuring that all its students have equal opportunity to benefit from our program and activities, and that all its employees enjoy equal employment opportunity, free from sex discrimination and sexual harassment. The protections of Title IX also extend to third parties. Ogle School has developed a Title IX policy and the associated processes (please view the full Title IX policy at <http://www.ogleschool.edu/disclosures/OSM-601-Title-IX-Policy.pdf>) to ensure that all complaints of sex discrimination and sexual harassment—whether brought by students, employees, or third parties—are promptly investigated and, where a violation is found, that Ogle School takes action to end the conduct, prevent its recurrence, and address its effects.

Sexual harassment is unwelcomed advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person's employment or education, unreasonably interfered with a person's work or educational performance, or creates an intimidating, hostile or offensive working or learning environment.

Individuals who believe they are victims of sexual harassment should make it clear that such behavior is offensive to them. If the behavior continues, document the matter and refer it to Campus Security Authorities.

## STUDENT POLICIES

Responsible employees must promptly report sexual harassment that they observe or learn about.

Students who are found to be participating in any form of sexual harassment will be subject to disciplinary action, including but not limited to suspension or dismissal from school.

Any student, employee or other person who believes that he or she has been subjected to any form of sex discrimination, sexual harassment, or sexual assault in violation of this policy should make a complaint. Ogle School takes all such complaints seriously.

Ogle School strongly encourages any person who wishes to make a complaint under this policy to bring that complaint directly to Ogle School's Title IX Coordinator. However, a student may also bring such a complaint to an Admission Representative, Instructor, School Director, or staff member with whom he or she is comfortable. Likewise, an employee may bring such a complaint to their immediate supervisor, another manager, or a human resources generalist. In each case, the complainant should understand that the complaint will be forwarded to the Title IX Coordinator.

Title IX Coordinators:

A central Title IX Coordinator will be located at the Campus Support Center to assist with the coordinator at the campuses. Title IX Coordinators at each campus have been designated as the Student Service Coordinators. Please see the Administration and Faculty page to find the current Student Service & Title IX Coordinators.

Title IX Coordinator-Campus Support Center  
Ogle School  
2208 West Park Row Drive Suite 100  
Arlington, TX 76013  
Phone: (817) 277-6341  
Fax: (817) 459-1985  
E-mail: TitleIX@Ogleschool.edu

If you believe you have been sexually assaulted, your first priority should be to get to a place of safety. Ogle School strongly advocates that a victim of sexual assault report the incident in a timely manner.

Please familiarize yourself with Ogle School's Title IX Policy & Procedures which can be found on our website at: <http://www.ogleschool.edu/disclosures/OSM-601-Title-IX-Policy.pdf>

### STUDENT CONDUCT

Time is a critical factor for evidence collection and preservation for the proof of a criminal offense. An assault should be reported directly to local police and/or Campus Security Authorities. Upon request, Campus Security Authorities will assist victims in reporting incidents of sexual assault to local police. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Ogle School seeks to handle each complaint and investigation with professionalism and

discretion. A fair and effective investigation often requires that the details of the complaint and/or the identity of the complainant be shared with those individuals involved in and/or interviewed in the investigation. Such individuals will, however, be expected to maintain the confidentiality of the matter to the extent possible.

You can obtain information about rape awareness and prevention, victim support, counseling and mental health from the Rape, Abuse, and Incest National Network, at 1-800-656-HOPE (4673) or their website: <http://www.rainn.org>. Ogle School does not offer on-campus counseling services.

In the event a student has been apprehended for the violation of a law in the community, state or nation, the School will not request nor agree to special consideration for that individual because of his or her status as a student. The School will cooperate fully with law enforcement and other agencies in the enforcement of the law.

### CONSTRUCTIVE INSTRUCTION

Any student disrespect or lack of cooperation toward Instructors as a result of constructive criticism will be regarded as exhibiting unprofessional behavior and may result in the student being withdrawn from School.

### CLASSROOM AND CLINIC ASSIGNMENTS

Students are required to remain with their Instructor in their classrooms or assigned work areas unless at scheduled lunch or break.

