



# **Trale Beauty Academy** **Student Catalog**

**2025-2026 VOLUME 1**

**TRALE BEAUTY ACADEMY**  
251 S Mill Street Unit 140 Lewisville, Texas 75057  
972-241-4170

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## **Mission Statement**

At Trale Beauty Academy, our mission is to deliver comprehensive and industry-leading education in a positive, collaborative, and business-focused environment. We are committed to empowering passionate and skilled professionals to achieve excellence in the beauty industry. By fostering creativity, business acumen, and a commitment to client care, we prepare our students for thriving careers and long-term success in an ever-evolving beauty landscape.

## **Vision**

Our vision is to become the foremost beauty academy recognized globally for cultivating industry-ready professionals who are passionate about innovation, committed to upholding the highest standards of professionalism, and dedicated to delivering exceptional customer experiences. We strive to shape the future of the beauty industry by fostering a vibrant community where creativity seamlessly blends with business acumen, enabling our graduates to thrive as leaders in their fields. With an approach to education, we aim to inspire our students to push boundaries, embrace new trends, and contribute positively to the ever-evolving world of beauty and wellness.



## **Campus**

Our campus main address is 251 S Mill Street Unit 140. The campus is conveniently located in Oldtown Lewisville. Our facility has been designed with a quality experience for all. Comfortable classrooms, modern most efficient equipment and tools, a clinic area for treatment services, dispensary, retail and reception area, offices, student break room, and lockers.



## **Trale Beauty Academy Admission Policy**

Trale Beauty Academy is committed to being an equal opportunity institution and adheres to a non-discriminatory approach in accepting applications from prospective students. Our academy is open to all applicants regardless of race, color, religion, age, sex, creed, ethnic origin, sexual orientation, disability, or marital status. The admission policy complies with the guidelines set by the U.S. Department of Education, the Texas Department of Licensing and Regulation-Cosmetology, and the National Accrediting Commission of Career Arts and Sciences.

## **Admission Requirements**

Trale Beauty Academy is an equal opportunity employer and follows the same policies in accepting applications from potential students. Trale Beauty Academy 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-Cosmetology and the National Accrediting Commission of Career Arts and Sciences guidelines.

To enroll in any course 750 hours or greater offered by the school, a student must:

- Be at least 17 years of age (**Age will be verified with Individual's ID**)
- Read and write English
- 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;
  - **High school diploma or Transcript reflecting graduation date**

**Note: A diploma will not be considered acceptable if it is determined to have been provided by a diploma mill.**

- **Homeschooling**

**NOTE: Though homeschooled students are not considered to have a high school diploma or equivalent, the student can be eligible to receive FSA funds if their secondary school education was in a homeschool that state law treats as a home or private school. Some states issue a secondary school completion credential to homeschoolers. If this is the case in the state where the student was homeschooled, the student must obtain this credential to be eligible for FSA funds. The student can include in their homeschooling self-certification that they received this state credential.**

- **Foreign High School diploma or transcript**

**Note: The high school diploma or transcript requirement can also be from a foreign school if it is equivalent to a U.S. high school diploma; Documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States.**

**A GED certificate**

- **A certificate or other official completion**

**NOTE: Documentation demonstrating that the student has passed a state-authorized examination (such as the Test Assessing Secondary Completion (TASC) the High School Equivalency Test (HiSET), or, in California, the California High School Proficiency Exam) that the state recognizes as the equivalent of a high school diploma (certificates of attendance and/or completion are not included in this qualifying category);**

\*\*Ability to Benefit (ATB)- Trale Beauty Academy DOES NOT accept Ability to Benefit (ATB) students \*\*

## **Course Specific Admission Requirements**

### **Transfer Students**

Enrollment is available for students wishing to transfer to Trale Beauty Academy after they have withdrawn from other cosmetology schools both in and out of state. The school does not recruit students already attending or admitted to another school offering similar programs of study. The student must have the hours posted and tuition paid on the Texas Department of Licensing and Regulation (TDLR) SHEARS PRIOR to signing the

enrollment agreement. Hours completed outside Texas must be submitted and approved by TDLR prior to consideration by Trale Beauty Academy. Credit for previous training and education in licensed cosmetology or esthetics training programs may be granted. Students should submit a copy of their prior school transcript to the Admissions office for review. No hours will be accepted for prior student instructor training. The acceptance of transfer hours is at the discretion of the School Director and there is a possibility that no such credit will be granted. The student must meet all regular entrance and registration requirements. All transfer students must complete a minimum of 500 hours at Trale Beauty Academy *unless* they have completed a program at a school outside of Texas and are required by TDLR to complete additional hours. In addition to reviewing the hours posted on TDLR, Trale Beauty Academy will also evaluate the student's Satisfactory Academic Progress (see policy listed in the school catalog). A student will be denied enrollment if it is determined they will be unable to meet Satisfactory Academic Progress by the next evaluation period. Students accepted for admission may be required to purchase the school's current kit. 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. A student will be denied admission (regardless of whether she/he seeks to transfer hours) if she/he has an enrollment history on TDLR that shows the student has failed to pay tuition at a prior institution.

### **Re-enrollment Request**

If a student is dismissed or withdraws from the program, he/she may seek re-enrollment by submitting a written request to the Director. The writing must include the reason for the re-enrollment request, and explain how the student will meet and maintain acceptable behavior, attendance and academic levels if allowed to return to school. The request will be evaluated and the decision issued to the student. Re-enrollment is contingent upon Trale Beauty Academy Advisory Board approval, and all decisions are final.

