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# BEHIND THE CHAIR INSTITUTE 2025 CATALOG

Behind the Chair Institute  
14099 Westheimer Rd  
Houston, TX 77077  
(832) 585-9704

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## Our Staff

Behind the Chair Institute is led by professionals with extensive experience in the beauty industry, including licensed instructors approved by the Texas Department of Licensing and Regulation (TDLR). Their guidance ensures a learning experience grounded in real-world practice and regulatory compliance.

**Carolina Martinez** – *Director / Owner / Chief Financial Officer / Director of Institutional Effectiveness / Director of Admissions / Director of Financial Aid & Regulatory Compliance / CEO*

**Ornela Rodriguez** – *Administrative Assistant / Registrar / Receptionist*

**Sandra Hernandez** – *Instructor / Director of Student Support Services*

**Alicia Gutierrez** – *Instructor / Director of Education*

**David Jimenez** – *Instructor*

**Nohemi Alvarez** – *Instructor*

## Institute's Licensing and Associations

### Institute's Licensing and Associations

Behind the Chair Institute is a licensed educational institution in the State of Texas. We operate independently as **Behind the Chair Institute, LLC**, and are authorized by the **Texas Department of Licensing and Regulation (TDLR)** to offer programs in cosmetology, barbering, esthetics, manicuring, and eyelash extensions.

The institute utilizes **Milady MindTap** as its official curriculum platform to ensure students are prepared with up-to-date theory and practical training aligned with state board requirements.

#### **Licensing Agency:**

##### **Texas Department of Licensing and Regulation (TDLR)**

P.O. Box 12157

Austin, TX 78711

Phone: 800-803-9202

Website: [www.tdlr.texas.gov](http://www.tdlr.texas.gov)

## Campus Description

Behind the Chair Institute is located at **14099 Westheimer Rd, Houston, TX 77077**, in a 4,000 sq. ft. facility designed to support hands-on and theoretical instruction. The campus includes classrooms, a break room, reception, and administrative offices.

The facility is **fully wheelchair accessible**, with ramps at both entrances, two designated handicapped parking spaces, accessible classrooms, and a compliant restroom. The school environment is clean, safe, and conducive to student learning in all offered programs.

### Start Dates

You may start the enrollment process at any time by phone, personal visit, email, or via our website. Classes begin on the 1st Thursday of each month

Year	Month	Class Start Date
<b>2025</b>	January	1/9/2025
<b>2025</b>	February	2/6/2025
<b>2025</b>	March	3/6/2025
<b>2025</b>	April	4/3/2025
<b>2025</b>	May	5/1/2025
<b>2025</b>	June	6/5/2025
<b>2025</b>	July	7/10/2025
<b>2025</b>	August	8/7/2025
<b>2025</b>	September	9/4/2025
<b>2025</b>	October	10/2/2025
<b>2025</b>	November	11/6/2025
<b>2025</b>	December	12/4/2025
<b>2026</b>	January	1/8/2026
<b>2026</b>	February	2/5/2026
<b>2026</b>	March	3/5/2026
<b>2026</b>	April	4/2/2026
<b>2026</b>	May	5/7/2026
<b>2026</b>	June	6/4/2026
<b>2026</b>	July	7/2/2026
<b>2026</b>	August	8/6/2026
<b>2026</b>	September	9/3/2026
<b>2026</b>	October	10/1/2026
<b>2026</b>	November	11/5/2026
<b>2026</b>	December	12/3/2026

Behind the Chair Institute reserves the right to change Start Dates based on Class Enrollment, Staff availability, and other considerations.

## Cosmetology Operator Program

Our Cosmetology program equips you for a fulfilling career! Learn haircutting, coloring, styling, esthetics, and manicuring to pass the Texas licensing exam. Gain advanced skills through hands-on training and graduate ready to thrive in the exciting cosmetology industry.

- Phase 1: Master fundamentals through demonstrations and practice. (Exams required to progress)
- Phase 2: Build confidence under supervision, learn advanced trends, and become eligible for the Texas written exam (after 900 hours).
- Graduate: Pass your exams and become a licensed Hair Stylist or Cosmetologist!

### Cosmetology Operator Curriculum

Behind the Chair Institute offers both in-person and hybrid instruction, combining theory, practical demonstrations, and supervised hands-on training. The following subjects are included in both formats:

Subject	Hours Required
<b>Hair Care</b>	
<b>Cutting, styling, coloring, chemical textures, and related theory and application; business skills; professional development and salon management; health; safety; and laws</b>	<b>800 hrs.</b>
<b>Nail Care</b>	
<b>Manicuring and related theory and applications, business skills; professional development and salon management; health; safety; and laws</b>	<b>100 hrs.</b>
<b>Skin Care</b>	
<b>Facials, hair removal, and related theory and application; business skills; professional development and salon management; health; safety; and laws</b>	<b>100 hrs.</b>
<b>TOTAL CLOCK HOURS</b>	<b>1000 hrs.</b>

### Cosmetology Operator Tuition & Fees

Students are responsible for all tuition and fees. We offer flexible payment options:

- **Full Payment:** Due at the time of contract signing.
- **Down Payment + Installments:** Pay the enrollment fee and a deposit at signing; the remaining balance is financed by the school.
- **Approved Payment Plan:** Alternative options available with prior approval.
- **Accepted payment methods:** Cash, Zelle, money order and credit card.

Financial aid is not available at this time

### Important Notes:

- Exam enrollment may be withheld until full payment is received.
- The contract completion date accounts for holidays and school closures.
- If TDLR requires additional hours or assignments, a fee of **\$25 per hour** will apply until graduation requirements are met.

Tuition for 1000 clock hours (Approximately 7 1/2 months full time)	\$14,000	Down Payment due by start of class
Future professional kit	\$3,600	Due by start of class. (non-refundable)
Sales Tax	\$297	Due by start of class. (non-refundable)
Future professional Textbooks	\$477.32	Due by start of class. (non-refundable)
Application fee	\$100	Due by start of class. (non-refundable)
Texas student permit fee ^	\$25	Due by start of class. (non-refundable)
Total	\$18,422*	*All prices are subject to change

### Other Costs

In addition to tuition and required materials, students must complete the applicable state exams to obtain licensure in Texas. The following additional costs may apply:

- **Exam Fees:** Required licensing exams are administered by PSI. Fees must be paid directly to PSI and can be found at [www.psieexams.com](http://www.psieexams.com).
- **Additional Supplies:** Extra equipment or materials may be required to complete the course of study or to meet the Texas Department of Licensing and Regulation (TDLR) requirements for practical evaluations and the State Board Practical Exam.
- **Texas Licensing Fees:** These fees are payable directly to TDLR and can be found at [www.license.state.tx.us](http://www.license.state.tx.us).
- **Educational Events:** Occasionally, Behind the Chair Institute participates in external educational events. Students may be responsible for admission costs if they choose to attend.

- **Transfer Students:** If a current copy of the TDLR Law and Rules Book is not presented at the time of enrollment, transfer students must purchase one through the Institute

## Barber Program

Our Barber program prepares you for a professional career in today's grooming industry. Through hands-on training, you'll master shaving, haircutting, coloring, and styling—while learning the latest industry trends.

- **Phase 1:** Build a strong foundation through demonstrations, theory, and practical exercises. *(Students must pass a practical exam to advance.)*
- **Phase 2:** Develop advanced skills under supervision and gain eligibility to take the Texas written exam after completing 900 hours.
- **Graduate:** Successfully pass state exams and earn your license as a professional Barber!

### Learning Modalities: On-Campus and Hybrid

- **On-Campus Courses:**  
Held entirely at the institute with live instruction, demonstrations, and supervised hands-on practice.
- **Hybrid Courses:**  
Combine online theory from home with in-person practical training. Offers flexibility while maintaining professional standards

## Barber Curriculum

Subject	Hours Required
Basic:	
Anatomy and physiology; disorders of the skin, scalp, hair and nails; chemistry (haircoloring, chemical waving, and relaxing); bacteriology, sterilization and sanitation; safety, first aid, and sanitation; barber implements, tools, equipment and related theory; and history of barbering	<b>150 hrs.</b>
Practice	
Shaving; mustaches and beards; haircutting; hairstyling; hair and scalp treatments, scalp massage; safety, first aid, and sanitation; hairweaving, extensions, and wigs; face and neck massage and treatments; facial hair removal; manicuring; chemistry (haircoloring, chemical waving, and relaxing); and razor techniques, safety, first aid, and sanitation.	<b>750 hrs.</b>
Business:	
Texas barber laws and rules; customer service; barbershop management; professional ethics and image; safety, sanitation, related practices and theory; and hygiene and good grooming	<b>100 hrs. .</b>
<b>TOTAL CLOCK HOURS</b>	<b>1000 hrs.</b>

## Barber Tuition & Fees

In addition to tuition and required materials, students must complete the applicable state exams to obtain licensure in Texas. The following additional costs may apply:

- **Exam Fees:** Required licensing exams are administered by PSI. Fees must be paid directly to PSI and can be found at [www.psiexams.com](http://www.psiexams.com).
- **Additional Supplies:** Extra equipment or materials may be required to complete the course of study or to meet the Texas Department of Licensing and Regulation (TDLR) requirements for practical evaluations and the State Board Practical Exam.
- **Texas Licensing Fees:** These fees are payable directly to TDLR and can be found at [www.license.state.tx.us](http://www.license.state.tx.us).
- **Educational Events:** Occasionally, Behind the Chair Institute participates in external educational events. Students may be responsible for admission costs if they choose to attend.
- **Transfer Students:** If a current copy of the TDLR Law and Rules Book is not presented at the time of enrollment, transfer students must purchase one through the Institute

### Important Notes:

We may withhold exam registration until full payment is received.

End of Contract (EOC) Date: This considers school holidays and closures.

**Additional Fees:** The Texas Department of Licensing and Regulation (TDLR) may require extra clock hours, practical applications, or written work. These will incur a \$25/hour fee until graduation requirements are met.

