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*Bella Cosmetology and Barber College*

Sharon Eitelman

Bella Cosmetology and Barber College  
5015 a Wesley St. Greenville, Texas 75402

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Barber College

5015 A Wesley St  
Greenville, Texas 75402

## CATALOG

Web page [www.bellacollege.com](http://www.bellacollege.com)

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**All Programs are taught in English**

Owned by

Bella Cosmetology School LLC

**Bella Cosmetology and Barber College, Greenville, here in after known  
as Bella College**

Teaching Creative Individuals of the Future

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## **INTRODUCTION**

Mr. and Mrs. Berry founded Touch of Class School of Cosmetology in June of 1993 and sold TOC in 2009. After missing the excitement of seeing students learn a new career Mrs. Berry (now Ms. Eitelman) bought Bella Cosmetology College in September of 2011. I, Sharon Eitelman, graduated from Marinellos Beauty College in 1964 and ran my own salon for 30 years before giving it up to run the school full time. I have attended many continuing education classes during those years and completed two years of vocational education at TAMU of Commerce to be able to teach all phases of Cosmetology, what I know to be a rewarding career. I have received training from NACCAS by attending many of their workshops and have studied financial aid for at least 24 years. My vision was to open a school and to teach something that I am passionate about, to others. I have that same vision today.

## **MISSION STATEMENT**

1. To establish well organized courses of study to aid in preparing graduates for licensure and competitive job entry level positions.
2. To consistently offer a supervised clinic with appropriate equipment for students to perform and consistently improve their cosmetology or barbering skills and performance ability.
3. To continually develop current teaching procedures and educational practice for each course of study.

## **ABOUT BELLA COLLEGE**

Bella Cosmetology and Barber College, located at 5015A Wesley St. Greenville, Texas 75402 has 8400 square feet of space with modern stations. Bella College offers the latest in teaching techniques, including braiding, hair & Lash extensions, and chemical services. Advanced classes are offered frequently throughout the year by different product companies. Bella College is a clock hour school with three semesters, offering Cosmetology Operator, Class A Barber, Cosmetology Operator to Class A Barber and Esthetician Programs. Using E-books, and CIMA by Milady And have started teaching Social Media marketing classes.

**The Esthetician program is accredited, and Financial Aid is available.**

We report hours to Texas Department of Licensing and Regulations and are accredited by NACCAS. Cosmetology Operator to Class A Barber, is not certified to offer financial aid.

Bella College believes the integrity of the profession rest in the quality of skilled practitioners. We strive to educate students to portray a positive attitude towards life, themselves, and the profession.

## **ENROLLMENT SCHEDULE AND SCHEDULED CLOSINGS**

Bella Colleges enrolls students monthly using the first Monday of each month as class start date. We strive to assign its students class schedules that best meet their needs; however, Bella College reserves the right to change or re-arrange enrollment schedules. The institution is open for training Monday through Friday 9:00 am to 4:00 pm. . The school is closed on Saturday & Sunday. Check our Tuition & Class Schedule page for more details.

The following holidays are observed:

Memorial Day,

Labor Day

The 4<sup>th</sup> of July week

Thanksgiving Day, Black Friday

One week for Christmas and one for Instructor Training

The school, at its option may choose to close the facility for in house training or other special events. Such closings will be posted 10 days prior to the actual closing.

## **ADMISSIONS POLICY AND PROCEDURE**

This Admissions Policy is used to define the enrollment requirements for individuals who wish to enroll at Bella Colleges as a regular student. Bella Colleges must adhere to the U.S. Department of Education, Texas Department of Licensing and Regulation and National Accrediting Commission of Career Arts and Sciences guidelines.

## **General Admission Requirements**

Bella College is an equal opportunity employer and follows the same policies in accepting applications from potential students. Bella College is open to all students without regard to race, color, religion, age, sex, creed, ethnic origin, sexual orientation, disability, or marital status. The admission policy is in compliance with the

U.S. Department of Education, Texas Department of Licensing and Regulation, National Accrediting Commission of Career Arts and Sciences guidelines.

**Eligibility for All Programs Offered at Bella Colleges.**

To be eligible for admission, an applicant must be able to read and write English, and the student must meet the following requirements.

To enroll in any course offered by the school, a student must:

- Be at least 17 years of age (Age will be verified with Individual's ID)
- Provide a valid driver's license, state ID with photo, or valid passport.
- Students must also be able to provide proof of appropriate educational requirement such as ;
  - 1) Copy of high school diploma.
  - 2) Copy of high school transcript showing graduation date. (Note: The high school diploma or transcript requirement can also be from a foreign school if it is equivalent to a US high school diploma.
    - Documentation of proof of completion of secondary education from a foreign country must be officially translated by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma into English and officially certified as the equivalent of high school completion in the United States.)
  - 3) Copy of GED certificate
    - has the recognized equivalent of a high school diploma, such as a general educational development or GED certificate or other state-sanctioned test or diploma- equivalency certificate;
    - has completed homeschooling at the secondary level as defined by state law; or
    - has completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a homeschooled student to receive a credential for their education.
  - 4) Have a recognized equivalent of High School Diploma
    - such as a home-schooled certificate by the state where the student resided during home school.
    - Must have completed homeschooling at the secondary level as defined by state law. Be able to speak, read, and write fluently in English (all classes are taught in English). Provide documentation of eligibility to work in the United States.
    - Pay the required Application Permit fee of \$25.00 to the state of Texas
  - 5) For those secondary students not enrolled under a training agreement, the applicant must meet the following admission requirements:
    - meet the state requirements for admission (complete 10<sup>th</sup>
    - grade and be 16 years of age) proof of completion of 10<sup>th</sup>
    - grade can be shown through high school transcripts proof of age can be shown through a driver's license, birth certificate, etc. provide permission in writing from the secondary school in which they are enroll
    - successfully complete the pre-enrollment evaluation

**ABILITY TO BENEFIT**

Bella College does not accept Ability to Benefit (ATB) students and does not offer a Comprehensive Transition Postsecondary Program.