There will be a charge for all services and products provided to clients unless otherwise approved in advance by the School Director (or designate). Students cannot bring into the School any beauty product not sold or carried at Ogle School nor should students advise clients to do so.

Stations are assigned at the beginning of each client service, for the duration of that service and may be reassigned at the discretion of School Staff. All equipment and personal belongings must be stored in the student's assigned locker or roll-around.

Daily sanitation is a part of students' learning program and must be completed each day to the satisfaction of their Instructor before student departs for the day. Students must adhere to all TDLR Health and Safety Standards as outlined in the published rules and regulations. Students may be required to perform additional cleaning and sanitation duties within the establishment to maintain a clean and safe environment for all students, staff and clients. Those duties may include sweeping, mopping, wiping down surfaces and walls, laundry, and emptying trash containers. Duties may vary by campus and program. Students are responsible for keeping stations, mirrors, lockers, roll-arounds, chairs, clinic, classroom and public areas in a neat and sanitary condition at all times. Implements must be sanitized before and after every use. Students must sanitize work stations and remove hair by sweeping before they style.

## STUDENT POLICIES

### EQUIPMENT & PERSONAL BELONGINGS

Each student is responsible for his or her own equipment, books and personal belongings and is provided a locker or roll-around for storage of these items. Purses, coats, bags, backpacks and other personal belongings must be kept in a locker or roll-around at all times during School hours. Ogle School is not responsible for lost or stolen items and it is the student's responsibility to replace any missing equipment or supplies at his or her own expense.

Students are required to have the equipment they need to complete services and assignments. If a student chooses to take these items home, it is the student's responsibility to bring them back to School. Students who do not come to School with their equipment will not be allowed to attend until they bring their equipment.

### LOCKERS & ROLL-AROUNDS

Each student is assigned a locker or roll-around at course commencement. Students assigned a locker must use a combination lock to secure equipment and personal belongings within their locker and provide the Student Service Coordinator with the lock's combination. Students assigned a roll-around will be provided with a key to secure equipment and personal belongings within their roll-around.

Lockers and roll-arounds are for use by current, active students only. Students must remove all belongings from their assigned locker or roll-around immediately upon graduation, termination or withdrawal from Ogle School. Items found to be stored longer than 30 days since the student's last day of attendance or in unassigned lockers or roll-arounds will be discarded.

Lockers and roll-arounds are the property of Ogle School and may be formally inspected at any time. Students are required to organize, clean and sanitize their lockers and roll-arounds daily. Care must be taken not to mix unsanitary personal belongings (food, money, and clothing) with sanitized implements and equipment. Students who damage lockers and roll-arounds will be required to pay the cost of repairing or replacing the locker or roll-around. Students may not remove School equipment from the School at any time.

### ATTENDANCE

A student is considered to be absent during any unattended portion of their regular schedule. (See Course Schedule) Any absence will interfere with your learning process. Students must inform the School of any planned absence by completing a Student Absence Notice prior to the date of the planned absence. In cases of illness, emergency or other unforeseen absence, the student is required to call their campus's Student Service Coordinator no later than thirty (30) minutes prior to their course's scheduled start to notify their Instructor, Salon Manager and clients of their absence.

- Excessive Saturday absences, failing to contact the School in the event of an absence and/or over-attending will result in corrective action up to and including immediate dismissal from Ogle School.

- Students absent five (5) consecutive regularly scheduled course days without contact will be immediately dismissed from Ogle School on the 6th scheduled day of non-attendance.

Our internal Ogle School Attendance Policy is defined as 90% or higher of scheduled hours as per enrollment agreement. If a student is in jeopardy of going below 90% attendance, the student will receive a written notice. Students with an attendance percentage below 90% will be placed on advisory (final notice) for the current phase.

Students absent ten (10) consecutive regularly scheduled course days with contact will be immediately dismissed from Ogle School on the 11th scheduled day of nonattendance.

The student withdrawal date for any student that withdraws or is dismissed from Ogle School will be the last date of attendance. Attendance Percentage is calculated by taking the total hours attended divided by the scheduled hours.

