

# RIVERSIDE



*Barber & Beauty Institute*

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**I HEREBY CERTIFY THAT I HAVE RECEIVED A COPY OF THIS CATALOG PRIOR TO ENROLLMENT AND HAVE REVIEWED ITS CONTENTS, UNDERSTAND ALL POLICIES CONTAINED HEREIN AND AGREE TO COMPLY WITH SAME**

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PROSPECTIVE STUDENT SIGNATURE

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DATE

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## **RIVERSIDE BARBER & BEAUTY INSTITUTE**

### **Owners**

Alexander Alvarado  
Raul Prado Alguilera

707 N. Riverside Dr.  
Fort Worth, TX 76111  
817-386-9719

### **Licensed by:**

Texas Department of Licensing & Regulations  
920 Colorado  
Austin, Texas 78701

### **Mailing Address**

Texas Department of Licensing & Regulations  
P. O. Box 12157  
Austin, Texas 78711

(512)463-6599  
(800)803-9202

Effective Date 08/01/2024

## **RIVERSIDE BARBER & BEAUTY INSTITUTE**

Thank you for choosing Riverside Barber & Beauty Institute. We look forward to having you as a student at RBBI as you embark on a journey through the wonderful work of barber and beauty.

### **MISSION STATEMENT**

Our mission is to provide our students with original moral values such as respect, honesty, and punctuality, while providing classes in Barbering, Cosmetology and Nail tech. We love catering to the youth in the surrounding communities and building a long-term relationship with our customers.

### **STATEMENT OF NON-DISCRIMINATION**

Riverside Barber & Beauty Institute does not discriminate on the basis of sex, race, age, color, ethnic origin or religion.

### **GENERAL FACILITIES & EQUIPMENT**

Riverside Barber & Beauty Institute facilities encompass both classroom and practical areas. The equipment meets the requirements of TDLR, and the needs of the students.

### **INSTRUCTORS**

Riverside Barber & Beauty Institute is staffed by professionals with a solid understanding of the cosmetology and barber industry. They are licensed in the field of study that they teach.

### **ADMISSION REQUIREMENTS**

1. Be at least 17 years of age at scheduled class commencement
2. Proof of age, documented by birth certificate, driver's license, government issued identification, birth registration or passport
3. Is a High School graduate or its equivalent by providing a copy of Diploma or transcript proving completion, a transcript showing completion from your high school, a GED - A certificate demonstrating that the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma. An academic transcript of a student who has successfully completed at least a two year program that is acceptable for full credit toward a bachelor's degree; or Proof of attainment of an Associate degree or higher by providing a copy of a college transcript showing college completion or college degree; or for Associate Degree Programs: for a student who enrolls in a program that leads to an associate's degree or its equivalent in lieu of completing high school, a high school transcript must be presented indicating the student has excelled in high school. In addition, the student must no longer be enrolled in high school and must satisfy the school's written policy for admitting such students prior to the first day of class.  
The State of Texas considers the successful completion of a home school education to be equivalent to graduation from a public high school, therefore an institution of higher education in Texas must treat a home school graduate to the same general standards, including specific standardized testing score requirements, as other applicants for undergraduate admission who have graduated from a public high school.
4. Successfully completed a personal interview with an Admissions Representative.
5. Sign an enrollment agreement and submit a Registration Fee \$100.00

Riverside Barber & Beauty Institute will take appropriate actions to verify the legitimacy of a high school diploma or transcript presented as proof of completing secondary education. If verification is required student shall provide written authorization for Riverside Barber & Beauty Institute to seek verification from the issuing high school. Riverside Barber & Beauty Institute may reject questionable or unverifiable high school diplomas or transcripts for reasons including but not limited to, the issuer lacking the authority to issue a secondary education credential, the credential was issued based on experience or resume review or the issuer is under state or federal injunction for operating as a "diploma mill."

## **RE-ENTRY POLICY**

Riverside Barber & Beauty Institute requires the student to 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 school.

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. Approval for readmission is determined by the Appeals Board and is based on education, schedule, and space availability. Riverside Barber & Beauty Institute reserves the right to deny readmission following termination or withdrawal for any reason. If readmission approval is granted, the applicant will be required to sign a new Enrollment Agreement and may be required to pay additional tuition, books, supplies and equipment costs. If a student withdraws and has been charged 100% of their Enrollment 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.