### **Courses Offered**

Trale Beauty Academy offers the following courses: Cosmetology, Esthetics, Manicurist, Esthetician/Manicurist programs. Occupations available to cosmetology graduates include but are not limited to: hair colorist, hair cutter, texture specialist, salon trainer, distributor sales consultant, manufacturer's educator, salon manager, nail technician, skin therapist, and editorial stylist. Occupations available to esthetics educators include but are not limited to: salon or day spa esthetician, medical esthetician, makeup artist, manufacturer's representative, salesperson, cosmetics buyer, esthetics writer or editor, travel industry, state licensing inspector, and researcher. ALL courses are offered by trained and licensed individuals.

### **Request for Accommodations**

As required by law, Trale Beauty Academy will make reasonable accommodations for known physical or mental disabilities of an otherwise qualified student. A prospective student seeking an accommodation for a limitation protected by law must provide this request to Trale Beauty Academy in writing prior to Enrollment. Supporting documentation may be required to establish the need for accommodations. The request will be evaluated by the Director, who will respond within ten business days of receipt.

## **Occupational Demands**

Cosmetology and Esthetic professions require the ability to handle the following tasks:

- Stand for long periods of time and bend or twist the body
- Use stomach and lower back muscles to support the body for long periods of time without tiring
- Repetitive motions of the hands and arms
- Use hands and fingers to grasp, control, move, assemble, and feel objects or tools
- Lift arms and hands for extended periods
- Recognize and understand the speech of others and speak clearly so others can understand
- Distinguish colors, shades and brightness
- Be comfortable and willing to touch client's hair, scalp, and/or face while providing a service



**TRALE**  
BEAUTY ACADEMY

## 2026 Class Start Dates

**June 8 2026**  
**June 22 2026**  
**July 13 2026**  
**July 27 2026**  
**August 10 2026**  
**August 24 2026**  
**September 7 2026**  
**Spetmber 28 2026**

\*\*\*Trale Beauty Academy reserves the right to change start dates. Please confirm start dates with your Admissions representative.\*\*\*

### **Severe Weather and School Closings**

In the event of inclement weather, Trale Beauty Academy will post school delays or closings on the Trale Beauty Academy skype no later than 4 hours before class starts.

### **Trale Beauty Academy will be closed on the following holidays as shown below:**

**Martin Luther King Day -January 15**  
**Spring Break - April 11-15**  
**Memorial Day - May 27**  
**Fourth of July – July 4**  
**Labor Day - September 2**  
**Fall Break– November 25-30**  
**Winter Break – December 20 – January 3**  
**Holiday Break December 13- December 18**

## **Course Objectives**

Trale Beauty Academy prepares students to become service providers with professional standards in the beauty industry. Our curriculum includes theory and practical experiences necessary to meet licensing requirements, and teaches skills needed to work in a professional salon, spa, or school. Our course goals are to train our students for success as an entry-level professional Cosmetologist, Esthetician, or Manicurist following completion of their respective program and subsequent state testing and licensing.

## **Class Format**

Classes at Trale Beauty Academy are a combination of lecture, virtual lessons, visual aids, demonstrations, and evaluations. Students demonstrate their knowledge and skills by completing required written and hands-on activities. Practical training includes working on models and mannequin. Students must be comfortable working on guests/models and willing to act as a model during practical exercises. Students are only permitted to complete services on one another as scheduled and approved by the educator.

## **References**

All students receive access to Milady's online CIMA classroom, which provides supplemental activities and information pertaining to their textbook material. Skype is used as our virtual meeting platform. A library of texts and web-based materials are available upon request as well as on CIMA.

## **Teaching and Learning Methods Utilized**

The clock hour education follows a step-by-step approach to prepare students for the state board, graduation, and entry-level job skills. Students train with industry-standard equipment and products. Instruction focuses on practical, creative, and career-oriented activities. The course includes interactive lectures, demonstrations, labs, and student salon work, with additional learning through guest speakers, field trips, and projects.

## **Facilities**

Our campus provides over 1,000 square feet for instruction and hands-on training. There is adequate amount of space for administration, classrooms, dispensary and clinic area. There is a spacious break room/ student lounge. The student lounge areas are equipped with refrigerators, microwaves, and lockers. There is also a reception area with skin/body care products.

## **Grading**

Grades for each program are given for classroom theory, practical work, projects, and clinic performance. A student interested in receiving tutoring should request tutoring from his/her instructor. Tutoring will be scheduled based on the instructor's availability. A student who fails to successfully complete an assignment on time, whether due to absence or otherwise, may request additional time; however, late assignments are scheduled at the discretion and availability of the instructor. All late assignments receive a 10 point deduction and must be completed by the extension deadline provided by the instructor. A student who receives a test grade below 80% may retake the test; however, the highest grade awarded on a re-test will be 80.

**\* The curriculum list above is the breakdown required by the state of Texas. The Salon Business topic includes curriculum content on employment assistance.**

**\*\*Texas Department of Licensing and Regulation requires training on health, safety and laws. This topic includes curriculum content on regulations governing the scope of practice for cosmetology.**

## **Esthetics Program 750 hours**

Description: The Esthetics Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Esthetics or a related career field.

Objectives: Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of facials, hair removal, and makeup.
6. Perform the basic analytical skills to advise clients in the total skin concept.
7. Apply academic learning, technical information and related matters to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in esthetics and related fields.

## **Course Length**

The Esthetics program consists of 750 clock hours. The full-time course length ranges from 26 weeks (with 100% attendance) to 32 weeks (with 80% attendance). The part-time course length ranges from 51 weeks (with 100% attendance) to 62 weeks (with 80% attendance).\*

\*The length in weeks to complete either schedule may vary slightly to take into consideration holiday breaks, which can change each year. In the event holidays fluctuate the number of weeks, this will be updated on the enrollment contract.

