

SEBRING CAREER SCHOOLS



SCHOOL CATALOG

SEBRING CAREER SCHOOLS

**MAIN CAMPUS
6672 HWY 6 SOUTH
HOUSTON, TEXAS 77083
281-561-0703**

**BRANCH CAMPUS
2505 LAKE RD #!
HUNTSVILLE, TEXAS 77340
936-291-6299**

SEBRING CAREER SCHOOLS

**IS ACCREDITED BY THE ACCREDITING COMMISSION
OF THE COUNCIL ON OCCUPATIONAL EDUCATION**

**COUNCIL on OCCUPATIONAL EDUCATION
7840 ROSWELL RD
Building 300, Suite 325
ATLANTA, GA. 30350
800-917-2081 770-396-3898**

**LICENSED BY TEXAS DEPARTMENT OF LICENSING AND REGULATIONS
<https://www.tdlr.texas.gov>
1-800-803-9202
Relay Texas-TDD 1-800-745-2989
512-463-6599**

DESCRIPTION OF INSTITUTIONAL FACILITIES

Sebring Career Schools maintains a tradition of excellence in preparing its undergraduates for creative work in the beauty profession. The curriculum is designed to prepare an individual for an entry-level position in the field of Cosmetology. The Texas Department of License and Regulations approved Sebring Career Schools in October 1983. The schools are made up of separate areas: (1) Class Room, (2) Senior Floor (lecture and practical applications), (3) Junior Area, (4) Manicure Area, (5) Break Area, (6) Facial Area, (7) Reception Area, (8) Restrooms, and (10) Administrative Offices. The school is equipped with the required equipment as specified by the Texas Department of License and Regulations.

ADMINISTRATIVE STAFF & FACULTY

<u>Position Descriptions</u>	<u>Main Campus</u>	<u>Branch 1</u>	<u>Branch 2</u>
C.E.O.	Donna Ramsey		
President	Joe Taylor		
School Director	Marvin Mai	Joe Taylor	
Financial Aid Dept.	Marvin Mai Campus F.A.D.	Joe Taylor (C.F.A.O.)	
Admissions Dept.	Kathy Mai	Joe Taylor	
Placement Dept.	Marvin Mai	Nikki Taylor	
C.I.O.	Janet Wiltsie		
Title IX Coordinator	Kathy Mai	Nikki Taylor	
Maintenance Supervisor		Joe Taylor	
Dean of Instructors	Kathy Mai	Nikki Taylor	
Instructor	Than Pham Lian Han	Nikki Taylor Chris Carter	

All staff members attend seminars, clinics, and workshops to keep abreast of the latest methods and styles. All instructors have completed instructor training and are licensed by the Texas Department of License and Regulations. Our instructors are dedicated to bringing the best cosmetology education available to each student.

For additional information as pertaining to Faculty Members Education and Training and Conferring Institution's, see pp. 24 & 26

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PHILOSOPHY

Sebring Career Schools maintains the philosophy that our students come to us pursuant to: Educational Enhancement, Skill Development, and Career Advancement. Our belief in the equal opportunity of all students reinforced with excellence in training and placement assistance in order to secure productive positions have enabled our students to become enterprising professionals.

MISSION STATEMENT

The Mission of Sebring Career Schools is to train men and women:

- 1. To procure a living in the business world.**
- 2. To become productive citizens on both local and national levels.**
- 3. To recognize problems and procedures of business and industry from the viewpoint of both producer and consumer.**
- 4. To discern economic situations with an open-minded ability to accept the most plausible.**
- 5. To develop self discipline, self-reliance, and self-direction.**
- 6. To enter the work force as success oriented individuals.**

ADMISSION REQUIREMENTS AND PROCEDURES

Texas Department of License & Regulations requires that anyone entering any of the Cosmetology courses, (except the Instructor's Program) must be at least 17 years of age upon completion of the program enrolled in. The Instructors program requires a high School Diploma or General Education Development certificate (G.E.D.) and must be at least 18 years of age and hold a valid Operator license.

In the case of applicants wishing to receive financial aid to attend school, he/she must have completed the 12th grade, or obtained a G.E.D. In cases where the individual is unable to obtain a copy of his/her Diploma or G.E.D., Individuals may be asked to provide a statement that they have completed the 12th grade or its equivalent, (ie: self-certification that the student has met the high school requirement.) Note: The Department of Education, TDLR, and/or the school may ask for a copy of the G.E.D., high school diploma and/or a transcript. Certification of authenticity by an approved entity may also be requested.

No person shall be denied admission because of race, religion, sex, sexual orientation, sexual identity or place of origin. Students are required to furnish their own uniforms and supplies. A list of the uniform requirements and supplies needed may be obtained from the Admissions Director at each respective campus location.

Tuition and fees are subject to change; we therefore invite potential students to inquire at the respective campus you wish to attend.

ABILITY TO BENEFIT POLICY

Sebring Career Schools has adopted the following policy for the A.T.B. exam.

Students, who do not have a high school diploma, or GED, and wish to enroll for classes, and are not applying for financial aid, may present a certificate from an approved ATB Exam source, prior to enrollment. This must be approved by the Texas Department of Licensing & Regulations.

Students may no longer apply for and receive Title IV, Financial Aid based on the A.T.B. exam. Students applying for financial aid may provide the school with a copy of his/her high school diploma, GED, or self-certification that the student has met the high school requirement. Note; Department of Education and/or the school may ask for copy of G.E.D., high school diploma and/or transcript and/or certification of authenticity by an approved entity.

ENROLLMENT SCHEDULES

Our Academic/school calendar runs from January 1st thru December 31st each year. You may register at any time. Contact the institution you wish to attend and set an appointment with the Admissions representative. Classes at most campus locations begin the First Tuesday of each month. Check with the Admissions rep. at the campus you wish to attend. The institution's regular schedule for the Cosmetology Operator Program is 12 months. (50 weeks) We offer accelerated classes of 9-10 months and also extended schedules of 16 months. The Manicure, Facial and Instructor Programs last 12.5 weeks, 20 weeks or 25 weeks, dependant upon your schedule, (i.e. regular, accelerated or extended) Once a student completes his/her desired program, he/she will then be eligible to take the Texas State Board Exam.

DIPLOMAS

Upon successful completion of the prescribe course of study and licensure; each student is awarded a Diploma certifying that course completion and all requirements have been completed.

LICENSURE REQUIREMENTS

1. All students must complete his/her prescribe course of enrollment.
2. All tuition and fees must be paid in full prior to completion.
3. All students must successfully pass the T.D.L.R. exams and pay the required fees as mandated by the State of Texas.
4. All students completing the Instructor's Course may be required to send in a copy of their H.S. Diploma or GED along with their respective license fee in order to receive their license.

ENROLLMENT TIME

Is defined as the time elapsed between the actual registration date and the date on which the student officially terminates his/her enrollment. Official termination means the student comes into the school, provided a written statement that he/she is officially withdrawing from the institution and completes his/her exit interview. This is to determine if the student owes any monies for his/her time at the school, or to see if the institution owes a refund back on the student's respective financial aid package. Termination may occur on any date the institution determines said student has probably dropped due to lack of attendance, or after 30 consecutive day of absence without an approved leave of absence. Termination may occur as a result of the student violating the rules and regulations of the institution. Any monies due to be refunded shall be refunded within 30 days after cancellation or termination. In case of illness or disabling accident, death in immediate family or other circumstances beyond the control of the student, the institution makes a settlement which is reasonable and fair to both.

ENROLLMENT AGREEMENT

You, the student agree to abide by all rules and regulations in effect of which may become effective during any period of enrollment. You understand that you will be eligible to take the examination for licensure under Texas State laws and only upon successful completion of your prescribed course and only after all tuition, fees and/or fines due the institution have been tendered. Once you have met all these requirements and been licensed then you may receive a diploma certifying the course has been satisfactorily completed. You must have met those requirements for secondary school, or the establishment of the equivalent thereto by examination, and you must be 17 years of age upon completion of the prescribed course. You agree to attend all classes as scheduled or required when you are unable to attend on scheduled days of attendance. You agree to bring in reasonable and acceptable excuses or you absence will not be excused and you will be subject to fines. You understand that it is a state requirement to make up all missed days of attendance. You understand that you are responsible for replacing any tools, supplies or equipment lost or stolen or damaged, be it yours or the institutions. This shall be replaced at your cost and not at the cost of the institution.