## **TRANSFER STUDENTS**

Riverside Barber & Beauty Institute will administer a scholastic evaluation to students wishing to transfer to the school or require the transfer student to enter the school's phase 1 class. Based on the test results, if applicable, the school may recognize credit for all or part of a applicant's previous training or work experience provided it is recognized by TDLR. Any transfer hours must be submitted and approved prior to enrollment. Transfer students must complete a minimum of 500 hours. In addition, such students must meet all regular entrance and registration requirements. If approved for enrollment, tuition will be charged at the hourly rate for the course of study at the time of enrollment plus the applicable registration fee.

All applicants contracting for a minimum of 500 hours are required to purchase a kit, including textbooks required by Riverside Barber & Beauty Institute. If they choose to purchase their kit through the school, the costs will be added to the contract.

## **CLASS SCHEDULE**

RBBI operates on a continuing basis with new students beginning the first Monday of each month. Students may attend either full-time or part-time in one of the following schedules:

Full-time (33.75 hours per week)

Monday-Friday 9:00 a.m.-4:30 p.m.

Break time-45 minutes

Part-time-Days ( 25 hours per week)

Monday-Friday 9:00 a.m. – 2:00 p.m.

Break time- 2 (15 minutes)

Part-time Evening (17.50 hours per day)

Break time- 2 (15 minutes)

Monday-Friday 5:30 p.m. – 9:00 p.m.

Saturday are optional to all students

8:00-2:00 p.m.

## **SCHOOL CALENDAR**

Riverside Barber & Beauty Institute begins new classes the first Monday of each month as follows:

July 1, 2024	January 6, 2025
August 5, 2024	February 3, 2025
September 2, 2024	March 3, 2025
October 7, 2025	April 7, 2025
November 4, 2024	May 5, 2025
December 2, 2024	June 6, 2025

Riverside Barber & Beauty Institute is open Monday – Saturday and closed on Sunday. We observe the following holidays:

New Year’s Day	Labor Day
Memorial Day	Thanksgiving
Fourth of July	Christmas

The school does not accept excused or unexcused absences.

## **LICENSURE REQUIREMENTS**

A person must have a license to practice any phase of Cosmetology/Barber. A person holding an operator’s license may perform any practice of cosmetology/Barber.

1. A person has to be at least 17 years of age:
2. Have obtained a high school diploma or the equivalent of a high school diploma or have passed a valid written & practical examination administrated by a certified testing agency that measures the person’s ability to benefit from the training; and
3. Have completed the number of hours require
4. d by the state and on the student’s contract.

## **PRE REQUISITES FOR EMPLOYMENT**

In order to obtain employment in all fields of study that Riverside Barber & Beauty Institute offers, the students is required to pass the Texas PSI written and practical exams and then obtain a license.

### **Factor for Licensure & Employment Preclusion**

Every individual who applies for a license with the Texas Department of Licensing & Regulations is subject to a criminal background check to determine his or her suitability for the license. In 2009, the Texas legislature enacted new provisions to allow a person to find out before applying whether he or she would likely be denied a license due to his or her criminal history. This was due to the time and expense involved in applying for a license, which in some cases includes completing required education and taking an examination.

### **Cosmetology/Barber**

Crimes involving prohibited sexual conduct or involving children as victims. Licensees have direct contact with members of the public, often in settings with no one else present. A person with a predisposition for crimes involving prohibited sexual conduct or involving children as victims would have the opportunity to engage in further similar conduct.

Crimes again the person such as homicide, kidnapping and assault.

Licensees have direct contact with persons in situations that have potential for confrontational behavior. A person with a predisposition of a violent response would pose a risk to the public.

A person may complete a Determination of Eligibility Request Forms and send it to Texas Department of Licensing & Regulations along with a \$10.00 prior to requesting license. This requirement is only for the State of Texas, other states may have other or additional employment requirements.

## **PHYSICAL DEMANDS & SAFETY REQUIREMENTS**

Cosmetologist/Barber generally work in clean, pleasant surroundings, with good lighting and comfortable temperatures. Their work can be arduous and physically demanding because they must be on their feet for hours at a time and work with their hands at shoulder level.