Examples:

a)  
Hours Attended= 97.88  
Absent Hours= 17.90  
Scheduled Hours= 110.00  
Attendance Percentage= 88.98%

$97.88/110.00=88.98\%$

b)  
Hours Attended= 505.57  
Absent Hours=37.68  
Scheduled Hours= 520.00  
Attendance Percentage= 97.23%

$505.57/520.00=97.23\%$

### CHILD CARE RESOURCES

Students are prohibited from bringing their children to School during their scheduled course time and/or while earning clock hours. Please make appropriate arrangements for child care. The Student Services Department is available to assist you in finding child care resources.

### TIME CLOCKS AND CLOCK HOURS

Student hours are recorded on a time clock each day. It is the responsibility of students to use the time clock correctly. Failure to do so may result in loss of clock hours. To receive full clock hour credit, a student must clock IN when beginning the day, when returning from breaks and returning from lunch AND clock OUT when leaving for a break, leaving for lunch and/or ending the day. Students, regardless of enrolled course or schedule, may not clock more than their scheduled hours on any given scheduled course day, with the exception of approved field trips, unless prior approval is given by a School Director or designate.

# STUDENT POLICIES

Students must be engaged in a learning activity at all times while earning clock hours. Students not engaged in a learning activity or students that are on break or at lunch must be clocked out. Any student found to be not engaging in a learning activity, in the break room or outside the facility while clocked-in or in violation of any part of 16 Texas Administrative Code, Chapter 83.72(i) (1-4), as posted at each time clock, may be subject to corrective action up to and including immediate dismissal from Ogle School.

Instructors and/or the School Director (or designate) will communicate daily with students in areas of attendance and dependability. At a minimum, students will be notified of their earned clock hours each month. If students have questions about total time, they should speak with the Student Service Coordinator.

## BREAKS

On days a student is regularly scheduled to attend five (5) or more hours, regardless of enrolled course or schedule, the student is required to take a 30 minute lunch and two (2) 15 minute breaks as scheduled throughout that day.

On days a student is regularly scheduled to attend less than five (5) hours, regardless of enrolled course or schedule, the student is required to take a 15 minute break as scheduled throughout that day.

Students must be “clocked-out” when taking a lunch or outside of the building for other breaks. Lunches and breaks may not be used together.

## STUDENT BREAK AREAS

Each campus has designated student break areas. No eating or drinking is permitted anywhere in the School other than assigned break areas.

## NON-SMOKING

While on School property students may smoke in designated student outdoor smoking areas only. Smoking is prohibited in the School.

## BUSINESS TELEPHONES

Students are prohibited from using business telephones for personal telephone calls except for extreme emergencies as determined by the School Director (or designate).

## ELECTRONIC DEVICES

Ogle School encourages students to use electronic communication devices for educational purposes. These devices include but are not limited to the following: cell phones and other electronic devices. Students may utilize electronic communication devices at School and at School activities when the Instructor deems appropriate for educational purposes. Personal, non-educational use of electronic devices is permitted during breaks or lunch only in designated break areas. All other uses of electronic devices in the School are prohibited with the possessing student subject to the disciplinary measures outlined in the Conduct and Employability Standards.

Use of electronic devices during the administration of any test or exam is prohibited, unless specifically required by the Instructor or School for an educational purpose. It is recommended that students do not bring electronic devices to testing areas. If a student is found to possess an electronic device during testing, student test results may be invalidated and student will be subject to disciplinary measures outlined in the Academic Dishonesty policy.

## UNAUTHORIZED DISTRIBUTION OF COPYRIGHTED MATERIAL

Ogle School does not condone and will not tolerate the unauthorized copying, downloading, publishing, distribution or use of copyrighted material. Students who engage in illegal downloading or unauthorized distribution of copyright materials using the schools information systems will receive an advisement up to and including dismissal from Ogle School. Ogle School imposed sanctions are additional to any legal actions taken by local, state or federal authorities. 18 U.S.C. § 2319 provides for the following legal sanctions.

