



**DATE OF PUBLICATION:**

# **BEHIND THE CHAIR INSTITUTE 2024 CATELOG**

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

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## About Us

### Our Mission

Behind the Chair Institute is dedicated to delivering exceptional education that equips students with the knowledge, skills, and ethical foundation to excel on state board exams, secure employment in their selected field, and thrive as successful professionals

### Our Promise

At Behind the Chair Institute, we empower you as a "Future Professional" to achieve your beauty and wellness goals. Expect an encouraging environment where you'll develop your skills. We reserve the right to update programs as needed, and you'll be notified of any changes..

### Our Staff

Behind the Chair Institute is operated by executives with years of industry experience, some of whom are licensed as instructors by the Texas Department of Licensing and Regulation (TDLR).

Maria Emilia Colin	Director of Admissions / Bursar
Ismael Rodriguez	Director of Financial Aid Regulatory Compliance
Carolina Martinez	Director of Institutional Effectiveness / Chief Financial Officer
Sandra Hernandez	Instructor / Director of Student Support Services
Alicia Gutierrez	Instructor / Director of Education
David Jimenez	Instructor
Nohemi Alvarez	Instructor
NEW	Reception

### Institute's Licensing and Associations

Behind the Chair Institute is licensed by TDLR and uses the Milady MindTap curriculum. We operate independently as Behind the Chair Institute, LLC

Texas Department of Licensing and Regulation (TDLR)  
P.O. Box 12157, Austin, TX 78711  
800-803-9202 [www.license.state.tx.us](http://www.license.state.tx.us)

### Our Facilities

Behind the Chair Institute is Located conveniently at 14099 Westheimer Rd, Houston, TX 77077, and offers a transformative learning experience. Step inside our spacious 4,000-square-foot facility and be greeted by a welcoming environment. Our programs prepare students for dynamic careers in hair care and beauty. Our campus is wheelchair accessible, with ramps at both entrances and two

designated handicapped parking spots directly in front of the building. All classrooms, including the break room, are wheelchair accessible, and we provide a convenient wheelchair-accessible bathroom.

## **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

07/11/2024	08/01/2024	09/05/2024	10/03/2024	11/07/2024	12/05/2024	01/02/2025
02/06/2025	03/06/2025	04/03/2025	05/01/2025	06/05/2025	07/03/2025	08/07/2025
09/04/2025	10/02/2025	11/06/2025	12/04/2025			

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

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## 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

The instructional program of Behind the Chair Institute meets or exceeds the state requirements. The following subjects are taught within the brick & mortar program and the hybrid program:

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>	800 hrs .
<b>Nail Care</b>	
<b>Manicuring and related theory and applications, business skills; professional development and salon management; health; safety; and laws</b>	100 hrs .
<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>	100 hrs .
<b>TOTAL CLOCK HOURS</b>	<b>1000 hrs.</b>

## Cosmetology Operator Tuition & Fees

You are responsible for paying all tuition and fees. We offer several payment options to fit your needs:

**Full Payment:** Pay everything upfront at signing.

**Down Payment & Installments:** Pay an enrollment fee and down payment at signing, with remaining tuition financed through Behind the Chair Institute.

**Approved Payment Plan:** We offer alternative payment plans upon approval.

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**Payment Methods:** Cash, check, money order, credit card, or \*financial aid (scholarships, grants, loans).

**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

**Other Costs**

In addition to the program requirements, the future professional must pass the applicable Texas required exams to become licensed. Testing fees are payable to PSI Exams and can be found on their web page. [www.psiexams.com](http://www.psiexams.com) Additional equipment and supplies may be required to complete the chosen course of study and by the Texas Department of Licensing and Regulation (TDLR) for practical evaluations and the State Board Practical exam. Texas licensing fees, payable to TDLR, can be found on their web site.

[www.license.state.tx.us](http://www.license.state.tx.us) On occasion, Behind the Chair Institute travels to outside educational events, which could require the future professional to pay admission.

^Transfer future professionals must purchase a current TDLR Law and Rule book through the Institute if one cannot be produced at time of enrollment.

## Barber Program

Our Barber program equips you for a successful career! Master shaving, haircutting, coloring, and styling through hands-on training. Learn the latest trends and gain the skills to thrive in the dynamic barber industry.

**Phase 1:** Learn barbering fundamentals through demonstrations and practice (pass a practical exam 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 Barber!

## 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	150 hrs .
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.	750 hrs .
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	100 hrs .
<b>TOTAL CLOCK HOURS</b>	<b>1000 hrs.</b>

## Barber Tuition & Fees

You are responsible for paying all tuition and fees. We offer several payment options to fit your needs:

**Full Payment:** Pay everything upfront at signing.

**Down Payment & Installments:** Pay an enrollment fee and down payment at signing, with remaining tuition financed through Behind the Chair Institute.

**Approved Payment Plan:** We offer alternative payment plans upon approval.

**Payment Methods:** Cash, check, money order, credit card, or \*financial aid (scholarships, grants, loans).

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## 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

## Other Costs

In addition to the program requirements, the future professional must pass the applicable Texas required exams to become licensed. Testing fees are payable to PSI Exams and can be found on their web page. [www.psiexams.com](http://www.psiexams.com) Additional equipment and supplies may be required to complete the chosen course of study and by the Texas Department of Licensing and Regulation (TDLR) for practical evaluations and the State Board Practical exam. Texas licensing fees, payable to TDLR, can be found on their web site.

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^Transfer future professionals must purchase a current TDLR Law and Rule book through the Institute if one cannot be produced at time of enrollment.

## Esthetician Program

Our Esthetician program makes you a licensed pro! Learn skin care, facials, makeup, hair removal, and more through hands-on training and expert instruction.

**Phase 1:** Master the basics (facial treatments, makeup, hair removal) with hands-on practice and pass the practical exam.

**Phase 2:** Hone your skills on clients under supervision, learn advanced techniques, and prepare for graduation.

**Graduate:** Pass your exams and become a licensed Esthetician!

## Esthetician Curriculum

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

## Esthetician Tuition and Fees

You are responsible for paying all tuition and fees. We offer several payment options to fit your needs:

**Full Payment:** Pay everything upfront at signing.

**Down Payment & Installments:** Pay an enrollment fee and down payment at signing, with remaining tuition financed through Behind the Chair Institute.

**Approved Payment Plan:** We offer alternative payment plans upon approval.

**Payment Methods:** Cash, check, money order, credit card, or \*financial aid (scholarships, grants, loans).

### 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 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 the program requirements, the future professional must pass the applicable Texas required exams to become licensed. Testing fees are payable to PSI Exams and can be found on their web page. [www.psiexams.com](http://www.psiexams.com) Additional equipment and supplies may be required to complete the chosen course of study and by the Texas Department of Licensing and Regulation (TDLR) for practical evaluations and the State Board Practical exam. Texas licensing fees, payable to TDLR, can be found on their web site.

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## ***Manicurist Program***

The Manicurist Program equips you with the knowledge and skills needed to become a licensed Manicurist through a blend of demonstrations, hands-on practice, classroom theory, self-paced projects, and practical applications. The program is divided into two phases:

### **Phase 1: Fundamentals**

- Focus:
  - Natural nail care, manicures, pedicures, artificial nail services (including acrylics and gels).
- Activities:
  - Classroom instruction on the basics of natural nail care.
  - Hands-on practice with manicures and pedicures.
  - Training in artificial nail services, such as acrylics and gels.
  - Completion of self-paced projects and practical applications.
- Evaluation:
  - Pass the Phase 1 practical evaluation to progress to the advanced phase.