\* Financial aid is not available at this time

Tuition for 1000 clock hours (Approximately 7 1/2 months full time)	\$14,000	Down Payment due by start of class
Future professional kit	\$3,600	Due by start of class. (non-refundable)
Sales Tax	\$297	Due by start of class. (non-refundable)
Future professional Textbooks	\$400	Due by start of class. (non-refundable)
Application fee	\$100	Due by start of class. (non-refundable)
Texas student permit fee ^	\$25	Due by start of class. (non-refundable)

Total	\$18,422*	*All prices are subject to change
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## Other Costs

In addition to tuition and required materials, students must complete the applicable state exams to obtain licensure in Texas. The following additional costs may apply:

- **Exam Fees:** Required licensing exams are administered by PSI. Fees must be paid directly to PSI and can be found at [www.psiexams.com](http://www.psiexams.com).
- **Additional Supplies:** Extra equipment or materials may be required to complete the course of study or to meet the Texas Department of Licensing and Regulation (TDLR) requirements for practical evaluations and the State Board Practical Exam.
- **Texas Licensing Fees:** These fees are payable directly to TDLR and can be found at [www.license.state.tx.us](http://www.license.state.tx.us).
- **Educational Events:** Occasionally, Behind the Chair Institute participates in external educational events. Students may be responsible for admission costs if they choose to attend.
- **Transfer Students:** If a current copy of the TDLR Law and Rules Book is not presented at the time of enrollment, transfer students must purchase one through the Institute

## Esthetician Program

Our Esthetician program prepares you to become a licensed skincare professional. Through hands-on training and expert instruction, you will master facials, makeup application, hair removal, and more.

- **Phase 1:** Learn the fundamentals—facial treatments, makeup, and hair removal—through guided practice. (*Must pass a practical exam to advance.*)
- **Phase 2:** Refine your techniques on real clients under supervision, explore advanced procedures, and prepare for the state exam.
- **Graduate:** Successfully pass all required exams and earn your Esthetician license!

### Learning Modalities: On-Campus and Hybrid

- **On-Campus Courses:**  
Held entirely at the institute with live instruction, demonstrations, and supervised hands-on practice.
- **Hybrid Courses:**  
Combine online theory from home with in-person practical training. Offers flexibility while maintaining professional standards.

## Esthetician Curriculum

Subject	Hours Required
Facial treatment, cleansing, masking, therapy	<b>225 hrs .</b>
Anatomy and physiology	<b>90 hrs.</b>
Electricity, machines, and related equipment	<b>75 hrs .</b>
Makeup	<b>75 hrs</b>
Orientation, rules and laws	<b>50 hrs .</b>
Chemistry	<b>50 hrs .</b>
Care of client	<b>50 hrs.</b>
Sanitation, safety, and first aid	<b>40 hrs</b>
Management	<b>35 hrs</b>
Superfluous hair removal	<b>25 hrs</b>
Aroma therapy	<b>15 hrs</b>
Nutrition	<b>10 hrs</b>
Color psychology	<b>10 hrs</b>
<b>TOTAL CLOCK HOURS</b>	<b>750 hrs.</b>

## Esthetician Tuition and Fees

Students are responsible for all tuition and fees. We offer flexible payment options:

- **Full Payment:** Due at the time of contract signing.
- **Down Payment + Installments:** Pay the enrollment fee and a deposit at signing; the remaining balance is financed by the school.
- **Approved Payment Plan:** Alternative options available with prior approval.

**Accepted payment methods:** Cash, check, money order, credit card.

*Financial aid is not available at this time.*

### Important Notes:

- Exam enrollment may be withheld until full payment is received.
- The contract completion date accounts for holidays and school closures.
- If TDLR requires additional hours or assignments, a fee of **\$25 per hour** will apply until graduation requirements are met.

Tuition for 750 clock hours (Approximately 6 months full time)	\$10,500	Down Payment due by start of class
Future professional kit	\$2,800	Due by start of class. (non-refundable)
Sales Tax	\$231	Due by start of class. (non-refundable)
Future professional Textbooks	\$400	Due by start of class. (non-refundable)
Enrollment fee	\$100	Due by start of class. (non-refundable)
Texas student permit fee	\$25	Due by start of class. (non-refundable)
Total	\$14,056*	*All prices are subject to change

## Other Costs

In addition to tuition and required materials, students must complete the applicable state exams to obtain licensure in Texas. The following additional costs may apply:

- **Exam Fees:** Required licensing exams are administered by PSI. Fees must be paid directly to PSI and can be found at [www.psievals.com](http://www.psievals.com).
- **Additional Supplies:** Extra equipment or materials may be required to complete the course of study or to meet the Texas Department of Licensing and Regulation (TDLR) requirements for practical evaluations and the State Board Practical Exam.
- **Texas Licensing Fees:** These fees are payable directly to TDLR and can be found at [www.license.state.tx.us](http://www.license.state.tx.us).
- **Educational Events:** Occasionally, Behind the Chair Institute participates in external educational events. Students may be responsible for admission costs if they choose to attend.
- **Transfer Students:** If a current copy of the TDLR Law and Rules Book is not presented at the time of enrollment, transfer students must purchase one through the Institute.

## Manicurist Program

Our Manicurist Program prepares you to become a licensed professional through theory, demonstrations, hands-on training, and client practice.

**Phase 1 – Fundamentals:** Learn natural nail care, manicures, pedicures, and artificial nail services (acrylics and gels). Complete classroom instruction, practical exercises, and self-paced projects.

*Pass a practical evaluation to move to Phase 2.*

**Phase 2 – Advanced Techniques:** Perform services on clients under instructor supervision. Learn advanced techniques and develop strong client care skills.

**Graduation:** Pass the required exams—Texas Written Exam and Texas Practical Exam—and earn your license as a professional Manicurist.

## Learning Modalities: On-Campus and Hybrid

### On-Campus Courses:

Held entirely at the institute with live instruction, demonstrations, and supervised hands-on practice.

### Hybrid Courses:

Combine online theory from home with in-person practical training. Offers flexibility while maintaining professional standards.

## Manicurist Curriculum

Subject	Hours Required
Procedures:	
Basic manicure and pedicure, oil manicure, removal of stains, repair work, hand and arm massage, buffing, application of polish, application of artificial nails, application of cosmetic fingernails, preparation to build new nail, application of nail extensions, sculptured nails, tips, wraps, fiberglass/gels, and odorless products	320 hrs .
Bacteriology, Sanitation and Safety	
Definitions, importance, rules, laws, methods, safety measures, hazardous chemicals, and ventilation odor in salons	100 hrs .
Professional Practices	
Manicuring as a profession, vocabulary, ethics, salon procedures, hygiene and grooming, professional attitudes, salesmanship, public relations	80 hrs .
Arms and Hands	
Major bones and functions, major muscles and functions, major nerves and functions, skin structure, functions, appendages, conditions and lesions, nails structure, composition, growth, regeneration, irregularities and diseases	70 hr
Orientation, laws and preparation	15 hr
Equipment, Implements, and Supplies	15 hr
<b>TOTAL CLOCK HOURS</b>	<b>600 hrs.</b>

## Manicurist Tuition and Fees

Students are responsible for all tuition and fees. We offer flexible payment options:

- **Full Payment:** Due at the time of contract signing.
- **Down Payment + Installments:** Pay the enrollment fee and a deposit at signing; the remaining balance is financed by the school.
- **Approved Payment Plan:** Alternative options available with prior approval.

**Accepted payment methods:** Cash, check, money order, credit card.

*Financial aid is not available at this time.*

### Important Notes:

- Exam enrollment may be withheld until full payment is received.

- Contract completion date accounts for holidays and school closures.
- If TDLR requires additional hours or assignments, a fee of **\$25 per hour** will apply until graduation requirements are met.

Tuition for 600 clock hours (Approximately 5 months full time)	\$8,400	Down Payment due by start of class
Future professional kit	\$2,800	Due by start of class. (non-refundable)
Sales Tax	\$231	Due by start of class. (non-refundable)
Future professional Textbooks	\$400	Due by start of class. (non-refundable)
Enrollment fee	\$100	Due by start of class. (non-refundable)
Texas student permit fee ^	\$25	Due by start of class. (non-refundable)
Total	\$11,956*	*All prices are subject to change

## Other Costs

In addition to tuition and required materials, students must complete the applicable state exams to obtain licensure in Texas. The following additional costs may apply:

- **Exam Fees:** Required licensing exams are administered by PSI. Fees must be paid directly to PSI and can be found at [www.psieexams.com](http://www.psieexams.com).
- **Additional Supplies:** Extra equipment or materials may be required to complete the course of study or to meet the Texas Department of Licensing and Regulation (TDLR) requirements for practical evaluations and the State Board Practical Exam.
- **Texas Licensing Fees:** These fees are payable directly to TDLR and can be found at [www.license.state.tx.us](http://www.license.state.tx.us).
- **Educational Events:** Occasionally, Behind the Chair Institute participates in external educational events. Students may be responsible for admission costs if they choose to attend.

**Transfer Students:** If a current copy of the TDLR Law and Rules Book is not presented at the time of enrollment, transfer students must purchase one through the Institute.

## Operator Crossover Program

This program is designed for individuals who hold an active license in either Barbering or Cosmetology and wish to obtain a dual license. A **credit of 700 hours** is granted for prior training or experience, reducing the total required training to **300 clock hours**.

### Phase 1 – Fundamentals and Theory Integration

- Introduction to **advanced hair care techniques**.
- Fundamentals of esthetics, including **semi-permanent eyelash extensions**.
- Basic theory in skin, nails, and chemical product use.
- Classroom demonstrations and self-paced projects.
- Practical evaluation required to progress to Phase 2.

### Phase 2 – Advanced Techniques and Practical Application

- Hands-on training in **advanced chemical services** (color, straightening, perms).
- Work with real clients under instructor supervision.
- Development of technical confidence and professional client service skills.