Offense	Penalty
Misdemeanor Infringement: Unauthorized duplication of a copyrighted work(s) with a retail value less than \$2,500	Up to 1 year in prison, up to \$100,000 fine or both
Felony Infringement: At least 10 copies of a copyrighted work or copying multiple works with a retail value of at least \$2,500 (first offense)	Up to 5 years in prison, up to \$250,000 fine or both
Felony Infringement: At least 10 copies of a copyrighted work or copying multiple works with a retail value of at least \$2,500 (subsequent offense(s))	Up to 10 years in prison, up to \$250,000 fine or both

## SOCIAL MEDIA

Ogle School respects the rights of students and staff to use social media during their personal time. Social media includes all forms of online publishing and discussion, including but not limited to Facebook, Instagram, Twitter, YouTube, file-sharing and user-generated video and audio.

Ogle School students are personally responsible for the content that they publish on social networking sites. Be mindful that what you publish will be public for a long time. Respect your audience.

Ogle School does not permit ethnic slurs, personal insults, obscenity, intimidation, cyber bullying or engaging in conduct that would not be acceptable in Ogle School’s facilities on any of our social media sites. Ogle School reserves the right to remove any posts at its discretion and take necessary disciplinary action as appropriate. It is the duty of Ogle School to protect itself from undue harm related to information that is shared on social networking sites.



## STUDENT POLICIES

### EXTRA INSTRUCTIONAL CHARGES

We believe the best interests of students are served when they attend School regularly, receive a consistent education, graduate as scheduled and begin timely employment. Therefore, Ogle School will take any and all persuasive steps within its rightful authority to promote regular student attendance.

1. Students with less than 90% cumulative attendance will be advised of probable extra instructional charges.
2. The hourly rate for the Cosmetology Course is \$11.30 per hour.
3. The hourly rate for the Esthetics Course is \$12.00 per hour.
4. The hourly rate for the Instructor Course is \$5.00 per hour.
5. All accrued extra instructional charges are due and payable the day following the End Date of the Student's Enrollment Agreement.

The School reserves the right to dismiss and/or withdraw a student from participating in School until all extra instructional charges are paid.

### MAKE-UP WORK

We place a heavy emphasis on regular attendance. However, in the event that students, due to absenteeism or other factors, are not able to complete assigned work when due, it is the student's responsibility to schedule make-up activities with their Instructor.

1. All assignments and tests are required to be completed and handed in on time. If late, a 10 percentage point reduction in grade is made.
2. Students missing examinations with an excused absence (Doctor's note, Jury Duty, Court date), will be permitted to make-up the exam on the regular scheduled test day. See your Instructor for the schedule. It is the student's responsibility to arrange testing time with their Instructor.

### SATISFACTORY ACADEMIC PROGRESS POLICY

The intent of Ogle School's Satisfactory Academic Progress Policy is to be fair, reasonable and consistent in effectively evaluating the Student's measurable progress toward successful completion of their course instructing them to be successful in their chosen career. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

The training will include attendance, dependability, organizational skills, professional image, conduct, teamwork and cooperation. Student training is measured and communicated by; 1) Attendance, and; 2) Academic Grades.

1. Satisfactory Academic Progress is a requirement for all students enrolled in Ogle School. All students must maintain an academic grade (grade point average) and average cumulative attendance of 70% to be considered making satisfactory academic progress and to complete the scheduled course within the maximum time frame.

2. The maximum time a student has to complete is 143% of the course length. All minimum course lengths are determined by The Texas Department of Licensing and Regulation. Students who have not completed the course within the maximum time frame may continue as a student at the institution on a cash pay basis.

COURSE MAXIMUM TIME ALLOWED	WEEKS SCHEDULED	HOURS
Cosmetology (Full time, 35 hrs/wk) 1500 Hours	61 Weeks	2143
Cosmetology (Part time, 21 hrs/wk) 1500 Hours	102 Weeks	2143
Esthetics (Full time, 35 hrs/wk) 750 Hours	31 Weeks	1071
Esthetics (Part time, 17.5 hrs/wk) 750 Hours	61 Weeks	1071
Instructor (Full time, 35 hrs/wk) 500 Hours	20 Weeks	714
Instructor (Part-time, 17.5 hrs/wk) 500 Hours	41 Weeks	714

3. The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 70% of the scheduled hours. Students are evaluated for Satisfactory Academic Progress as follows:
  - a. Cosmetology 455 hrs & 13 wks, 910 hrs & 26 wks, 1205 hrs clocked (actual) hours & 35 wks
  - b. Esthetics 375 hrs & 11 wks
  - c. Instructor 250 hrs

For evening programs the number of weeks when students are evaluated are as follows: Cosmetology 22 wks, 44 wks, 59 wks, / Esthetics 21.5 wks.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. Evaluations periods are based on actual hours completed.