### **Phase 2: Advanced Techniques**

- Focus:
  - Performing nail services on clients, advanced techniques, professional client care skills.
- Activities:
  - Perform nail services on clients under the supervision of an instructor.
  - Learn and practice advanced techniques.
  - Develop professional client care skills to build confidence.
- Guidance:
  - Receive supervision and guidance from experienced instructors.
- Completion and Licensing

### **Examinations:**

Texas Written Exam: Demonstrates theoretical knowledge.

Texas Practical Exam: Demonstrates practical skills.

Qualification: After passing both exams, you will obtain a license, qualifying you to begin working as an entry-level Manicurist.



## 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**

You are responsible for paying all tuition and fees. We offer several payment options to fit your needs:

**Full Payment:** Pay everything upfront at signing.

**Down Payment & Installments:** Pay an enrollment fee and down payment at signing, with remaining tuition financed through Behind the Chair Institute.

**Approved Payment Plan:** We offer alternative payment plans upon approval.

**Payment Methods:** Cash, check, money order, credit card, or \*financial aid (scholarships, grants, loans).

### **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 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
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### **Other Costs**

In addition to the program requirements, the future professional must pass the applicable Texas required exams to become licensed. Testing fees are payable to PSI Exams and can be found on their web page. [www.psiexams.com](http://www.psiexams.com) Additional equipment and supplies may be required to complete the chosen course of study and by the Texas Department of Licensing and Regulation (TDLR) for practical evaluations and the State Board Practical exam. Texas licensing fees, payable to TDLR, can be found on their web site.

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^Transfer future professionals must purchase a current TDLR Law and Rule book through the Institute if one cannot be produced at time of enrollment.

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## Operator Crossover Program

**Demonstrations:** Observing licensed professionals to understand advanced techniques and best practices in cosmetology.

**Hands-On Experience:** Engaging in practical, real-world scenarios to build and refine skills.

**Classroom Theory:** Learning the theoretical foundations of cosmetology, including the science behind hair, skin, and nails.

**Self-Paced Projects:** Working on individual projects at your own pace to reinforce learning.

**Practical Applications:** Applying skills in practical settings to gain proficiency and confidence.

### Program Completion and Licensing

#### Examinations:

- **Texas Written Exam:** Testing your theoretical knowledge in cosmetology.
- **Texas Practical Exam:** Assessing your practical skills and application of techniques.

**Qualification:** After passing both exams, you will receive a license, qualifying you to work as an entry-level Cosmetology Operator.

#### Outcomes:

- **Licensure:** Achieving a Cosmetology Operator license allows you to start a professional career in the cosmetology industry.
- **Employment Readiness:** Equipping you with the necessary skills and knowledge to begin working immediately as an entry-level Cosmetology Operator.

## Operator 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

## Operator Crossover Tuition and Fees

You are responsible for paying all tuition and fees. We offer several payment options to fit your needs:

**Full Payment:** Pay everything upfront at signing.

**Down Payment & Installments:** Pay an enrollment fee and down payment at signing, with remaining tuition financed through Behind the Chair Institute.

**Approved Payment Plan:** We offer alternative payment plans upon approval.

**Payment Methods:** Cash, check, money order, credit card, or \*financial aid (scholarships, grants, loans).

### 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 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***

Exams and can be found on their web page. [www.psiexams.com](http://www.psiexams.com) Additional equipment and supplies may be required to complete the chosen course of study and by the Texas Department of Licensing and Regulation (TDLR) for practical evaluations and the State Board Practical exam. Texas licensing fees, payable to TDLR, can be found on their web site.

[www.license.state.tx.us](http://www.license.state.tx.us) On occasion, Behind the Chair Institute travels to outside educational events, which could require the future professional to pay admission.

^Transfer future professionals must purchase a current TDLR Law and Rule book through the Institute if one cannot be produced at time of enrollment.

## *Manicurist/Esthetician Program*

The **Manicurist/Esthetician Program** is designed to provide you with the comprehensive knowledge and skills needed to become a licensed Manicurist/Esthetician. The program includes demonstrations by licensed professionals, hands-on experience, classroom theory, self-paced projects, and practical applications.

### *Program Structure*

- **Demonstrations:** Observing licensed professionals to understand advanced techniques and best practices in manicuring and esthetics.
- **Hands-On Experience:** Engaging in practical, real-world scenarios to build and refine skills in nail care, skincare, and other esthetic services.
- **Classroom Theory:** Learning the theoretical foundations of both manicuring and esthetics, including the anatomy and physiology relevant to these fields, the science of skincare, and nail care.
- **Self-Paced Projects:** Working on individual projects at your own pace to reinforce learning and develop proficiency in both manicuring and esthetics.
- **Practical Applications:** Applying learned skills in practical settings to gain confidence and experience in providing professional manicuring and esthetic services.

### *Program Completion and Licensing*

- **Examinations:**
  - **Texas Written Exam:** Testing your theoretical knowledge in both manicuring and esthetics.
  - **Texas Practical Exam:** Assessing your practical skills and application of techniques in both fields.
- **Qualification:** After passing both exams, you will obtain a license, qualifying you to work as an entry-level Manicurist/Esthetician.

### *Outcome*

- **Licensure:** Achieving a Manicurist/Esthetician license allows you to start a professional career in the beauty industry.
- **Employment Readiness:** Equipping you with the necessary skills and knowledge to begin working immediately as an entry-level Manicurist/Esthetician.

## Manicurist/Esthetician Curriculum

<p><b>Theory and Related Practice:</b></p> <p>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</p>	200
<p><b>Specialty Manicure Practice and Related Theory:</b></p> <p>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.</p>	300
<p><b>Specialty Esthetician Practice:</b></p> <p>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.</p>	300
<p>Total hours (One clock hour equals 60 minutes.)</p>	800



## Manicurist/Esthetician Tuition and Fees

You are responsible for paying all tuition and fees. We offer several payment options to fit your needs:

**Full Payment:** Pay everything upfront at signing.

**Down Payment & Installments:** Pay an enrollment fee and down payment at signing, with remaining tuition financed through Behind the Chair Institute.

**Approved Payment Plan:** We offer alternative payment plans upon approval.

**Payment Methods:** Cash, check, money order, credit card, or \*financial aid (scholarships, grants, loans).

### 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 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	\$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***

Exams and can be found on their web page. [www.psiexams.com](http://www.psiexams.com) Additional equipment and supplies may be required to complete the chosen course of study and by the Texas Department of Licensing and Regulation (TDLR) for practical evaluations and the State Board Practical exam. Texas licensing fees, payable to TDLR, can be found on their web site.

[www.license.state.tx.us](http://www.license.state.tx.us) On occasion, Behind the Chair Institute travels to outside educational events, which could require the future professional to pay admission.

^Transfer future professionals must purchase a current TDLR Law and Rule book through the Institute if one cannot be produced at time of enrollment.

## *Eyelash Extensionist Program*

The **Eyelash Extensionist Program** is tailored to equip you with the essential knowledge and skills to become a licensed Eyelash Extensionist. This program combines demonstrations by licensed professionals, hands-on experience, classroom theory, self-paced projects, and practical applications to ensure comprehensive learning.