SCHOOL POLICIES

UNSATISFACTORY PROGRESS IS RATHER NEBULOUS. We endeavor to spend extra time with those individuals whose progress is slow for natural reasons. However, for individuals who show no incentive on their part, the institution may dismiss, suspend or drop them from the roll.

Furthermore, a student's training is interrupted under the following conditions:

1. Poor or failing grades.
2. Advancement and progress in the prescribed course is unacceptable.
3. Is careless and indifferent towards his/her training.
4. Uncooperative with staff or fellow students.
5. Demonstrates lack of ability to make satisfactory progress.
6. If determined to be in the best interest of the school or student body.
7. If a student takes on the role of instructor.
8. Clocking in/out for another student.
9. Possessing drugs or alcohol while in school or on school premises.

If the progress of the student is found unsatisfactory due to any reason stated above, he/she will be placed on probation for a period not to exceed four weeks. At the end of the probationary period, if the progress is still unsatisfactory, his/her training may be interrupted.

Students are provided tests on a weekly basis to determine progress being made, and the information as to grades is furnished to them. A straight grading method is used; the required average is 70%, below 70% is considered failure.

Classes are Tues.–Fri. from 9:00A.M. to 5:00P.M. (If offered) Night classes are Tue.–Fri. from 2:00 P.M. to 8:00P.M.. Makeup work will not be permitted for the purpose of

removing an absence or tardy. The institution prepares monthly records of hours of attendance to be received by the State inspector for T.D.L.R.

JOB OPPORTUNITIES

Opportunities in the Cosmetology Field are as follows:

Salon Owner, Salon Manager, Operator, Hair Stylists, Manicurist, Permanent Wave Specialist, Skin-Scalp Hair Specialist, Color Specialist, make-Up Artist, Braiding Artist, Manufacturer's representative, hospital Operator, Demonstrator-Lecturer, Ocean Liner Operator, Instructor, Supervisor, School Director, School Owner, State Inspector.

This institution takes great pride in the fact that we have been unable to supply the demand for graduates of Sebring Career Schools. The majority of our students who graduated from our institution and meet the schools requirements have been placed in reputable salons. Graduates have been placed throughout Texas and other of the 50 U.S. States. The institution post's all job opportunities as soon as they are made available to us for those still enrolled in school and for those previously graduated.

PROFESSIONAL CONDUCT

Professional conduct is the only acceptable level of conduct and we expect this from our students at all times. A professional doesn't arrive 15 minutes late. She/He treats clients, staff members and fellow students with courtesy and respect at all times. She/He will constantly follow rules of good grooming and proper sanitation. Following rules is always important. To disobey or disregard the rules can lead to dismissal from school and or/termination from employment in the workplace. No rule is arbitrary, all rules have a purpose. We expect you to demonstrate the same level of conduct in school that your employer will expect from you in the work place. The best way to begin your new career is to conduct yourself as a professional designer you wish to become.

Always strive to be punctual.

1. Be on time as prescribed by your course of enrollment at your campus location.
2. Clock in and out for yourself only. Remain at your station and strive to complete all assignments in the time allotted. You are paying for the time, don't waste it.
3. Abide by the dress code, with clothes clean and pressed at all times.
4. Consistent tardiness can lead to suspension and/or dismissal.
5. Never take time off not approved by the school.
6. Refusing to do a customer will result in suspension and/or termination.
7. No personal telephone calls allowed, except in true emergencies.
8. Always clean and sanitize your work area, break area and assigned duty before departing from the institution.

SEBRING CAREER SCHOOLS MAY ADD OR DELETE ANY RULES WHEN NEEDED, THE FULL LIST OF RULES AND REGULATIONS IS PROVIDED ON YOUR FIRST DAY OF ATTENDANCE DURING CLASS ORIENTATION TIME. YOU WILL BE REQUIRED TO

HAND-WRITE EACH RULE AND TURN IN TO YOUR INSTRUCTOR TO BE FILED IN YOUR ACADEMIC FILE.

COURSE OBJECTIVES

The institution strives to help you become more professional. Test and Grades are designed to sum up the unit of learning you have achieved. A low or failing grade does not mean you should give up. It means we need to work harder together. The tests are to help prepare you for the state board exam upon completion of the course. We strive to instill within you good salon essentials and great salon practices. Of course our main objective is to help you graduate and become the professional you can be in the cosmetology industry, and to take your rightful place in the workforce.

COSMETOLOGY COURSE OUTLINED

The curriculum listed has been established by the Texas Department of License and Regulations and must be followed by all cosmetology school. We provide 1500 hours of instruction over a 12 month period.

Subjects covered:

The World of Cosmetology	Shampooing, Rinsing & Conditioning
Professional Image	Haircutting
Bacteriology	Finger Waving
Decontamination and infection Control	Wet Hairstyling
Properties of Scalp and Hair	Thermal Hairstyling
Draping	Permanent Waving
Chemical Hair Treatment	Hair Coloring
Chemistry	Thermal Hair
Straightening	Relaxing & Soft Curl
Permanent Waving	Salon Business
Pedicuring	Manicuring
Salon Safety	Nail Art
Product Safety	Nail Disorders
Theory of Massage	Removing Unwanted Hair
Facials	Cells, Anatomy & Physiology
Facial Makeup	Electricity & Light Therapy
	Skin & Its Disorders

CURRICULUM BREAKDOWN

Operator Course Objectives:

To develop in each student theoretical and hands on knowledge and skills in the actual practice of requested services in the cosmetology industry. Skills necessary for successful entry and continued employment within this profession. Licensed Operators may work in licensed establishments under T.D.L.R. laws within the state of Texas.

Operator Course eligibility:

An applicant must be 17 years of age, have obtained a high school diploma or a G.E.D. or pass an approved A.T.B. exam, and must have completed 1500 hours of instruction in a licensed beauty culture school. (Law 1602.254)
Check with the Admissions Office at your respective campus for tuition rates.

Operator Curriculum:

1. Orientation & TDLR Rules & Regulations	100 Hours
2. Shampoo & Related theory	100 Hours
3. Hair, Scalp Treatment & Related Theory	50 Hours
4. Cold Waving & Related Theory	200 Hours
5. Chemical Hair Relaxing & Related Theory	50 Hours
6. Hair Coloring & Related theory	200 Hours
7. Manicuring & Related Theory	100 Hours
8. Facials & Related Theory	50 Hours
9. Haircutting, Styling & Related Theory	500 Hours
10. Chemistry	75 Hours
11. Salon management & Practices	75 Hours
 TOTAL	 1500 Hours

Operator Program Costs:

Tuition:	\$ 9,860.00
Registration Fee:	100.00
Textbook Fee;	350.00
 Total:	 \$ 10,310.00

(Costs are subject to change, check with the Admissions Office prior to enrollment)

This is a 1500 Hour, 12 Month Program. Attending Tuesday thru Friday 9:00am-5:00pm each day. (You must complete a minimum of 24 hours per week or 96 hours per month, to be considered full time. Note: At 24 hours per week/96 hours per

month it will take you approximately 14.5 months to complete this course. There is an extra fee associated with this extended program. See your admissions Office for additional costs).

Facial Specialist Objectives:

To develop in each student the theoretical and technical skills with hand on training of facial practical applications using the latest facial machinery developed specifically for such use. Licensed Facialist may practice their trade in licensed establishments under T.D.L.R. laws.