4. A student's grade point average is determined by;
  - a. Theory exams;
  - b. Practical exams, and;
  - c. Practice activities.

Grade	Points	Definition	Percentage
A	4 pts	Excellent	90% to 100%
B	3 pts	Very Good	80% to 89%
C	2 pts	Passing	70% to 79%
D	1 pts	Needs Improvement	60% to 69%
F	0 pts	Unsatisfactory	Less than 60%

## STUDENT POLICIES

Students meeting the minimum requirements (70%) for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning.

- Attendance is evaluated on a cumulative basis. At each evaluation point, the attendance for the period will be added to the attendance from the preceding periods to determine whether the student will complete the course within the maximum time frame established in this policy. Total hours earned beginning the first day of course commencement and ending the last day of the completed period (phase) divided into the student's scheduled hours beginning the first day of course commencement and ending the last day of the completed period (phase).

$$\text{Student's Actual Hours Attended} \div \text{Scheduled Hours} = \text{Cumulative \% of Attendance}$$

- If the student's attendance and/or academics fall below 70%, they will be placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met the attendance and academic requirements, he/she will be dismissed from the program.
- In the event the student withdraws, or other official interruption, the student, upon returning to School, maintains the status as of the time of departure.
- Withdrawals and incompletes have no effect upon the School's qualitative Satisfactory Academic Progress standard. All hours attempted within a progress report period are used in assessing if the student meets quantitative Satisfactory Academic Progress standard. Ogle School does not allow students to repeat courses and does not offer remedial or English as a Second Language (ESL) courses.
- With regard to Satisfactory Academic Progress, a student's transfer hours accepted by Ogle School will be counted as both attempted and earned hours for purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

### RE-ESTABLISHING ELIGIBILITY

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. The student whose financial aid has been terminated for unsatisfactory progress will not be paid any additional financial aid until she/he has completed the hours previously paid for with a 70% Cumulative Grade Point Average (CGPA) and will be able to complete the program within the maximum time frame.

### FINANCIAL PROGRESS

Students must meet or be current with all financial obligations to Ogle School as specified in their payment plan prior to graduation. It is expected that the student will comply by providing all necessary requested information and/or forms. Also, if monthly payments are budgeted, they are to be submitted on or before the statement due date to maintain satisfactory financial progress.

If a student fails to meet his or her financial obligation, he or she will receive a warning. If the financial situation is not satisfied, the student will be dismissed.

The student may appeal his or her dismissal and/or request readmission per Ogle School's Appeals Board Policy.

### COUNSELING

All first-time Federal Student Loan borrowers will be required to complete entrance counseling online at [www.studentloans.gov](http://www.studentloans.gov) prior to class commencement.

All Federal Student Loan borrowers will be required to complete exit counseling online at [www.studentloans.gov](http://www.studentloans.gov) prior to graduation.

### GRADUATION REQUIREMENTS

In order to graduate from the course the student must:

- Complete all required course work and final exams
- Complete scheduled agreement course hours
- Meet all tuition and fee requirements
- Maintain an acceptable level of compliance with all student policies
- Complete required graduation paperwork and documents
- Student must complete Exit Counseling if receiving federal student loans

Student will be awarded an Ogle School Diploma.

### ACADEMIC DISHONESTY

Academic Dishonesty is any incident whereby a student or group of students knowingly and willingly offers or seeks to gain an academic advantage by giving or receiving inappropriate assistance in the preparation and completion of assignments and evaluations.

Students engaging in any form of Academic Dishonesty will be disciplined appropriately.

### STUDENT ACCESS

Students may request access to their SAP evaluation by contacting the Student Service Coordinator.

# STUDENT POLICIES

## RELEASE

The student and/or legal guardian grant Ogle School the irrevocable permission to use his or her voice, image or likeness as part of any live or recorded video display, broadcast, production or other depiction in any media, now or hereafter existing of all or any part of the students participation in School including for the commercial purposes of Ogle School.