### *Program Structure*

- **Demonstrations:** Watch and learn from licensed professionals to understand advanced eyelash extension techniques and industry best practices.
- **Hands-On Experience:** Engage in practical sessions to practice and hone your skills in applying eyelash extensions.
- **Classroom Theory:** Study the theoretical aspects of eyelash extensions, including the anatomy of the eye and lashes, types of extensions, and safety protocols.
- **Self-Paced Projects:** Complete individual projects at your own pace to solidify your understanding and improve your technique.
- **Practical Applications:** Apply your skills in real-world scenarios under supervision to build confidence and competence in providing eyelash extension services.

### *Program Completion and Licensing*

- **Examinations:**
  - **Texas Written Exam:** Evaluate your theoretical knowledge of eyelash extensions, including techniques, safety, and regulations.
  - **Texas Practical Exam:** Assess your ability to apply eyelash extensions professionally and safely.
- **Qualification:** After passing both the written and practical exams, you will receive a license, enabling you to work as an entry-level Eyelash Extensionist.

### *Outcomes*

- **Licensure:** Obtaining an Eyelash Extensionist license qualifies you to start a professional career in the beauty industry specializing in eyelash extensions.
- **Employment Readiness:** You will be equipped with the essential skills and knowledge to immediately begin working as an entry-level Eyelash Extensionist.

## 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

You are responsible for paying all tuition and fees. We offer several payment options to fit your needs:

**Full Payment:** Pay everything upfront at signing.

**Down Payment & Installments:** Pay an enrollment fee and down payment at signing, with remaining tuition financed through Behind the Chair Institute.

**Approved Payment Plan:** We offer alternative payment plans upon approval.

**Payment Methods:** Cash, check, money order, credit card, or \*financial aid (scholarships, grants, loans).

### 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 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	\$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*

Exams and can be found on their web page. [www.psiexams.com](http://www.psiexams.com) Additional equipment and supplies may be required to complete the chosen course of study and by the Texas Department of Licensing and Regulation (TDLR) for practical evaluations and the State Board Practical exam. Texas licensing fees, payable to TDLR, can be found on their web site.

[www.license.state.tx.us](http://www.license.state.tx.us) On occasion, Behind the Chair Institute travels to outside educational events, which could require the future professional to pay admission.

^Transfer future professionals must purchase a current TDLR Law and Rule book through the Institute if one cannot be produced at time of enrollment.

## *Admission Requirements*

Behind the Chair Institute welcomes future professionals who meet the following criteria:

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

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

### Documents Needed to Enroll

To complete the admission process, applicants must provide the following documents:

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: Provide evidence of successful completion of high school through one of the following documents:
  - o A copy of your high school diploma or a transcript verifying high school graduation. Foreign high school diplomas and diplomas not in English must be translated and evaluated by a qualified third party to verify validity and equivalency to a U.S. high school diploma. Note that "Ability to Benefit" is not currently recognized by this institution.
  - o A copy of your GED certificate or a verification letter from the issuing state.
  - o A copy of an official transcript from a college showing completion of an Associate degree or higher.
4. Operator Crossover Program: Applicants for the Operator Crossover program must show proof of an active Class A Barber license issued by TDLR.

## *Transfer Students*

Behind the Chair Institute accepts transfer students from other cosmetology schools or programs; provided, the future professional has fulfilled all obligations to their former school and is no longer enrolled in a cosmetology program elsewhere. We do not recruit future professionals attending or enrolled in another school in a similar program. Prior to enrollment, the transfer student will provide a record of completed hours, practical applications, and coursework. The Institute does not accept transfer students who have completed more than 75% of their program. Tuition is adjusted based on the hours remaining. The transfer student will purchase a future professional kit through Behind the Chair Institute and a current TDLR Law and Rule book if one cannot be produced at time of enrollment. Behind the Chair Institute does not accept transfer hours for future professionals transferring into either Massage Program Documents Needed to Enroll

To complete the admission process, applicants must provide the following documents:

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:** Provide evidence of successful completion of high school through one of the following documents:
  - A copy of your high school diploma or a transcript verifying high school graduation. Foreign high school diplomas and diplomas not in English must be translated and evaluated by a qualified third party to verify validity and equivalency to a U.S. high school diploma. Note that "Ability to Benefit" is not currently recognized by this institution.
  - A copy of your GED certificate or a verification letter from the issuing state.
  - A copy of an official transcript from a college showing completion of an Associate degree or higher.
4. **Operator Crossover Program:** Applicants for the Operator Crossover program must show proof of an active Class A Barber license issued by TDLR.

Future Professionals receiving VA education benefits, in all approved programs of study, will have all prior credit reviewed by the Institute, with credit awarded where applicable as allowable by the Texas Department of Licensing and Regulation. This review includes all credit from military service as well as all post-secondary institutions previously attended. The Institute will retain copies of all post-secondary and military transcripts for all veteran future professionals receiving or requesting to receive VA education benefits.

Behind the Chair Institute philosophy is to foster the successful accomplishment of students desiring to achieve their educational goals. Therefore, recognizing the need to establish partnerships with local High Schools offering Cosmetology Programs to advance student learning outcomes. As such, the Institution may allow High School students who have completed hours in a High School Cosmetology Program to enroll at Behind the Chair Institute, although they may have completed more than 75% of their program at their High School. Consequently, tuition will be prorated based on the number of hours needed to complete the State required hours for their program. Additionally, these students will be offered a State Board Kit at the current cost including taxes over purchasing a new kit. Students with less than 900 hours will be required to purchase access to Milady CIMA, the institute's online curriculum at the Institution's current cost. Finally, the student will be charged a \$100.00 enrollment fee and a \$14.00 fee for a Law book from the Texas Department of Licensing and Regulation.

### ***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**

Tuesday - 9:00AM to 5:00PM (Only barbers for the moment)

Wednesday- Friday: 9:00 AM to 9:00 PM

Saturday – 9:00 AM to 5:00 PM

Closed Sunday

The school director is Carolina Martinez, they can be reached in person or by calling 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)	9:00 am to 5:00 pm	9:00 am to 1:00 pm	9:00 am to 1:00 pm
Wednesday	9:00 am to 5:00 pm	9:00 am to 1:00 pm	9:00 am to 1:00 pm
Thursday	9:00 am to 5:00 pm	9:00 am to 1:00 pm	9:00 am to 1:00 pm
Friday	9:00 am to 5:00 pm	9:00 am to 1:00 pm	9:00 am to 1:00 pm
Saturday (Only Fulltime and ¾ time and ½ required only 4 hours)	9 am – 5 pm		
Sunday - Monday	Closed		

### Evening Classes

	3/4 Time	1/2 Time
Tuesday	5:00 pm to 9:00 pm	5:00 pm to 9:00 pm
Wednesday	5:00 pm to 9:00 pm	5:00 pm to 9:00 pm
Thursday	5:00 pm to 9:00 pm	5:00 pm to 9:00 pm
Friday	5:00 pm to 9:00 pm	5:00 pm to 9:00 pm
Saturday (Only Fulltime and	9:00 am to 5pm	



$\frac{3}{4}$ time and $\frac{1}{2}$ required only 4 hours)	
Sunday and Monday	Closed

Attendance is required for all future professionals. A breakdown of schedules in hours per weeks is as follows:

- Full Time is 32 hours per week.
- $\frac{3}{4}$  Time is 20 hours per week.
- $\frac{1}{2}$  Time is 16 hours per week.

## Constitution Day

Constitution Day, established by Congress to enhance understanding of the United States Constitution, was proposed by Senator Robert C. Byrd and enacted in December 2004. It mandates that educational institutions commemorate Constitution Day annually on September 17 (or the preceding or following week if it falls on a weekend or holiday).