## **Class Schedule**

**5 Months AM- PM**

**AM- MONDAY - THURSDAY 10-2am Saturday 9am- 1pm**

**PM- TUESDAY- FRIDAY 5-10 PM Saturday 9am- 1pm**

**Esthetics Curriculum Content:**

<b>Treatments, Cleansing, Masking &amp; Therapy:</b>	<b>225 hours</b>
<b>Anatomy &amp; Physiology:</b>	<b>90 hours</b>
<b>Electricity, Machines &amp; Related Equipment:</b>	<b>75 hours</b>
<b>Makeup:</b>	<b>75 hours</b>
<b>Care of the Client:</b>	<b>50 hours</b>
<b>Orientation, Rules &amp; State Laws**:</b>	<b>50 hours</b>
<b>Chemistry:</b>	<b>50 hours</b>
<b>Sanitation, Safety &amp; First Aid:</b>	<b>40 hours</b>
<b>Management*:</b>	<b>35 hours</b>
<b>Superfluous Hair Removal:</b>	<b>25 hours</b>
<b>Aromatherapy:</b>	<b>15 hours</b>
<b>Facial Nutrition:</b>	<b>10 hours</b>
<b>Color Psychology:</b>	<b>10 hours</b>

\*The curriculum list above is the breakdown required by the state of Texas. The Management topic includes curriculum content on employment assistance.

\*\*Texas Department of Licensing and Regulation requires 50 hours on orientation, rules and laws. This topic includes curriculum content on regulations governing the scope of practice for esthetics.

\* The curriculum list above is the breakdown required by the state of Texas. While Texas does not specifically outline employment assistance in their curriculum requirements, we include curriculum content on employment assistance during the methods of teaching portion of the program.

\*\*Texas Department of Licensing and Regulation requires 40 hours on orientation, rules and laws as well as 20 hours of orientation, rules and laws. These topics both include curriculum content on regulations governing the scope of practice for instructors.

**Course Completion, Completion Rate, Pass Rate and Placement Rate**

A Trale Beauty Academy student must meet the following requirements to graduate and receive a diploma:

1. Complete required assignments and examinations
2. Complete scheduled agreement course hours
3. Satisfactorily meet all financial obligations and arrangements to Trale Beauty Academy
4. Have 80% grade point average and attendance
5. Complete graduation checklist

**The following rates are for 2024:**

	Completion %	License %	Placement %
Esthetics	94.91	100	64.28

**Trale Beauty Academy Satisfactory Academic Progress Policy**

Students enrolled at Trale Beauty Academy must meet formal standards that measure their satisfactory progress toward graduation. This Policy is provided to all students prior to

enrollment and beginning class and is applied consistently to all students. The Policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. All students enrolled at Trale Beauty Academy must maintain Satisfactory Academic Progress (SAP). In order to be considered making Satisfactory Academic Progress and to complete the program within the maximum time frame, each student must maintain

- a) An academic grade point average of 80% or higher, and
- b) A cumulative attendance average of 80% or higher

A student who has not achieved the minimum cumulative Grade Point Average of 80% or who has not successfully completed a cumulative attendance percentage of at least 80% is not eligible for Title IV assistance, if applicable. In order to determine your rate of attendance, divide the cumulative number of hours completed by the scheduled hours to date.

**Academic Year Definition:**

Trale Beauty Academy academic year for Title IV, HEA funding is defined as 900 clock hours and 29 weeks for Cosmetology or 24 weeks for Esthetics for Title IV, HEA purposes. For Title IV, HEA payments the student must meet both clock hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV, HEA payments.

**Maximum Time Frame**

The maximum time frame allotted by Trale Beauty Academy to complete each program is 125% of the program length, which is based on attending at least 80% of the scheduled hours. Minimum course lengths are determined by the Texas Department of Licensing and Regulation (TDLR). A student failing to complete her program within the maximum time frame will be terminated and not graduate from Trale Beauty Academy.

**Maximum Academic Time Frame**

**Maximum Time Frame for Trale Beauty Academy**

**Weeks Hours**

**Esthetics (Full time, 31 hrs/wk) – 750 Hours**

**78 750**

**Esthetics (Half time evening, 16 hrs/wk) – 750 Hours**

**59 750**

**Quantitative Requirement**

All students must complete their educational program in no longer than 125% of the published length of the program. Any leave of absence will extend the student’s contract period, and maximum time frame, by the same number of days in the leave of absence. Note: Trale Beauty Academy does not grant leave of absences.

All clock hours at the Institution and transfer hours must be counted toward the 125% eligibility whether a student received Title IV, HEA federal student aid within the maximum time frame.

## Scheduled

### Maximum Time Frame For Title IV, HEA

### Weeks Hours

**Esthetics (Half time evening)– 750 Hours**

**70**

**750**

### Transfer Students Maximum Time Frame

The maximum time frame for transfer students needing less than the full hours listed above will be based on 80% attendance. Students with transfer hours accepted by the school will have those hours applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours.

### Qualitative Evaluation Periods

Students: Please do not confuse academic progress reviews with Satisfactory Academic Progress evaluations. Educators review each student's general academic progress on a monthly basis. SAP evaluations are conducted at the end of each evaluation period (payment period) to determine if the student has met the minimum requirements for SAP for the next payment period. Each student must achieve the proper number of hours, weeks, grades, and attendance in order to meet SAP and be eligible for Title IV funding, if applicable. Each student will receive a copy of their SAP standing.