### Graduation

- Successfully complete the **Texas Written Exam** and **Texas Practical Exam**.

## Cometologist Crossover Curriculum

Specialty Practice and Related Theory:  Eyelash semi-permanent extensions; advanced hair care and advanced chemical services; and related practices.	300
Total hours (One clock hour equals 60 minutes.)	300

## Barber Crossover Curriculum

Theory:  History of Barbering, Barber Laws and Rules Review, Implements Honing and Stropping, Shaving, Men's Haircutting and Tapering, Beard and Mustache Trimming and Design, Hair Color Review, Permanent Waving and Relaxing Review, Manicuring and Nail Care Review, Facial Treatments and Skin Care Review, Anatomy and Physiology Review, Blow-dry Styling Review, Shampooing and Conditioning Review.	25
Practical:  Men's Haircutting and Tapering, Shaving, Mustache and Beard Trimming, Hair Coloring, Permanent Waving and Relaxing, Facial Treatments, Shampooing, Conditioning, and Blow-dry Styling, Manicuring.	275
Total horas (Una hora de reloj equivale a 60 minutos.)	300

## Operator Crossover Tuition and Fees

Students are responsible for all tuition and fees. We offer flexible payment options:

- **Full Payment:** Due at the time of contract signing.
- **Down Payment + Installments:** Pay the enrollment fee and a deposit at signing; the remaining balance is financed by the school.
- **Approved Payment Plan:** Alternative options available with prior approval.

**Accepted payment methods:** Cash, check, money order, credit card.

*Financial aid is not available at this time.*

#### Important Notes:

- Exam enrollment may be withheld until full payment is received.
- Contract completion date accounts for holidays and school closures.
- If TDLR requires additional hours or assignments, a fee of **\$25 per hour** will apply until graduation requirements are met.

Tuition for 300 clock hours  (Approximately 9 weeks full time)	\$4,200	Down Payment due by start of class
Future professional kit	\$1,200	Due by start of class. (non-refundable)
Sales Tax	\$99	Due by start of class. (non-refundable)
Future professional Textbooks	\$400	Due by start of class. (non-refundable)
Enrollment fee	\$100	Due by start of class. (non-refundable)
Texas student permit fee ^	\$25	Due by start of class. (non-refundable)
Total	\$6,024*	*All prices are subject to change

#### Other Costs

In addition to tuition and required materials, students must complete the applicable state exams to obtain licensure in Texas. The following additional costs may apply:

- **Exam Fees:** Required licensing exams are administered by PSI. Fees must be paid directly to PSI and can be found at [www.psiexams.com](http://www.psiexams.com).
- **Additional Supplies:** Extra equipment or materials may be required to complete the course of study or to meet the Texas Department of Licensing and Regulation (TDLR) requirements for practical evaluations and the State Board Practical Exam.
- **Texas Licensing Fees:** These fees are payable directly to TDLR and can be found at [www.license.state.tx.us](http://www.license.state.tx.us).
- **Educational Events:** Occasionally, Behind the Chair Institute participates in external educational events. Students may be responsible for admission costs if they choose to attend.

**Transfer Students:** If a current copy of the TDLR Law and Rules Book is not presented at the time of enrollment, transfer students must purchase one through the Institute.

## Manicurist/Esthetician Program

This program prepares you to obtain your license as a Manicurist/Esthetician through theory, hands-on practice, demonstrations, and self-paced projects.

### Phase 1 – Fundamentals

- Classroom theory: skin, nails, anatomy, and product knowledge.
- Demonstrations by licensed professionals.
- Self-paced projects to reinforce learning.
- Practical evaluation required to advance.

### Phase 2 – Advanced Practice

- Real client services under supervision.
- Application of techniques in both manicuring and esthetics.
- Development of professional-level skills.

### Graduation

- Take and pass the **Texas Written Exam** and the **Texas Practical Exam** to earn your professional license.

## Manicurist/Esthetician Curriculum

<b>Theory and Related Practice:</b> Anatomy and Physiology; machines and related equipment; chemistry; care of client; basic facials; superfluous hair removal and related theory; nail structure and growth; equipment and implements; hazardous chemicals and ventilation; basic manicures and pedicures; business management; bacteriology, sanitation, health, and safety; laws and rules	200
<b>Specialty Manicure Practice and Related Theory:</b> Repair work, massage, buffing and application of polish and artificial nails; cosmetic fingernails, extensions, sculptured nails, tips, wraps, fiberglass/gels and odorless products; professional practices, techniques and preparations; sanitation, first aid, health, and safety.	300
<b>Specialty Esthetician Practice:</b> Facial treatments, cleansing, masking, and therapy; chemistry machines and related equipment; superfluous hair removal; devices or preparations; makeup; semi-permanent eyelash extension applications; sanitation, first aid, health, and safety.	300
Total hours (One clock hour equals 60 minutes.)	800



## Manicurist/Esthetician Tuition and Fees

Students are responsible for all tuition and fees. We offer flexible payment options:

- **Full Payment:** Due at the time of contract signing.
- **Down Payment + Installments:** Pay the enrollment fee and a deposit at signing; the remaining balance is financed by the school.
- **Approved Payment Plan:** Alternative options available with prior approval.

**Accepted payment methods:** Cash, check, money order, credit card.

*Financial aid is not available at this time.*

### Important Notes:

- Exam enrollment may be withheld until full payment is received.
- Contract completion date accounts for holidays and school closures.

If TDLR requires additional hours or assignments, a fee of **\$25 per hour** will apply until graduation requirements are met

Tuition for 800 clock hours (Approximately 24 weeks full time)	\$11,200	Down Payment due by start of class
Future professional kit	\$3,200	Due by start of class. (non-refundable)
Sales Tax	\$264	Due by start of class. (non-refundable)
Future professional Textbooks (hybrid option available)	\$600	Due by start of class. (non-refundable)
Enrollment fee	\$100	Due by start of class. (non-refundable)
Texas student permit fee ^	\$25	Due by start of class. (non-refundable)
<b>Total</b>	<b>\$15,389*</b>	<b>*All prices are subject to change</b>

## Other Costs

In addition to tuition and required materials, students must complete the applicable state exams to obtain licensure in Texas. The following additional costs may apply:

- **Exam Fees:** Required licensing exams are administered by PSI. Fees must be paid directly to PSI and can be found at [www.psixams.com](http://www.psixams.com).
- **Additional Supplies:** Extra equipment or materials may be required to complete the course of study or to meet the Texas Department of Licensing and Regulation (TDLR) requirements for practical evaluations and the State Board Practical Exam.

- **Texas Licensing Fees:** These fees are payable directly to TDLR and can be found at [www.license.state.tx.us](http://www.license.state.tx.us).
- **Educational Events:** Occasionally, Behind the Chair Institute participates in external educational events. Students may be responsible for admission costs if they choose to attend.

**Transfer Students:** If a current copy of the TDLR Law and Rules Book is not presented at the time of enrollment, transfer students must purchase one through the Institute.

# Eyelash Extensionist Program

## Phase 1 – Fundamentals

- Classroom theory: eye and lash anatomy, lash types, hygiene and safety protocols.
- Demonstrations by licensed professionals.
- Self-paced projects to build knowledge and technique.
- Practical evaluation required to advance.

## Phase 2 – Advanced Application

- Supervised hands-on training in real-world scenarios.
- Gain precision, confidence, and professionalism in client care.

## Graduation

Pass the Texas Written Exam and the Texas Practical Exam to obtain your professional license.

## Eyelash Extensionist Curriculum

<b>Theory and Related Practice:</b>  Eye shapes and eyelash growth; supplies and related equipment; contagious diseases and adverse reactions; sanitation, first aid, health, and safety; client protection; business management, laws, and rules.	<b>80</b>
<b>Specialty Practice and Related Theory:</b>  Semi-permanent eyelash extension isolation, separation, and application.	<b>240</b>
<b>Total hours</b> (One clock hour equals 60 minutes.)	<b>320</b>

## Eyelash Extensionist Tuition and Fees

Students are responsible for all tuition and fees. We offer flexible payment options:

- **Full Payment:** Due at the time of contract signing.
- **Down Payment + Installments:** Pay the enrollment fee and a deposit at signing; the remaining balance is financed by the school.
- **Approved Payment Plan:** Alternative options available with prior approval.

**Accepted payment methods:** Cash, check, money order, credit card.

*Financial aid is not available at this time.*

## Important Notes:

- Exam enrollment may be withheld until full payment is received.
- Contract completion date accounts for holidays and school closures.

If TDLR requires additional hours or assignments, a fee of **\$25 per hour** will apply until graduation requirements are met

Tuition for 320 clock hours (Approximately 10 weeks full time)	\$4,480	Down Payment due by start of class
Future professional kit	\$2,000	Due by start of class. (non-refundable)
Sales Tax	\$165	Due by start of class. (non-refundable)
Future professional Textbooks (hybrid option available)	\$250	Due by start of class. (non-refundable)
Enrollment fee	\$100	Due by start of class. (non-refundable)
Texas student permit fee ^	\$25	Due by start of class. (non-refundable)
<b>Total</b>	<b>\$7,020*</b>	<b>*All prices are subject to change</b>

## Other Costs

In addition to tuition and required materials, students must complete the applicable state exams to obtain licensure in Texas. The following additional costs may apply:

- **Exam Fees:** Required licensing exams are administered by PSI. Fees must be paid directly to PSI and can be found at [www.psieexams.com](http://www.psieexams.com).
- **Additional Supplies:** Extra equipment or materials may be required to complete the course of study or to meet the Texas Department of Licensing and Regulation (TDLR) requirements for practical evaluations and the State Board Practical Exam.
- **Texas Licensing Fees:** These fees are payable directly to TDLR and can be found at [www.license.state.tx.us](http://www.license.state.tx.us).
- **Educational Events:** Occasionally, Behind the Chair Institute participates in external educational events. Students may be responsible for admission costs if they choose to attend.