**Disabilities Act of 1990**

The school complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. If you are interested in attending Bella College in Greenville but are in need of reasonable accommodations, you should schedule an appointment with the Director. At this meeting, we will discuss the nature of the reported disability and its impact on learning. We will also discuss the process of receiving reasonable accommodations at Bella College, and the types of accommodations available.

Please bring copies of current documentation of a disability to this meeting. Documentation must be provided by a medical expert within the last three years and include:

- a diagnosis of the disability.
- how the diagnosis was determined (what tests were given and the results); and

- A clinical summary, which includes an assessment of how the disability will impact the in a college environment and what accommodations are recommended.

Upon completion of the initial meeting, a formal request for the accommodation must be submitted in writing to Bella College. The initial meeting, formal request, and response from Bella College in Greenville must take place prior to the pre-enrollment process.

**Note:** In order to be eligible for Title IV, HEA funding, you must be able to benefit with the reasonable accommodations.

If enrolled under training with a government agency, institution district, and/or other entity, students must meet the admission requirements set out in the training agreement and/or applicable state licensing or certifications requirements.

### **Re-entry or Transfer-in Students**

Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status. Credit for previous training and education in a licensed cosmetology, barber or esthetician training program may be granted. The acceptance of transfer hours is at the discretion of the institution and there is a possibility that no such credit will be granted. Former students who wish to re - enter must request approval from director/ administrator. Students who re-enter may be subject to current cost of education. students who completed 50% of their program length and were charged full tuition and are re - entering classes within 48 months from the withdrawal date may re - enter at the original contractual price. All funds received toward their contacted amount will be credited to the student account, less any fees that may have occurred. Student's re- entering will maintain the hours accrued previously as long as they are accepted and honored by TDLR and pay \$100. Students who completed 50% of their program length and are returning to class after 48 months may be re - contracted at the current cost of education and must begin the process of accruing the total required hours.

### **Financial Aid**

Financial Aid is available for those who qualify for all programs,(Class A Barber, Cosmetology Operator and Esthetician), other than the Cosmetology Operator to Class A Barber.

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### **Financial Arrangements:**

The student must make financial arrangements with the Financial Aid Office regarding FAFSA application, Scholarships and/or Cash payment plan prior to enrolling.

Prior to admission the prospective student is given an enrollment requirement form, an interview with a school official and is given a pre-enrollment packet, which they are required to read, understand, and sign. The interviewer will elaborate on course description, the career opportunities and the physical demands of the job, the school and State Board requirements.

An explanation on attendance and academic requirement will be given to the prospective student and those requirements can affect the student's satisfactory performance requirements. The prospective student will be informed that attendance hours may be withheld for non-payment of tuition.

A staff member or instructor will give the prospective student a tour of the school facilities. Any questions from the prospective student will be answered truthfully, promptly and in sufficient detail to eliminate confusion.

### **Course Specific Admission Requirements**

**All courses have the same admissions requirements. Note: These courses are currently Title IV, HEA ineligible. Cosmetology Operator to Class A Barber**

### **STUDENT ORIENTATION**

A complete orientation folder will be e-mailed to the student prior to enrolling, the student will sign they received and read all papers. All incoming students will receive an orientation packet (No hours will be given for orientation) On the Friday prior to class start there will be an in-house reception for all new students to go over any questions and meet the Instructors. Then on the first day of school, students will be provided, minimum information about:

- a. the instructional course or program.

- b. the educational objectives of each course or program.
- c. administrative policies affecting students;
- and
- d. support services available to students.

### **CAREER OPPORTUNITIES ARE LIMITED ONLY BY YOU**

In the program of Cosmetology Operator you could become a Salon Owner, Salon Manager, Stylist, Color Technician, Makeup Artist, Platform Artist, Skin Care Technician, or Cosmetology Instructor, Product Educator, Cosmetology School Owner, if you choose the Cosmetology Operator program you will be provided 34 weeks of instruction in hair, skin and nails with a total of 1000 clock hours.

### **COSMETOLOGY OPERATOR COURSE OUTLINE**

COURSE LENGTH      1000 clock hours      34 weeks

DESCRIPTION: The primary purpose of the Cosmetology operator course is to train the students the basic skills, proper work habits, safety and sanitation procedures and positive attitudes necessary for licensure and job entry level positions in Cosmetology or related fields.

FORMAT: The clock hour education is provided through a regimented set of learning steps which address specific tasks necessary for graduation, state licensure and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans which reflect current education methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips, and other related learning methods are used in the course.

COURSE GOALS: At the completion of the course the graduate will be able to:

1. Project a positive attitude, a sense of personal integrity, and self-confidence.
2. Practice proper grooming and effective communications skills.
3. Understand employer-employee relationships and respect the need to deliver a worthy service for value received.
4. Perform the basic skills in hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, and manicures.

GRADING POLICY (For more details refer to the Satisfactory Progress Policy ( SAP )

90 – 100A    EXCELLENT

80-89B      VERY GOOD

70-79C      SATISFACTORY

0-69D       UNSATISFACTORY

Students are given a theory study schedule and a minimum number of practical required experiences. A test is given following each unit of theory study. Practical assignments are evaluated as completed and documented for graduation completion requirements. Students must complete all subjects outlined in their desired program with an average grade of 70% equal to a grade of C and they must accrue the number of clock hours defined in the enrollment agreement.

Diplomas will be issued upon satisfactory completion of the course in both academics and attendance.

### **COURSE CONTENT/CURRICULUM**

1000 Clock Hours 30 clock hours per week is consider full time and 20 clock hours per week is considered ½ time.

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

### **CAREER OPPORTUNITIES ARE LIMITED ONLY BY YOU**

In the program of Class A Barber you could become a Salon Owner, Salon Manager, Stylist, Color Technician, Makeup Artist, Platform Artist, Skin Care Technician, Barber Instructor, Product Educator, Barber School Owner, if you choose the Class A Barber program you will be provided 34 weeks of instruction in hair, skin



and nails with a total of 3 semesters for 1000 clock hours.

### **CLASS A BARBER COURSE OUTLINE**

**COURSE LENGTH** 1000 clock hours    34 weeks

**DESCRIPTION:** The primary purpose of the Class A Barber course is to train the students the basic skills, proper work habits, safety and sanitation procedures and positive attitudes necessary for licensure and job entry level positions in Barber or related fields.