Students are evaluated for Satisfactory Academic Progress based on established times as follows:

**Esthetics (Full time)**

**375 clocked (actual) hours & 12 weeks**

**Esthetics (Half time)**

**375 clocked (actual) hours & 23 weeks**

Grades for each program are given for theory exams, practical exams, and clinic activities. Records are maintained of grades and attendance. Trale Beauty Academy utilizes the following grade scale:

<b>A (Excellent)</b>	<b>= 93% to 100%</b>
<b>B (Good)</b>	<b>= 85% to 92%</b>
<b>C (Average)</b>	<b>= 80% to 84%</b>
<b>D (Unsatisfactory)</b>	<b>= 70% to 79%</b>
<b>F (Failing)</b>	<b>= 0% to 69%</b>

At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course, which indicates that, given the same attendance rate and grade point average, the student will graduate within the maximum time frame allowed.

Students meeting the minimum requirements for academics and attendance at the

evaluation points are considered to be making SAP until the next scheduled evaluation. Students will be notified of their SAP determination at the time of each of the evaluations. Students not meeting SAP will be required to sign a written acknowledgement, which will be maintained in their file. Students can also request to review prior SAP results by asking the Director. Students deemed not maintaining SAP may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. In the event a student becomes ineligible for Title IV, HEA Funding, he/she must meet SAP prior to having eligibility reinstated.

### **Financial Aid**

The institution does not prohibit attendance or impose penalties while waiting on VA Payments, per 38 U.S.C. § 3679(e)(1)A&B.

### **TWC- Texas Workforce Commission Service**

Students who fail to meet minimum requirements (80% cumulative attendance and an 80% GPA) for attendance and academic progress at the end of a payment period will be placed on a Financial Aid/Assisting Warning the first time. Any student on a Financial Aid Warning may continue to receive assistance under the Title IV, HEA programs for one payment period only.\*\*

**At the end of that payment period, if the student has met the minimum grade and attendance requirement, the student is considered to be meeting SAP.\*\***

If the student is not meeting SAP at the end of the Financial Aid Warning Period; there will be a loss of Title IV, HEA eligibility; with the right to appeal. The student will be placed on an Academic development Status, with a loss of Title IV, HEA funding and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV, HEA eligibility. During this period the students will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status.

### **Financial Aid Probation**

Any student that prevails upon the appeal process shall be placed on Financial Aid probation and will be eligible to receive Title IV, HEA during this period. A student placed on Financial Aid Probation may receive Title IV, HEA program funds for one payment period only. While on Title IV, HEA Financial Aid Probation, the student must meet the institution's SAP standards and complete the requirements of the Academic Improvement Plan, which was developed by the institution to assist the student in regaining their Title IV, HEA eligibility.

### **Appeals can only be granted if**

1. The student has the ability to meet Satisfactory Academic Progress policy standards by the end of the next evaluation period.

OR

2. The institution has developed an academic plan for the student that, if followed, will ensure that the student is able to meet Satisfactory Academic Progress standards by the end of the next evaluation period.

The students will be advised in writing of the actions required to attain Satisfactory Academic Progress by the end of the next evaluation period. If a student meets the minimum attendance

and academic requirements by the end of the Title IV, HEA financial Aid probationary period, satisfactory progress has been re-established and Title IV, HEA funds will be disbursed for the next payment period.

Those who are not making SAP at the end of the Title IV, HEA Financial Aid probation period will be ineligible to receive Title IV, HEA funds for the following payment periods. A student must meet SAP prior to having eligibility reinstated.

### **Appeal Procedures**

If a student is determined to not meet satisfactory academic progress at the evaluation point after the “warning” status, the student may appeal the determination. The student must submit a written appeal to the school Director within 15 days of the adverse decision on the SAP Appeal Form, with supporting documentation as to the reasons why the determination should be reversed.

The student must describe any unusual circumstance(s) that the student believes deserves special consideration. The basis on which a student may file an appeal: death of a relative, an injury, or illness of the student or other special circumstance. The student must provide a written statement and evidence as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

Once the School Director receives the appeal, they will evaluate the appeal and provide a decision within five (5) business days. The School Director will notify the student in writing of the decision and all decisions are final. A copy will be retained in the student's file.

If the student is granted an appeal they will then be placed on Title IV, Financial Aid Probation, which is a status assigned by the Federal regulations to a student who fails to make SAP, who has appealed and has had their Title IV, HEA eligibility for aid reinstated for one payment period only.

### **Reestablishment of Satisfactory Academic Progress**

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

### **Academic Development Plan**

Students placed on an academic development plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period, which is at the end of the payment period. Students who are progressing according to their specific academic plan will be considered making SAP. The student will be advised in writing of the actions required to attain SAP 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 SAP or by the academic plan, he/she will be determined as NOT making SAP and will be dismissed. In the event that circumstances beyond the student's control make it necessary for withdrawal, the student must consult with the School's Director and/or Admissions Director and complete a Withdrawal Form. The School will use the last date of attendance as the drop date for calculating the Return to Title IV.

### **Information on Course Incompletes, Repeats, Noncredit, Remedial Classes and Leaves of Absence**

A student who fails to attend class for 3 or more consecutive calendar days without contacting the school will be automatically dismissed regardless of Satisfactory Academic Progress standing. Trale Beauty Academy does offer leave of absences, please contact the admissions office for more information. In the event that the school withdraws a student from school, the School Director must complete the Withdrawal Form using the last date of attendance as the drop date. Trale Beauty Academy does not offer repeat classes. Course incompletes and withdrawals have no effect on the qualitative SAP standards. Noncredit, remedial courses, leave of absences, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's SAP standards. A student who withdraws or is terminated and returns to school will return in the same status he/she left. In order to return, the student is responsible for any remaining balance from the prior enrollment that cannot be covered with reinstated federal funds.