**Transfer Students:** If a current copy of the TDLR Law and Rules Book is not presented at the time of enrollment, transfer students must purchase one through the Institute.

## Admission Requirements

**Behind the Chair Institute** welcomes applicants who meet the following criteria and adhere to the admissions requirements outlined below.

### Eligibility Criteria

1. **Educational Background:**
  - Applicants must have a high school diploma or its equivalent.
2. **Age Requirement:**
  - Applicants must be at least 17 years old by the time of their State licensing exam.

### Non-Discrimination Policy:

Behind the Chair Institute maintains a strict non-discrimination policy. We do not discriminate in employment, admission, instruction, or graduation policies based on sex, age, race, color, religion, or ethnic origin.

### Document Required for Enrollment

To complete the admissions process, applicants must provide the following:

1. **Proof of Age:**
  - Acceptable documents include a driver's license, passport, or birth certificate.
2. **Social Security Number:**
  - Submit your Social Security card or provide proof of your number.
3. **Proof of High School Completion or Equivalent:**

Applicants must submit one of the following:

  - A copy of their high school diploma.
  - A GED certificate or a verification letter from the issuing state.
  - A transcript showing high school completion.
  - Proof of attainment of an Associate's degree or higher via official college transcripts.

### Foreign High School Diplomas:

- For applicants with a foreign high school diploma or one not in English, the diploma must be translated and evaluated by a qualified third-party credential evaluation service to verify validity and equivalency to a U.S. high school diploma.
- The applicant is responsible for all costs associated with the translation and evaluation of foreign high school diplomas.
4. **Operator Crossover Program:**
  - Applicants for the Operator Crossover program must provide proof of an active Class A Barber license issued by TDLR.

### Verification of High School Completion

#### 1. Domestic Students

- Applicants must provide one of the documents listed above as proof of high school completion.
- The institution will retain the provided document in the student's admissions file as evidence of meeting the admission requirements.
- Additional verification of the document's authenticity will only be performed if there is reason to question its validity.

## 2. Foreign Students

- Applicants must submit their high school diploma to a third-party credential evaluation service for verification.
- The third-party service will determine the validity and equivalency of the foreign diploma to a U.S. high school diploma.
- The student is responsible for all costs associated with this evaluation.
- Verification reports from the evaluation service will be retained in the student's admissions file.

## Transfer Students

Behind the Chair Institute accepts transfer students from other cosmetology schools or programs, provided that the applicant has met all financial and administrative obligations with their previous institution and is no longer enrolled in a similar program elsewhere. The Institute does not recruit students currently attending or enrolled in another institution.

Transfer applicants must submit a complete and official record of hours completed, practical applications performed, and coursework completed, along with an official transcript from their previous school. All transfer hours must be verified and approved by the Texas Department of Licensing and Regulation (TDLR) to ensure alignment with the curriculum requirements of the intended program at Behind the Chair Institute.

The Institute does not accept students who have completed more than 75% of their program at another institution. Students must complete at least 25% of their required hours at Behind the Chair Institute to be eligible for graduation.

Tuition will be prorated based on the number of hours remaining in the program. Transfer students are required to purchase a current professional student kit and provide a current copy of the TDLR Law and Rule Book. If the student cannot present the book at the time of enrollment, they must purchase one through the Institute.

Behind the Chair Institute does not accept transfer hours for programs requiring full hands-on training to be completed at the Institute, such as the Massage Therapy Program.

All transfer student documentation, including transcripts, TDLR verification records, and enrollment agreements, will be retained in the student's permanent academic file to ensure compliance with NACCAS and TDLR regulations.

## Admission Requirements for Transfer Students

To complete the admission process, transfer applicants must submit the following documentation:

1. **Proof of Age** – Acceptable documents include a valid driver's license, passport, or birth certificate.
2. **Social Security Number** – Provide your Social Security card or official proof of number.
3. **Proof of High School Completion or Equivalent** – One of the following:

- Copy of a high school diploma or transcript showing graduation.
- Foreign or non-English diplomas must be translated and evaluated by a third-party credential service to confirm equivalency to a U.S. high school diploma. *Note: "Ability to Benefit" is not recognized by this institution.*
- GED certificate or verification letter from the issuing state.
- Official transcript from a college indicating completion of an Associate degree or higher.

4. **Operator Crossover Program** – Applicants must provide proof of an active Class A Barber license issued by TDLR.

All prior credit, including military and post-secondary education, will be evaluated for students receiving VA education benefits. Credit will be granted where applicable in accordance with TDLR regulations. The Institute will retain copies of all relevant transcripts in the student's permanent file.

### **High School Cosmetology Transfer Students**

As part of our mission to support students in reaching their educational goals, Behind the Chair Institute may accept students who have completed more than 75% of a cosmetology program through a high school partnership. These applicants are subject to the following:

- Tuition will be prorated based on the number of remaining hours needed to complete the state-required total.
- Students will be offered a State Board Kit at the current cost (including taxes).
- Students with fewer than 900 hours will be required to purchase access to Milady CIMA, the Institute's digital curriculum platform, at the current institutional cost.
- A \$100 non-refundable enrollment fee and a \$14 fee for the TDLR Law and Rule Book will apply.

### **Ability-to-Benefit Testing**

Behind the Chair Institute does not accept Ability-to-Benefit Testing. Future professionals who attend the Institute must have a High School Diploma or an equivalent.

### **HOURS OF OPERATION**

### **Office Hours**

- **Wednesday to Friday:** 9:00 a.m. – 9:00 p.m.
- **Saturday:** 9:00 a.m. – 5:00 p.m.
- **Sunday to Tuesday:** Temporarily closed

### **Administrative Contact**

The Director of the Institute is **Carolina Martínez**, who is available to assist students and visitors. You may reach her in person during office hours or by phone at **832-585-9704**.

## **Vaccination Policy**

The Institute does not require vaccinations for attendance.

## Future Professional Hours

Future professional hours are:

### Day Classes

	Full Time	3/4 Time	1/2 Time
Tuesday (Barber only)	Closed for now	Closed for now	Closed for now
Wednesday	De 9am a 5pm-	De 9am a 1pm	De 9am a 1pm
Thursday	De 9am a 5pm	De 9am a 1pm	De 9am a 1pm
Friday	De 9am a 5pm	De 9am a 1pm	De 9am a 1pm
Saturday (Only Fulltime and ¾ time and ½ required only 4 hours)		9 am – 5 pm	
Sunday – Monday		Closed	

### Evening Classes

Tuesday	Closed for now	Closed for now
Wednesday	De 5pm a 9pm	De 5pm a 9pm
Thursday	De 5pm a 9pm	De 5pm a 9pm
Friday	De 9am a 5pm	De 1pm a 5pm
Saturday (Only Fulltime and ¾ time and ½ required only 4 hours)	9am to 5pm	
Sunday and Monday	Closed	

## Attendance and Weekly Schedule

Attendance is **mandatory** for all Future Professionals enrolled at Behind the Chair Institute.

Students must adhere to the schedule assigned based on their selected enrollment status. The weekly hour breakdown is as follows:

- **Full-Time Schedule:** 32 hours per week
- **Three-Quarter Time:** 20 hours per week
- **Part-Time Schedule:** 16 hours per week

These scheduling options are designed to ensure compliance with the hourly requirements set forth by the **Texas Department of Licensing and Regulation (TDLR)** and the standards established by

**NACCAS.** Excessive absences or failure to comply with the assigned schedule may affect academic progress and eligibility for graduation or state licensure.

### **Important Notice Regarding Class Schedules**

All published schedules are subject to change. Behind the Chair Institute reserves the right to revise class hours, program schedules, and assigned days in response to institutional needs, instructor availability, regulatory changes, or other operational requirements.

Any such adjustments will be made in accordance with TDLR and NACCAS regulations and will be communicated to Future Professionals in a timely and transparent manner.

Students are responsible for staying informed about schedule updates to remain in compliance with attendance and academic progress policies.

## **Constitution Day**

In compliance with federal law enacted in 2004, Behind the Chair Institute observes Constitution Day annually to promote civic knowledge. This date commemorates the signing of the U.S. Constitution in 1787 and highlights the importance of civic participation and the right to vote.

This year's event will be held on **Sunday, September 17, 2024**, and will include educational activities on the Constitution and voter registration resources.

Explore the U.S. Constitution at [constitutioncenter.org](http://constitutioncenter.org)

Find voting resources at [eac.gov](http://eac.gov)

## **Holidays**

### **Holidays and school closures:**

New Years	January 1–2, 2025
Martin Luther King Day	January 20, 2025
Memorial Day	May 26, 2025
Independence Day	July 4, 2025
Labor Day	September 1, 2025
Thanksgiving Day	November 27-28, 2025
Christmas Break	December 23, 2025 - January 1, 2026

**School Closures:**

The school operates as scheduled unless a State of Emergency is declared. Any unexpected closure will be communicated via the school's website, WhatsApp, and Facebook page.

**Enrollment Agreement:**

Behind the Chair Institute provides each student with a written enrollment agreement outlining the responsibilities of both the school and the student. This includes program details, costs, and payment terms. Students receive a copy prior to starting class, as required by TDLR and NACCAS standards.

**Payment Schedule:**

Flexible payment plans are available. Students may consult the Financial Services Department for personalized arrangements and details.

## Future Professional Materials

The professional kit must be purchased through Behind the Chair Institute. All kits include items of equal value and quality, subject to supplier availability. Once opened, kits are non-refundable. Students are responsible for replacing any lost or damaged items.

Additional supplies may be required by TDLR for the licensing exam, and students are responsible for those costs. Personal items must be picked up within 30 days of the last day of attendance; any unclaimed items will be considered abandoned.