ESTHETICIAN Specialist Eligibility:

Applicant must be at least 17 years of age, have obtained a high school diploma, G.E.D. or pass an approved A.T.B. exam, and complete all necessary requirements in the Facial Specialty Course as determined by law. (Law 1602.257)

ESTHETICIAN Specialist Curriculum:

1. Orientation-T.D.L.R. Rules & Regulations	50 Hours
2. Sanitation, Safety & First Aid	40 Hours
3. Anatomy & physiology	90 Hours
4. Chemistry	50 Hours
5. Electricity, machines & Related Equipment	75 Hours
6. Care of Client	50 Hours
7. facial Treatment, Cleansing, Masking, Therapy	225 Hours
8. Superfluous Hair Removal	25 Hours
9. Aroma therapy	15 Hours
10. Nutrition	10 Hours
11. Color psychology	10 Hours
12. Make-Up	35 Hours
13. Management	35 Hours
TOTAL	750 Hours

ESTHETICIAN/Facial Specialist Cost:

Tuition:	\$5,020.00	(This program is not available at all campus locations. Check with the Admissions Office at your respective campus for more detailed information)
Registration Fee:	100.00	
Book Fee:	150.00	
Total:	\$5,270.00	

This is a 25 week program if you attend Tues-Friday from 9:00am to 5:00 pm each day. You must attend a minimum of 24 hours each week or 96 hours minimum each month to remain eligible for any financial aid you have been approved for. At 24 hours per week it would take you approximately 32 weeks to complete this program.

There is an additional fee for this extended program. Check with the Admissions office for extra cost.

Manicure Specialist Objective:

To develop in each student theoretical and actual hands on skills using practical applications necessary for successful entry and continual employment. To develop the technical skills and knowledge for the diagnosis and application of cosmetic preparations related to the hands and nails. Licensed manicurist may practice their skills in licensed establishments under T.D.L.R.

Manicure Specialist Eligibility:

Must be at least 17 years of age, have obtained a high school diploma, G.E.D. or pass the A.T.B. approved exam. Must have completed 600 hours of instruction in manicuring in an approved training program. (Law 1602.256)

Manicure Specialist Curriculum:

1. Orientation & TDLR Rules & Regulations	15 Hours
2. Equipment, Implements & Supplies	15 Hours
3. Procedures	320 Hours
4. Arms & Hands	70 Hours
5. Bacteriology, Sanitation & Safety Measures	100 Hours
6. Professional Practices	80 Hours
TOTAL	600 Hours

Manicure Specialty Cost:

Tuition:	\$3,915.00
Registration Fee:	100.00
Book Fee:	150.00
Total:	\$4,165.00

This is a 20 week program if you attend Tuesday-Friday from 9:00am to 5:00 pm each day. You must attend a minimum of 24 hours per week or 96 hours per month to remain eligible for any financial aid that is approved for you. At 24 hours per week it would take you approximately 25 weeks to complete this program. There is an additional cost for this extended program. See the Admissions office for further details.)

Instructor Specialist Objective:

Licensed Operators and Licensed Manicurist may become instructors with two years of verifiable work experience and 250 hours of training in an approved program or must complete 750 hours of instruction in an approved program. Hands on training in theory and floor instruction to students and development in teaching skills are given. Instructors may apply their skills in private/state schools of cosmetology. They may also be approved to work for T.D.L.R.

Instructor Specialist

Applicant must be at least 18 years of age, have completed the 12th grade or have obtained a G.E.D. Must hold a valid license as an operator or manicurist. Must have completed a course of 750 hours of instruction in cosmetology course and methods of teaching in a licensed private beauty culture school or in a publicly financed postsecondary school or 250 hours of instruction in same with two consecutive years of verifiable work experience as a licensed operator or manicurist. Note: Specialty instructors wishing to teach specialty courses must verify the requirements with T.D.L.R. as defined in sections 1602.002(7) (9) and (10). (V.A.C.S. Art. 8451a, Sections 12 (a) (b) (e). Law 1602.255

Instructor Curriculum:

1. Orientation and TDLR Rules & Regulations	50 Hours
2. Instruction, Theory & Lab/Clinic Operations	350 Hours
3. Teaching and Lab/Clinic management	350 Hours
Total	750 Hours

Instructor Costs:

Tuition:	\$5,020.00
Registration Fee:	100.00
Book Fee:	150.00
Total:	\$5,270.00

This is a 25 week program if you attend Tuesday-Friday from 9:00am to 5:00pm each day. You must attend a minimum of 24 hours per week or a minimum of 96 hours per month to remain eligible for any financial aid you have been approved for. At 24 hours per week it would take approximately 32 weeks to complete the program. There is an additional cost for this extended time period. See Admissions office for further details.

Shampoo & Conditioning Specialist 150 Hours \$1,076.00 + Reg./Book

WEEKLY SCHEDULE OUTLINE

Some class schedules may vary depending on the respective campus you attend. Alternative schedule arrangements must be approved thru the Administrative office. Class schedules are subject to change from time to time.

DAY	THEORY	BREAK (10 minutes)	LUNCH (30 minutes)	BREAK (10 minutes)
Tuesday	9:15 – 10:15	Morning	Assigned by Instructor	Afternoon
Wednesday	SAME			
Thursday	SAME			
Friday	SAME			

PROGRAM COSTS FOR DIPLOMA PROGRAMS

Operator	1500 Hours	12 months	\$10,310.00
Instructor	750 Hours	6 months	\$ 5,270.00
Instructor	250 Hours	9 weeks	\$2,800.00
Esthetician	750 Hours	6 months	\$5,075.00
Manicurist	600 Hours	5 months	\$4,165.00

The Registration Fee is \$100.00 per course and the Book Fee is \$100.00 per course. There is a Transfer Fee of \$200.00 applied to transfer students. A Drop Fee of \$100.00 if you drop from your program and a Breach of Contract Fee of \$400.00 if you breach your contract. (For students who enroll but never start all fees paid will be refunded.) (For students who drop within 3 days of starting class, all fees paid will be refunded except the registration fee and the transfer fees for transfer students.) (After 3 days student is subject to refund policy as stated in enrollment agreement.)

Prices are subject to change without notice. All tuition, registration, book and other fees are due and payable on the first date of attendance, unless a payment arrangement has been approved by the school Director. In the event of a change in tuition or stated fees, the change will only effect those individuals starting school on or after the change becomes effective. If you drop and re-enter school you will be subject to any price changes that are in effect at the time you re-enter. For those with approved payment arrangements, all tuition and fees must be paid in full prior to completion. Failure to comply will result in hours not being released by the Texas Department of License and Regulations until such time the institution notifies them that all tuition and fees have been tendered. (For those who may receive an in school discount towards tuition, your discount will become invalid if you fail to complete the course you are enrolled in. If you drop for any reason, you will be responsible for the full tuition amount in effect on the date you started classes.) (Only Financial Hardship Cases may qualify for discounts, see Admissions Office for further details. If you qualify for financial aid then you will not be considered a financial hardship. If your income is considered high and it is

determined that you could pay the cost of your tuition and fees related to your course of study, you will not be considered a financial hardship. If you say it, you must prove it.)

SCHOOLS GRADING SYSTEM

A - Represents a numerical grade of	90 -100	(Superior)
B - Represents a numerical grade of	80 - 89	(Above Average)
C - Represents a numerical grade of	70 - 79	(Average)
D - Represents a numerical grade of	60 - 69	(Improvement Needed)
F - Represents a numerical grade of	00 - 59	(Failing)
I - Represents Incomplete		

PROGRESS REPORTS

The school maintains written progress reports. These are reported to each student along with a number of practical applications each student has completed. In addition to theory grades.

INTERRUPTION FOR UNSATISFACTORY PROGRESS

Any student receiving a failing grade will be placed on probation. Said students will be dismissed should their grade remain under 69. A student dismissed for unsatisfactory progress will be permitted to re-enroll after 30 days from his/her dismissal date, provided after counseling, it is determined that the student can satisfactorily complete his/her course of study.

PROBATION PERIOD

A probationary period of one month will be granted when a student does not maintain a grade point average of 70 or higher in theory or practical applications, or less than 75% attendance. Failure to raise the respective grade to a passing standard within the allowable time frame will result in suspension and/or termination from the school. Students receiving financial aid must speak with their financial aid administrator to determine his/her compliance.