This date marks the signing of the Constitution in 1787, establishing America's national government, fundamental laws, and citizen rights. It also serves as a reminder to engage in the political process by exercising the right to vote.

Our school observes Constitution Day with an event promoting awareness of the Constitution and providing voter registration information to all attendees. This year's Constitution Day will be celebrated on Sunday, September 17, 2024.

To explore an interactive version of the U.S. Constitution, visit the National Constitution Center at <https://constitutioncenter.org/>. For further information on voting, access voter resources at <https://www.eac.gov/>.

## Holidays

### Holidays and school closures:

New Years	January 1-2, 2024
Martin Luther King Day	January 15, 2024
Memorial Day	May 27, 2024
Independence Day	July 4, 2024
Labor Day	September 2, 2024
Thanksgiving Day	November 28-29, 2024
Christmas Break	December 23, 2024 - January 2, 2025

The school is open for business unless there is a declared State of Emergency. *Unexpected closure will be announced on the school's website, WhatsApp and Facebook.*

**Enrollment Agreement:** Behind the Chair Institute provides a clear outline of the obligations for both the school and the student in the enrollment agreement. A copy of the enrollment agreement and

information regarding costs and payment plans will be provided to the student before the commencement of classes.

**Payment Schedule:** Behind the Chair Institute offers various financial payment schedules. For detailed information, students can consult the school's Financial Services Leader.

### ***Future Professional Materials***

Future professional kit and supplies needed for the training program will be purchased by the future professional through Behind the Chair Institute. All future professional kits contain items with equal value and quality based upon availability from suppliers. The Institute does not participate in a secondary market; items once opened from its original packaging are non-refundable. Future Professionals that have broken, lost, or misplaced kit items must purchase replacements that are equivalent to the item issued in their original kit. The future professional may need to provide some equipment and supplies required by TDLR specifically for the licensing exam. The future professional is responsible for TDLR exam and licensing fees. Future professionals have 30 days from the last day of attendance to remove all personal property from the Institute; any items left will be considered abandoned and become the property of Behind the Chair Institute.

### ***Prerequisites for Employment***

The Texas Department of Licensing & Regulation currently requires that all persons seeking a license complete the mandated number of hours for each field for future employment. In addition, the State will perform a background check prior to the issuance of a license. TDLR is responsible for having in place guidelines regarding a license applicant's criminal history, these guidelines can be found at: [www.tdlr.texas.gov/crimconvict.htm](http://www.tdlr.texas.gov/crimconvict.htm)

Future professionals have the right to request a Criminal History Evaluation Letter from TDLR.

After the hours are completed at a licensed facility, written and practical testing must be passed, and all fees paid to receive your license. Persons wanting to obtain licenses must be at least 17 years of age at the time of testing; have not committed an act that constitutes a ground for denial of the license; and meet all applicable requirements as dictated by the Texas Department of Licensing and Regulation in the Texas Administrative Code Title 16; Part 4; Chapter 83

### ***Re-enrollment/Re-admission***

A future professional's academic and attendance progress at time of withdrawal will be the same at the time of re-enrollment.

Future professionals who leave Behind the Chair Institute for more than six months may reapply for re-enrollment. The future professional will sign a new enrollment contract, pay the re-enrollment fee, and meet TDLR regulations. An authorized representative of Behind the Chair Institute must approve re-entry for any future professional not in good standing upon withdrawal. Future professionals on probation, suspension, or other conditional status at the time of withdrawal will remain on such status 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

This Refund Policy outlines the conditions under which students are entitled to receive a refund of tuition and other fees paid to Behind the Chair Institute (BTCI). It is designed to comply with the National Accrediting Commission of Career Arts and Sciences (NACCAS) Policy VII.01 - Financial Practices & Management: Withdrawal and Settlement Policy and Checklist.

### II. Official Withdrawal

A student's official withdrawal date is determined by the earliest of the following:

- The date stated in your written notification to BTCI.
- The date BTCI receives your written notification.
- The date you are expelled by BTCI.
- The scheduled date of return from an approved leave of absence if you do not return.

### III. Refund Calculations and Disbursement

Refunds will be calculated based on the percentage of the program or course completed as of your official withdrawal date. The following schedule applies:

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%

Refunds will be issued within 45 calendar days of your official withdrawal date.

### IV. Specific Withdrawal Scenarios

#### A. Student Initiated Withdrawal

1. Within 3 Business Days of Signing Enrollment Agreement: You are entitled to a full refund of all monies paid, excluding a non-refundable application fee of \$100.
2. After 3 Business Days of Signing But Before Starting Classes: You are entitled to a refund of all monies paid, minus a non-refundable application fee of \$100 and a Termination fee of \$150.
3. After Starting Classes: Your refund will be calculated based on the NACCAS Minimum Tuition Adjustment Schedule outlined in Section III.

#### B. School Initiated Withdrawal

1. Course/Program Cancellation Before Instruction Begins: We will provide you with the option to complete the course/program at a later date.
2. Course/Program Cancellation After Instruction Begins: You will receive a full refund of all monies paid.
3. School Closure: We will provide you with a pro-rated refund based on the portion of the program completed.

### V. Unofficial Withdrawal

We will determine unofficial withdrawals by monitoring clock hour attendance or student participation in learning activities (clock hour vs. non-clock hour programs). You will receive a refund based on the NACCAS Minimum Tuition Adjustment Schedule and your last date of documented attendance/participation.

## **VI. Mitigating Circumstances**

In cases of documented mitigating circumstances, BTCI may offer a refund exceeding the NACCAS Minimum Tuition Adjustment Schedule.

## **VII. Additional Fees**

All extra costs, such as books, equipment, and license fees, are non-refundable. These costs will be clearly stated at the time of enrollment.

## **VIII. Non-refundable Fees**

- Application Fee: \$100
- Termination Fee: \$150

## **IX. Collection Policy**

Our collection procedures will reflect ethical business practices and comply with all applicable laws. We will not use the NACCAS name in collection efforts. All collection correspondence will acknowledge the existence of this Withdrawal and Settlement Policy.

## **X. Third-Party Financing**

If your tuition is financed through a third party, the third party must comply with this Cancellation and Settlement Policy.

## **XI. Title IV Refunds**

Please refer to our separate document titled "Return to Title IV Policy" for details on how federal financial aid is handled in the case of withdrawal.

## **XII. Contact Information**

For questions regarding this Refund Policy, please contact:

Behind The Chair Institute Administration Office [btcinstituteedu@gmail.com](mailto:btcinstituteedu@gmail.com) 281-741-3815

# Satisfactory Academic Progress (SAP) Policy for BTC Institute

## Introduction

Satisfactory attendance and academic progress are mandatory for all students enrolled in any program at BTC Institute. This policy is designed to ensure students are progressing towards program completion at a reasonable pace and to comply with the National Accrediting Commission of Career Arts and Sciences (NACCAS) regulations.

## Satisfactory Progress Definition

- Minimum cumulative GPA: 70%
- Minimum cumulative attendance: 67%

## Evaluation Points

Progress will be evaluated at specific points throughout the program based on actual clock hours completed (see table below).