## Prerequisites for Employment

The Texas Department of Licensing and Regulation (TDLR) requires completion of all program hours and passing both the written and practical exams to obtain a license. Applicants must be at least 17 years old and meet all requirements outlined in Title 16, Part 4, Chapter 83 of the Texas Administrative Code. A criminal background check is conducted, and students may request a pre-evaluation at:

[www.tdlr.texas.gov/crimconvict.htm](http://www.tdlr.texas.gov/crimconvict.htm).

## Re-enrollment/Re-admission

A future professional's academic and attendance standing at the time of withdrawal will remain the same upon re-enrollment. Students who withdraw for more than six months must sign a new enrollment agreement, pay the re-enrollment fee, and meet all TDLR requirements. Re-enrollment is subject to approval by an authorized representative of Behind the Chair Institute, especially for those with outstanding balances or who withdrew under probation or suspension. After three withdrawals, whether voluntary or involuntary, the student will no longer be eligible for re-enrollment as a condition of their re-entry if admitted. After 3 withdrawals, voluntary or involuntary, a Future Professional will no longer be approved for Re-admission.

## Refund Policy

Behind the Chair Institute issues refunds in compliance with NACCAS Policy VII.01 and TDRL regulations. Refunds are based on the percentage of the program completed at the time of official withdrawal.

### Official Withdrawal

The official withdrawal date is the earliest of the following:

- The date stated in the students' written notice.
- The date BEHIND THE CHAIR INSTITUTE receives the written notice.
- The date of official termination is by BEHIND THE CHAIR INSTITUTE.
- The expected return date from an approved leave of absence if the student fails to return.

### Refund Calculation

Refunds are calculated using the proration schedule approved by TDRL and NACCAS, based on hours completed.

**Note:** Non-refundable fees and used kit items are excluded from any refund.

Percentage of Program Completed	Amount of Total Tuition Owed to the School
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%

Percentage of Program Completed	Amount of Total Tuition Owed to the School
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

### I. Refund Timeline

All refunds will be issued within 45 calendar days from the official withdrawal date.

### II. Official Withdrawal Dates

The official withdrawal date will be considered the earliest of the following:

- The date indicated on a written notice.
- The date BEHIND THE CHAIR INSTITUTE receives the notice.
- The date of official expulsion.
- The expected return date from a LOA if the student does not return.

### III. Refunds for Voluntary Student Withdrawal

**Within 3 business days of signing the contract:** Full refund minus \$100 application fee.

**After 3 business days and before the start of classes:** Full refund minus \$100 application fee and \$150 cancellation fee.

**After the start of classes:** Prorated refund according to the NACCAS minimum tuition adjustment schedule.

#### **IV. Refunds for School-Initiated Cancellation**

**Before the start of classes:** A reschedule or full refund will be offered.

**After the start of classes:** Full refund of all payments made.

**Institutional closure:** Prorated refund based on hours completed.

#### **V. Unofficial Withdrawals**

These will be based on the last recorded date of attendance or participation. The NACCAS minimum tuition adjustment schedule will apply.

#### **VI. Mitigating Circumstances**

BEHIND THE CHAIR INSTITUTE reserves the right to grant a greater refund in documented cases of force majeure.

#### **VII. Non-Refundable Charges**

- **Application fee:** \$100
- **Cancellation fee:** \$150
- Books, materials, kits, and state fees are non-refundable.

#### **VIII. Collection Policy**

Collection processes will follow ethical and legal practices. NACCAS will not be referenced during collection activities.

#### **IX. Third-Party Funding**

Third-party funders must adhere to this withdrawal and refund policy.

#### **X. Title IV Refunds**

Refer to the separate "Return to Title IV" policy for details on federal funds.

#### **XI. Contact Information**

For questions, contact:

Behind The Chair Institute – Administrative Office

Email: [BehindtheChairInstituteinstituteedu@gmail.com](mailto:BehindtheChairInstituteinstituteedu@gmail.com)

Phone: 281-741-3815

## Satisfactory Academic Progress (SAP) Policy for Behind the Chair Institute

### Introduction

All students enrolled in any training program at Behind the Chair Institute are required to maintain **Satisfactory Academic Progress (SAP)** to remain in good academic standing. This policy is in full compliance with the standards set by the **National Accrediting Commission of Career Arts & Sciences (NACCAS)** and the **Texas Department of Licensing and Regulation (TDLR)**.

### Minimum SAP Requirements

- **Minimum Cumulative Grade Average:** 70%
- **Minimum Cumulative Attendance:** 67%

### Evaluation Points

SAP is evaluated at specific points throughout the program based on **actual clock hours completed**, not calendar weeks.

Program	SAP Evaluation Point	Total Program Hours
Cosmetology Operator	500 hours / 16 weeks	1,000 hours
Barbering	500 hours / 16 weeks	1,000 hours
Esthetician	375 hours / 12 weeks	750 hours
Manicurist	300 hours / 10 weeks	600 hours
Manicurist & Esthetician	400 hours / 13 weeks	800 hours
Eyelash Extension Technician	160 hours / 5 weeks	320 hours

### SAP Status

Students who meet both the grade and attendance requirements at the evaluation point are considered to be **Making SAP** and remain in good standing.

Students who do not meet the minimum GPA of 70% or minimum attendance of 67% will be notified in writing and classified as **Not Meeting SAP**.

### Consequences:

- **Warning:** A financial aid warning is issued; aid eligibility remains during this period.
- **Financial Aid Probation:** If no improvement is shown, students may be placed on probation with limited access to Title IV aid.
- **Financial Aid Suspension:** Continued failure results in loss of Title IV financial aid eligibility.

### Appeal Process:

Students may appeal based on extenuating circumstances. Appeals must include:

- A written explanation of the situation.

- Supporting documentation.  
A committee will review the appeal and issue a written decision.

### Maximum Time Frame:

Students must complete their program within **150% of the published program length** (measured in clock hours). Students exceeding this time:

- May apply in writing to continue under **cash-pay** status.
- VA beneficiaries may not receive benefits beyond the state-required program length.

### Final Notes:

- This policy is subject to change in accordance with NACCAS and TDLR regulations.
- Students are encouraged to meet regularly with a program advisor to monitor academic progress.

### Maximum Timeframe Policy (SAP)

- Students must complete their program within **150% of the scheduled timeframe**, based on clock hours. Those who exceed this limit may request to continue on a **cash-pay basis**, pending approval by the Director of Education.

### Veterans:

- Students using VA benefits will not receive funding beyond the **state-mandated hours**. They may continue within the maximum timeframe, but without benefits after the required hours.

## Minimum & Maximum Completion Timeframes by Program

Program	Schedule	Min Hours/Weeks	Max Hours/Weeks
<b>Cosmetology / Barber</b>	Full-Time (32 hrs)	500 / 16	1000 / 31
	$\frac{3}{4}$ Time (20 hrs)	500 / 25	1000 / 50
	$\frac{1}{2}$ Time (16 hrs)	500 / 31	1000 / 63
<b>Esthetician</b>	Full-Time	375 / 12	750 / 23
	$\frac{3}{4}$ Time	375 / 19	750 / 38
	$\frac{1}{2}$ Time	375 / 23	750 / 47
<b>Manicurist</b>	Full-Time	300 / 9	600 / 19
	$\frac{3}{4}$ Time	300 / 15	600 / 30
	$\frac{1}{2}$ Time	300 / 19	600 / 38
<b>Mani + Esthetics</b>	Full-Time	400 / 12	800 / 25
	$\frac{3}{4}$ Time	400 / 20	800 / 40
	$\frac{1}{2}$ Time	400 / 28	800 / 56
<b>Eyelash Extensionist</b>	Full-Time	160 / 5	320 / 10
	$\frac{3}{4}$ Time	160 / 8	320 / 16
	$\frac{1}{2}$ Time	160 / 10	320 / 20
<b>Operator Crossover</b>	Full-Time	150 / 4	300 / 9
	$\frac{3}{4}$ Time	150 / 7	300 / 15
	$\frac{1}{2}$ Time	150 / 9	300 / 19

## **Note:**

These timeframes are based on the current scheduling structure and are **subject to change at the beginning of each calendar year** to ensure continued compliance with NACCAS and TDLR standards. Any revisions will be communicated to all enrolled students in advance.

## **Attendance & Satisfactory Progress Policy**

Behind the Chair Institute requires future professionals to maintain **regular attendance and punctuality** as part of their academic progress. Programs are based on **clock hours**, and time missed may impact graduation, licensure, and financial aid eligibility.

### **General Requirements**

- **Minimum Attendance:** 67% cumulative attendance is required to meet Satisfactory Academic Progress (SAP).
- **Clock-In/Out:** Future professionals must clock in and out properly. Missed punches will not be manually adjusted and result in lost hours.
- **Absences/Tardiness:** All time missed is unexcused. Excessive tardiness (over 15 minutes late) or absences may lead to disciplinary action, including removal from the clinic floor or dismissal.

### **Make-Up Hours**

- **Day Students:** May stay up to **1 hour after their scheduled end time**.
- **Evening Students:** May arrive up to **1 hour early**.
- **Requirement:** All makeup hours must be used for **curriculum-related activities**.
- **Limit:** Total attendance cannot exceed **100% of the program hours**.

### **Absence Notification**

- **Expected Absence:** Notify the front desk and instructor in advance.
- **Unexpected Absence:** Contact the Institute as soon as possible in cases of illness or emergency.
- **Consecutive Absences:** **14 days without an approved LOA** will result in termination of enrollment.

### **Important Notes**

- Attendance is tracked **daily**.
- Missed academic content is the responsibility of the student.
- These policies are in compliance with **NACCAS Standard I, Criterion 6 & 8**, and **TDLR 83.72(b)**.

## Attendance Rate Policies:

- First 25 Days: Falling below a 70% attendance rate results in being considered “Uncommitted” and can lead to disenrollment on the 25th day.
- Consecutive Months: Falling below a 50% cumulative attendance rate for 2 consecutive months results in disenrollment.