### **Transfer Hours**

With regards to SAP, a student's transfer hours will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Transfer students will receive credit for hours received from other institutions or states according to Texas state law and the hours to complete may be shortened and tuition adjusted accordingly. Transfer students must complete a minimum of 500 hours at this school *unless* they have completed a program at a school outside of Texas and are required by TDLR to complete additional hours. SAP evaluation periods for transfer students are based on actual hours. Hours earned at another institution will be counted as both attempted and completed hours for the purpose of determining when the maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

### **Requirements for Transfer Hours**

Transfer hours will only be accepted if they are posted as "tuition paid" by Texas Department of Licensing and Regulation. A prospective student interested in transferring hours to Trale Beauty Academy should present a school transcript from the prior institution. If no transcript is presented the student will be responsible for all grades and assignments.

## **Title IV, HEA Re-entry / Student Interruptions (Before 180 days)**

Students who have been terminated or withdrawn from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges; however, these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds. A student who seeks to re-enroll in school at a later date will return with the same Satisfactory Academic Progress she had when she left.

### **After 181 days**

Students who have been terminated or withdrawn from school and re-enroll (if determined eligible), after more than 180 days will pay a \$100.00 application fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's re-enrollment policy and will be evaluated by the School Director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer-in from other schools will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

A determination of SAP will be made and documented at the time of withdrawal. That determination of status will apply to students at the time they return to school. The student may appeal a negative SAP determination according to the appeal policy. Trale Beauty Academy does not offer leave of absences. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the school administration.

Students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds. A student who seeks to re-enroll in school at a later date will return with the same Satisfactory Academic Progress she had when she left.

### **Check In and Out- Credit Hour**

To receive credit for attending school, all students must clock in and out on a computerized time clock when arriving to or leaving school, taking or returning from lunch, and anytime a student is not engaged in a learning activity. A student who is clocked in must be inside the building. A student who fails to clock in will not receive credit for the time attended unless the failure was due to a complete time clock failure or the state requires Trale Beauty Academy to grant the time. Failing to clock out as required will subject the student to disciplinary actions up to and including dismissal. Credit Hour(Update) - Students are required to be in attendance and check in with the instructor daily.

## Attendance and Tardy Policy

All students must maintain at least 80% cumulative attendance. Late arrivals result in lost hours and missed information. If late, students should enter class quietly to avoid disruptions. Missed material is the student's responsibility, and deadlines for tests and assignments remain unchanged. For clinic floor schedules, students must notify the school of any delays to avoid affecting client appointments.

Veteran students will have their attendance monitored throughout their program. Unsatisfactory attendance will be reported to the DVA, regardless of completed hours, and all violations will be reported within 30 days on VA Form 22-1999b.

## Scheduled versus unscheduled hours

Unscheduled makeup hours are at the discretion of Trale Beauty Academy and must be requested in advance by submitting a form to your educator. Approved students must complete an hour form and get it signed by an educator to document the work done. The Academy may deny makeup hours due to limited capacity, instructor availability, or if the student is not engaged in learning. Students are encouraged to speak with educators about off-hours shadowing opportunities. The Academy reserves the right to cancel unscheduled hours at any time.

## Lunch and Breaks

Lunches are 45 minutes for full-time students and scheduled by campus staff. Students must clock out if not engaged in learning. Lunch times will be adjusted for students with clients. Those attending less than 6 hours per day do not get a lunch break. All students get a 15-minute break, determined by the educator, and must stay on campus. Late returns from breaks will result in being sent home. Students who fail to return without informing staff will also be sent home. Food and drinks must stay in the break room, but water, coffee, or tea in closed containers is allowed in classrooms.

## Program Investment

If Trale Beauty Academy cancels or alters a program start date, the applicant can request to move any money paid to an alternate start date with no effect on the student's rights to a refund. Trale Beauty Academy has the right to offer tuition scholarships and waive fees to eligible students and employees. Please note the fees listed below are current as of the date at the bottom of the page and remain in effect for 90 days. Trale Beauty Academy has the right to revise fees anytime thereafter. Please contact your Admissions Advisor to receive a current investment breakdown.

### Esthetics Program

Registration Fee:	\$ 100.00 (non-refundable)
Tuition:	\$9,600.00
Books & Kit (including tax):	\$ 1,800.00

Total: \$11,500.00

## Payment of Tuition and Fees

Trale Beauty Academy allows Cosmetology and Esthetics students to pay the cost of the program in monthly installments while enrolled. All payment plans must be coordinated and agreed prior to the first day of class. Trale Beauty Academy accepts payment in the form of cash, personal check, cashier's check, Visa, MasterCard, American Express, and Discover. Tuition and kit supplies must be paid pursuant to the payment schedule agreed. Trale Beauty Academy reserves the right to suspend or terminate a student who has a late payment. A student nearing completion of the program who has any type of overdue financial balance will be suspended during his/her last eight hours until the remaining balance is paid in full. Upon withdrawal or termination from Trale Beauty Academy, any remaining balance will be due immediately. Failure to pay a balance or to arrange a payment plan within 30 business days after withdrawal or termination will result in referral of the account to a collections agency and/or filing a legal suit. It is very important to communicate and coordinate payment on late payments because delinquent/past due accounts WILL impact your credit report and score.

### Tuition Refund Policy

If tuition has not been paid in full, the following percentage will be due	Proportion of Hours Scheduled as of Withdrawal Date
	Esthetician
0%	1-32
10%	33-188
50%	189-375
100%	376-750

Texas Department Licensing and Regulation sets forth minimum refund requirements in Section 1602.458. Trale Beauty Academy meets and exceeds these minimum standards. The following policy applies to all terminations for any reason, by either party, including student decision, course of program cancellation, or school closure.