## **GRADUATION REQUIREMENTS**

To graduate from the program and receive a diploma, the student must successfully complete the required number of hours specified in the catalog and contract. In addition, pass all the required written and practical examinations and all required mini boards with a 70% average score and satisfy all financial obligations to the school.

## **COST OF ATTENDANCE**

### **Barber**

Tuition	\$14,999.00
Reg Fee	100.00
Kit & Books	<u>1,800.00</u>
Total	\$16,599.00

### **Cosmetology**

Tuition	\$14,999.00
Reg Fee	100.00
Kit & Books	<u>1,800.00</u>
Total	\$16,599.00

### **Manicure**

Tuition	\$ 5,999.00
Reg Fee	100.00
Kit & Books	<u>1800.00</u>
Total	\$ 7,599.00

### **Crossover**

Tuition	\$4500.00
Reg Fee	100.00
No kit	<u>0</u>
Total	\$4600.00

In addition, there is a \$25.00 required charge to Texas Department of Licensing & Regulations for a student permit

## **PAYMENT METHODS**

Unless payment methods have been made the balance is due and payable at the start of the course. Riverside Barber & Beauty Institute does not offer financial aid currently; however, they do have financing available to TFC financing and self-pay plans.

## **SCHOLRSHIP POLICY**

The school offers limited scholarships to qualified applicants. To determine an applicant's eligibility for full or partial scholarship, he/she must complete the appropriate Scholarship Application form and provide any other information requested for the specific Scholarship. Scholarships are approved and awarded based on the individual's need, ability to excel, personal desire and interview results. In order for a student to be awarded the Scholarship, the student must enroll, maintain, and complete all requirements for the specific Scholarship. Discounts and Promotions may not be combined. Students who qualify will receive the best available discount.

## **EXTRA INSTRUCTIONAL CHARGES POLICY**

Riverside Barber & Beauty Institute believes that the best interest of the student is served when they attend classes regularly and consistently. Each student will be given an anticipated graduation date based on their schedule. If the student fails to complete by their graduation date, then a rate of \$15.00 per hour for each remaining hour will be charged. These fees must be paid before graduation and the school retains the right to hold a student from clocking hours or even dismiss the student if these charges are not paid.



## COURES OF STUDY

Riverside Barber & Beauty Institute offers 4(four) courses of study, Barber, Cosmetology, Manicure and Crossover (Cosmetology to Barber). These courses are designed to prepare students for the state licensing examination and for profitable employment.

### Barber Course Outline

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

Course Length: 1000 Clock Hours

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

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

Basics	Anatomy & physiology, disorders of the skin, scalp hair and nails, chemistry (haircoloring, chemical waving, & relaxing) bacteriology, sterilization & sanitation, safety, first aid, and sanitation, barber implements, tools, equipment, and related theory & History of barbering	150 hours
Practice	Shaving, mustaches & beads; haircutting, hairstyling, hair & scalp treatments, scalp massage, safety first aid and sanitation, hairweaving, extensions, and wigs, face & neck massage & treatments; facial hair removal, manicuring, chemistry (Hair coloring, chemical waving & relaxing) and razor techniques, safety, first aid and sanitation	750 Hours
Business	Texas barber laws and rules; customer service; barbershop management, professional ethics and image, safety, sanitation, related practices and theory, and hygiene & good grooming	100 hours

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 learning and practical learning experience. 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	PERCENTAGE RANGE
A	90%- 100%
B	80%-89%
C	70%-79%
D	60%-69%
F	Failing Less than 60%

Students will be taught theory & practice of the above content along with behaviors & people skills such as attitude, communication, salesmanship & successfully completing the program. Course Reference Materials: Milady Standard Barbering

ISBN # 976-1-305-10055-8

## Cosmetology Course Outline

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

Course Length: 1000 Clock Hours

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

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 two areas: academic learning and practical learning experience. 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	PERCENTAGE RANGE
A	90%- 100%
B	80%-89%
C	70%-79%
D	60%-69%
F	Failing Less than 60%

Hair care	Cutting, styling, coloring, chemical textures, & related theory & application, business skills; professional development & salon management; health, safety and laws	800 hours
Nail care	Manicuring & related theory & applications, business skills, professional development & salon management; health safety and laws	100 hours
Skin Care	Facials, hair removal, & related theory & application; business skills, professional development & salon management; health safety and laws	100 hours

Students will be taught theory & practice of the above content along with behaviors & people skills such as attitude, communication, salesmanship & successfully completing the program. Course Reference Materials: Milady Standard Technology

ISBN # 978-0357446867

## Manicure Course Outline

Course Description: Student will receive training in Manicures & Pedicures

Course Objectives: To train the graduate for entry-level employment as an Manicurist & Pedicure specialist, Sales Representative, Manager or Owner.