## Refunds and Overage Fees:

- **Refunds:** Calculated from the last date of attendance in accordance with TDLR and NACCAS policies.
- **Overage Charges:** Apply if the student does not complete their required hours within the terms of the enrollment contract.

## Veterans' Benefits:

- **Monitoring:** Attendance is monitored until withdrawal, graduation, or program completion.
- **Reporting:** Any unsatisfactory attendance or absence over **5 consecutive days** is reported to the Department of Veterans Affairs (VA).

## Transfer Hours:

- **Transfer Hours:** Accepted hours from another institution are counted as both attempted and completed when calculating the maximum timeframe.
- **SAP Evaluations:** Satisfactory Academic Progress is evaluated based solely on the hours completed at Behind the Chair Institute.

## Leave of Absence (LOA) Policy

**Definition:** A temporary break from training due to medical, legal, or personal circumstances.

**Minimum Duration:** 7 calendar days.

**Limit:** Cannot exceed **180 days** in any 12-month period.

**Procedure:** Written request with reason and signature; documentation may follow in emergencies.

**Effect:** Extends both the contract and maximum timeframe.

**Failure to Return:** Considered involuntary withdrawal; refund is based on the last date of attendance.

**Restriction:** No attendance during LOA except for official purposes.

**Financial Aid:** No Title IV disbursement during LOA

## Grading Policy

- **Formal Instruction and Practical Work:** Students are graded on both theoretical classroom instruction and hands-on practical application.
- **Written Final Exams:** Comprehensive written final exams are administered at the end of each chapter. A minimum passing score of **70%** is required.
- **Practical Evaluations:** Students must pass practical evaluations in order to advance through the phases of the program. These evaluations are administered as needed.

The grading scale is:

A	90%-100%	Excellent
B	80%-89%	Good
C	70%-79%	Satisfactory
F	0%-69%	Unsatisfactory

## Instructional Methods

### Overview

Behind the Chair Institute employs structured instructional methods across all programs to prepare future professionals for licensure and entry-level employment. Instruction is delivered in a sequential format to build both theoretical knowledge and practical skills. Students may choose between a hybrid or fully in-person format, depending on availability and program design.

## Instructional Delivery Options

- **Hybrid Learning:** Combines online instruction with scheduled in-person practical training. Online theory components are delivered through approved learning platforms and aligned with TDRL standards.
- **In-Person Instruction:** Traditional classroom learning combined with hands-on practice, delivered entirely onsite.

## Instructional Techniques

- **Lectures:** Theory lessons presented live in the classroom or through virtual platforms.
- **Demonstrations:** Step-by-step live or video demonstrations of professional techniques.
- **Textbook Assignments:** Guided reading and study using industry-standard textbooks.
- **Hands-On Practice:** In-person application of techniques on mannequins or models under instructor supervision.
- **Multimedia Tools:** Use of videos, slides, and digital media to reinforce concepts.
- **Guest Presentations:** Scheduled talks from licensed professionals offering industry perspectives (delivered in person or virtually).

- **Field Trips:** Visits to salons, trade shows, or industry events that comply with TDLR hour restrictions and pre-approval.
- **Projects and Activities:** Curriculum-aligned individual or group assignments that reinforce lesson content.

## Equipment and Materials

- **Professional Tools and Products:** Training is conducted using industry-relevant equipment, tools, and salon-grade products that mirror real-world practice.
- **CIMA & Digital Access:** Students enrolled in hybrid courses are provided access to Milady CIMA or equivalent online educational platforms for theory instruction.

All instructional methods comply with NACCAS standards for student engagement and assessment, and with TDLR guidelines for licensure preparation and hour reporting.

## Distance Education Policy

Behind the Chair Institute offers a Hybrid Distance Education Program in full compliance with the National Accrediting Commission of Career Arts & Sciences (**NACCAS**) Policy VI.02 and the Texas Department of Licensing and Regulation (**TDLR**) guidelines. This flexible format allows students to engage in academic learning remotely while fulfilling all practical, hands-on training requirements on campus. Students may complete a maximum of eight (8) hours of distance education per day. This limit applies to any combination of online theoretical activities, whether synchronous or asynchronous. All activities must be supported by documented evidence to be validated. Reports exceeding this limit will be adjusted by the administration and may be subject to review.

## Program Overview

- **Maximum Online Hours:** Students may complete up to **50% of their total program hours** via distance education, per NACCAS standards.
- **TDLR Restriction:** However, **TDLR limits distance education to 180 clock hours within a maximum of 30 consecutive calendar days**. Once this threshold is reached, students must resume in-person instruction to remain in compliance with state licensing requirements.
- **Minimum In-Person Hours:** At least 50% of program hours must be completed on-site and include hands-on instruction under licensed supervision.

## Hybrid Instructional Format

### Online Learning (Up to 50% / Max 180 Hours per TDLR)

- Conducted via **Milady's CIMA platform** or other approved LMS.
- Covers theoretical instruction such as:
  - Sanitation and safety protocols
  - Salon management and professional ethics
  - Client communication
  - Anatomy and physiology
- Includes interactive assignments, readings, and assessments.

- Progress is monitored through secure LMS activity tracking.

### **In-Person Learning (Minimum 50%)**

- Required for all **hands-on practical skills training**.
- Includes:
  - Live demonstrations
  - Practice on manikins and real clients
  - Clinic floor activities
- Conducted under the supervision of licensed instructors in compliance with **TDLR's practical hour mandates**.

### **Student Interaction & Support**

- **Instructor Access:** Students can contact instructors via email, virtual office hours, and learning platforms.
- **Regular Check-ins:** Students must attend scheduled in-person assessments and practical sessions.
- **Progress Monitoring:** Both theoretical and practical components are continuously tracked to ensure SAP (Satisfactory Academic Progress).

### **Compliance Requirements**

- **TDLR Maximum:** Distance education is capped at **180 hours/30 calendar days** per student.
- **NACCAS Maximum:** Programs may include up to **50%** distance education hours, but only where permitted by state regulations.
- **Practical Hours:** All TDLR-mandated practical skills must be demonstrated and assessed in person.
- **Identity Verification:** Secure login credentials and participation logs are used to verify student identity.
- **Assessment Methods:**
  - Online: Quizzes and exams
  - In-person: Practical skills evaluations

### **Technology Requirements**

- **Student Responsibility:** Students must have access to:
  - A laptop or desktop computer
  - Stable internet connection
  - Email and learning platform access
- **School Support:** Behind the Chair Institute provides technical guidelines and training during orientation to ensure readiness for online participation.

### **Practical Evaluations**

- **Timing:** Conducted during **Phase 1** and **Phase 2** of the program.
- **Evaluation:** Instructors provide written feedback outlining strengths and areas for growth.
- **SAP Progress:** Meeting practical benchmarks is required to advance through each phase of the curriculum.

## Makeup Work Policy

- **Missed Assignments:** Any required work or graded activities missed due to absences must be completed before graduation.

## Tardiness & Absences

### Definitions & Notifications:

- **Tardiness:** Arriving more than 15 minutes late. Notify a staff member at least 10 minutes before class.
- **Absences:** Notify staff at least 10 minutes prior to class if unable to attend.
- **Leaving Early:** Submit a *Future Professional Out Request* within 1 hour of arrival.

### Expectations:

- Arrive at least 10 minutes early.
- Consistent attendance is required.
- Additional time beyond the contract date may result in extra fees.

## Academic Progress

### Minimum Requirements:

- **Grade Average:** Maintain at least a 75% cumulative average.
- **Evaluation:** Based on theory and practical performance.
- **SAP:** Meeting Satisfactory Academic Progress at checkpoints confirms good standing.

## Financial Aid Probation

### When Applied:

- After failing SAP during the Warning period and successfully appealing.

### Conditions:

- SAP must be achievable by the next evaluation or through an academic plan.
- Written notice will outline steps required to regain SAP status.

### Outcomes:

- **If Met:** SAP status is restored.
- **If Not Met:** Loss of eligibility for:

- Title IV funds
- HEA program funds
- Veterans education benefits

## Appeal Process

Purpose: To request reinstatement of Title IV eligibility after failing SAP.

### Steps:

1. **Submit Appeal:** Within 10 days of notification, include explanation and supporting documentation.
2. **Review:** Institute will respond within 5 calendar days.
3. **Decision:** Written notification provided by the Academic Director. Decision is final.

### If Approved:

Student is placed on Financial Aid Probation and remains eligible for aid during that term.

## Re-Establishment of Satisfactory Academic Progress (SAP)

### Requirements:

- Students must meet the minimum cumulative attendance (67%) and academic performance (70%) by the next evaluation point to re-establish SAP.

### Documentation:

- SAP status and any improvements will be documented in the student's official file.

## Reinstatement of Financial Aid

### Eligibility:

- Applies to students on Financial Aid Probation after a successful appeal.
- Also applies to students who regain SAP status by the end of a payment period and are on track to complete the program within the maximum timeframe.

### Procedure:

- Financial aid will be reinstated once the student demonstrates satisfactory academic and attendance progress at the next evaluation.

## Withdrawal / Termination

### Definitions & Procedure:

- **Withdrawal:** A formal process initiated by the student. Must submit written notice to the Admissions Director. The effective date will be the Date of Determination (when the notice is received).
  - Required for future re-enrollment.
- **Termination:** Involuntary removal from the program due to 14 consecutive calendar days of non-attendance without an official Leave of Absence (LOA).

### Consequences:

- Students absent for more than 14 days without official notice will be terminated, and progress status will be recorded.
- Re-enrollment requires prior formal withdrawal.

## Re-Enrollment / Re-Admission

### Eligibility:

- Students may reapply within six months of withdrawal.
  - Must sign a new enrollment agreement, pay re-enrollment fees, and meet all TDLR requirements.
  - Any academic status (e.g., probation, suspension) at the time of withdrawal will resume upon return.

### Process:

- Re-entry must be approved by an authorized representative of Behind the Chair Institute.

### Restrictions:

- Students with more than three withdrawals (voluntary or involuntary) are not eligible for re-admission.