**FORMAT:** The clock hour education is provided through a regimented set of learning steps which address specific tasks necessary for graduation, state licensure and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans which reflect current education methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips, and other related learning methods are used in the course.

**COURSE GOALS:** At the completion of the course the graduate will be able to:

1. Project a positive attitude, a sense of personal integrity, and self-confidence.
2. Practice proper grooming and effective communication skills.
3. Understand employer-employee relationships and respect the need to deliver a worthy service for value received.
4. Perform the basic skills in hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, treating a mustache or beard, and shaving.

**GRADING POLICY** (For more details refer to the Satisfactory Progress Policy ( SAP )

90 – 100A    EXCELLENT

80-89B    VERY GOOD

70-79C    SATISFACTORY

0-69D    UNSATISFACTORY

Students are given a theory study schedule and a minimum number of practical required experiences. A test is given following each unit of theory study. Practical assignments are evaluated as completed and documented for graduation completion requirements. Students must complete all subjects outlined in their desired program with an average grade of 70% equal to a grade of C and they must accrue the number of clock hours defined in the enrollment agreement.

Diplomas will be issued upon satisfactory completion of the course in both academics and attendance.

### **COURSE CONTENT/CURRICULUM**

**(1000 HOURS ) CLASS A BARBER CURRICULUM** ( 30 clock hours per week is consider full time and 20 clock hours per week is considered ½ time. )

Basics: 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
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
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
<b>TOTAL</b>	<b>1,000</b>

## **COSMETOLOGY OPERATOR TO CLASS A BARBER COURSE OUTLINE**

COURSE LENGTH            300 clock hours            Greenville Location

DESCRIPTION: The primary purpose of the Cosmetology Operator to Class A Barber course is to train the students the basic skills, proper work habits, safety and sanitation procedures and positive attitudes necessary for licensure and job entry level positions in Barber or related fields.

FORMAT: The clock hour education is provided through a regimented set of learning steps which address specific tasks necessary for graduation, state licensure and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans which reflect current education methods. Subjects are presented by means of lecture, demonstration and student participation. Audio-visual aids, guest speakers, field trips, and other related learning methods are used in the course.

COURSE GOALS: At the completion of the course the graduate will be able to:

1. Project a positive attitude, a sense of personal integrity, and self-confidence.
2. Practice proper grooming and effective communication skills.
3. Understand employer-employee relationships and respect the need to deliver a worthy service for value received.
4. Perform the basic skills in hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, treating a mustache or beard and shaving.

GRADING POLICY (For more details refer to the Satisfactory Progress Policy ( SAP )

90 – 100A      EXCELLENT  
80-89B        VERY GOOD  
70-79C        SATISFACTORY  
0-69D         UNSATISFACTORY

Students are given a theory study schedule and a minimum number of practical required experiences. A test is given following each unit of theory study. Practical assignments are evaluated as completed and documented for graduation completion requirements. Students must complete all subjects outlined in their desired program with an average grade of 70% equal to a grade of C and they must accrue the number of clock hours defined in the enrollment agreement.

Diplomas will be issued upon satisfactory completion of the course in both academics and attendance.

### **COURSE CONTENT/CURRICULUM**

The curriculum for the class A barber certificate while holding a cosmetology operator license consists of 300 hours, to be completed in a course of not less than 9 weeks, as follows:

Cosmetology Operator to Class A Barber curriculum ( 30 clock hours per week is consider full time and 20 clock hours per week is considered ½ time. )

- |   |           |
|---|-----------|
| (1) Instruction in theory, consisting of:             | 25 Hours  |
| (A) History of Barbering:                             | 1         |
| (B) Barber Laws and Rules Review:                     | 1         |
| (C) Implements, Honing, and Stropping:                | 5         |
| (D) Shaving:  | 5         |
| (E) Men’s Haircutting and tapering:                   | 5         |
| (F) Beard and Mustache Trimming and Design:           | 1         |
| (G) Hair color Review:                                | 1         |
| (H) Permanent Waving and Relaxing Review:             | 1         |
| (I) Manicuring and Nail Care Review:                  | 1         |
| (J) Facial Treatments and Skin Care Review:           | 1         |
| (K) Anatomy and Physiology Review:                    | 1         |
| (L) Blow-dry Styling Review:                          | 1         |
| (M) Shampooing and Conditioning Review:               | 1         |
| (2) Instruction in practical work, consisting of:     | 275 Hours |
| (A) Men’s Haircutting and tapering:                   | 165       |
| (B) Shaving, Mustache and Beard Trimming:             | 85        |
| (C) Hair coloring:                                    | 5         |
| (D) Permanent Waving and Relaxing:                    | 5         |
| (E) Facial Treatments:                                | 5         |
| (F) Shampooing and Conditioning and Blow-dry Styling: | 5         |
| (G) Manicuring:                                       | 5         |

**COURSE CONTENT/CURRICULUM****ESTHETICIAN CURRICULUM STANDARDS****(750 CLOCK HOURS OR EQUIVALENT CREDIT HOURS)****CAREER OPPORTUNITIES ARE LIMITED ONLY BY YOU**

In the program of Esthetician you could become a Salon Owner, Salon Manager, Facialist, , Makeup Artist, Platform Artist, Skin Care Technician Esthetician Instructor, Product Educator School Owner, if you choose the Esthetician program you will be provided 25 weeks of instruction in facial, skin care and makeup with a total of 2 semesters for 750 clock hours.

**ESTHETICIAN COURSE OUTLINE**

COURSE LENGTH 750 clock hours 25weeks

DESCRIPTION: The primary purpose of the Esthetician course is to train the students the basic skills, proper work habits, safety and sanitation procedures and positive attitudes necessary for licensure and job entry level positions in Esthetic or related fields.

FORMAT: The clock hour education is provided through a regimented set of learning steps which address specific tasks necessary for graduation, state licensure and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans which reflect current education methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips, and other related learning methods are used in the course.