Course Length: 600 Clock Hours

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 two areas: academic learning and practical learning experience. 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	PERCENTAGE RANGE
A	90%- 100%
B	80%-89%
C	70%-79%
D	60%-69%
F	Failing Less than 60%

### Manicure Course Content

Introduction	Orientation, School Rules & Regulations, Laws & preparation, equipment and Implements used	30 Hours
Procedures	Basic manicure & pedicures, oil manicures, removal of stains, repair work, hand & arm massage, buffing, application of polish, application of nail extensions, sculptured nails, tips wraps, fiberglass/gels & odorless products	320 Hours
Sanitation & Safety Measures	Bacteriology, sanitation & safety, definitions, rules, laws methods, safety measures hazardous chemicals & ventilation odor in salons	100 Hours
Professional Practices	Manicure as a professional, vocabulary, ethics, salon procedures, hygiene and grooming, professional attitudes, salesmanship and public relations.	80 Hours
Arm & Hand	Major bones and functions, major nerves & functions, skin structure, functions, appendages, conditions & lesions, nails structure, composition, growth, regenerations, irregularities & diseases	70 Hours

Students will be taught theory & practice of the above content along with behaviors & people skills such as attitude, communication, salesmanship & successfully completing the program. Course Reference Materials: Milady Standard Nail Technology ISBN # 978-0357446867

## COURSE OUTLINE-CROSSOVER

Course Description: Student will receive training to enhance their Cosmetology License by learning Barbering

Course Goals: To train the student for entry-level employment as a Barber, Hair Stylist, Platform Artist, Colorist, Sales Representative, Barbershop/Salon Manager or Barbershop/Salon Owner.

Course Length: 300 Hours

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 two areas: academic learning and practical learning experience. 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.

History of Barbering	1 hour
Barber Laws & Rules Review	1 Hour
Implements Honing & Stropping	5 hours
Shaving	5 hours
Men's Haircutting & Tapering	5 hours
Beard & Mustache Trimming & Design	1 Hour
Hair Color Review	1 Hour
Permanent Waving & Relaxing Review	1 Hour
Manicuring & Nail Care Review	1 Hour
Facial Treatments & Skin Care Review	1 Hour
Anatomy & Physiology Review	1 Hour
Blow-dry Styling Review	1 Hour
Shampoo & Conditionong Review	1 Hour
Practical Instruction-Consisting of	
Men's Haircutting & Tapering	165 Hours
Shaving, Mustache & Beard Trimming	85 Hours
Hair Coloring	5 hours
Permanent Waving & Relaxing	5 Hours
Facial Treatments	5 Hours
Shampooing, Conditioning & Blow Dry Styling	5 Hours
Manicuring	5 Hours

GRADE	PERCENTAGE RANGE
A	90%- 100%
B	80%-89%
C	70%-79%
D	60%-69%
F	Failing Less than 60%

Students will be taught theory & practice of the above content along with behaviors & people skills such as attitude, communication, salesmanship & successfully completing the program. Course Reference Materials: Milady Standard Barbering

ISBN # 976-1-305-10055-8

**STUDENT OUTCOMES IN GRADUATION, GRADUATE EMPLOYMENT, AND LICENSURE RATES** The following statistics represent institutional outcomes for graduation rates, job placement rates and licensure (exam) pass rates as of 08/01/2024 all courses

**Outcome Rates**

Overall Graduation Rate	4 / 4 = 1.00	100 %
Overall Placement Rate	3 / 2 = 1.50	150%
Overall Licensure Rate	2 / 2 = 1.00	100.00

**SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

**EVALUATION PERIODS**

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to maintain satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