### Progress Status:

- Academic and attendance records from the time of withdrawal will carry over upon re-enrollment.

## Incompletes / Repetitions / Non-Credit Remedial Courses

### Policy:

- These types of courses are not offered by the Institute and therefore do not impact SAP.

## Access to SAP Results

### **Distribution:**

- SAP evaluations are provided to students in writing.
- A signed copy is filed in the student's record; a second copy is given to the student at the time of signing.

## Graduation Requirements

### **Eligibility Criteria:**

1. **Academic and Practical Completion:**
  - Achieve a minimum cumulative average of 70% in all academic and practical evaluations.
  - Pass all written final exams with a minimum score of 70%.
  - Pass all practical evaluations with a minimum score of 70%.
2. **Clock Hours:**
  - Complete the required TDLR clock hours for the program.
3. **Exit Procedures:**
  - Complete the exit interview and all related paperwork.
  - Students must be current on all financial obligations by the last 50 actual clock hours. Failure to do so will result in in-school suspension and the inability to clock additional hours until payment is resolved.

### **Issuance of Graduation Documents:**

- A diploma and final certified transcript of hours will be issued upon meeting all graduation requirements.
- Graduates may request a State Board exam date.

## Completion and Graduation Summary

1. **100 Hours Remaining:** Student receives a list of all incomplete or overdue academic work.
2. **50 Hours Remaining:** Phase I and II academic work must be completed to avoid "In-School Suspension."
3. **In-School Suspension:** No hours may be clocked until all academic work is completed and graded. No EOC (End of Contract) adjustment will be granted.
4. **Additional Fees:** \$25.00 per hour beyond the contracted graduation date (EOC) if graduation requirements are not met.
5. **Graduation Checklist:**
  - 70% cumulative grade average in academics and practicals
  - 70% on written final exams
  - 70% on practical evaluations
  - Completion of all TDLR-mandated clock hours
  - Exit interview and completed paperwork

- Full settlement of any outstanding balance
- 6. **Diploma and Transcript:** Issued once all criteria are fulfilled.
- 7. **State Board Exam:** Official graduates may request a test date.

## Future Professional Conduct and Responsibilities Code of Professional Ethics

All future professionals are expected to:

- **Punctuality:** Arrive on time for class and client appointments.
- **Preparation:** Bring a complete kit and textbooks daily.
- **Appearance & Hygiene:** Maintain a clean, professional appearance and practice good personal hygiene.
- **Professional Behavior:** Treat clients, peers, and staff with respect and courtesy at all times.
- **Language & Conduct:**
  - **Prohibited:** Use of profanity, inappropriate language, vulgar gestures, and gossip are strictly forbidden.

## Dress Code

### General Requirements:

- **Uniform:** Black pants and the Behind the Chair Institute t-shirt (provided in the student kit) must be worn daily.
- **Footwear:** Shoes may be any color but must fully cover the foot and have a hard or rubber sole.
  - **Not Allowed:** Clogs, slingbacks, peep-toes, sandals, or slippers.
- **Outerwear:** Jackets, hoodies, leggings as pants, shorts, capris, skirts, or dresses are not allowed over or in place of the uniform.
- **Jewelry and Attire:** Must be tasteful and may not promote obscenity, vulgarity, violence, or offensive content.
- **Readiness:** Students must arrive prepared to begin their instructional day.
  - **Not Allowed:** Styling hair or applying makeup after arrival, unless part of a scheduled assignment approved by the instructor.

## Lunch Break

- **Duration:** Full-time students receive a 30-minute lunch break.
- **Clocking Out:** Students must clock out during their lunch break.

## Grounds for Suspension or Termination

### Misconduct:

- **Termination:** Students terminated for the following reasons are not eligible for re-admission:
  - Fighting

- Theft
- Terroristic threats
- Possession of weapons on school premises

### **Destruction of Property:**

- **Suspension:** Immediate suspension for willfully damaging school property.
  - **Liability:** Students are responsible for all damages caused and any related liability.

### **Substance Abuse:**

- **Suspension or Termination:** Use, possession, or sale of drugs or alcohol on school grounds, or clocking hours under the influence, is strictly prohibited.

### **Cheating:**

- **Suspension:** Cheating on any exam results in suspension and a grade of 0% for that exam.

### **Clocking Violations:**

- **Termination:** Clocking in or out for another student violates TDLR regulations and will result in termination.

### **Policy Violations:**

- **Suspension or Termination:** Non-compliance with the Code of Ethics, Dress Code, General Rules, institutional policies, or TDLR regulations may result in disciplinary action.

## **General Rules**

### **Clocking In/Out and Breaks**

- **Clocking:**
  - Students must clock in and out for themselves.
  - Clock out is required for lunch breaks or any departure from the facility, including smoke breaks.
- **Lunch Breaks:**
  - **Full-Time Students:** Receive one 30-minute lunch break.
  - **Part-Time Students:** May take their break after completing their scheduled hours

### **Sanitation and Equipment**

- **Daily Sanitation:**
  - All tools, equipment, and stations must be sanitized before each client and at the end of the day.
  - Students must complete assigned sanitation duties prior to leaving.

## Instruction and Services

- **Peer Instruction:**
  - Students may not instruct one another unless directed by an instructor.
- **Peer Services:**
  - Instructor approval is required before performing services on another student.
- **Client Services:**
  - Refusing service or trading client tickets is prohibited and subject to disciplinary action.
  - Instructor consultation is required prior to beginning any chemical service.
  - The instructor must check the client and sign the service ticket before it can be transferred or closed.

## Smoking and Eating

- **Prohibited Areas:**
  - Smoking, vaping, and tobacco use are not allowed inside the building, near the front entrance, or at the back exit.
- **Eating:**
  - Allowed only in designated break areas.
- **Drinks:**
  - Permitted in closed containers until 10:00 a.m. After that time, drinks must be consumed only in designated areas.

## Cell Phone and Personal Devices Policy

- **Silent Mode:**
  - All cell phones must remain on silent while on school premises.
- **Usage:**
  - Devices may be used only for educational purposes during Institute hours.
  - Voice and video calls are not permitted while clocked in.
  - Headphones or earbuds may be used in one ear only for safety reasons and must not be worn while performing services on clients or fellow students.
- **Personal Calls:**
  - Not permitted at the front desk or in administrative offices.

## Administrative Changes

- **Notification:**
  - Students must notify the Institute promptly of any changes to their name or home address.

## Parking

- Students must follow local parking regulations as outlined during orientation.

- **Behind the Chair Institute is not responsible** for any parking violations or towing fees incurred by the student.

## Client Interaction and Safety Guidelines

- **Practical Applications:**
  - Students are required to perform hands-on services on clients as part of their training.
- **Client Tickets:**
  - Must be attached to a clipboard and accompany the client throughout the service.
- **Front Desk:**
  - Students may not loiter or congregate in the reception area.
- **Facility Conduct:**
  - Walk calmly in the facility, maintain clean stations, and keep aisles clear at all times.
- **Safety Protocols:**
  - Do not lift heavy objects without assistance.
  - Report any hazards, injuries, or suspicious activity immediately to staff.

## Visitor Policy

- **Visitors:**
  - Are not allowed in classrooms or on the clinic floor under any circumstances.

## Summary of Rules

1. **Clocking In/Out:** Students are responsible for clocking themselves in and out, including for lunch and all breaks.
2. **Sanitation:** Complete daily sanitation duties and clean before any client services.
3. **Instruction & Services:** Obtain instructor approval for services on peers or clients; follow all service procedures.
4. **Smoking & Eating:** Restricted to designated areas; beverages allowed only under specified conditions.
5. **Cell Phone Use:** Must be for academic use only; silent mode required; no personal calls while clocked in.
6. **Administrative Updates:** Report name or address changes to administration.
7. **Parking:** Follow all posted and provided parking rules.
8. **Client Interaction:** Maintain professionalism, follow safety protocols, and handle client tickets correctly.
9. **Visitors:** Not permitted in instructional or service areas.

## Academic Dishonesty Policy

### Cheating

Examples include:

- Using unauthorized materials, devices, or notes during exams or assignments.
- Copying from another student or allowing someone to copy your work.

- Possessing or distributing exam materials without permission.

### **Plagiarism**

Examples include:

- Submitting another person's work, words, or ideas as your own.
- Failing to properly cite sources.
- Paraphrasing or quoting without giving credit.

### **Fabrication**

Examples include:

- Falsifying data, research results, or sources.
- Altering academic documents or records.

### **Facilitation of Academic Dishonesty**

Examples include:

- Assisting another student in committing academic dishonesty.
- Providing answers during an exam or sharing completed work.
- Selling or distributing exam content or assignments.

### **Unauthorized Collaboration**

Examples include:

- Working with others on assignments meant to be completed individually.
- Sharing answers or discussing strategies without instructor approval.

### **Multiple Submissions**

Examples include:

- Submitting the same work for credit in multiple courses without instructor consent.
- Reusing past work without citation or permission.

### **Misrepresentation**

Examples include:

- Providing false academic or personal information for academic gain.
- Forging signatures or altering official academic records.

## **Levels of Corrective Action for Academic Dishonesty**

### **1. Verbal Warning**

○ **Purpose:** To formally notify the future professional of a violation.

○ **Procedure:**

- The behavior is discussed with the future professional.

- Expectations for behavioral change and possible consequences are clearly explained.

## 2. **Probation**

- **Purpose:** To issue a formal written warning prior to potential termination.
- **Procedure:**
  - A written warning is provided to the future professional.
  - The student must correct the behavior or face termination.
  - A corrective period of up to 60 days is established.
  - **In-School Suspension** may be used as part of the corrective process.

## 3. **Suspension**

- **Purpose:** To immediately remove or restrict the future professional from Institute property.
- **Types:**
  - **On-Site Suspension:** May involve special tasks assigned by an instructor, outside of regular class duties.
  - **Off-Site Suspension:** May range from 12 hours to 60 days, depending on the severity.