COURSE GOALS: At the completion of the course the graduate will be able to:

1. Project a positive attitude, a sense of personal integrity, and self-confidence.
2. Practice proper grooming and effective communication skills.
3. Understand employer-employee relationships and respect the need to deliver a worthy service for value received.
4. Perform the basic skills in facials, beautifying a person's face, neck, or arms using a cosmetic preparation, antiseptic, tonic, lotion, powder, oil, clay, cream, or appliance;
5. administering facial treatments.
  - a. Removing superfluous hair from a person's body using depilatories, preparations or chemicals, tweezers, or other devices or appliances of any kind or description.

GRADING POLICY (For more details refer to the Satisfactory Progress Policy ( SAP )

90 – 100A EXCELLENT

80-89B VERY GOOD

70-79C SATISFACTORY

0-69D UNSATISFACTORY

Students are given a theory study schedule and a minimum number of practical required experiences. A test is given following each unit of theory study. Practical assignments are evaluated as completed and documented for graduation completion requirements. Students must complete all subjects outlined in their desired program with an average grade of 70% equal to a grade of C and they must accrue the number of clock hours defined in the enrollment agreement.

Diplomas will be issued upon satisfactory completion of the course in both academics and attendance.

(A)	facial treatment, cleansing, masking, therapy	225 hours
(B)	anatomy and physiology	90 hours
(C)	electricity, machines, and related equipment	75 hours
(D)	Makeup	75 hours
(E)	orientation, rules and laws	50 hours
(F)	Chemistry	50 hours
(G)	care of client	50 hours
(H)	sanitation, safety, and first aid	40 hours
(I)	Management	35 hours
(J)	superfluous hair removal	25 hours
(K)	aroma therapy	15 hours
(L)	Nutrition	10 hours
(M)	color psychology	10 hours

### **GRADUATION REQUIREMENTS BELLA COLLEGES**

Students in each program must pass all exams given by Bella College with a minimum score of 70 % average, an equivalent of a C, have completed all practical assignments and completed all required clock hours for the specific program of study pursued by the student. All fees owed to the institution including any late charges that may have accrued must be paid in full unless other arrangements have been made. All items belonging to the school must be returned in satisfactory condition or the student will be responsible to pay for those items. A diploma will be awarded upon completion of the conditions outlined and if a student loan has been received the student must receive an exit interview.

### **LICENSING REQUIREMENTS for ALL PROGRAMS**

Once you have graduated school you must pass a written and practical exam given by PSI a national testing service. You must pass the written portion of the exam first which will cost \$50.00 per attempt, then the practical, which will cost \$72.00 per attempt. After you have passed the exam you will need to pay TDLR , your state licensing agency, for a license to practice Cosmetology or related fields, \$50.00 for Cosmetology operator, Esthetician and Class A barber These examinations are given in several locations around Texas and are scheduled by TDLR, the school has no control over the scheduling dates. Any cost related to travel, lodging and other expenses related to the exam are solely the responsibility of the student. Texas Department of Licensing and Regulations PSI licensure: certification

Austin, Tx. 78711-2157  
 512-463-6599 or 800803-9202  
[www.license.state.tx.us](http://www.license.state.tx.us)  
 Email [cosmetologist@license.state.tx.us](mailto:cosmetologist@license.state.tx.us)

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

### **Required identification at Examination Site**

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

## **PROFESSIONAL CONSIDERATIONS**

Bella Colleges would like you to be aware of factors that could affect your success in the field of Cosmetology, Barbering, and Esthetics.

The work associated with these fields could be strenuous and physically demanding, sometimes requiring long hours of standing. There is almost always exposure to various chemicals and fumes that could cause allergic reactions. The practice of safety and sanitation is extremely important and must always be practiced for the safety of yourself and the consumer. Employers will expect you to arrive on time and stay until clients have left.

Compensation will vary in the profession; it can be on straight commission, sliding scale commission, salary and commission, straight salary, hourly wage, or independent contracting. Your employer will be setting the hours and maybe you will be expected to wear a uniform. They could require you to furnish certain tools. You should expect on making an investment to start, depending on what tools you will use, paying for your license, advertisements, and uniforms, these will vary from one salon or establishment to another. TDLR will be inspecting your salon or establishment at least twice a year and can issue fines if found you are not following the rules. You will be required to have an updated rule book on site when inspected.

Every individual who applies for a license with the Texas Department of Licensing and Regulation ("the Department") is subject to a criminal background check to determine his or her suitability for the license. In 2009, the Texas Legislature enacted new provisions to allow a person to find out *before* applying whether he or she would likely be denied a license due to his or her criminal history. See admission requirements for more details.

### **Criminal Background Check**

Every individual who applies for a license with the Texas Department of Licensing and Regulation ("the Department") is subject to a criminal background check to determine his or her suitability for the license. In 2009, the Texas Legislature enacted new provisions to allow a person to find out *before* applying whether he or she would likely be denied a license due to his or her criminal history. This was due to the time and expense involved in applying for a license, which in some cases includes completing required education and taking an examination. See **Section 51.4012** and **Chapter 53, Subchapter D, of the Occupations Code**, which allow a person to request a criminal history evaluation letter from the Department, prior to actually applying for a license.

The Department has issued **Criminal Conviction Guidelines** for each occupation the Department licenses. These guidelines list the crimes which are considered to relate to each occupation, as well as other factors that affect the decisions of the Department. When a request for a criminal history evaluation letter is filed, the Department will review the requestor's criminal history with reference to these guidelines, the same as if an actual license application had been filed.

#### **View the Criminal Conviction Guidelines**

#### **To request a criminal history evaluation letter, an individual must:**

Submit a **request form**, complete a **criminal history questionnaire** for each crime for which he or she was convicted or placed on deferred adjudication, and pay a fee (\$10.00).

#### **Reasons for denial:**

#### **Crimes involving prohibited sexual conduct or involving children as victims.**

##### *Reasons:*

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

#### **Crimes against the person such as homicide, kidnapping and assault.**

##### *Reasons:*

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

### **EMPLOYMENT ASSISTANCE**

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

### **INSTITUTIONAL REFUND POLICY 1602.458**

#### **Mandated by the state of Texas for all programs taught at Bella Colleges.**

(a) The holder of a private beauty culture school license shall maintain a refund policy to provide for the refund of any unused part of tuition, fees, and other charges paid by a student who, at the expiration of the cancellation period established under Section 1602.457:

- (1) fails to enter the course of training;
- (2) withdraws from the course of training; or
- (3) is terminated from the course of training before completion of the course.