Trale Beauty Academy will provide a full refund of money paid by a student under the following circumstances:

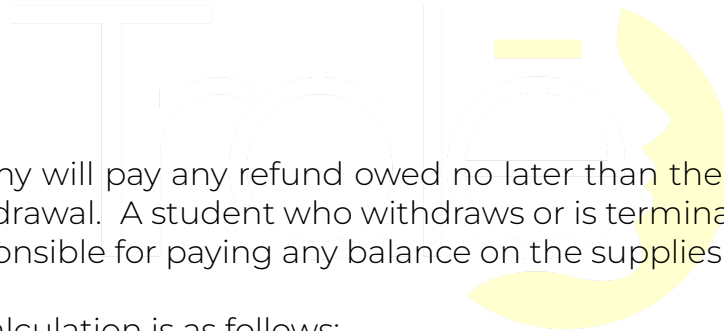
**(1) the student cancels the Enrollment Contract not later than midnight of the third day after the day the contract is signed by the student (excluding Saturdays, Sundays, and legal holidays); or**

**(2) the student entered into the enrollment contract because of a misrepresentation made in the advertising or promotional materials.**

In the event a student does not begin the program, Trale Beauty Academy will not retain more than \$100 if tuition is collected before the course of training begins and the student fails to withdraw from the course of training before the cancellation period expires.

Following the expiration of the time period above, Trale Beauty Academy will refund any unused part of tuition, fees, and other charges paid by a student who fails to enter the program, withdraws from the course of training, or is dismissed before completing the course. 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 the Enrollment Contract. 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 Trale Beauty Academy;**
- (B) the date Trale Beauty Academy receives the student's written notice of withdrawal;**
- (C) 10 school days after the last date of attendance, or**
- (D) a student on an approved leave of absence notifies the school he/she will not be returning. In this case, the withdrawal date will be the scheduled return date or the date the school receives notification from the student, whichever is earlier.**



Trale Beauty Academy will pay any refund owed no later than the 30<sup>th</sup> day of the official cancellation or withdrawal. A student who withdraws or is terminated after receiving kit supplies will be responsible for paying any balance on the supplies received.

The tuition refund calculation is as follows:

- (1) 0% of the total tuition for a withdraw/dismissal that occurs between 1-32 hours; and**
- (2) 10% of the total tuition for a withdraw/dismissal that occurs after 32 hours but no later than the first 25% of the course; and**
- (3) 50% of the total tuition for a withdrawal/dismissal that occurs following 25% of the course but not later than 50% of the course.**
- (4) 100% of the total tuition for a withdrawal/dismissal occurring following the first 50% of the course.**

If tuition has been paid in full, the following percentage will be refunded	Proportion of Hours Scheduled as of Withdrawal Date
	Esthetician
100%	1-32
90%	33-188
50%	189-375
0	376-750

Texas has established the Private Beauty Culture School Tuition Protection Fund to cover school closures. If Trale Beauty Academy were to close, Texas Department of Licensing and Regulation would attempt, for students who were enrolled at the time of closure, to place the student in another private beauty culture school. If a student from a closed school is placed in a private beauty culture school, the expense incurred by the school in providing training directly related to educating the student, including the applicable tuition for the period for which the student paid tuition, shall be paid from the private beauty culture school tuition protection account. If a student from a closed school cannot be placed in another school, the student's tuition and fees shall be refunded as provided by Section 1602.458. If a student from a closed school does not accept a place that is available and reasonable in another school, the student's tuition and fees shall be refunded under the refund policy maintained by the closed school under Section 1602.459. A refund under this subsection shall be paid from the private beauty culture school tuition protection account. The amount of the refund may not exceed \$35,000. 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).

**Please note the \$100.00 withdrawal fee discussed below.**

## **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. Trale Beauty Academy will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed in the Trale Beauty Academy Consumer Bulletin. This policy applies to students' who withdraw officially, unofficially, or are dismissed from enrollment at Trale Beauty Academy. It is separate and distinct from the Trale Beauty Academy refund policy. Please see the consumer bulletin for a full description of this policy.

## **Additional Costs**

Students can expect to spend approximately \$100 on supplemental materials for class. Students will also be required to pay examination (written and practical) and licensing fees to the state when they schedule their state examinations and apply for a license. Current pricing on the exams and licensing fees can be found on [www.tdlr.texas.gov](http://www.tdlr.texas.gov). Students who choose to withdraw or are terminated will be assessed a \$100 withdrawal fee due to the time associated with updating state and federal agencies as well as completing calculations and updates to the student file record. This withdrawal fee applies to all withdrawals and terminations, unless the student is withdrawing or has

been terminated for medical reasons or a death in the immediate family. A student seeking an exemption from this charge must provide documentation at the time of the withdrawal. The school director will review the documentation and provide a waiver, if applicable, within 2 business days.

### **Support Services**

A student seeking academic support or assistance with class-related matters should schedule a meeting with our admission administrator to coordinate tutoring. A student seeking support for external matters unrelated to class should schedule a meeting with his/her educator or the school director to receive referral information for support services and professional assistance available within the community. Free contact information and referrals for local assistance with health care, employment, education, legal, counseling, and transportation needs can also be received by calling 2-1-1.

### **Career Services**

Upon each student's graduation, Trale Beauty Academy leverages relationships with employers to help each graduate find a position in the beauty industry. Trale Beauty Academy helps make the transition from student to working professional easy by providing each student time to research job opportunities and by offering assistance in resume writing, interview techniques, and employment contacts. Trale Beauty Academy provides resources to help each graduate locate potential employment; however, we make no guarantee of employment or salary. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. Employment is not guaranteed. Students and graduates interested in receiving assistance in career search and preparation should email [experts@tralebeauty.com](mailto:experts@tralebeauty.com).