## 4. **Termination**

- **Purpose:** Permanent removal from enrollment.
- **Procedure:** Immediate dismissal from the program.

# Future Professional Support Services

## 1. **Orientation**

- **Purpose:** To introduce students to Institute policies and TDLR requirements.
- **Schedule:** Conducted on the first day of class; transfer students attend the next available orientation.

## 2. **Career Coaching**

- **Purpose:** To assist with resume building, interview preparation, and exploring job opportunities.
- **Support:** Provided by the Support Services Team and Academic Director.
- **Job Listings:** A regularly updated job board is maintained.

## 3. **Personal Advisement**

- **Support:** Staff are available to provide guidance and encouragement for personal matters.
- **Referrals:** Recommendations to professional services are provided when appropriate.

## 4. **Library and Educational Resources**

- **Access:** Students may request access to training videos, trade magazines, and specialized books to support their education.

## 5. **Family/Friend Salon Services**

- **Benefit:** Students may select one guest per month to receive a discounted salon service.
  - **Options:** One free basic service or 20% off another service.
  - **Procedure:** Appointment required. Service should be performed by the student if possible.

## Employment Assistance Policy

### **Purpose:**

Behind the Chair Institute is committed to helping graduates transition into their professional careers by offering career development tools, guidance, and support to increase employment opportunities.

### **Services Offered:**

1. **Career Coaching**
  - Help with writing and refining resumes and cover letters.
  - Interview preparation, including mock interviews and tips for success.
  - Evaluation of job opportunities based on the student's goals and skills.
2. **Job Placement Resources**
  - Access to a regularly updated list of job openings with local and regional employers.
  - Notifications about industry job fairs and hiring events.
  - Networking opportunities with alumni, salon owners, and industry professionals.
3. **Employer Connections**
  - Opportunities to meet employers through school events, workshops, and guest speaker seminars.
  - Support in developing professional relationships in the beauty and barbering industry.
4. **Workshops and Seminars**
  - Regular sessions on professional development topics such as time management, customer service, and client retention.

### **Limitations:**

While employment assistance is offered, **employment is not guaranteed**. Securing a job depends on student effort, employer needs, and local job market conditions.

### **Advisory Note to Graduates:**

Graduates are encouraged to actively engage in the resources provided and maintain professionalism during their job search.

### **Disclaimer:**

Employment assistance is a support service. The Institute acts only in an advisory role and does not guarantee placement.

## Future Professional Records Access

### **Access Policy:**

- **Request:** Future professionals or the parent/guardian of a dependent minor may request to view records by scheduling an appointment during regular business hours.
- **Consent:** A Consent to Share form must be signed by the student if they wish to authorize record access to another individual or organization.

## Privacy Policy

### Confidentiality:

- **Information Release:** No student information will be shared without written permission unless required by law.
- **Review Rights:** Students or the parents/legal guardians of dependent minors may review records in the presence of an administrator.
- **Third-Party Access:** Each request must be authorized with a separate written consent form.
- **Regulatory Oversight:** Student information may be disclosed to accrediting and regulatory agencies, including NACCAS, the U.S. Department of Education, and the Texas Department of Licensing and Regulation (TDLR)

## Student Information Release Policy (FERPA Compliance)

### Policy Statement:

Behind the Chair Institute complies with the Family Educational Rights and Privacy Act (FERPA), which protects the privacy of student education records. No personally identifiable student information will be released to third parties without the written consent of the student, except as permitted by law.

### Student Rights Under FERPA Include:

1. The right to inspect and review their education records.
2. The right to request an amendment to records believed to be inaccurate or misleading.
3. The right to provide written consent before the institution discloses personally identifiable information, except where FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged FERPA violations.

### Permitted Disclosures Without Consent Include:

- School officials with legitimate educational interest.
- Accrediting agencies for compliance and review purposes.
- Government authorities (e.g., U.S. Department of Education, TDLR).
- Financial aid providers.
- Compliance with judicial orders or subpoenas.

### Directory Information Disclosure:

The institution may release directory information (such as name, program, and enrollment status) unless the student submits a written request to opt-out.

### Student Consent Form:

A Student Information Release Form must be completed and signed before any information is shared with third parties (e.g., parents, sponsors, or employers). A copy of the executed release form is maintained in the student's file.

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## Records for Accreditation Processes Procedure

To support compliance with accreditation and licensing bodies, the institution maintains access to required student records for reporting and evaluation purposes.

### **Procedure:**

1. Accreditation and licensing agencies (e.g., NACCAS, TDRL) may review student files during visits or audits.
2. These agencies are granted access under FERPA's allowance for legitimate educational interest and institutional oversight.
3. Staff will ensure that only relevant information is made available to reviewers.
4. Records are kept secure and confidential at all times.
5. Student consent is not required for access granted to these agencies under FERPA guidelines.

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## Grievance Procedures

### **1. Submission of Complaint:**

- Students must submit a written complaint within 60 days of the incident using the official grievance form provided by the institution.
- The form is available online via Google Form or in hard copy upon request.

### **2. Review Process:**

- **Submission:** Completed grievance forms must be submitted to the School Director.
- **Review:** The management team will review the complaint and issue a written response within 30 days of receipt.
- **Initial Response Includes:**
  - Acknowledgement of the concern.
  - Details of the investigation or the next steps if the issue cannot be immediately resolved.

### **3. Resolution Documentation:**

- All records related to the grievance and its resolution, including communications and outcomes, will be documented and retained in the school's records for compliance and audit purposes.

### **4. Appeal Process:**

- If the student is dissatisfied with the initial resolution, they may file an appeal within 10 days of receiving the written response.

- Appeals must be submitted via the designated section of the grievance Google Form or a separate appeal link provided by the institution.
- Management will respond to the appeal within 30 days, outlining the outcome and final resolution.

## **5. Policy Review:**

- The grievance policy is reviewed annually to ensure compliance with NACCAS standards and to improve complaint resolution effectiveness.
- Policy updates are shared with students through the catalog and orientation.
- The administrator will meet with the complainant within 10 business days if necessary.

## **6. External Complaint Options:**

If the issue remains unresolved, the student may file a complaint with:

- **Texas Department of Licensing and Regulation (TDLR):**  
P.O. Box 12157, Austin, TX 78111 | Phone: 800-803-9202
- **National Accrediting Commission of Career Arts & Sciences (NACCAS):**  
3015 Colvin Street, Alexandria, VA 22314 | Phone: 703-600-7600 | [NACCAS Website](#)

## **VA-Funded Students**

### **Enrollment Requirements for Veterans:**

- Students must provide a certificate of eligibility for VA educational benefits under Chapter 31 or Chapter 33. Acceptable documentation includes:
  - Certificate of Eligibility
  - Statement of Benefits from the VA's eBenefits portal
  - VAF 28-1905 form (for Chapter 31)

### **Enrollment Period:**

Begins upon receipt of the certificate of eligibility and ends on the earlier of:

1. When the VA pays tuition to the institution.
2. 90 days after the school certifies tuition and fees to the VA.

### **Institutional Policies:**

- **No Penalties:** The institution will not impose:
  - Late fees
  - Denial of class or facility access
  - Requirements to take out additional loans
- **Reason:** These penalties are waived if delays in payment are due to pending VA funds under Chapter 31 or 33.

## Program Expectations

### Physical Demands:

While the beauty and wellness industry is not overly strenuous, students should be prepared for:

- Standing or sitting for extended periods
- Bending at the waist
- Occasional lifting
- Manual dexterity for various tasks

### Earnings Potential:

Income in the field varies widely based on:

- Area of specialization
- Full-time vs. part-time employment
- Compensation structure (salary, commission, bonuses, tips)
- Business ownership and clientele base

### Safety Standards:

- Regulated by the Texas Department of Licensing and Regulation (TDLR), which enforces strict sanitation and safety protocols to protect students and clients during training.

## Summary

### VA-Funded Students:

- Must provide eligibility certification.
- No penalties will be imposed for late VA funding.

### Program Expectations:

- Requires stamina, flexibility, and fine motor skills.
- Income depends on individual path and performance.
- Safety is protected by TDLR sanitation requirements.

## Emergency & Disaster Procedures

In the event of a fire or emergency:

- Follow the posted evacuation plan.
- If possible, notify a supervisor and call **911**.
- Exit the building calmly and safely.
- All students are responsible for knowing their site-specific emergency procedures.

In cases of natural disasters (earthquakes, floods, hurricanes), power outages, or other emergencies:

- The school or support site may be inaccessible.
- Students may be asked to report to an alternate location or remain on call for further instructions until the facility is deemed safe for reentry

**Available agencies for counseling, health, mental health, victim advocacy and/or legal assistance**  
*(The following list of agencies is not exhaustive and is not meant to be an endorsement or recommendation of services; it is provided to help those in need to find assistance):*

**The Montrose Center**

401 Branard St.  
Houston, Texas 77006  
(713) 529-0037

**Houston Area Women's Center**

1010 Waugh Dr.  
Houston, Texas 77019  
(713) 528-2121  
24-Hour Hotline: (713) 528-7273

**The Harris Center for Mental Health and IDD**

9401 Southwest Freeway  
Houston, Texas 77074  
(713) 970-7000

**AVDA – Aid to Victims of Domestic Abuse**

1001 Texas Ave, Suite 600  
Houston, Texas 77002  
(713) 224-9911

**BakerRipley Community Centers**

Multiple Locations in Houston  
Main Office: 4450 Harrisburg Blvd.  
Houston, Texas 77011  
(713) 667-9400

**Catholic Charities of the Archdiocese of Galveston-Houston**

2900 Louisiana St.  
Houston, Texas 77006  
(713) 526-4611

**Legacy Community Health – Montrose Clinic**

1415 California St.  
Houston, Texas 77006  
(832) 548-5000

**Family Houston**

4625 Lillian St.  
Houston, Texas 77007  
(713) 861-4849