## NOTES:

## STUDENT CONCERNS/STUDENT COMPLAINT AND GRIEVANCE

Students are encouraged at all times to communicate their concerns to members of the Faculty and administration. Suggestions, concerns or complaints should be registered privately, never with fellow students or clients. If a situation arises in which a student has a complaint or grievance regarding grades, instruction or other topics related to their course of study, the following procedure is in effect:

1. Make an appointment to discuss the matter informally with your Instructor. If not resolved;
2. Make an appointment to discuss the matter informally with the School Director (or designate). If not resolved;
3. Request and complete a Student Complaint Form and submit it to the School Director (or designate). The School Director will verify that the student has made an attempt to resolve the concern informally and will call a meeting with all individuals whose participation is warranted by the circumstances of the particular concern to seek to resolve the concern. The minutes of the meeting and any agreed upon resolution will be documented on the Student Complaint Form and communicated to the student. If not resolved;
4. Request the School Director (or designate) forward the Student Complaint Form to the School's Vice President of Education for review. The ruling of the Vice President of Education will be documented on the Student Complaint Form and communicated to the student. If not resolved;
5. Request the Vice President of Education forward the Student Complaint Form to the School's President for review. The ruling of the President will be documented on the Student Complaint Form and communicated to the student. The President is the final authority on all student complaints within the institution. If not resolved;
6. Student may submit a complaint to TDLR and/or NACCAS only after the student has exhausted the institution's internal complaint process.

## COMPLIANCE REPORTING HOTLINE

If you have concerns regarding the administration of Federal Student Aid Programs, possible violations of institutional accreditation standards; or violations of state regulatory requirements and choose to report anonymously call (800) 401-8004. This is an anonymous and confidential reporting line that is not affiliated with Ogle School. It is accessible 24 hours a day, 7 days a week.

If you prefer to contact Ogle School's Compliance Department directly, please call the Compliance Officer at (817) 277-6341 or [compliance@ogleschool.edu](mailto:compliance@ogleschool.edu).

Arlington • Dallas • North Dallas • Denton • Fort Worth • Hurst • Houston / Stafford • San Antonio



# OGLE SCHOOL

## Esthetics Day Course

<b>Book, Equipment &amp; Supplies*</b>	<b>\$2,580.00</b>
<b>Tuition</b>	<b>\$9,900.00</b>
<b>Total</b>	<b>\$12,480.00</b>

## Esthetics Night Course

<b>Book, Equipment &amp; Supplies*</b>	<b>\$2,580.00</b>
<b>Tuition</b>	<b>\$10,800.00</b>
<b>Total</b>	<b>\$13,380.00</b>

## Cosmetology Course

<b>Book, Equipment &amp; Supplies*</b>	<b>\$2,960.00</b>
<b>Tuition</b>	<b>\$13,200.00</b>
<b>Total</b>	<b>\$16,160.00</b>

## Instructor Course (500 Hours)

<b>Book, Equipment &amp; Supplies</b>	<b>\$250.00</b>
<b>Tuition</b>	<b>\$2,500.00</b>
<b>Total</b>	<b>\$2,750.00</b>

Pricing effective for all classes starting on or after 2/6/2017

Prices for books, equipment and supplies include tax. These items will remain property of the student.

\* Students will have the option to include an iPad in their program for an additional \$410.00

## Esthetics Day Course

<b>Book, Equipment &amp; Supplies*</b>	<b>\$2,580.00</b>
<b>Tuition</b>	<b>\$9,900.00</b>
<b>Total</b>	<b>\$12,480.00</b>

## Esthetics Night Course

<b>Book, Equipment &amp; Supplies*</b>	<b>\$2,580.00</b>
<b>Tuition</b>	<b>\$10,800.00</b>
<b>Total</b>	<b>\$13,380.00</b>

## Cosmetology Course

<b>Book, Equipment &amp; Supplies*</b>	<b>\$2,960.00</b>
<b>Tuition</b>	<b>\$15,600.00</b>
<b>Total</b>	<b>\$18,560.00</b>

## Instructor Course (500 Hours)

<b>Book, Equipment &amp; Supplies</b>	<b>\$250.00</b>
<b>Tuition</b>	<b>\$2,500.00</b>
<b>Total</b>	<b>\$2,750.00</b>

Pricing effective for all classes starting on or after 2/6/2017

Prices for books, equipment and supplies include tax. These items will remain property of the student.