## SAP Evaluation Points by Program

Program Name	Evaluation Points (Clock Hours/Weeks)	Total Program Hours
Cosmetology Operator	500 Hours/16 Weeks	1,000 Hours
Barber	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 Extensionist	160 Hours/5 Weeks	320 Hours

## Meeting Satisfactory Academic Progress (Making SAP)

Students meeting both minimum GPA and attendance requirements at an evaluation point will be considered in good academic standing ("Making SAP").

## Not Meeting Satisfactory Academic Progress (SAP)

Students failing to meet either the minimum GPA or minimum attendance requirement will be notified and considered not meeting SAP. Consequences based on the severity of the deficiency may include:

- **Financial Aid Warning:** Students receiving financial aid will be notified that they must improve their academic standing to maintain eligibility.
- **Financial Aid Probation:** Students who fail to improve after a warning may be placed on probation, with limited financial aid available during this period.
- **Financial Aid Suspension:** Students who fail to improve after probation may lose eligibility for all Title IV financial aid funds.

## ***Appeal Process***

Students with extenuating circumstances impacting their performance or attendance can appeal a decision regarding financial aid eligibility. Appeals should be submitted in writing to the appropriate department at BTC Institute and include:

- A clear explanation of the extenuating circumstances.
- Supporting documentation for the claim.

A committee will review the appeal, and the student will be notified of the decision in writing.

## ***Maximum Timeframe***

A future professional must complete their educational program within 150% of the published length of the program as measured in clock hours. This policy aligns with the guidelines set by NACCAS and TDLR.

## ***Future Professionals Who Exceed Maximum Timeframe***

Students who have not completed the course within the maximum timeframe may request in writing to continue their program on a cash-pay basis. The Director of Education will review these requests and approve or deny them on a case-by-case basis.

## ***Veteran's Benefits***

Veteran benefit recipients will not receive benefits beyond the state-mandated time of the program. They may continue in the program for the maximum timeframe but will not receive benefits beyond the state-mandated program length as measured in clock hours.

## ***Important Notes***

- Policy Changes: This policy is subject to change at the discretion of BTC Institute.
- Advisor Meetings: Students are encouraged to meet with their program advisor regularly to discuss their academic progress and ensure they are on track to meet SAP requirements.

Cosmetology Operator or Barber	Minimum Hours/Weeks	Maximum Hours/Weeks
Full Time (32 Hour Week)	500/16	1000/31
3/4 Time (20 Hour Week)	500/25	1000/50
1/2 Time (16 Hour Week)	500/31	1000/63

Esthetician or Manicurist	Minimum Hours/Weeks	Maximum Hours/Weeks
Full Time (32 Hour Week)	400/12	800/25
3/4 Time (20 Hour Week)	400/20	800/40
1/2 Time (16 Hour Week)	400/28	800/56

Esthetician	Minimum Hours/Weeks	Maximum Hours/Weeks
Full Time (32 Hour Week)	375/12	750/23
3/4 Time (20 Hour Week)	375/19	750/38
1/2 Time (16 Hour Week)	375/23	750/

Manicurist	Minimum Hours/Weeks	Maximum Hours/Weeks
Full Time (32 Hour Week)	300/9	600/19
3/4 Time (20 Hour Week)	300/15	600/30
1/2 Time (16 Hour Week)	300/19	600/38

Operator Crossover	Minimum Hours/Weeks	Maximum Hours/Weeks
Full Time (32 Hour Week)	150/4	300/9
3/4 Time (20 Hour Week)	150/7	300/15
1/2 Time (16 Hour Week)	150/9	300/19

Eyelash Extensionist	Minimum Hours/Weeks	Maximum Hours/Weeks
Full Time (32 Hour Week)	160/5	320/10
3/4 Time (20 Hour Week)	160/8	320/16
1/2 Time (16 Hour Week)	160/10	320/20



## *Attendance Progress Policy*

Behind the Chair Institute recognizes that unforeseen circumstances may occasionally prevent future professionals from attending or arriving on time for their scheduled classes. The following policy outlines the expectations and procedures related to attendance:

### *General Attendance Requirements*

- **Responsibility:** Future professionals are required to attend classes regularly according to their contracted schedule and be punctual.
- **Clock Hours:** The academic program is based on actual clock hours. Therefore, all absences and tardiness are deemed unexcused.
- **Time Clock Management:** It is the future professional's responsibility to clock in and out accurately. Failure to do so will result in a loss of clock hours.

### *Attendance Progress*

- **Minimum Requirement:** Future professionals must maintain a minimum cumulative attendance of 67% of their published schedule to be considered making satisfactory attendance progress.
- **Excessive Absences:** Excessive absences are not tolerated and may impact a future professional's ability to meet the required attendance percentage.

### *Makeup Hours Policy*

- **Day Classes:**
  - **Extra Hour:** Future professionals can stay an additional hour after their contracted leave time to make up missed hours.
  - **Activity Requirement:** During this additional hour, they must engage in curriculum-related activities.
- **Evening Classes:**
  - **Early Arrival:** Future professionals can arrive an hour before their contracted start time to make up missed hours.
  - **Activity Requirement:** They must participate in curriculum-related activities during this time.

### *Advancing Schedule Limit*

- **Maximum Attendance:** Under no circumstances can a future professional exceed 100% of their contracted schedule.

Here's a well-organized summary of the Tardiness and Absences Policies at Behind the Chair Institute:

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## ***Tardiness Policy***

### ***Definition of Tardiness:***

- Tardiness is defined as arriving more than 15 minutes after the start of the contracted schedule.

### ***Procedures:***

- Notification: Notify the Institute if you cannot arrive on time to reschedule appointments.
- Clock-In: Future professionals must clock themselves in immediately upon arrival to ensure accurate records.

### ***Consequences of Excessive Tardiness:***

- Clinic Floor Schedule: Possible removal from the clinic floor schedule.
- Disciplinary Actions: May include disciplinary action or termination for failure to maintain Satisfactory Academic Progress (SAP).
- Makeup Hours: Excessive tardiness may result in the inability to makeup hours outside the contracted schedule.

## ***Absences Policy***

### ***Expected Absences:***

- Notification: Notify the front desk and instructor in advance of an expected absence.

### ***Unexpected Absences:***

- Notification: Inform the Institute as soon as possible in cases of illness or emergency.

### ***Attendance Recording:***

- Daily Recording: Attendance is recorded daily by the Institute.
- Completion of Work: Future professionals are responsible for completing all academic work, regardless of the reason for absence.

### ***Consequences of Excessive Absences:***

- Clinic Floor Schedule: Possible removal from the clinic floor schedule.
- Disciplinary Actions: May include disciplinary action or termination for failure to maintain SAP.
- Makeup Hours: Excessive absences may result in the inability to makeup hours outside the contracted schedule.
- 14-Day Rule: Absence for 14 consecutive days without an Approved Leave of Absence results in termination of enrollment.

### ***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.
- Overage Fees: Apply to hours not completed by the end of the contract.

### *Veterans' Benefits:*

- Monitoring: Attendance is monitored until drop, graduation, or program completion.
- Reporting: Unsatisfactory attendance or absence for more than 5 consecutive days is reported to the Department of Veterans Affairs (DVA).

### *Transfer Hours:*

- Transfer Hours: Accepted hours from another institution are counted as both attempted and completed for determining the allowable maximum timeframe.
- SAP Evaluations: Based on actual hours at Behind the Chair Institute.

## *Leave of Absence (LOA) Policy*

### *Definition of LOA*

- Leave of Absence (LOA): A temporary interruption in a future professional's program due to prolonged illness, accident, medical issues, or other special circumstances. The LOA allows the future professional to return and complete their program.