STANDARDS OF SEBRING CAREER SCHOOL

The school is licensed to operate under the rigid regulations of the Texas Department of Licensing and Regulations which require:

1. Adequate floor space in modern, sanitary buildings to accommodate our maximum enrollment.
2. One licensed instructor for every 25 students in attendance, 2 for 26 to 50.
3. Adequate preliminary training to all students before allowing them to serve the public. This is 10% of the total hours or 150 hours.
4. Rigid standards of sterilization, which are checked and controlled by the institution working in conjunction with TDLR.
5. Comprehensive curriculum and training programs to prepare a student to pass both practical and written examinations administered according to TDLR guidelines.
6. Theoretical and practical experience in every phase of beauty culture for the prescribed number of hours as per the course of enrollment.

PROFESSIONAL STATUS

Sebring Career Schools are Approved and Accredited and Members in good standing with:

1. Texas Department of Licensing & Regulations
2. Commission of the Council on Occupational Education
3. National Association of Cosmetology Schools
4. Texas Association of Private Schools
5. Texas Association of Financial Aid Administrators
6. Chamber of Commerce

LEAVE OF ABSENCE

A LEAVE OF ABSENCE MUST BE GRANTED FROM THE OFFICE AND MUST BE APPROVED BY THE FINANCIAL AID ADMINISTRATOR IF SAID STUDENT IS RECEIVING TITLE IV FUNDS. IF NOT RECEIVING FUNDING, THE SCHOOL DIRECTOR MAY APPROVE THE LEAVE WITHOUT APPROVAL FROM THE FINANCIAL AID ADMINISTRATOR.

STATE EXAMINATION

After completion of the enrolled course of instruction, students wishing to obtain a license to work are required to take and pass the TDLR examinations. (Student's may take the written exam after 1000 hours of training, but cannot take the practical examination until completing the 1500 hours of training (for operators) all others must complete their respective course before taking the exams. The written/practical examinations are held each day of the month Mon-Fri. There is a fee for taking each exam: written or practical; inquire to the cost upon Graduation. The exams are given in English, Spanish, or Vietnamese; the student must contact PSI for payment arrangements and scheduling of the respective examinations. (for other languages P.S.I. charges \$800 for the exam to be translated into languages other than the three listed above. (This cost may change; inquire of PSI when scheduling the exam(s)).

COMPLIANCE WITH CIVIL RIGHTS ACT.

Sebring complies with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990.

STUDENT CONDUCT

Any action by a student, which interferes with normal classroom activities or clinic operations, will be cause for dismissal. A student who is dismissed for misconduct will be furnished a written statement, which outlines the reason(s) for such action. A student who is dismissed for misconduct will not be permitted to re-enroll.

PREVIOUS CREDIT EVALUATION

The school maintains a written record of the previous education and training of each student. The record indicates that appropriate credit has been given. The student and any other appropriate agency will be notified of this evaluation.

ATTENDANCE POLICIES AND REGULATIONS

Records are maintained which clearly show the attendance of a student. These records indicate the student's presence/absence for each scheduled class period. These records are maintained in such a manner as to make the student's attendance readily determinable by anyone authorized to inspect such records.

TRANSFER STUDENT

Each student is considered on an individual basis. If you are accepted for admittance, we will credit you for previous training in accordance with TDLR Regulations. Credit will be given for any legally acquired hours. A transfer student's tuition is based on the total number of hours he/she needs to complete the course he/she is enrolling in. (A Transfer Fee of \$200.00 will be added).

TRANSFER OF HOURS BETWEEN COURSES

A student wishing to transfer from his/her current course of enrollment, must first speak to his/her Financial Aid Administrator. Once approved by the Financial Aid Administrator, a student may transfer out of his/her current course of enrollment and into another course of enrollment, as long as it meets with TDLR regulations. (A transfer fee of \$100.00 will be added for the change). Student's need to verify the cost of the new course of enrollment to determine if the costs will be greater or less than his/her current course, and determine how the financial aid will be affected by the change. This should be done before any change(s) occur.

TRANSFER OF HOURS FOR OUT OF STATE STUDENTS

We follow TDLR guidelines regarding out of State students and each one is considered on an individual basis and must be approved by TDLR.

STUDENT FINANCIAL AID CONSUMER INFORMATION

Sebring is accredited by the Commission of the Council on Occupational Education. Sebring is eligible to participate in the US Department of Education's Federal Financial Aid Programs, ie Pell Grant and Student Loans. Documentation pertaining to the institutions eligibility, accreditation, recognition and licensing is available upon request.

FINANCIAL AID PROGRAMS

Eligible students may apply for the following financial aid: Pell Grant, FDSLSP Stafford (SUB and UNSUB) and FDLSP PLUS loans. A copy of the Federal Financial Aid Programs and a student Consumers Guide are furnished to students on the above listed programs, upon request.

LEGAL HOLIDAYS

New Year's Day
Memorial Day
Martin L. King

Fourth of July
Thanksgiving Day

Labor Day
Christmas Day

ACADEMIC YEAR DEFINITION

**The defined academic year is 900 clock hours /30 weeks.
The second academic year is 600 clock hours/ 20 weeks.
This applies to the 1500 clock hour Operator Program.**

STATE AID

Department of Assertive and Rehabilitative Services is a State funded program. Individuals with disabilities, which are detrimental to obtaining employment, may be eligible for funds for tuition, fees, books, and in some cases maintenance and transportation allowances. Students should contact a DARS Administrator for referral to the DARS Office in his/her respective zip code.

PROCEDURE for APPLICATION of FINANCIAL AID PROGRAMS AND ELIGIBILITY REQUIREMENTS

Each prospective student is provided with Admission and Financial Aid Application web-sites upon request. All interested students are required to file a FAFSA Application to determine their eligibility for any of the financial aid programs available at the institution. Students must maintain satisfactory progress to remain eligible for any financial aid he/she becomes eligible for. During registration all students applying for financial aid are required to read, sign and date certain other documents as pertaining to financial aid.

SELECTION CRITERIA OF APPLICANTS AND CRITERIA FOR DETERMINING AMOUNTS OF AWARDS

Student financial aid is awarded on the basis of the uniform methodology of the College Scholarship Services (CSS). Unfortunately, the government does not Furnish sufficient funds to provide for all students. Accordingly, students are funded according to a priority sequence based on the demonstration of greatest financial need. Students are provided equal opportunity to these funds.

STUDENT EDUCATION BUDGETS

The student's educational budget consist of the total cost of tuition and fees, books and supplies, room and board, personal expenses, transportation and childcare costs. Cast against these costs are the student's resources; parental contribution, student and or parental income (taxable and non-taxable) contributions from savings, checking, business and any other personal assets, Social Security, VA benefits and Scholarships. Institution policies dictate that all financial aid is first applied to student's total tuition and fees, immediately upon receipt by the institution. Once the total costs of tuition and all fees have been tendered, any additional funds received will be paid to the student to cover his/her educational expenses. These expenses must be for acceptable educational purposes. Check with your Financial Aid Administrator for additional information.

STUDENT FINANCIAL AID AWARDS

All students will be notified of their total approved awards. Should circumstances change since submitting the application for financial aid, students should consult with their respective Financial Aid Administrator.

STUDENT RIGHTS AND RESPONSIBILITIES

Once deemed eligible, a student will continue to remain eligible to receive approved financial aid awards only so long as he/she fulfills the satisfactory progress requirements of the institution, including attendance at all sessions of scheduled classes, other than properly excused absences. All work must be completed in a satisfactory manner in the judgment of the Director, Dean of Instructors and the student's instructor. The satisfactory requirements are discussed in the initial interview prior to enrollment, are part of the required documentation a student must read, sign and date upon registration, and are specified in the school catalog. Students must be enrolled at least a 24 hours per week and working toward completion to receive a diploma or a certificate of completion to receive financial aid awards. Students must sign a Statement of Educational Purpose/Registration Compliance form to receive any financial aid award. Students must notify the financial aid office of any name, address, marital status, or changes in resources which occur during enrollment.

DETERMINATION OF SATISFACTORY PROGRESS

All students are expected to complete no less than 75% attendance of his/her course of enrollment each month. Students must maintain a grade point average of 70 or higher at all times. Any student failing to comply for any reason may be placed on probation for a period not to exceed 30 days. Once the probation period is completed the financial aid administrator will determine if the student is still eligible for any approved aid not yet disbursed or if the student should be dismissed from his/her course of enrollment.