### **Equipment**

Students must come prepared to school each day and have all necessary equipment/kits in order to participate in learning activities. Students who are not prepared will be asked to leave until they bring the necessary tools. Each student is responsible for his/her equipment. Trale Beauty Academy is not responsible for lost or stolen items. The school provides each student with a locker to store personal items. Purses and personal belongings must be placed in a storage locker and may not be brought to class/clinic. It is the student's responsibility to replace, at his or her own expense, any item misplaced or stolen. Students who graduate, withdraw, or are terminated must remove all personal items from the school within 5 days. In the event items are left at the school or in a locker for more than 5 calendar days following the last day of attendance, the items will be considered abandoned and disposed of and the student will still be responsible for any balance due for those items.

## **Student Release**

Students and legal guardians of students provide Trale Beauty Academy permission to utilize voice, photos, video or other media of the student's participation in school for commercial purposes unless stated otherwise.

## **Student Parking**

Student parking is designated for in front or on the side of the building. Trale Beauty Academy has parking personalized just for our members including students. Student vehicles parked directly in front of neighboring businesses (or on the side immediately facing the building) may be towed at the student's expense.

## **Licensure**

Trale Beauty Academy is governed by the Texas Department of Licensing and Regulation (TDLR), P.O. Box 12157, Austin, Texas 78701; 1-800-803-9202. An applicant must complete the following to be eligible for a Texas Cosmetology, Esthetician, or Instructor license:

- Pass a written and practical examination**
- Submit a completed application on a TDLR form**
- Pay required TDLR fees**
- Be at least 17 years of age**
- Completed a cosmetology, esthetician, or student instructor program with the number of hours required by TDLR**

State licensure does include a background check and certain criminal convictions could impact whether the state will grant a license to an applicant. Information on criminal convictions and licensure can be found at <http://www.tdlr.texas.gov/crimhistoryeval.htm>. After a student has TDLR approval for testing, the student must contact PSI to register and schedule an examination appointment. Students must provide one form of valid government issued identification (driver's license, state id or passport). The information on the identification must match the information provided by TDLR and on your student permit.

PSI Licensure: Certification, 3210 E. Tropicana, Las Vegas, NV 89121; 800-733-9267; [psiexams.com](http://psiexams.com)

Following testing, each student must mail his/her license application and documentation to:

TDLR Cosmetology Program, PO Box 12088, Austin, TX 78711; 512-463-6599; [www.license.state.tx.us](http://www.license.state.tx.us)

## **Cell Phone / Electronics Policy**

Cell phones are prohibited in classrooms, the spa, and the clinic area unless being used for marketing purposes. The use of portable electronics can be a distraction to the learning process and guest services so please be sure volume is down. All portable electronics must be turned off or in silent mode while inside the school. Any type of

electronic use (texting, talking, listening to music, etc.) in the classroom or clinic is prohibited unless approved by the instructor as part of the learning process. Failure to abide by this policy will result in disciplinary action up to and including dismissal. Cell phone use inside the school is limited to the student break area during scheduled breaks.

### **Student Behavior Expectations**

Students are expected to conduct themselves with integrity, respect, and professionalism, as well as follow Trale Beauty Academy policies and procedures. Failure to do so may result in a verbal warning, written warning, suspension, or dismissal. Trale Beauty Academy will issue disciplinary action based on the nature and frequency of the violation(s), and on the past history of the offender.

Examples of unacceptable behavior in and around the Trale Beauty Academy campus that will result in disciplinary action up to and including immediate dismissal include, but are not limited to, the following:

- Failure to maintain 80% attendance is a basis for dismissal. Because students have regular access to monitor attendance, Trale Beauty Academy is not required to provide notice prior to termination.
- Missing 10 consecutive calendar days without contact (regardless of attendance percentage) will result in dismissal; however, VA students will be dismissed in the event they miss 5 consecutive calendar days.
- Missing 14 consecutive calendar days of school (regardless of attendance percentage) will result in automatic dismissal; however, VA students will be dismissed in the event they miss 5 consecutive calendar days.
- Verbal abuse, swearing, offensive language, name-calling, talking back, or making direct or indirect threats
- Disrupting class: talking in class, going in and out at inappropriate times, using cell phones or other electronic devices in class or on the clinic floor, raising voices to students or staff, otherwise disrupting the learning environment, or bringing personal belongings into the classroom or onto the clinic floor.
- Bullying or harassment
- Violating the drug and alcohol policy
- Refusing to participate in classroom or clinic activities
- Violence or threat of violence
- Consecutive violations of Trale Beauty Academy policies
- Time clock abuse
- Academic dishonesty
- Theft or vandalism
- Possession of a firearm or weapon on campus
- Negativity or disrespect towards Trale Beauty Academy, Trale Beauty Academy staff, Trale Beauty Academy students, or clients
- Using social media to bully or disparage Trale Beauty Academy, Trale Beauty Academy staff, or Trale Beauty Academy students
- Insubordination

- Failure to contact school staff to inform of absence

Trale Beauty Academy reserves the right to suspend a student during an investigation of any alleged violation of the student conduct policy. Trale Beauty Academy administration will determine final disciplinary action and will inform the student thereafter.

## **Smoking**

Smoking is prohibited in the school. Outdoor smoking is limited to the back parking lot of the building, and must be done at least 15 feet away from the door. Smoking e-cigarettes is prohibited within the building.