(b) The refund policy must provide that:

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

### **WITHDRAWAL OR TERMINATION OF STUDENT IN EACH PROGRAM**

(a) If a student begins a course of training at a private beauty culture school that is scheduled to run not more than 12 months and, during the last 50 percent of the course, withdraws from the course or is terminated by the school, the school:

- (1) may retain 100 percent of the tuition and fees paid by the student; and
- (2) is not obligated to refund any additional outstanding tuition.

(b) If a student begins a course of training at a private beauty culture school that is scheduled to run not more than 12 months and, before the last 50 percent of the course, withdraws from the course or is terminated by the school, the school shall refund:

- (1) 90 percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the course, whichever period is shorter.
- (2) 80 percent of any outstanding tuition for a withdrawal or termination that occurs after the first week or first one-tenth of the course, whichever period is shorter, but within the first three weeks of the course;
- (3) 75 percent of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the course but not later than the completion of the first 25 percent of the course; and
- (4) 50 percent of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the course.

(c) A refund owed under this section must be paid not later than the 30th day after the date the student becomes eligible for the refund.

Institutional refunds apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Section 1+602.463

### **Effect of School Closure**



(a) If a private beauty culture school closes, the department shall attempt to arrange for students enrolled in the closed school to attend another private beauty culture school.

(b) If a student from a closed school is placed in a private beauty culture school, the expense incurred by the school in providing training directly related to educating the student, including the applicable tuition for the period for which the student paid tuition, shall be paid from the private beauty culture school tuition protection account.

(c) If a student from a closed school cannot be placed in another school, the student's tuition and fees shall be refunded as provided by Section 1602.458. If a student from a closed school does not accept a place that is available and reasonable in another school, the student's tuition and fees shall be refunded under the refund policy maintained by the closed school under Section 1602.459. A refund under this subsection shall be paid from the private beauty culture school tuition protection account. The amount of the refund may not exceed \$35,000.

(d) If another school assumes responsibility for the closed school's students and there are no significant changes in the quality of the training, the student from the closed school is not entitled to a refund under Subsection (c).

Students who do not return from a leave of absence, the last day of attendance will be used for all calculations. The institution will perform a refund calculation and all refunds will be made in a timely manner.

### **GROUND FOR TERMINATION.**

The student's failure to comply to the rules and regulations and policies of the school regarding satisfactory attendance and academic progress and standard of conduct or nonpayment are grounds for termination. A termination fee of \$150 will be charged for all drops. Items such as books and kit items purchased through the school become the property of the student, once they are paid for, and are non-refundable. Items issued to the student for use while in school must be returned in good shape when they graduate or drop. Any items left at the school will not be stored.

### **RETURN OF TITLE IV, HEA POLICY**

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. Bella College in Winnsboro, Texas and in Greenville Texas will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

### **RETURN TO TITLE IV FUNDS POLICY**

This policy applies to students' who **withdraw official, unofficially or fail to return from a leave of absence or dismissed from enrollment** at Bella College. It is separate and distinct from the Bella College in Winnsboro and Greenville refund policy. (Refer to institutional refund policy) The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of **unearned** funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When a student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned. The Payment Period for Clock Hour Schools is one-half of the academic year or program length (whichever is less).

The Date of Determination is the date that Bella College determines is the withdrawal date. For schools that are required to take attendance, the date of determination is no longer than 14 days after the Last Date of Attendance. The Date of Determination starts the clock for timely refunds of Title IV funds, within 45 days after the "Date of Determination". The Withdrawal Date for schools required to take attendance is the Last Date of Attendance (LDA).

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment

via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Post-withdraw disbursements will occur within 90 days of the date that the student withdrew.

## **WITHDRAWAL POLICY**

### **“Official” Voluntary Withdrawal**

A student is considered to be “Officially” withdrawn on the date the student notifies the Financial Aid Director or School Director in writing of their intent to withdraw. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawals:

1. Date student provided official notification of intent to withdraw, in writing.
2. The date the student began the withdrawal from the School’s records.

A student will be permitted to rescind his notification in writing and continue the program, if so chosen. However, if the student subsequently drops, the student’s withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the withdrawal information the School will complete the following:

1. Determine the student’s last date of attendance as of the last recorded date of academic attendance on the school’s attendance record, and
2. Perform two calculations
  - a. The student’s ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV, HEA funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department’s Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
  - b. Calculate the school’s refund requirement (see school refund calculation).
3. The student’s grade record will be updated to reflect his/her final grade.
4. The School will return the amount for any unearned portion of the Title IV, HEA funds for which the school is responsible within 45 days of the date the official notice was provided.
5. If applicable, the School will provide the student with a letter explaining the Title IV, HEA requirements. To include,
  - a. The amount of Title IV, HEA assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
  - b. Any returns that will be made to the Federal program on the student’s behalf as a result of exiting the program. If a student’s scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
  - c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.

Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student’s file. In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement indicating he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student’s withdrawal date is the original date of notification of intent to withdraw.

### **Unofficial Withdrawal**

Any student that does not provide official notification of his or her intent to withdraw and is absent for more



than 14 consecutive calendar days, will be subject to termination and considered to have unofficially withdrawn.

Within two weeks of the student's last date of academic attendance, the following procedures will take place.

1. The education office will make three attempts to notify the student regarding his/her enrollment status.
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record.
3. The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence.
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment.
5. The School calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school's refund requirement (see school refund calculation).
7. The School's Controller will return to the Federal fund programs any unearned portion of Title IV, HEA funds for which the school is responsible within 45 days of the date the withdrawal determination was made, and record on student's ledgercard.
8. If applicable, the School will provide the student with a refund letter explaining Title IV requirements:
  - a. The amount of Title IV, HEA aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
  - b. Advise the student in writing of the amount of unearned Title IV, HEA aid and tuition and fees that he/she must return, if applicable.
9. Supply the student with final student ledger card showing outstanding balance due the school and available methods of repayment.
10. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

### Withdraw Before 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period or period of enrollment. The institution will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdraw.