**MAXIMUM TIME FRAME**

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

	<b>MAXIMUM TIME ALLOWED</b>	
	<b>WEEKS</b>	<b>SCHEDULED HOURS</b>
Barber (Full time 33.75 hrs./week) – 1000 hours	30 weeks	1500
Barber (Part time, 25 hrs./week) - 1000 hours	40 weeks	1500
Cosmetology (Full time, 33.75 hrs./week) – 1000 hours	30 Weeks	1500
Cosmetology (Part time, 25 hrs./week) – 1500 Hours	30 Weeks	1500
Manicure (Full time, 33.75 hrs./week) – 600 Hours	18 Weeks	900
Manicure (Part time, 25 hrs./week) – 600 Hours	45 Weeks	900

The institution operates all programs according to the following academic year: 900 clock hours to be completed in 30 academic weeks. The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe may remain in school and will be placed on a cash pay basis.

**ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the followingscale:

## DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

## WARNING

Students who fail to meet minimum requirements for attendance or academic progress are 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 both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

## PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

## RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

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

## INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

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

## APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

## NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

## **TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

## **GENERAL RULES & REGULATIONS OF RIVERSIDE BARBER & BEAUTY INSTITUTE**

### **Professional Conduct Policy**

Your conduct reflects your professionalism and is a factor in your ability to be successful. Students are required to always conduct themselves in a professional manner. This includes while you are on Riverside Barber & Beauty Institute property, at school sponsored events or field trips, and at any time you could be viewed by the public as a representative of Riverside Barber & Beauty Institute.

Unprofessional behavior is prohibited and is subject to corrective action as stated in the Disciplinary Policy. This includes, but is not limited to behavior that:

Interferes with the rights of others.

Disrupts or prohibits the learning process of other students; or violates the policies of Riverside Barber & Beauty Institute.

Under certain circumstances, immediate termination of enrollment at Riverside Barber & Beauty Institute.

may be warranted

For unprofessional conduct including, but not limited to:

Providing false statements, falsifying personal information on school documents or presentation of

Use of disrespectful, foul or profane language.

Engaging in negligent or careless behavior that endangers or causes injury to another person or Property.

Engaging in vandalism, theft or being in possession of stolen property

Possession, distribution or use of alcohol or controlled substances

Engaging in harassment, intimidation, verbal or physical threats, physical violence, sexual

Assault; or possession of firearms, knives or any offensive or defensive weapon unless licensed

Or credentialed to do so within a school under Texas law

Training involves sanitation, cleanliness and care of equipment & facilities. Students are responsible for personal workstations and work areas. TDLR board requires all students to always follow sanitation rules & practices.

Be fair, honest and never steal. Stealing from others or facility will result in termination from training.

Destruction of property or violent behavior will result in immediate termination from training.

After a student has clocked in, they must be always involved in curriculum related activities. Students are allowed (10 minutes) in break areas 2 times per day. Clinic students must be always working on mannequin or client. Sitting in hydraulic chairs on the clinic floor is not allowed.

The business phone is for emergency calls only. Cell phone usage is not permitted in the building unless it is for companion usage with, the Milady Course material or learning tools. As this is a learning environment, cell phone usage cannot become a distraction or hindrance to the student, staff or fellow classmates. Personal phone calls, texting & social media should only be done on breaks and outside of the building, not on the clock. Excessive usage can be grounds for suspension.

### **SEXUAL HARASSMENT POLICY**

It is the express policy of Riverside Barber & Beauty Institute, that all individuals associated with our academy are to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. It is a violation of federal & state law. Sexual harassment in the workplace by a school personnel or by students in the educational setting is grounds for severe disciplinary action. Report sexual harassment to your school supervising administrator immediately

## **TERMINATION POLICY**

Students must always be professional and courteous. There will be no tolerance of a student's misbehavior; Any breach of these rules are grounds for reprimand, suspension or dismissal dependent upon the violation.

## **STUDENT SUPPORT SERVICES**

Riverside Barber & Beauty Institute does not provide housing for its students. However, if an applicant needs assistance in finding local housing, the school will refer the applicant to the appropriate agency. There are no on-campus counseling, mental health or other student services available. 211 is a good source for any type of help.

## **JOB PLACEMENT & ADVISING**

Riverside Barber & Beauty Institute does not guarantee employment to its students, however the school will assist students in finding employment. The school's placement assistance procedures include identifying employment opportunities and advising students on appropriate means of recognizing these opportunities. The school has an employment opportunity bulletin board, in which salons send information for us to post for all students searching for employment.