### *Requesting an LOA*

- Minimum Duration: LOA must be for at least 1 week (7 calendar days).
- Approval: The Institute reserves the right to approve or deny LOAs.
- Procedure:
  - Submit a written request in advance with the reason and signature.
  - In special circumstances, requests can be submitted later with documentation.

### *Conditions and Expectations*

- Return Date: Future professionals must return on the specified date in the LOA Form.
- Multiple LOAs: More than one LOA may be approved for special circumstances.
- Effect on Contract: The LOA will extend the contract period and maximum timeframe by the number of days in the LOA. This change will be documented in the Change to Enrollment Contract Agreement—LOA form.

### **Failure to Return**

- Involuntary Withdrawal: If the future professional does not return as scheduled, they will be subjected to Involuntary Withdrawal.
- Refund Calculation: The last date of attendance will be used for refund calculations.

### **Limitations**

- Maximum Duration: The total LOA time cannot exceed 180 days in any 12-month period.
- Non-Attendance: Future professionals on LOA should not visit the Institute except for official business.

### **Special Circumstances**

- Mitigating Circumstances: Include medical issues, legal proceedings, threat of homelessness, or other extreme temporary issues preventing attendance.
- Immediate LOA: In emergencies, an LOA may be granted immediately, with documentation provided later.

### **Financial Aid and Benefits**

- Title IV Aid: No disbursement during LOA.
- VA Benefits: Non-attendance must be reported to the VA, possibly suspending benefits.
- Non-Title IV Payments: Payments due to the Institute remain due as scheduled.

## **Grading Policy**

### **Grading System:**

- Formal Instruction and Practical Work: Graded on both classroom learning and practical application.
- Written Finals: Comprehensive written finals given after chapter tests with a minimum passing score of 70%.
- Practical Evaluations: Must pass practical evaluations to progress through phases of the program. Evaluations are given as needed.

The grading scale is:

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

## *Instructional Methods*

### Overview:

- Instructional methods apply to all programs, designed to prepare future professionals for state board exams and entry-level jobs through sequential teaching of tasks. Future professionals can choose between hybrid and regular in-person instruction.

### Options:

- Hybrid Instruction: A combination of in-person and online learning for flexibility and comprehensive education.
- Regular In-Person Instruction: Traditional classroom and practical hands-on instruction.

### Techniques:

- Lecture: Classroom or online teaching covering theoretical aspects.
- Demonstration: Live demonstrations (in-person or via video) to illustrate practical techniques.
- Textbook Study: Structured study from textbooks.
- Hands-On Practice: Practical application of skills (in-person).
- Audio-Visuals: Multimedia tools to enhance learning (accessible online and in-person).
- Guest Speakers: Industry professionals sharing insights (in-person or virtually).
- Field Trips: Visits to relevant sites, not exceeding TDLR limits (in-person only).
- Projects and Activities: Engaging activities to reinforce learning (adapted for both hybrid and in-person settings).

### Equipment and Materials:

- Industry-Standard: Training with clinic equipment, implements, and products comparable to those used in the industry.

## *Practical Evaluations*

### Monitoring and Evaluation:

- Phases: Conducted during Phase 1 and Phase 2.
- Assessment: Instructors provide written evaluations highlighting strengths and areas for improvement.
- Progress: Meeting minimum requirements indicates ongoing improvement until the next evaluation.

## *Makeup Work*

Policy:

- Missed Work: Required work, assignments, or graded activities missed due to absence must be completed before graduation.

## *Tardiness/Personal Absences*

Definition and Notification:

- Tardiness: Defined as arriving more than 15 minutes late.
  - Notification: Contact a staff member at least 10 minutes before the scheduled start time.
- Absences: Notify a staff member at least 10 minutes before the scheduled start time if unable to attend.
- Leaving Early: Submit a 'Future Professional Out Request' within 1 hour after arrival if leaving early.

Expectations:

- Early Arrival: Recommended to arrive 10 minutes early.
- Attendance: Regular attendance is mandatory for formal instruction.
- Additional Time: Extra time required beyond the contract date will incur additional fees.

## *Academic Progress*

Requirements:

- Cumulative Grade: Must maintain a minimum cumulative grade average of 75%.
- Evaluation: Assessed on both formal instruction and practical applications.
- Satisfactory Academic Progress (SAP): Meeting SAP at evaluation points indicates satisfactory progress until the next evaluation.

## *Financial Aid Probation*

Eligibility:

- Trigger: Applied if the future professional fails to meet SAP after the Financial Aid Warning period and successfully appeals a negative progress determination.

Conditions:

- Evaluation and Appeal: The Institute determines that SAP was not met during the warning or previous evaluation period, and the future professional prevails upon appeal.
- Potential for Improvement: The Institute decides that:
  - SAP standards can be met by the end of the subsequent evaluation period; or
  - An academic plan is created that, if followed, will ensure SAP requirements are met by a specific point within the maximum timeframe.

#### Actions Required:

- Written Notification: The future professional will be informed in writing about the actions needed to achieve SAP by the next evaluation.

#### Outcomes:

- Restoration of SAP: If the future professional meets SAP or follows the academic plan successfully by the end of the probationary period, they return to normal SAP status.
- Continued Non-Compliance: Failure to meet SAP or the academic plan's requirements by the end of the probationary period results in the future professional being determined as NOT making SAP and loss of eligibility for:
  - Title IV funds
  - HEA program funds
  - Service members and Veterans Education benefits

## *Appeal Process*

### Purpose:

- To provide future professionals a structured opportunity to appeal a loss of Title IV eligibility due to failure to maintain Satisfactory Academic Progress (SAP).

### Procedure:

1. Submission:
  - Timeline: Submit a written appeal request within 10 days of notification of the loss of eligibility.
  - Content: Describe any unusual circumstances deserving special consideration, such as the death of a relative, an injury or illness of the student, or other special circumstances. Include documentation explaining why SAP was not met and what has changed to allow meeting SAP by the next evaluation.
2. Evaluation:
  - Review: The Institute will review the appeal and make a decision within 5 calendar days.
  - Decision Criteria: The Institute must determine that SAP standards can be met by the end of the next evaluation period.
3. Notification:
  - Written Notification: The Academic Director will notify the future professional of the decision in writing. This decision is final.
  - Record Keeping: All documentation related to the appeal will be maintained in the future professional's file.

### Outcome:

- Financial Aid Probation: If the appeal is successful, the future professional is placed on Financial Aid Probation and may receive Title IV funds during the probation period.

## *Re-establishment of Satisfactory Academic Progress*

### Requirements:

- Meeting SAP: Future professionals must meet the minimum attendance (67%) and academic requirements (75% GPA) at the next evaluation point to re-establish SAP.

### Documentation:

- Record Keeping: SAP status and improvements are documented in the future professional's file.



## *Reinstatement of Financial Aid*

### Eligibility:

- Financial Probation: Reinstatement of Title IV, HEA, and VA funds for future professionals who have successfully appealed and are on Financial Aid Probation.
- SAP Re-established: Funds are reinstated for future professionals who meet the minimum cumulative attendance and academic requirements at the end of a payment period and can complete their program within the maximum timeframe.

### Procedure:

- Evaluation: Financial aid is reinstated after the future professional demonstrates satisfactory academic and attendance progress by the next evaluation point.