\* Students will have the option to include an iPad in their program for an additional \$410.00

In compliance with the Federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics of 1988 (formerly the Crime Awareness and Campus Security Act of 1990) the 2014-2015 Annual Campus Security and Crime Report is available on our website at the following URL.

<http://www.ogleschool.edu/disclosures/acsr2015.pdf>

A copy of the Employee/Student Drug-Free Workplace/School Drug Prevention Policy Statement and Campus Crime Report is made available to active students, faculty, and staff. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus, non-campus, or public property and is distributed in October of each year. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. There were no reported hate crimes, either on-campus or off-campus, at any Ogle School location during this reporting period.

You may request a copy of this report at any time through your Admissions Representative or School Director.

# INSERT 3 - ADMINISTRATION AND FACULTY ADDENDUM ( PAGE 1 OF 2 )

<b>Home Office: 2208 W. Park Row Dr., Suite 100, Arlington, TX 76013 (817) 277-6341</b>			
President/Chief Executive	John Blair	Lead Financial Planner	Tareasha Jackson
VP of Finance	Jeff Long	Sr. Financial Planner	Jennifer Bell
Vice President of Admissions	Aaron McCardell	Financial Planner	Kendra Simpson
Vice President of Education	Kim Layton	Sr. Financial Planner	Tina Jones
Executive Director of Marketing	Jeff Chiarelli	Financial Planner	NYSheena Lowe
Director of Financial Planning	Stacy Hodge	Financial Planner	Latrice Lester
Director of Compliance and Regulatory Affairs	Mary Gabriel	Financial Planner	Brooke Boothe
Director of Career Services	Wendi Pendleton	Financial Planner	Dawn Wolfe
Director of Admissions - Arlington, Dallas, North Dallas	Ramon Bustos		
Director of Admissions - Denton, Hurst, Fort Worth	Tamera-Jo Grant		
Director of Admissions - San Antonio, Stafford	Evelyn Spears		
Director of Admissions - High School Program	Nikki Pompey		
<b>Arlington Campus: 2200 W. Park Row Dr., Arlington, TX 76013 (817) 460-8181</b>			
School Director	Alicia Peoples	Instructors:	
Lead Instructor	Lisa Wiley	Evelyn Bailey	Ronetta Johnson
Clinic Manager	Randall Woods	Jodie Durham	Renonda Kimble
Professional Coordinator	Retiece Givens	April Harwell	Camethia Phillips
Student Services	Aleena Wilson	Melissa Hurt	Veronica Ozuna
Admissions	Tiffany Johnson		
Admissions	Rodney Smith II		
Admissions	Gerri Perez		
Admissions Coordinator Mentor	Leslie Boothe		
<b>Hurst Campus: 720-B Arcadia Street, Hurst, TX 76053 (817) 284-9231</b>			
School Director	Vivian Herrarte	Instructors:	
Lead Instructor	Barbara York	Vera Bailey	Jessica Howard
Clinic Manager	Shelia Lambert	Annika Berry	Sasha Monrial
Professional Coordinator	Amber Jones	Becky Bradley	Jason Peoples
Student Services	Christina Cardona	Paula Dunham	Sheila Prince
Admissions Coordinator	Tammara Traylor		
Admissions	Tina Thomas		
Admissions	Zelda Truitt		
<b>Fort Worth Campus: 6125 S.W. Loop 820, Suite 128, Fort Worth, TX 76132 (817) 294-2950</b>			
School Director	Larissa Chaney	Instructors:	
Lead Instructor/Education Specialist	April Lemoine	Lisa Franklin	Anita Vasquez
Clinic Manager	Dean Coats	Angelina Fratangelo	Michael Verkler
Professional Coordinator	Kelly Litsinger	Lillian Mallon	Monica Victorio
Student Services	Mirtha Trujillo	Stephanie Nevells	Christeena Waters
Admissions	Jesse Martinez	Tammy Thompson	Debbie Kight
Admissions	Charlotte Morris		
Admissions	Patrick Ramos		
Admissions	Paul Rogers		
Admissions Coordinator	Anna Reyes		
<b>Denton Campus: 2324 San Jacinto Blvd., Suite 207, Denton, TX 76205 (940) 535-5642</b>			
School Director	Melissa Woodard	Instructors:	
Lead Instructor	Jenna Pavlasek	Brittany Brown	Brandie Satterlee
Clinic Manager	Brittany Heath	Rhonda Brown	Rhiannon Sweaza
Professional Coordinator	Lizbeth Alaniz	Patricia Cline Wilson	
Student Services	OPEN	Teresa Gardner	
Admissions	Kelsey Leonard	Beth Lutz	
Admissions	Lynn Poe		
Admissions Coordinator	OPEN		