### Withdraw After 60%

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

Bella College measures progress in Clock Hours, and uses the payment period for the period of calculation.

### The Calculation Formula:

Determine the amount of Title IV aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

- a.) Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

$$\frac{\text{HOURS SCHEDULED TO COMPLETE}}{\text{TOTAL HOURS IN PERIOD}} = \% \text{ EARNED} \qquad \text{TOTAL HOURS IN PERIOD} = \% \text{ EARNED (rounded to one significant digit to the right of the decimal point, ex. .4493 = 44.9\%.)}$$

- b.) If this percentage is greater than 60%, the student earns 100%.
- c.) If this percent is less than or equal to 60%, proceeds with calculation.

$$\text{Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed} \\ = \text{AMOUNT STUDENT EARNED.}$$

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV, HEA aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

Bella Cosmetology and Barber College will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to Bella College or
2. Sign a repayment agreement with the U.S. Department of Education.

### **Order of Return**

Bella College is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Other Title IV, HEA assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

### **Earned AID:**

Title IV, HEA aid is earned in a prorated manner on a per diem basis (calendar days or clock hours) up to the 60% point in the semester. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

### **Post Withdraw**

If you did not receive all of the funds that you have earned, you may be due a post-withdraw disbursement. Bella College may use a portion or all of your post- withdraw disbursement for tuition and fees

(as contracted with Bella College in Winnsboro and Greenville). For all other school charges, Bella College needs your permission to use the post-withdraw disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

### **Time frame for returning an unclaimed Title IV, HEA credit balance**

If a school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check.

If a check is returned to a school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned or EFT is rejected and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.

The school must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.

### Institution Responsibilities

Bella College's responsibilities in regard to Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV, HEA funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

### Overpayment of Title IV, HEA Funds

Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangement with Bella College or Department of Education to return the amount of unearned grant funds.

### Student Responsibilities in regards to return of Title IV, HEA funds

- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at your school.

### Refund vs. Return to Title IV

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that Bella College may have to return to you due to a cash credit balance. Therefore,

you may still owe funds to the school to cover unpaid institutional charges. Bella Cosmetology College may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

If you do not already know what Bella College refund policy is, you may ask your Schools Financial Planner for a copy.

### Return to Title IV questions?

If you have questions regarding Title IV, HEA program funds after visiting with your financial aid director, you may call the Federal Student Aid Information Center at 1-800-4-fedaaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

**\*This policy is subject to change at any time, and without prior notice.**

### DRESS CODE

In order for our students to look professional while attending classes at Bella College will wear Bella T-shirts and all black scrub pants or blue jeans with **no holes** must be worn at all times while in attendance. Shoes must be clean, enclosed, soles of material that will not slip in water and no heels over 1 inch. For more Regulations refer to the Student Handbook. Bella College has the right to alter the dress code if needed and will be posted. Bella Barber students will be given a smock to wear. And may purchase Bella T

shirts.

### **STUDENT CREATIONS**

We teach our students to use their imagination, while teaching them the basics allowing them to explore possibilities in styles and color. We teach completeness by having competitions between the students for prizes.

### **LIST OF ADMINISTRATIVE FACULTY**

Instructor	Sherrye Burg
Instructor	Ms.Holley
School Director	Mr. Eitelman
Owner CEO	Mrs. Eitelman
Financial Dir.	Mr. Deweese
IT Manager	Mr. Deweese
Educational Dir.	Mrs. Burg
Instructor	Sharon Eitelman (Substitute)
Marketing Director	Aysha Sills Davis
Financial Advisor	Aysha Davis
Admission Director	Charlotte McLarry
Instructor	Ms. Burg
Compliance Director	Ms. Ranieri
Barber Instructor	Mr. Ray
Instructor	Mrs. Ray
Instructor	Ms. James

### **COMPLETION PLACEMENT AND LICENSURE RATES**

	2019	2020	2021
Licensure	96	100	100
Completion	51.35	50.70	50
Placement	75.68		60

These are averages of the Cosmetology Operator, and Cosmetology Instructor Programs For Winnsboro and the Greenville Location

Greenville-- Cosmetology Operator Latest rates

Completion 45.23% Licensure 100% Placement 53.85%

Cosmetology Operator to Class A Barber Completion 100% Placement 100%

Class A Barber, completion 31.58% Placement 40% Licensure 100%

Winnsboro--Cosmetology Operator Completion 47.06% Licensure 100% Placement 100%

**Disclosure** for 2020 rates:

The institution's accrediting agency has allowed flexibilities to the institution in the publication of its student outcome rates if the COVID-19 Pandemic has significantly impacted the ability of students to successfully graduate, sit for licensure and/or obtain employment. Any rates reported below that have been modified in accordance with the flexibilities have been adjusted in one of the following manners as indicated.

1. Some students who previously enrolled at this institution and were unable to successfully graduate, sit for licensure and/or obtain employment attested that they were unable or unwilling to do so specifically due to the COVID-19 Pandemic. Students who made such attestations have been excluded from the calculation of this rate.
2. As State and/or local restrictions with respect to the COVID-19 Pandemic have significantly impacted the ability of this institutions student to sit for licensure and/or obtain employment, this rate has not been published.

### **SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)**

The Satisfactory Academic Progress Policy is printed in the catalog to ensure that all students receive a copy prior to enrollment.