## *Withdrawal/Termination*

### Definition and Procedures:

- Withdrawal: A formal process initiated by the future professional to exit the program.
  - Notification: Must notify the Admissions Director in writing. The effective date is the Date of Determination (when notice is received).
  - Formal Withdrawal: Required for future re-entry.
- Termination: Involuntary removal from the program due to non-attendance for 14 consecutive days without an official LOA.
  - Progress Status: The progress status at the time of withdrawal or failure to complete training is noted in the future professional's file.

### Consequences:

- Involuntary Withdrawal: Future professionals who do not attend for 14 days are terminated and progress status is recorded.
- Re-enrollment: Requires formal withdrawal to re-enter the program at a future date.

## *Re-enrollment/Re-admission*

### Eligibility:

- Within Six Months: Future professionals can reapply within six months of withdrawal.
  - Conditions: Must sign a new enrollment contract, pay re-enrollment fees, and comply with TDLR regulations.
  - Status: Any probation, suspension, or other conditional status at withdrawal will continue upon re-entry.

### Process:

- Approval: Re-entry must be approved by an authorized representative of Behind the Chair Institute.
- More Than Three Withdrawals: Future professionals with more than three voluntary or involuntary withdrawals are not eligible for re-admission.

Progress Status:

- Retention of Progress: Academic and attendance progress at the time of withdrawal will be retained at re-enrollment.

## *Incompletes/Repetitions/Non-Credit Remedial Courses*

Policy:

- No Effect on SAP: Incompletes, repetitions, non-credit, and remedial courses do not affect SAP, as Behind the Chair Institute does not offer these types of courses.

## *Access to Satisfactory Academic Progress Evaluation Results*

Distribution:

- Written Results: SAP results are provided in writing to the future professional.
- Documentation: A signed copy of the SAP report is kept in the future professional's file and a copy is given to the future professional at the time of signing.

## *Graduation Requirements*

Eligibility Criteria:

1. Academic and Practical Completion:
  - Cumulative Grade: Achieve a minimum cumulative grade of 75% in all academic and practical requirements by the last 50 actual clock hours.
  - Written Finals: Pass all comprehensive written finals with a minimum grade of 80%.
  - Practical Evaluations: Pass all practical evaluations with a minimum grade of 75%.
2. Clock Hours:
  - TDLR Requirements: Complete all required clock hours as mandated by TDLR.
3. Exit Procedures:
  - Exit Interview: Complete an exit interview and all related exit paperwork.
  - Debt Settlement: Make satisfactory arrangements for payment of all debts to the Institute. Future professionals must be current on all debts by the last 50 actual clock hours. Suspension will occur if debts are not settled, preventing the future professional from clocking additional hours until full payment is made.

Issuance of Diploma and Certification:

- Diploma: Issued upon meeting all graduation requirements.
- Final Transcript: A certified final transcript of hours will be provided.
- State Board Exam: Official graduates can request a State Board exam date.

## *Completion and Graduation Summary*

1. 100 Hours Remaining: Receive list of remaining/past due academic work.
2. 50 Hours Remaining: Must complete Phase I and II academics to avoid “In Institute Suspension.”
3. In Institute Suspension: No clocking hours until all academic work is completed and graded; no adjustment to EOC.
4. Additional Fees: \$25.00 per hour beyond EOC if requirements are not met.
5. Graduation Requirements:
  - 75% cumulative grade in academics and practicals.
  - 80% on written finals.
  - 75% on practical evaluations.
  - Completion of TDLR clock hours.
  - Exit interview and paperwork.
  - Debt settlement.
6. Diploma and Transcript: Issued upon meeting all criteria.
7. State Board Exam: Request date as an official graduate.

## *Future Professional Conduct and Responsibilities*

### *Code of Professional Ethics*

Future professionals are expected to:

- Punctuality: Be on time for classes and appointments.
- Preparation: Bring a complete kit and textbooks to the Institute daily.
- Appearance and Hygiene: Maintain a professional appearance and good personal hygiene.
- Professional Behavior: Behave professionally and treat others (future professionals, clients, staff) with respect and courtesy.
- Language and Conduct:
  - Prohibited: Avoid profanity, inappropriate language, vulgar gestures, and gossip.

### *Dress Code*

General Requirements:

- Uniform: Wear black pants and a Behind the Chair Institute Shirt (provided in the kit).
- Shoes: Shoes of any color are acceptable but must enclose the entire foot with a hardened or rubberized sole.
  - Prohibited Footwear: No clogs, slingbacks, peep-toes, sandals, or house shoes/slippers.
- Outerwear: Outerwear over the uniform shirt, capris, shorts, tights/leggings as pants, and skirts/dresses are not allowed.

- Jewelry and Attire: Must be in good taste and not promote obscenity, lewd behavior, violence, or vulgarity.
- Readiness: Future professionals must arrive prepared for their instructional day.
  - Prohibited: No styling hair or applying makeup after arrival unless it is part of a scheduled assignment by the instructor.

## *Lunch Break*

Policy:

- Duration: Full-time future professionals receive a 30-minute lunch break.
- Clocking Out: Must clock out during the lunch break.

## *Grounds for Suspension and Termination*

Misconduct:

- Termination: Future professionals terminated for misconduct cannot be readmitted. Misconduct includes:
  - Fighting
  - Theft
  - Terroristic threats
  - Possessing a weapon on the premises

Destruction of Property:

- Suspension: Immediate suspension for willfully destroying Institute property.
  - Liability: Future professionals must pay for damages and are responsible for any liability caused by their actions.

Substance Abuse:

- Suspension or Termination: Use, sale, or possession of a controlled substance or alcohol on the premises, or clocking hours while under the influence, will result in suspension or termination.

Cheating:

- Suspension: Cheating on an exam results in suspension and a 0% score for that exam.

Clocking Violations:

- Termination: Intentionally clocking in or out for another future professional violates TDLR regulations and will result in termination.

Policy Non-Compliance:

- Suspension or Termination: Non-compliance with the Code of Professional Ethics, Dress Code, General Rules, the Institute’s policies, education requirements, and TDLR regulations can result in suspension or termination.

## ***General Rules***

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

- Clocking:
  - Future professionals must clock in and out for themselves.
  - Must clock out for lunch and when leaving the facility for any reason, including smoke breaks.
- Lunch Breaks:
  - Full-Time: Assigned a 30-minute lunch break.
  - Part-Time: Arrange lunch breaks after their scheduled time at the Institute.

### ***Sanitation and Equipment***

- Daily Sanitation:
  - Sanitize all implements, equipment, and stations daily and before each client.
  - Complete assigned daily sanitation duties before leaving for the day.

### ***Instruction and Services***

- Peer Instruction:
  - No instruction between future professionals unless advised by an instructor.
- Service on Peers:
  - Obtain instructor permission before performing any service on another future professional.
- Client Services:
  - Refusal to service a client or trading tickets with another future professional will lead to corrective action.
  - Consult an instructor before performing any chemical services on a client.
  - Have an instructor check the client and sign the ticket before passing the client to another future professional or completing the service.

### ***Smoking and Eating***

- Prohibited Areas:
  - Smoking, vaping, or use of any tobacco products is prohibited in the building, around the front entrance, or outside the back exit.
- Eating:
  - Limited to designated areas only.
- Drinks:

- Allowed in a closed container until 10 am, after which they must be restricted to designated areas.

## *Cell Phone and Personal Devices*

- Silent Mode:
  - Cell phones must be on silent during school attendance.
- Usage:
  - Limited to educational purposes only during Institute hours.
  - Voice and video communication is prohibited while clocked in.
  - Headphones/earbuds are permitted in one ear only for safety reasons and are not allowed while performing services on clients or fellow students.
- Personal Calls:
  - Not allowed at the reception center or in offices.