RE-ESTABLISHING ELIGIBILITY FOR FINANCIAL AID

Students, who have had their financial aid suspended or terminated for unsatisfactory progress, may appeal such decision to the school Director. The Director will review the student's case with faculty members, taking into account any mitigating circumstances that may have caused the student to fail to meet the satisfactory requirements of the institution. A judgment to continue in the course of enrollment and negate termination of financial aid can be made on a case by case basis.

DISBURSEMENT PROCEDURES

Funds disbursed will be made in accordance with award letters as received by the institution. All funds are directly deposited into the institutions federal account and or school bank account. Payments will then be credited to the respective student. This policy serves both student and the institution well, in ensuring funds are used in accordance with federal guidelines and regulations for educational purposes.

PLACEMENT PROSPECTS

We will offer placement assistance to any of our graduates who request assistance. The School cannot guarantee employment, but; will provide any assistance it can to our graduates.

ACCESSIBILITY OF FACILITIES FOR DISABLED STUDENTS

The institution has wide doorways which allow accessibility within the institution for those individuals in wheelchairs. As long as any student can benefit from the training in the course of enrollment he/she wishes to pursue, he/she will be admitted into said course of enrollment.

REFUND POLICY

Sebring Career Schools will adhere to the refund policy guidelines of the Department of Education and the Texas Department of Licensing and Regulations. If a student receives an overpayment of financial aid, that student is solely responsible for repaying said overpayment back to the institution. The institution will then send the over payment amount back to the respective entity as per guidelines from DOE and/or TDLR.

1. An applicant rejected by the school shall be entitled to a refund of all monies paid.
2. If a student (in case of a student under legal age, his/her parent/legal guardian) cancels his/her enrollment agreement and requests his/her money back in writing or in person with a written statement within three business days of signing the enrollment agreement, but prior to entering classes, shall be entitled to all monies paid.
3. If a student cancels his/her enrollment agreement after three business days after signing the enrollment agreement, but prior to entering classes, shall be entitled to a refund of all monies paid less the registration fee.
4. If a student drops out of school, a Drop fee of \$100.00 and a Breach of Contract fee of \$400.00 will be charged to the student.
5. Any student wishing to drop from the institution must provide the institution with a written statement stating his/her intent to drop. It must be signed and dated. If the student has been approved for financial aid, he/she must complete an exit interview with his/her Financial Aid Administrator prior to exiting the school.
6. The refund is based on the payment period of enrollment and is expressed in clock hours based on elapsed time. Elapsed time is defined as the time that elapsed from the registration date to the official date of termination

TDLR REFUND POLICY

The holder of a private beauty culture school license shall maintain a refund policy for the refund of any unused portion of tuition and fees and other charges paid by the student who, at the expiration of the cancellation period established under TDLR guidelines, fails to enter his/her course of enrollment, or is terminated from his/her course prior to completion. The refund policy must provide that that the refund is based on the payment period of enrollment, computed on the basis of course time expressed in scheduled hours; the effective date of termination for refund purposes is the earliest of: the last date of attendance, if terminated by the school; the date the school receives written notice from the student, or 10 school days after the last date of attendance. The school may retain no more than \$100.00 if the tuition is collected prior to starting the course and the student fails to withdraw before the cancellation period. If a student begins a course of training that is schedule to run not more than 12 months, and during the last 50% of the course, withdraws or is terminated, the school may retain 100% of the tuition and fees due by the student and the school is not obligated to refund any monies paid.

If a student withdraws or is terminated before the last 50% of the course, the **school** shall refund: (below is for 1500 hour Program/Operator) Check with School Admissions is you are enrolling in a program with fewer hours required.

90% of the tuition if hours are between 0-40.9 scheduled hours

80% of the tuition if hours are between 41-120.9 scheduled hours

75% of the tuition if hours are between 121-375.9 scheduled hours

50% of the tuition if hours are between 376-750.09 scheduled hours

If scheduled hours are from 751-1500, no refund will be issued as the student will owe the full amount of tuition and all applicable fees, regardless of whether the student completes the Program or not.

WITHDRAWAL POLICY

The effective date of termination for refund purposes will be:

1. The last day of attendance or,
2. Date the student begins the withdrawal process or,
3. Date student provides official notification in writing or,
4. Date the student failed to return from an approved leave of absence or,
5. Date of withdrawal as determined by the school:
 - a. Student is terminated
 - b. Student has 10 consecutive days of unexcused absences
 - c. Student failed to meet satisfactory requirements.

Upon withdrawal two calculations are completed; (1) Return of Title IV funds to determine amounts earned from Federal programs, and (2) Institutional Refund Calculation to determine the amount of institutional charges earned. The school will adjust the student's charges to take into account repayments back to Title IV funds that the school originally credited to the student as payment for said charges.

RETURN OF TITLE IV FUNDS

Only Title IV programs are to be included in this calculation. (Federal Loans, Subsidized/Unsubsidized, Plus Loans and Federal Pell Grants). Any student receiving Title IV funds will be subject to the Federal regulations governing the Return of Title IV funds.

The amount of Title IV aid earned is based on the student's payment period of enrollment and the total aid received. The return of unearned funds does not include funds from sources other than Title IV programs.

Title IV funds are awarded under the assumption that the student will attend school for the entire period for which the aid is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV aid approved. Therefore the amount of aid earned by the student must be determined. If the amount disbursed is greater than the amount the student earned, that amount must be repaid back to Title IV. Any student completing less than 60% of the pay period, the return to title iv calculation will determine how much must be paid back to title iv. Over 60% completion

of the pay period and the student has earned 100% of the funds paid and no refund is required.

The return to Title IV calculation will be calculated by your Financial Aid Officer once it has been determined that you are or have dropped from school. Check with your financial aid officer during your exit interview from school.

STUDENT FINANCIAL AID ADMINISTRATORS

Marvin Mai Financial Aid Director

Joe Taylor Chief Financial Aid Officer

ADMINISTRATIVE STAFF & FACULTY

DONNA RAMSEY

C.E.O.

Instructor License-Texas Cosmetology Commission
Instructor License-Texas Department of Licensing & Regulations
Director-Main Campus-Houston
Sebring Professional-Seal of Approval-California 1980
Diploma-Sebring Career Schools-Texas-Instructor
Diploma-Charles & Sues School of Hair Design-Texas Operator
COE Self Study Workshop-2003
COE Team Member/Leader Training-2003

JOE TAYLOR

PRESIDENT & C.F.A.O.

Operations Director/Huntsville Campus

Financial Aid Certificate-National Student Aid Services-
1986,1987,1988,1989,1990,1991,1992,1993,1994,1995,1996,1997,1998,1999,
2000,2001,2002,2003,2004,2005,2006,2007,2008
Financial Aid Certificate-Texas Guaranteed Student loan Service-Texas
Director-Conroe Branch Campus-1981-1991
Director-Corsicana Branch Campus-1991-1992
Financial Aid Administrator-Main Campus-1992-1995
Financial Aid Administrator-Huntsville Campus-1995-2001
Financial Aid Director-Sebring Career Schools-2001-2008
COE Self Study Workshops-1995,2001,2006
COE Team Member/Leader Training-1995,2001,2006
CPR Certification-1980
First Aid Certification-1980
Fire & Safety Training-1980,1981,1982,1983,1984,1985-Texas A&M Fire School

RENITA TAYLOR (NIKKI)

TITLE IX OFFICER & DEAN OF INSTRUCTORS

Instructor License-Texas Cosmetology Commission
Instructor License-Texas Department license & Regulations
Dean of Instructors-Conroe Campus-1981-1991
Dean of Instructors-Corsicana Campus-1991-1992
Dean of Instructors-Huntsville Campus-1995-2008
Diploma-Sebring Career Schools-Instructor
Diploma-Professional Beauty College-Operator
Thunder Bolt-2003,2004,2005,2006
Tammy Taylor Nails-Texas-1981,1983,1985,1987,1989
1991,1993,1995,1997,1999,2001,2003,2005,2007
Roadside Infection Control-Concept Chemicals-2003,2004,2005
TCC Seminar on N.I.T.-2003,2004,2005
TCC/TDLR C.E.U.: 2004 – 2018 every Two Years

JANET WILTSIE

C.I.O.