The policy provides for consistent application to all students enrolled at the Bella Colleges

The policy complies with the guidelines established by the Texas Department of Licensing and Regulations (TDLR), National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

### **Title IV HEA EVALUATION PERIODS**

All Students are evaluated for Satisfactory Academic Progress based on scheduled hours as follows:

Cosmetology Operator	1000 clock hours
1 <sup>st</sup> . evaluation period ends	450 clock hours and 15 weeks
2 <sup>nd</sup> . evaluation period ends,	900 clock hours and 30 weeks ,
3 <sup>rd</sup> . evaluation period ends	1000 clock hours and 34 weeks

Class A Barber	1000 clock hours
1 <sup>st</sup> . evaluation period ends	450 clock hours and 15 weeks
2 <sup>nd</sup> . Evaluation period ends ,	900 clock hours and 30 weeks
3 <sup>rd</sup> . evaluation period ends	1000 clock hours and 34 weeks

Cosmetology Operator to Class A Barber	300 clock hours
1 <sup>st</sup> . evaluation period ends	150 clock hours and 5 weeks
2 <sup>nd</sup> . Evaluation period ends	300 clock hours and 10 weeks

Esthetician	750 clock hours
1 <sup>st</sup> . evaluation period ends	375 clock hours and 12.5 weeks
2 <sup>nd</sup> . Evaluation period ends	750 clock hours and 12.5 weeks

Note: The Cosmetology Operator to Class A Barber is not Title IV, HEA eligible at this time. Students must meet their actual clock hour, weeks of instruction, attendance and grade point average (GPA) requirements in order to be eligible for the next Title IV, HEA funding disbursement

\*Transfer Students- **Midpoint of the contracted hours**, or the established evaluation periods, whichever comes first.

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

#### **Academic Year Definition:**

900 clock hours and 30 weeks of instruction for Title IV, HEA funding.

### **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 70% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 70% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### **MAXIMUM TIME FRAME (Quantitative Requirement) for Bella Colleges**

**The maximum time (which does not exceed 143% of the course length  $70\% \times 1000 = 700$ ,  $1000 / 700 = 143\%$ ) allowed for students to complete each course at satisfactory academic progress is stated below:**

The maximum time allowed for transfer students who needs less than the full course requirements or part- time

students will be determined based on 70% of the scheduled contracted hours.

Students who have not completed the course within the maximum time frame shall be terminated from the program, if the student wishes to re-enroll in the program on a cash pay basis, would be allowed to in a manner consistent with the re-enrollment provisions of the Institutions admissions policy.

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Cosmetology Op.(Full time, 30 hrs./wk.) - 1000 Hours	47.66	1430
Cosmetology Op. (Half time,20 hrs./wk.) - 1000 Hours	71.50	1430
Class A Barber (Full Time, 30 hrs./wk.) – 1000	47.66	1430
Class A Barber (Half Time, 20 hrs./wk.) - 1000	71.50	1430
Cosmetology Operator to Class A Barber 30 300 hrs.	14.30	429
Cosmetology Operator to Class A Barber 20 300 hrs.	21.45	429
Esthetician Program (Full Time 30 hrs./wk.) 750 Hours	35.7	1072.50
Esthetician Program (1/2 Time 20 hrs./wk) 750	53.62	1072.50

### **ACADEMIC PROGRESS EVALUATIONS (Qualitative Requirement)**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 – 100	A	EXCELLENT
80-89	B	VERY GOOD
70-79	C	SATISFACTORY
0-69	D	UNSATISFACTORY

### **DETERMINATION OF PROGRESS STATUS**

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

### **FINANCIAL AID WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will lose Title IV funding and could be dropped. Or put on a cash pay.

### **FINANCIAL AID PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation



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

### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

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

### **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

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

### **APPEAL PROCEDURE**

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

### **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

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

### **TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

### **LEAVE OF ABSENCE**

1. A student returning from a leave of absence or other official interruption will return in the same satisfactory progress status they were in when they were granted an approved leave of absence.
2. An approved leave of absence must fall into the guidelines set by the Department of education. 34 CFR 668.22 (d)
3. Reasons a leave may be granted: Medical, or Legal and other circumstances may be looked at on a case-by-case basis.
4. An approved leave of absence must be requested in writing stating the reason for the leave prior to the leave on a form provided by the school, signed and dated by the student.
5. There must be a reasonable expectation that the student will return from a LOA.
6. **The leave will start on the last day of attendance for a period no longer than 30 school days, if the student needs an additional 30 days, they will need to request it in writing or by speaking to a director over the phone.**
7. If the student does not return from the leave, the last day of attendance will be used to calculate the refund.
8. A student granted a LOA in accordance with the institution's policy is not considered to have withdrawn and that no refund calculation is required at that time. If a student does not meet the LOA criteria, the student is considered to have ceased attendance from the institution and a Title IV return of funds calculation is required if the student received federal aid.

9. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. An addendum to the enrollment agreement must be signed by all parties.
10. The student will not be assessed any additional charges as a result of a requested LOA.
11. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.
12. Students must agree to these guidelines.
13. If it is impossible for a student to come in to sign a leave, due to unforeseen circumstances, the institution may grant a LOA by documenting the reason and collects the required documents at a later date.
14. The beginning date of the approved leave would be determined by the Institution to be the first date the student was unable to attend due to the unforeseen circumstance.

Should a student not be in attendance for 14 consecutive days without a leave the student will be considered withdrawn, and the last day of attendance will be considered the withdrawal date. When the student returns from the leave of absence, he or she will be allowed to complete the course work that the student began prior to the leave at no additional cost. For the following reasons below I \_\_\_\_\_ wish to request a Leave of Absence starting \_\_\_\_\_ and ending \_\_\_\_\_. I fully understand that if I do not return by the ending date, I will be dropped from Bella College and will be charged \$150.00. I also understand that the school is not responsible for any items left while on leave or after I am dropped.

REASON FOR LEAVE

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\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DIRECTORS SIGNATURE

\_\_\_\_\_  
DATE

### RECORD OF ATTENDANCE

A bio-metrics time clock with a finger reader is used for general attendance records. Attendance records are maintained in a student's permanent file by the school. Attendance records are recorded and kept in a data base that generates monthly hour reports and an individual attendance history is always available. Should there be a time clock failure, a sign in and out sheet will be used to keep up with hours during that time.

### TARDINESS

Students are encouraged to be punctual as a means of promoting professional job enhancement. Students may not enter the theory class after the class is in session. Students arriving after 9:15 may not clock in until 10:15, after break. Students who are late and scheduled for theory, may not clock in until after theory is over.

### CONDUCT

Students are expected to conduct themselves in a professional manner, fitting to the profession they have chosen to pursue. Failure to do so may result in suspension or termination depending on the nature of the misconduct. For more information read **code of conduct** in the student handbook.

### ATTENDANCE

#### POLICY ABSENCES

\*Each course/program has been scheduled for completion within an allotted time frame. A grace period of approximately 2 full weeks or 60 hours will be added to the calculated completion date at the end for each program. We do offer field trips where a student may make up hours if they wish.