## **Drug and Alcohol Abuse Prevention Program and Policy**

The policy of this institution is to provide information to its students and employees to prevent drug and alcohol abuse. Distribution of drug and alcohol abuse prevention information may be given through discussion, counseling, direction to drug and alcohol abuse facilities, or the distribution of printed materials. Specifically, this institution via employee hiring interviews, employee reviews, student orientation, and printed in our School Catalog states: We prohibit, at a minimum, the unlawful possession, use or distribution of drugs and alcohol by students and employees on the school's property, or as a part of the school's activities. The full policy can be located in the consumer information bulletin, which is provided to new students and staff, available for download on our website, and passed out at least annually.

## **Sexual Misconduct Prevention Policy**

Sexual harassment of any form will not be tolerated. This includes unwelcome advances, requests for sexual favors, and verbal/physical conduct of a sexual nature affecting a person's employment/education or creating a hostile/offensive environment. An individual who feels victimized should make it clear that the behavior is offensive. If the behavior continues, the individual should inform the Trale Beauty Academy Director in writing. A student determined to be harassing someone will be subject to disciplinary action including suspension or dismissal.

## **Dress Code**

To prepare students for a successful career, Trale Beauty Academy requires students to dress in a professional manner during school hours. Unless previously approved, a student in violation of the dress code will be asked to leave campus until he/she can return in proper attire.

- All Esthetician and Cosmetology students wear one of the following:
  - o Tops and bottoms must be black. Patterns are not permitted. Scrubs in these colors are permitted.
  - o Shirts must have sleeves.
  - o Clothing must have no colored embellishments/large brand logos.

- o Dresses or skirts are worn with solid leggings (not see through)
  - Additional smocks and logo shirts are available for purchase through Trale Beauty Academy.
- The following dress code applies to all students:
  - o Clean, closed-toe shoes of any color may be worn. Lounge shoes, house shoes, and sandals are prohibited.
  - o Hair and makeup must be styled prior to arriving at school.
  - o All clothing must be clean, crisp (not faded), and in good condition.
  - o Accessories such as neck scarves, headbands, and belts in any color are acceptable. Hair must be exposed.
  - o Clothes should properly fit with no sagging.
  - o Cleavage, stomachs, backs and behinds must be concealed when sitting, standing, lifting arms, and bending over.
  - o Hats and bandanas are prohibited unless otherwise allowed as part of a student-council activity.
  - o No visibly graphic or obscene tattoos or piercings.
  - o All pants must pass the knee unless worn with leggings (not see through). Skirts more than 2 inches above the knee must be worn with leggings.
  - o Leggings may not be worn as pants. A dress, shorts, tunic or skirt must accompany leggings.
  - o Workout clothing and yoga pants are not acceptable.

### **Grievance Procedure**

In the event a student has a concern related to his/her course of study, the student should request a meeting with his/her instructor to discuss the issue. If the matter remains unresolved after discussion with the instructor, the student should request a meeting with the Director. If the matter is not resolved informally after meeting with the Director, the student should place his/her concerns in writing, including the resolution sought, and provide the grievance letter to the Director. The Director will provide a written response to the student's grievance. If the matter remains unresolved after this internal process, the student may then file a complaint with TDLR (contact information on page 12) or the National Accrediting Commission of Career Arts & Sciences (NACCAS) at Naccas 3015 Colvin Street, Alexandria, VA 22314 or by phone at 703-600-7600. In the event a student has a concern relating to her financial packaging/payments, the student should request a meeting with the Financial Aid Director to discuss the issue. If the matter remains unresolved after discussion with the Financial Aid Director, the student should request a meeting with the Director. If the matter is not resolved informally after meeting with the Director, the student should place his/her concerns in writing, including the resolution sought, and provide the grievance letter to the Director. The Director will provide a written response to the student's grievance. If the matter remains unresolved after this internal process, the student may then file a complaint with the Department of Education by visiting <http://www.ignet.gov/igs/homepage1.html> or calling 1-800-mis-used.

### **Rights of Trale Beauty Academy**

Trale Beauty Academy may amend information on policies within this catalog at any time. Changes to school policies will be provided in writing to enrolled students.

### **Transcript Request**

A transcript of a student's grades, enrollment date and status will be provided to each graduate along with his/her diploma. A student may request an additional transcript by providing Trale Beauty Academy a written letter with the student's name, purpose of request, address of recipient, signature, and a copy of government-issued identification. Transcript requests will not be processed until all amounts due to Trale Beauty Academy are current per the student's Enrollment Contract.

### **Student Record Access and Privacy**

Trale Beauty Academy operates under the Family Education Rights and Privacy Act of 1974 (FERPA). A student's file may only be accessed by the student, the parent or guardian of a dependent minor student, an employee of Trale Beauty Academy, the state regulatory department, the United States Department of Education, or the National Accrediting Commission of Career Arts and Sciences. Information contained in a student's file will be provided in person or by email upon request by one of the approved persons/entities described above. A third party, other than those listed above, will be granted access to the specific information cited in a student's written release upon the school's receipt of the signed written release. A signed release must be received each time a student would like a third party to receive access to specific information. Trale Beauty Academy reserves the right to refuse review of records containing information excluded from FERPA's definition of education records and financial information about a student's parents. The institution maintains a record of all release forms and requests for information.

### **Trale Beauty Academy Organization**

**Trale Beauty Academy is owned by Trale Beauty Academy, LLC.**

**The team is comprised of the following members:**

**Troyell Lewis, Director/Educator**

**Little Coleman, Director of Admissions/VA**

**Adriana Ciseros- Instructor**

**Twanatte Ragas- Instructor**

**All administrative matters should be directed to 972-905-5847,**

**[experts@tralebeauty.com](mailto:experts@tralebeauty.com)**