Financial Aid Certificate-National Student Aid Services-Texas
1981,1982,1983,1984,1985,1986,1987,1988,1989,1990,1991
1992,1993,1994,1995,1996,1997,1998,1999,2000,2001,2002
2003,2004,2005,2006,2007,2008
Degree-Texas A&M University
Degree-Gulf Coast Jr. College-Mississippi
Diploma-Sebring Career Schools-Texas-Instructor
Diploma-Professional Beauty College-Texas-Operator
Instructor License-Texas Department License & Regulations
Sebring Seal of Approval-California-1980
Financial Aid Director-College Station-1980
Financial Aid Director-Houston-1988-2001
Financial Aid Administrator-Houston-2001-2008
COE Self Study Workshops: 2001-2016 Annually
COE Team Member/Leader Workshops: 2003-2016 Annually
TCC/TDLR C.E.U.: -1979 – 2016 Every Two Years

Marvin Mai

Financial Aid Director & Operations Director Houston Campus

Diploma: Sebring Career Schools 2014
Instructor License – Texas Department of License & Regulations
TDLR CEU: 2014, 2016, 2018

KATHY MAI

Admissions Director & Title IX Officer Houston Campus

Dean of Instructors/Houston Campus

Diploma Spring Branch College & Careers Unlimited-Texas-Operator

Instructor License-Texas Department License & Regulations

Instructor Houston Campus

TCC/TDLR C.E.U. 2000 – 2018 every Two Years

Than Pham

Diploma-ICC 2002

Instructor-Texas Department License & Regulations

Instructor Houston Campus

TDLR C.E.U. 2002 – 2018 every Two Years

Lian Han

Diploma- MATRIX BTY COLLEGE 2011

Instructor-Texas Department License & Regulations

Instructor Houston Campus

TDLR CEU: 2011 – 2018 every Two Years

CAMPUS SAFETY

The Student Rights and Responsibilities Campus Safety Sexual Misconduct Violence Against Women Act (VAWA) Drinking/Drug Use STUDENT CODE OF CONDUCT

The Institution promotes Student Responsibility and freedom for all students. Responsibility is exercised when actions are directed by ethical standards. This Policy seeks to apply the principle of Responsibility as it guides the conduct of Students and Staff at Sebring Career Schools.

The Student Rights and Responsibilities Policy is a process for informing students about their rights and responsibilities while reinforcing the development of ethical standards .

Sebring Career Schools responsibilities and authority regarding student conduct is generally limited to conduct of any student that occurs on School premises. In addition, Sebring School reserves the right to impose discipline based on any student conduct, regardless of location, when that conduct adversely affects the reputation of Sebring Career Schools. The School further reserves the right to restrict contact with specified people when facts and circumstances dictate such action.

The processes for adjudicating violations of state and federal law and violations of the Student Rights & Responsibility Policy are separate and may be pursued independently and/or simultaneously.

Authority.

1. Authority for student discipline ultimately rests Sebring Career School's C.E.O. and the School's Operation Director.
2. The C.E.O. (or designee) also has the authority to notify the person listed as the student's emergency contact (or other appropriate person) in case of an emergency involving that student.
3. All hearing bodies have the authority to consult with other appropriate School officials in order to resolve a Student Conduct Code case effectively.
4. Decisions of all the Student Conduct Boards are considered recommendations to the School C.E.O.

5. All recommended student conduct decisions must be approved in writing by the appropriate authority (or designee) and only then will be communicated to the student(s)

6. Any Request for Appeals to the decisions of the conduct board must be made by the student within 30 days of the board's decision.

7. On-Campus. The term "on-campus" means all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by Sebring Career Schools, including adjacent streets, sidewalks, and parking lots (public areas).

8. Policy. The term "policy" means the written statements of Sebring Career Schools as found in, but not limited to, the Student Catalog, the General Bulletin, the Online School Consumer Web page, and other written requirements of the School.

9. Preponderance of the Evidence. "Preponderance of the evidence" means that the evidence, as a whole, shows that the fact sought to be proved is more probable than not.

This standard shall be used in adjudicating all student conduct cases within this Student Conduct Policy.

10. Reporting Party. The term "reporting party" means any individual who has reported another person's alleged violation of the Student Conduct Policy. The reporting party is the individual who files a report or on whose behalf a report is filed.

11. Responding Party. The term "responding party" means an individual who has been accused of an alleged violation of the Student Conduct Policy.

12. Student. The term "student" means any person who is admitted to and enrolled in any course or program at Sebring Career Schools, any person who is admitted to the School and is present on campus for the purpose of being enrolled in any course or program.

13. Student Liason/Consultant. The term "Student Liason" means any person provided by the Student, to serve as an advisor or consultant to the responding party .

14. School Official is any person employed or appointed by the School to perform assigned teaching, administrative, or other responsibilities.

STUDENT CONDUCT CODE

Violations.

The following violations, or the aiding, abetting, conspiring, soliciting, or inciting of, or attempting to commit these violations, constitute violations of the Student Conduct Code.

1. Sexual Misconduct.

- a. Sexual Violence: Any sexual act performed without the consent of the reporting party, or that occurs when the reporting party is unable to give consent. Consent to sexual activity must be knowing, intelligent, unambiguous, and voluntary. Consent is active, not passive. There must be clear and willing participation, through words or actions, for each sexual act.
- b. Submission to sexual activity that is the result of force, coercion, or threats is not valid consent. i. Consent to one type of sexual activity does not imply consent to other types of sexual contact. There must be consent at every stage of the sexual encounter.
- c Past consent to sexual activity does not imply consent to future sexual activity.
- d. Consent can be withdrawn at any time, including in the middle of a sexual encounter, if the withdrawal of consent is clearly indicated by words or actions.

2. Incapacitated

Individuals who are incapacitated by voluntary or involuntary alcohol or drug use (legal, illegal, or prescription); asleep; unconscious; mentally impaired by disease or illness; or under 18 years old cannot give consent to sex (no matter what they say or do).

“Incapacitation” is a state where a person cannot make a rational, coherent decision because the person lacks the ability to understand the nature of the act.

3. Sexual Harassment

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature that is sufficiently severe, frequent or wide-spread that it both subjectively and objectively creates an intimidating, hostile, or offensive work/school environment or limits student’s ability to participate in or benefit from educational opportunities or activities..

4. Sexual Exploitation

- a) Any act of taking non-consensual, unjust, or abusive sexual advantage of another person for one's own advantage or benefit or to benefit or advantage anyone other than the person being exploited. Sexual Exploitation includes, but is not limited to: Causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over such person;
- b) Prostituting another person;
- c) Non-consensual videotaping, photographing, or audio-taping of sexual activity and/or distribution of these materials via media such as, but not limited to, the Internet and other electronic/digital media;
- d) Exceeding the boundaries of consent (e.g., allowing another person to observe consensual sex without the knowledge of or consent from all participants;
- e) Engaging in indecent exposure (i.e., intentionally exposing one's sexual organs in public) with the intention of alarming, distressing, and/or offending others;
- f) . Voyeurism; and
- g) Knowingly or recklessly transmitting a sexually transmitted disease (including HIV) to another individual.

5. Stalking:

Willfully, maliciously, and repeatedly following, harassing, or cyberstalking another person.

“Cyberstalking” means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose. Examples of Stalking/Cyberstalking include following a person, appearing at a person's home, class, or work; frequently calling, texting, e-mailing, electronically chatting; leaving written messages or objects; or vandalizing a person's property.

6. Dating Violence/Relationship Violence:

Violence between an individual who is or recently has been in a continuing and significant relationship of a romantic or sexual nature and the other party. Dating Violence/Relationship Violence includes hurtful, repeated, and intentional behavior that one person uses to maintain power and control over another in an intimate relationship. The behavior can manifest as abuse that is verbal, emotional, psychological, physical,

or sexual. Behaviors may include threats, name-calling, put-downs, isolation, withholding of money, physical harm, and sexual assault.

7. Domestic Violence:

Any criminal offense resulting in physical injury or death of one family or household member by another.