## **ATTENDANCE POLICY**

100% attendance is recommended Full-time; 125 Full-time and 75 hours per month Part-time attendance is required to graduate and avoid additional fees. Riverside Barber & Beauty Institute does not have excused or unexcused absences. Regular attendance gives you the maximum benefit of your education and prepares you for the expectations of future employers.

## **TARDY POLICY**

Riverside Barber & Beauty Institute begins classes at 9:00 a.m. and a student is considered tardy at 9:15 a.m. This allows 15 minutes for situations that occur outside of the student's control. After 9:15 a.m. students will not be allowed to enter class or roam the school until 10:00 a.m. They must wait outside.

Evening Classes begin at 5:30 p.m. and students will be considered tardy at 6:00 p.m. They will not be allowed to clock in until 6:30 p.m. and must wait outside.

## **DRESS CODE**

Riverside Barber & Beauty Institute maintains a fashionable dress code. Students must wear solid black pants, capri knee shorts, or skirts, solid black tops with sleeves. No denim type material on pants, knee shorts or skirts allowed. No sweatpants or sweatshirts. Any type of shoe is permitted (except house shoes, flip flops or slides) No hats, scarves or sunglasses are permitted. You are required to be in proper dress code when attending school. Any deviation from the dress code will you subject to the Disciplinary Policy in this handbook.

## **KIT & SUPPLIES**

Junior class students will be furnished with supplies to use while in the junior class. At the completion of the junior class, a kit will be provided to the student. Once issued this becomes the property of the student and the school is not responsible for lost, broken items and must be replaced to practice your skills or work on clients. If you refuse your assignment or a customer because of not having your kit/supplies, you are subject to the Disciplinary Policy in this catalog.



## **MAKE-UP WORK.**

Students missing hours, special projects or tests may make-up the time and or work at the discretion of the school director.

## **MODELS**

Models for any services are only allowed if pre-arranged by the instructor for practice only on the subject matter that is being taught that week. Students may not at their own discretion bring a model for a service. They must always be pre-approved based on the subject matter for the week and never will models be allowed services on a Friday.

## **CHILDREN**

Students are encouraged to invite friends or family to receive services at the school's reduced rates. However, students are not allowed to bring their children with them to school. If you bring your children you will be sent home.

## **INTERNAL SCHOOL COMPLAINT PROCEDURES (Grievance Policy)**

A student, instructor or interested party may file a complaint against the school, however the complaint must be made in writing to the school owner/administrator and should outline the allegation or nature of the complaint. A school representative will meet with the complainant within 10 days of receipt of the written complaint. If after careful evaluation, the problem cannot be resolved through discussion, the complainant should be referred to the school's complaint committee which consists of the owners and school administrator.

The school will document the meeting between the school representatives and the complainant in writing. The institution's complaint committee shall meet within twenty-one (21) days of the receipt of the complaint and review the allegations. If no further information is needed the complaint committee will act on the allegations and a letter will be sent to the complainant within fifteen (15) calendar days stating the steps required to correct the problems or information to show that the allegations were not warranted or based on fact. If the complainant wishes to pursue the matter further a complaint form is available to students. The complainant is required to resolve the problems through the school's complaint process prior to filing a complaint to a higher authority.

## **FUNDING OPTIONS**

Riverside Barber & Beauty Institute does not provide Federal Financial Aid to students currently. However, payment plans are accepted if the account is paid in full prior to graduation. Riverside Barber & Beauty Institute also provides financial assistance through TFC Tuition.

## **CANCELLATION & REFUND POLICY FOR ALL COURSES**

Based on TDLR LAW Sec. 1602.458. REFUND POLICY. (a) The holder of a private beauty culture school license shall maintain a refund policy to provide for the refund of any unused part of tuition, fees, and other charges paid by a student who, at the expiration of the cancellation period established under Section 1602.457: (1) fails to enter the course of training; withdraws from the course of training; or is terminated from the course of training before completion of the course.

(b) The refund policy must provide that: the refund is based on the period of the student's enrollment, computed on the basis of course time expressed in scheduled hours, as specified by an enrollment agreement, contract, or other document acceptable to the department; the effective date of the termination for refund purposes is the earliest of: the last date of attendance, if the student is terminated by the school; the date the license holder receives the student's written notice of withdrawal; or 10 school days after the last date of attendance; and (3) the school may retain not more than \$100 if: tuition is collected before the course of training begins; and the student fails to withdraw from the course of training before the cancellation period expires.