## *Administrative Changes*

- Notification:
  - Inform the Institute of any changes to name or address.

## *Parking*

Students must abide by local (city and/or landlord) parking rules, which are announced during orientation. Behind the Chair Institute will not be responsible for parking violations and/or towing fees.

## *Client Interaction and Safety*

- Practical Applications:
  - Required to perform practical applications on clients.
- Client Tickets:
  - Must be on a clipboard and accompany the client during the service.
- Front Desk:
  - Avoid congregating at the front desk.
- Facility Conduct:
  - Walk within the facility, keep stations clean, and aisles clear.
- Safety:
  - Avoid lifting heavy objects without assistance.
  - Report anything that could cause injury, any incidents resulting in injury, and any suspicious or unusual situations.

## *Visitor Policy*

- Visitors:
  - Not allowed in the classroom or on the clinic floor.

## Summary of Rules

1. Clocking In/Out: Self-responsibility; includes lunch and breaks.
2. Sanitation: Daily duties and cleaning before client services.
3. Instruction/Services: Obtain instructor permission; follow guidelines for client and peer services.
4. Smoking/Eating: Restricted to designated areas; follow rules for drinks.
5. Cell Phone Use: Educational purposes only; silent mode; restricted personal communication.
6. Administrative: Notify of name or address changes.
7. Parking: Follow specified restrictions.
8. Client Interaction: Proper handling of client tickets; maintain safety.
9. Visitor Policy: No visitors in classrooms or clinic floors.

## Levels of Corrective Action

### 1. Verbal Warning

- Purpose: To inform the future professional of a violation.
- Procedure:
  - The behavior in question is discussed.
  - The future professional is briefed on the necessary behavioral change and potential consequences if the behavior continues.

### 2. Probation

- Purpose: To provide a formal written warning before potential termination.
- Procedure:
  - The future professional is given a written warning.
  - The future professional must choose to either correct the behavior or face termination.
  - A period of up to 60 days is specified for the corrective behavior to take place.
  - In-School Suspension: May be included as part of corrective action.

### 3. Suspension

- Purpose: To immediately remove or restrict the future professional from the Institute premises.
- Types:
  - On-Site Suspension: Involves tasks assigned by an instructor, not part of the daily schedule.
  - Off-Site Suspension: Duration can range from 12 hours to 60 days.

### 4. Termination

- Purpose: To permanently remove the future professional from enrollment.
- Procedure: Immediate termination from the program.

## *Future Professional Records Access*

### Access Policy:

- Request: Future professionals or parents/guardians of dependent minors may request access to records with a scheduled appointment during regular business hours.
- Consent: A Consent to Share form must be signed if an adult future professional wishes to share information with another individual or entity.

## *Privacy Policy*

### Confidentiality:

- Information Release: No information about a future professional will be released without written permission, unless required by law.
- Review: Future professionals or parents/legal guardians of dependent minors may review records in the presence of an Administrator.
- Third-Party Requests: Written consent is required for each third-party request.
- Oversight Access: Information may be provided to accrediting agencies and oversight entities, including NACCAS, the Department of Education, and the Texas Department of Licensing and Regulation (TDLR).

## *Formal Complaint Policy*

### Procedure:

1. Submission:
  - Written Complaint: Submit a signed and dated written complaint to an administrator.
  - Exception: Complaints of a sexual nature do not require a written submission.
2. Initial Review:
  - Meeting: The administrator or Title IX Coordinator will meet with the complainant within 10 business days.
3. Institute Owner Review:
  - Evaluation: If unresolved, the complaint is referred to the Institute owners within 15 business days.
  - Additional Information: A letter will be sent if more information is needed.
  - Final Decision: Actions taken or reasons for denial are communicated within 10 business days after the meeting.
4. External Appeal:
  - Further Action: If unsatisfied, complaints can be filed with:
    - Texas Department of Licensing and Regulation (TDLR)
    - National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS)

### Contact Information:

- TDLR: P.O. Box 12157, Austin, TX 78111; 800-803-9202
- NACCAS: 3015 Colvin Street, Alexandria, VA 22314; 703-600-7600; NACCAS Website



## *Future Professional Support Services*

### 1. Orientation

- Purpose: Introduction to Institute policies and TDLR requirements.
- Schedule: Conducted on the first day of class. Transfer students participate in the next available orientation.

### 2. Career Coaching

- Purpose: Assist in developing resumes, preparing for interviews, and evaluating employment options.
- Support: Provided by Support Services and the Academic Director.
- Job Listings: Maintain a current listing of career opportunities.

### 3. Future Professional Advisement

- Support: Staff available for personal issue advisement and encouragement.
- Referrals: Recommendations for professional help if needed.

### 4. Library/Resources

- Access: Teaching videos, trade magazines, and specialty books available upon request to enhance education.

### 5. Family/Friend Service

- Benefit: Future professionals can choose one person per month for a discounted salon service.
  - Options: One free basic service or a 20% discount on other services.
  - Procedure: An appointment is needed; the future professional should perform the service if possible.

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- Benefit: Future professionals can choose one person per month for a discounted salon service.

- Options: One free basic service or a 20% discount on other services.
- Procedure: An appointment is needed; the future professional should perform the service if possible.

## *VA Funded Students*

### Enrollment for Veterans:

- Eligibility Certification: Veterans must provide a certificate of eligibility for educational assistance under chapter 31 or 33. Acceptable documents include:
  - Certificate of Eligibility
  - Statement of Benefits from the VA's eBenefits website
  - VAF 28-1905 form for chapter 31 authorization purposes.
- Enrollment Period: Begins after providing the certificate and ends on the earlier of:
  1. VA Payment: When payment from the VA is made to the institution.
  2. 90-Day Limit: 90 days after the institution certifies tuition and fees following receipt of the certificate of eligibility.

### Institutional Policies:

- No Penalties: The Institute will not impose penalties, such as:
  - Late fees.
  - Denial of access to classes, libraries, or other facilities.
  - Requirement to borrow additional funds.
- Reason: Penalties are waived if the delay in financial obligations is due to delayed VA funding under chapter 31 or 33.

## *Expectations of All Programs*

### Physical Demands:

- Stamina Required: The Beauty and Wellness industry, while not excessively physically demanding, requires:
  - Standing/Sitting: Prolonged periods.
  - Bending: At the waist.
  - Lifting: Some cases require lifting.
  - Manual Dexterity: Required for certain tasks.

### Salary:

- Diverse Structure: Income in the Beauty and Wellness Industry varies widely based on:
  - Field and Area: Chosen area of work.
  - Employment Status: Full-time or part-time.
  - Compensation: Can include salary, commission, bonuses, or incentives.
  - Business Ownership: Potential income varies if choosing to own a business.

### Safety:

- Regulations: The Texas Department of Licensing and Regulation (TDLR) ensures a safe working environment.
  - Sanitation: Stringent sanitation standards minimize hazards during training.

## *Summary*

### VA Funded Students:

- Eligibility Certification: Required for enrollment.
- No Penalties: For delayed financial obligations due to VA funding.

### Program Expectations:

- Physical Demands: Requires standing, sitting, bending, lifting, and manual dexterity.
- Salary: Income varies based on multiple factors, including work field and employment status.
- Safety: Ensured by TDLR regulations and sanitation standards.



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