Domestic Violence includes hurtful, repeated, and intentional behavior that one person uses to maintain power and control over another in an intimate relationship. The behavior can manifest as abuse that is verbal, emotional, psychological, physical, or

death of one family or household member by another. Domestic Violence includes hurtful, repeated, and intentional behavior that one person uses to maintain power and control over another in an intimate relationship. The behavior can manifest as abuse that is

verbal, emotional, psychological, physical, or sexual. Family/household members are spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

8. Sex Discrimination:

According to the Current Executive Administration: Treating individuals unequally because of their sex, gender, sexual orientation, gender identity, or gender expression.

Examples:

Gender Based Hostility: Negative treatment or use of derogatory or offensive language toward a person because of that person's gender, whether or not the language itself is sexual.

Sex and/ or Gender Stereotyping: Taking a negative action, creating a hostile environment, or denying a benefit because the individual does not conform to sexual stereotypes of "appropriate" behavior or appearance for men and women (including dress, grooming, and social behavior).

Retaliation:

Any creation of a hostile environment or adverse action threatened or taken against an individual who makes a report of Sexual Misconduct, assists another in making a report of Sexual Misconduct, participates in the investigation of a report of Sexual Misconduct, or who in good faith and in a reasonable manner opposes conduct believed to constitute Sexual Misconduct. **Complicity:** Any action or behavior done with the intent of aiding, facilitating, promotion, or encouraging the commission of an act of Sexual Misconduct.

Endangerment.

- a. Physical violence towards another person or group.
- b. Action(s) that endanger the health, safety, or well-being of another person or group.
- c. Interference with the freedom of another person to move about in a lawful manner.

Harassment.

- a. Conduct, not of a sexual nature, that creates an intimidating, hostile, or offensive environment for another person.
- b. Action(s) or statement(s) that threaten harm or intimidate another.
- c. Acts that invade the privacy of another person.

Bullying:

Behavior, defined as: the systematic and chronic infliction of physical hurt or psychological distress by teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, harassment, or destruction of property.

Stalking:

Not of a sexual nature, defined as: to follow or otherwise contact another person repeatedly, so as to put that person in fear for his or her life or personal safety

Hazing.

Defined as any group or individual action or activity that endangers the mental or physical health or safety or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s). Although hazing is generally related to a person's initiation or admission into, or affiliation with, any group or organization, it is not necessary that a person's initiation or continued membership is contingent upon participation in the activity, or that the activity was sanctioned or approved by the organization, for a charge of hazing to be upheld. The actions of active, associate, new, and/or prospective members of an organization may be considered hazing. Hazing includes, but is not limited to:

1. Unreasonable interference with a student's academic performance
2. Forced or coerced consumption of food, alcohol, drugs, or any other substance
3. Forced or coerced wearing of apparel which is conspicuous and/or inappropriate
4. Forced or coerced exclusion from social contact
5. Branding
6. Creation of unnecessary fatigue (including but not limited to acts that stem from forced physical activity, such as calisthenics and deprivation of sleep)
7. Deprivation of food
8. Beating, whipping, or paddling in any form

9. Line-ups and berating
10. Physical and/or psychological shocks
- 11 Personal servitude
12. Kidnapping or abandonment
13. Unreasonable exposure to the weather
14. Any activity that would be viewed by a reasonable person as subjecting any person to embarrassment, degradation or humiliation
15. Expectation of participation in activities that are unlawful, or lewd.
16. Retaliation for Reporting Hazing. Retaliating against any individual who reported a hazing violation or suspected hazing violation to School Officials

Weapons.

a. On-campus possession or use of firearms, antique firearms, explosives, destructive devices, or other weapons or dangerous articles or substances, including but not limited to non-lethal weapons such as pellet guns, bb guns, paintball markers, slingshots, crossbows, stun guns, Tasers, metallic knuckles, archery equipment, swords, sword canes, ornamental or decorative swords/daggers/knives, or any dangerous chemical or biological agent

Exceptions:

- 1) Any law enforcement officer including those who are enrolled as a student.
- 2) Any Sebring Career School Staff Member with authorization from the School's C.E.O. or President.

FIRE AND SAFETY:

- 1 Inappropriate activation of any emergency warning equipment or the false reporting of any emergency.
- 2 Unlawful possession, or removal of, damage to, or tampering with fire safety or other emergency warning equipment.
3. Failure to evacuate School building within a reasonable amount of time after a fire alarm is sounded.

4. Arson, or the setting of any unauthorized fire in or on University property.

Alcohol, Controlled Substances, and Illegal Drugs.

1. Unlawful possession or use of controlled substances, including prescription medicine belonging to another individual.
2. Possession or use of illegal drugs
3. Purchase, distribution, delivery, or sale of illegal drugs or controlled substances.
4. Possession or use of drug paraphernalia.
5. Possession or consumption of alcohol on the School premises including the Parking Lot.
6. Intoxicated behavior.

Disruption.

1. Failure to comply with a lawful order of a Sebring School official or any non-School law enforcement official.
2. Providing false information to a School official or to a non-School law enforcement official, including student conduct hearing bodies.
3. Acts that impair, interfere with, or obstruct the orderly conduct, processes, and functions of the School or the rights of other members of the School community. This includes acts that occur both inside and outside of the classroom setting and may involve use of electronic or cellular equipment.
4. Commercial solicitation on campus without prior approval from School officials.
5. Acts that disrupt the School student conduct process including attempting to coerce or influence a person regarding their participation in any student conduct proceeding.
6. Misrepresentation or Misuse of Identity or Identification.
7. Permits another person to use his or her identification, including the act of “clocking” him/her in for hours.

8. Misrepresenting the authority to act on behalf of another or the School.
9. Forgery, alteration, or misuse of identification, documents, records, keys, or time cards.
10. Manufacture, distribution, delivery, sale, purchase, possession, or use of false identification.

Property.

1. Damage or destruction of public or private property.
2. Theft - without authorization removes or uses the property or services of another person or of the School, with the intent to permanently deprive the person or School of the property.
3. Misappropriation – without authorization temporarily removes or uses the property or services of another person or the School, but without the intent to permanently deprive the person or the School of the property.
4. Receipt, possession, sale, or purchase of property that belongs to another person or the School and was know to be or reasonably should have been known to be stolen or misappropriated property.

Recording of Images without Consent.

Using electronic or other means to make a video or photographic record of any person where there is a reasonable expectation of privacy without the person's consent and when such a recording is likely to cause injury, distress, or damage to reputation. This includes, but is not limited to, taking video or photographic images in rest rooms.. The sharing and/or distributing of such unauthorized records by any means is also prohibited.

Recording of Oral Communications without Consent.

Acquires, by listening or by recording using any device, any wire, oral, or electronic communication, when such communication is uttered by a person exhibiting an expectation that such communication is not subject to interception under circumstances justifying such expectation (i.e., in a situation in which the person has a reasonable expectation of privacy), and the person has not given consent to the acquisition or recording of the communication.

Gambling.

Engages in or offers games of chance for money or other gain in violation of the laws of the State of Texas.

Other Violations:

Aids, abets, conspires, solicits, incites, or attempts to commit, any other violation of Federal law, State law, or local ordinance.

Violation of any other School rules, regulations or policies as described in the Sebring School Catalog or Student Policy Handbook,

Notice:

- 1. Responding parties will be given written notice of the Student Conduct Code charge(s) and the allegations upon which the charge(s) is/are based.
- 2. Hearing:
Students will be given an opportunity to present information, including witness testimony and/or statements, during a fair and impartial hearing.

Procedures. The Title IX Coordinator, the Operations Director of the Campus and the C.E.O. are charged with implementing the Student Rights and Responsibilities Code.

Charges

A review for possible charges may be initiated in the following ways:

- 1. Providing a signed statement to the C.E.O., the Title IX Coordinator of The School Operations Director
- 2. All information will then be reviewed by an appropriate staff member in order to determine whether Student Conduct Code charges will be filed or if alternative action, including mediation, is appropriate. When practicable, reports should be submitted to the appropriate administrator in a timely manner.
- 3. In the Event of CRIMINAL ACTION: Formal Student Conduct Code charges may be filed at the completion of all law enforcement investigations or as soon as practicable, even if a law enforcement investigation or criminal proceeding is ongoing.