### **Sec. 1602.459. WITHDRAWAL OR TERMINATION OF STUDENT.**

- (a) If a student begins a course of training at a private beauty culture school that is scheduled to run not more than 12 months and, during the last 50 percent of the course, withdraws from the course or is terminated by the school, the school: may retain 100 percent of the tuition and fees paid by the student; and is not obligated to refund any additional outstanding tuition. (b) If a student begins a course of training at a private beauty culture school that is scheduled to run not more than 12 months and,

before the last 50 percent of the course, withdraws from the course or is terminated by the school, the school shall refund: 90 percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the course, whichever period is shorter; 80 percent of any outstanding tuition for a withdrawal or termination that occurs after the first week or first one-tenth of the course, whichever period is shorter, but within the first three weeks of the course; 75 percent of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the course but not later than the completion of the first 25 percent of the course; and 50 percent of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the course. (c) A refund owed under this section must be paid not later than the 30th day after the date the student becomes eligible for the refund. *Acts 1999, 76th Leg., ch. 388, Sec. 1, eff. Sept. 1, 1999.*

- (b) **Sec. 1602.460. INTEREST ON REFUND.** If tuition is not refunded within the period required by Section 1602.459, the school shall pay interest on the amount of the refund for the period beginning the first day after the date the refund period expires and ending the day preceding the date the refund is made. If tuition is refunded to a lending institution, the interest shall be paid to that institution and applied against the student's loan. The commissioner of education shall annually set the interest rate at a rate sufficient to deter a school from retaining money paid by a student. The department may exempt a school from the payment of interest if the school makes a good faith effort to refund the tuition but is unable to locate the student. The school shall provide to the department on request documentation of the effort to locate the student.
- (c) *Acts 1999, 76th Leg., ch. 388, Sec. 1, eff. Sept. 1, 1999.*
- (d) *Amended by Acts 2005, 79th Leg., Ch. 798 (S.B. 411), Sec. 3.27, eff. September 1, 2005.*
- (e) **Sec. 1602.461. REENTRY OF STUDENT AFTER WITHDRAWAL OR TERMINATION.**
- (f) If a student voluntarily withdraws or is terminated after completing 50 percent of the course at a private beauty culture school, the school shall allow the student to reenter at any time during the 48-month period following the date of withdrawal or termination. *Acts 1999, 76th Leg., ch. 388, Sec. 1, eff. Sept. 1, 1999.*
- (g) **Sec. 1602.462. EFFECT OF STUDENT WITHDRAWAL.**

- (a) A private beauty culture school shall record a grade of incomplete for a student who withdraws but is not entitled to a refund under Section 1602.459(a) if the student: (1) requests the grade at the time the student withdraws; and (2) withdraws for an appropriate reason unrelated to the student's academic status.
- (b) A student who receives a grade of incomplete may reenroll in the program during the 48-month period following the date the student withdraws and complete the subjects without payment of additional tuition. *Acts 1999, 76th Leg., ch. 388, Sec. 1, eff. Sept. 1, 1999.*

If a private beauty culture school closes, the department shall attempt to arrange for students enrolled in the closed school to attend another private beauty culture school. If a student from a closed school is placed in a private beauty culture school, the expense incurred by the school in providing training directly related to educating the student, including the applicable tuition for the period for which the student paid tuition, shall be paid from the private beauty culture school tuition protection account. If a student from a closed school cannot be placed in another school, the student's tuition and fees shall be refunded as provided by Section 1602.458. If a student from a closed school does not accept a place that is available and reasonable in another school, the student's tuition and fees shall be refunded under the refund policy maintained by the closed school under Section 1602.459. A refund under this subsection shall be paid from the private beauty culture school

## **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct record which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest.
  - Other schools to which a student is transferring.
  - Specified officials for audit or evaluation purposes.
  - Appropriate parties in connection with financial aid to a student.
  - Organizations conducting certain studies for or on behalf of the school
  - Accrediting organizations
  - To comply with a judicial order or lawfully issued subpoena
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

## STAFF

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