# INSERT 3 - ADMINISTRATION AND FACULTY ADDENDUM (PAGE 2 OF 2)

<b>Dallas Campus: 6333 E. Mockingbird Lane, Suite 201, Dallas, TX 75214 (214) 821-0819</b>			
School Director	Blaze McCarthy	Instructors:	
Lead Instructor	Kelly Garnett	Valerie Bell	Kristin Pool
Clinic Manager	Natoshia Chandler	Carol Chisum-Claiborne	Dominique Ross
Professional Coordinator	Tosha Davis	Barbara Huncharek	Lucy Ruiz
Professional Coordinator	Daisy Mariscal	Lexis Modkins	Rose Small
Student Services Lead	Kristin Roberts	Jennifer Montoya	Fannie Turner
Student Services	Nicole Dotie	Jenna McNabb	
Admissions	Rosie Williams		
Admissions	Satin Bibbs		
Admissions	Ashley Bullock		
Admissions	Brandon Henderson		
Admissions	Brenda Starrett		
Admissions Coordinator	Tonetta Culp		
<b>North Dallas Campus: 17174 Preston Road, Dallas, TX 75248 (214) 743-7700</b>			
School Director	Christine Pool	Instructors:	
Lead Instructor	Andrea Scott	Monica Atterberry	Sharday Pinkas
Clinic Manager	Aisha Gant	Deborah Cellerini	Tonya Richardson
Professional Coordinator	Amy Bloodworth	Louis Davis	
Student Services	Patsy Smith	La'Shaundra McGriff	
Admissions	Krystal Brown		
Admissions	Shawanna Hodge		
Admissions	Anna Seideman		
Admissions Coordinator	Melody Llano		
<b>San Antonio Campus: 742 N.W. Loop 410, Suite 226, San Antonio, TX 78216 (210) 424-0555</b>			
School Director	Irene Vicencio	Instructors:	
Lead Instructor/Education Specialist	Sylvia Ponciano	Stephanie Castro	Joe Salazar
Clinic Manager	Betsy Telford	Sandra Felan	Martha Serda
Professional Coordinator	Michelle Rocco	Helen Reyes	Cassandra Vega
Student Services	Sylvia Camarillo	Maria Madewell	
Admissions	Tessie Carlin	Rosa Montez	
Admissions	Nancy Garcia	Katrina Juarez	
Admissions	Rudy Vidales		
Admissions	Erika Lopez		
Admissions Coordinator	Eileen Bryant		
<b>Houston Campus: 12788 Fountain Lake Circle, Stafford, TX 77477 (281) 494-0106</b>			
School Director	Racheal Young	Instructors:	
Lead Instructor	Danielle Evans-Lofton	Aunghelle Kemp	Juanita Mike
Clinic Manager	Katrina Patters	Cindy Collins	Angela Phillips
Professional Coordinator	Akesa Collier	Rachel Eaton	Briand Russell
Student Services	Caitlyn Winkler	Veronica Lara	Kala Scott
Admissions	Jennifer Gomez	Qiana Lewis	
Admissions	Stephanie Hudson	Naomi Love	
Admissions	Alicia Jimenez		
Admissions	Stephanie Lacy		
Admissions	Robin Thorpe		
Admissions Coordinator	Deidra Allen		