4 Notice. The written notice given to any charged student will include the following:

- a. Sufficient detail to prepare a defense (including source of information, alleged violation, and specific Student Rights and Responsibility Code charges).
- b. An invitation to attend an information session, during which the student may view all materials related to the case, receive instruction regarding the student conduct process and the student's rights, and confirm the forum in which the case will be heard.
- c. Notice of a formal hearing will occur at least five (5) class days prior to the hearing of the case. Informal hearings will be scheduled at the convenience of the charged student and the hearing body.
- d. Parent(s) of any student under the age of eighteen at the time of the alleged violation may also be notified of pending charges.
- e. The Sebring School Administrative Staff may place a conduct hold on the records and registration of any student who fails to address the Student Rights and Responsibilities Code charges in a timely manner. Any pending conduct matters must be resolved prior to a student's graduation, the release of transcripts, transfer of credits to another institution, or re-enrollment at the School.
- f. The contact information on file with the Schools Admission Office will be used to notify the student of all student conduct notices sent to the charged student.

5. Hearing

Panels are composed of five (3) School Staff Members (Past or Present) and possibly an attorney selected by the Chief Executive Officer of Sebring Career Schools.

Types of Hearings.

Two distinct types of hearings are provided for by the Student Conduct Code.

Informal hearings are held when cases involve few or no disputed questions of fact and possible sanctions do not include separation from the School.

Formal hearings are held when cases involve disputed questions of fact or serious alleged violations of the Student Rights and Responsibilities Code (i.e., violations that could lead to separation of the charged student from the School).

a. Formal Hearings:

- i. Require the hearing body to call appropriate witnesses or obtain witness statements, reports, or other information in support of the charges.
- ii. Will be held no sooner than five (5) class days after notice is received by the responding party. The student may submit a written request to hold the hearing before the five (5) class days. The request will be considered and acted upon by the Chief Executive Officer or Title IX Coordinator.
- iii. Will be audio recorded. This recording will serve as the official record of the proceedings.
- iv. A formal decision letter will be sent to the student within ten (10) class days from the conclusion of the hearing. This time limit may be extended if additional consideration of evidence and deliberation is required.

Appeals:

All hearings will be fair and impartial. The responding party and/or reporting party may submit a written challenge to the impartiality of any appellate officer (ie C.E.O., the Title IX Coordinator or the School Operations Director.)

If the responding party and/or reporting party fails to appear at the scheduled appeal hearing after proper notice or otherwise fails to cooperate with the Student Conduct Code process, the hearing may still be held in their absence.

Appellate Recommendations and Decisions.

- 1. The appellate officer may recommend to affirm, modify, or reverse the first-level decision; or order that a new hearing be held. The appellate officer may not modify or reverse a finding of “not responsible,” but may recommend that the finding be set aside and a new hearing be held.
- 2. All appellate recommendations are transmitted to the Chief Executive Officer. The C.E.O. (or designee) has the right to affirm, modify, or reverse the recommendation, or to order a new hearing.

INFORMATION REGARDING DISCLOSURE OF TITLE IV HEA LOANS

Please note, as instructed during your orientation process prior to your enrollment in the institution, again be advised that if you apply for any type of student loan, said loan information will be reported to NSLDS and will be accessible by authorized agencies, lenders, and institutions. [HEOA 489 amended HEA sec. 485b]

PROCEDURE FOR HANDLING GRIEVANCES/COMPLAINTS

If you have a grievance/complaint you must follow the steps outlined below. (This is Called Chain of Command)

- a. Explain the problem to your assigned instructor. Your instructor can resolve most problems.
- b. If your instructor is unable to resolve the matter, she will discuss the matter with the Dean of Instructors. The Dean will then attempt to resolve the issue.
- c. If you are not satisfied with the resolution made by the Dean of Instructors or if the Dean is unable to resolve the matter he/she will notify the school Director. The Director will then make every effort to resolve the issue.
- d. If you are not satisfied with the resolution from the Director, the matter will be turned over to the school's Chief Executive Officer for resolution. This is done by appointment only.
- e. The Chief Executive Officer will make the final decision(s) for resolution.

In some cases the Chief Executive Officer may turn the matter over to the Governing Board for resolution, however, The C.E.O. is the final authority and the resolution rendered will stand.

Please refer to the Organizational Charts posted in your school, (ie: Chain of Command)

**SEBRING CAREER SCHOOLS
ENROLLMENT ADDENDUM
PROSPECTIVE STUDENT WARNING
TDLR NOTICE ABOUT CRIMINAL CONVICTIONS**

“Criminal History Notice”

As of Sept. 1, 2017, House Bill 1508 impacts students wishing to obtain a License from the Texas Department of Licensing and Regulation (TDLR).

Pursuant to the above noted House Bill 1508:

Sebring Career Schools is informing all perspective and current students as of 09/01/2017 that:

- 1) Eligibility for a TDLR License could be affected by the person’s Criminal History.
- 2) Sebring Career Schools is, therefore, notifying current and perspective students that TDLR is responsible for having in place guidelines regarding a License Applicant’s Criminal History, and to include information on an applicant’s ability to be licensed under those guidelines.
- 3) In order to determine if you, the current student or any perspective student, may have other reason’s that the State of Texas or the Local City, County, or other jurisdiction might have to prevent or detain one from receiving a License to practice in the State of ; Texas; you may wish to contact TDLR, the governing body of the City and/or the County in which you reside as well and where the School you wish to attend is located to determine if there are any reason(s) you might be denied a License in the State of Texas.

You may also wish to contact any other Governmental Agency or Law Enforcement Agency that may Affect you. (i.e.: Department of Public Safety (D.P.S), Department of Homeland Security, etc.)

- 4) You have the right to request a Criminal History Evaluation from the Texas Department of Licensing and Regulation (TDLR)
- 5) This notice is provided to all persons enrolling in Sebring Career Schools regardless of whether or not you may have been convicted of a criminal offense and is not meant to imply such offense toward any applicant or current student.

A LETTER FROM THE C.E.O.

Through our scientific approach , using tools and techniques of personalized teaching by our staff of trained and qualified, and certified professionals combined with audio-visual aids, offers our students the best education available.

It is the reputation that brings students from all over to enter our schools. We are proud to say that an education from Sebring Career Schools offers you one of the most exciting and complete educations in the cosmetology industry. Worldwide information on cuts, styles, perms, colors and fashion are always current in our schools.

REMEMBER!!!!

WE OFFER A SHORT TERM COURSE FOR A LIFETIME CAREER

We at Sebring are honored and very proud of our qualifications. We will always strive to provide our students with the very best. We are now and forever very proud of all of our graduates.

We welcome inquiries about our school.

Sincerely,

Donna Ramsey
C.E.O.

SEBRING CAREER SCHOOLS CODE OF ETHICS

- THIS SCHOOL** **Has** as its principal mission, the training of qualified individuals
- Strives** continuously to improve its operations in order to keep abreast of the ever changing developments within our industry.
- Observes** all rules and regulations issued by Federal, State and local entities.
- Encourages** staff to keep current with changes and trends within our industry, by attending workshops, hair shows, seminars and completing continuing education courses at least every two years.
- Takes** part in education conferences and regional meetings in order to advance the industry.
- Makes** use of acceptable teaching techniques and training aids to aid in providing the best possible training for our students.
- Maintains** fair and honest relationships with staff, students, patrons, federal, state and local officials.
- Purchases** only high-grade standard equipment, cosmetics and supplies used for instructional purposes.
- Advertises** truthfully and makes honest representations to our students.
- Refrains** from any criticism, which reflects unfavorably on other schools or the cosmetology profession.

Upon the successful completion of your prescribed course, you may register for any employment assistance and the school will use its best effort to help you successfully gain employment within our industry. However, please be advised that the law prohibits any school, college, etc. from guaranteeing placement as an inducement to enter school.

Dr. Gary Puckett

Complaints/Grievances

Dr. Gary Puckett
Executive Director
Council on Occupational Education
7840 Roswell Rd. #300 Suite 325
Atlanta, Georgia 30350
770-396-3898
800-917-2081