The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the contract period, additional training will be billed at the rate of \$15.00 per hour, payable in advance, until graduation. Students will not be allowed to clock in until applicable weekly payments are made.

### Excused and unexcused absences

Absences will only be excused with professional Medical or Legal documentation. An excused absence will only keep you from being suspended and **the missed time will count against you**. The administration may consider any emergency situation. If you need a leave of absence, please read our policy in the catalog and see school administration.



If a student is absent for more than 5 consecutive days without a LOA, they will be considered withdrawn and the last day of attendance will be the withdrawal date. **Any items not picked up during the 14 consecutive days will be disposed of and will no longer be available. The kit must be completely paid for before it can be removed.**

### **MAKE UP WORK**

Students failing to take scheduled test may make up test within a current grading period at the convenience of the immediate supervisor. Students failing to do so will be given a zero for the test that was not taken, and the zero will be averaged in their overall grade. All floor assignments must be completed.

### **COUNSELING**

Advising is available to all students upon written request or as needed in emergencies. Students may request advising with regards to class schedule, financial obligation, vocational guidance, as well as achievement and goal outcomes. The school maintains a list of professional counselors for students upon request.

### **RIGHT TO PRIVACY STATEMENT**

In compliance with the Family Educational Rights and Privacy Act of 1974, Bella Colleges does not release information pertaining to student cumulative records without written consent from the student or parent/guardian of a dependent minor, unless the information is requested by accrediting, governmental, or other agencies so authorized by law. The school guarantees the rights of students and parents or guardian of dependent minors (if applicable) to have access to the cumulative records and have proper supervision and interpretation of those records while they are being reviewed. Access to records must be arranged previously and a staff member must be present while the records are being reviewed.

The Institution may charge a reasonable rate for copies of the file.

Please refer to the student handbook/consumer guide for more details on FERPA regulations

### **GRIEVANCE POLICY**

Bella Colleges endeavors to adopt management policies and procedures that promote a harmonious learning environment, clearly defined learning objectives, and quality education. In the event any of the named factors fail to meet a student's needs, they may address a grievance in the following manner:

1. A student, teacher, or interested party may file a complaint against the school on a form provided by the school. However, the complaint must be in writing to the school owner/ director, and should outline the allegations or nature of the complaint.

2. A school representative will meet with the complaint (within 10 days of receipt of the written complaint). If after careful evaluation, the problem cannot be resolved during discussion, the complaint will be referred to the school's complaint committee. The school will document the meeting between the school representative and the complaint in writing. The complainant will be provided with a copy of this written record at the time of the meeting.

The institution complaint committee will meet within twenty - one (21) calendar days of the receipt of the complaint and review the allegations

If more information from the complainant is needed, a letter will be written outlining the additional information.

If no further information is needed, the complaint committee will act on the allegations and a letter will be sent to the complainant within fifteen (15) days, stating the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact.

If the complainant wishes to pursue the matter further, a complaint form is available through the accrediting agency. However, the complainant is required to try to resolve the problems through the school's complaint process prior to filling out a complaint with the school's accrediting agency.

Bella College is licensed by the state agency:

TDLR  
920 Colorado St.  
PO Box 12088  
Austin, Texas 78711  
800-803-9202

Bella Cosmetology and Barber College is currently accredited with the accrediting agency:  
NACCAS

3015 Colvin Street  
Alexandria, VA. 22314  
703-600-7600

**SCHOLARSHIP/FEE WAIVERS**

Bella College has posted a number of scholarships on our website: that you might apply for: [bellacollege.com](http://bellacollege.com).

**HOUSING**

The institution offers no housing accommodations.

**DRUG POLICY**

The use of illegal drugs is absolutely prohibited. Any student or employee found to be under the influence will be terminated from school. Please refer to the student handbook/consumer guide for more information on the policy and how it could affect your health.

**PARKING**

There is plenty of parking, we just ask that the students not park directly in front of the school, this is reserved for clients. Please do not park in front of the any adjoining business.

## Tuition and Class Schedule

### BELLA COSMETOLOGY and BARBER COLLEGE

5015 A Wesley St. Greenville, Texas 75402  
903-494-5170

Classes begin first Monday of each month for all programs of study during days. School is open Monday through Friday 9:00 a.m. to 4:00 p.m. for all programs. . Designated lunch break will be 1 hour.

30 clock hours a week is considered full time.

20 clock hours a week is considered half time.

### Cosmetology Operator and Class A Barber Programs

Tuition	\$15,000.00
Kit and Digital Media	\$1070.00
Lab Fee	<u>\$600.00</u>
Total	\$16,670.00

### Esthetician Program Days only 25 weeks

Tuition	\$11,500.00
Kit and Digital Media	\$1070.00
Lab Fees	<u>\$600.00</u>
Total	\$13,170.00

### COSMETOLOGY OPERATOR TO CLASS A BARBER (300 HOURS does not offer Financial Aid)

TUITION	\$3420
KIT & BOOKS	<u>\$275</u>
TOTAL	\$3695

2 PAYMENTS OF \$1848

Method of Payments Cash, check, or terms \_\_\_\_\_ Monthly payments of \$\_\_\_\_\_ due and payable on the \_\_\_\_\_ of each month. First payment due on \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_. There will be a \$5.00 charge for any late payments, \$25.00 for any returned checks and a 6% (APR) interest rate will be charged on any Institutional financing after graduation. Financial Aid available to those who qualify Refer to Student Handbook/Consumer information for basic financial aid procedures located on the website [bellacollege.com](http://bellacollege.com)

### POTENTIAL ADDITIONAL FEES:

There is a \$100.00 fee to change programs. There is a charge of 25 cent per page, for copies of your file. You will be charged \$30.00 if you change your schedule **more than twice**. . If you withdraw you will be charged \$150 and if you wish to re-enter, there is a \$100.00 re-entry fee. Bella College will furnish all supplies and equipment needed to complete your program all equipment issued must be turned back in when you drop or graduate, or be charged for the items.

A Computer, digital media, uniform, and mannequin will be yours to keep once you graduate.