

STUDENT CATALOG - 2020

# OGLE SCHOOL

H A I R                      S K I N                      N A I L S

10-TIME  
MODERN  
SALON  
"EXCELLENCE  
IN EDUCATION"  
HONOREE

## PROGRAMS

*Cosmetology*  
*Esthetics*  
*Instructor*



**MAKE BEAUTY  
YOUR BUSINESS**

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# TABLE OF CONTENTS

## *Ogle School Hair Skin Nails - A Beautiful Career Starts Here*

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<b>1-4</b>	<b>GENERAL INFORMATION</b> Welcome, Our History, Our Purpose, Our Mission, Our Values, Licensing, Requirements for TDLR Licensure, Licensure Exam Requirements, School Information, Memberships and Affiliations	<b>16-17</b>	<b>FINANCIAL PLANNING POLICIES</b> Financial Planning Department, Financial Assistance Programs, Payment Agreement, Scholarship & Fee Waivers, Return Of Federal Student Aid, Cancellation & Settlement Policy / Refund Policy
<b>5</b>	<b>NACCAS DATA</b> Graduation, Licensure & Graduate Employment Rates	<b>18</b>	<b>DRESS CODE</b>
<b>6</b>	<b>GENERAL INFO</b> Campuses/Facilities, Training Overview, Training Break-down, Physical Demands	<b>19-25</b>	<b>STUDENT POLICIES</b> Conduct and Employability Standards, Alcohol and Drug Prevention, Sexual Misconduct Prevention and Response, Student Conduct, Constructive Instruction, Classroom & Clinic Assignments, Equipment and Personal Belongings, Lockers & Roll-Arounds, Attendance, Child Care Resources, Time Clocks & Clock Hours, Breaks, Student Break Areas, Non-Smoking, Business Telephones, Electronic Devices, Unauthorized Distribution of Copyrighted Material, Social Media, Make-up Work, Satisfactory Academic Progress, Financial Progress, Entrance/Exit Counseling, Graduation Requirements, Academic Dishonesty, Release, Student Concerns/Student Complaints & Grievance, Compliance Reporting Hotline
<b>8</b>	<b>SCHEDULES &amp; CLASS STARTS</b>		
<b>9-10</b>	<b>ACADEMIC CALENDAR &amp; COURSE DESCRIPTIONS</b> Course Start Dates, Course Schedule, Academic Calendar, School Delays & Cancellations, Additional Costs, Course Outlines		
<b>11</b>	<b>GRADES, TRANSCRIPTS &amp; MORE</b> Instructor Scheduling, Tutoring, Grading System, Grade Reports, Transcripts, Name Changes, Address/Telephone Number Changes, Schedule Changes		
<b>12</b>	<b>STUDENT RIGHTS TO PRIVACY</b> Student's Right of Access/Student's Right of Privacy		
<b>13</b>	<b>STUDENT RESOURCES</b> Student Services Department, Student Advising & Guidance, Personal Counseling Services	<b>INSERT 1</b>	<b>COURSE COST ADDENDUM</b>
<b>14-15</b>	<b>STUDENT &amp; ADMISSIONS POLICIES</b> Career Services Department, Employer Relations, Graduate Employment Assistance, Graduation Ceremonies, Safety Requirements, Student Parking, Student Discounts, Rights Reserved, Admission Requirements, Transfer of Prior Hours Requirements, Transferability of Clock Hours, Readmission for Prior Ogle School Students, Appeals Board, Non-Discrimination	<b>INSERT 2</b>	<b>ANNUAL CAMPUS SECURITY REPORT ADDENDUM</b>
		<b>INSERT 3</b>	<b>ADMINISTRATION &amp; FACULTY ADDENDUM</b>

GREETINGS!

# WELCOME!

*Our mission at Ogle School is to prepare committed students for rewarding careers in the beauty industry through salon-modeled, student-centered training and development of the highest caliber. Your experience will be modeled after your chosen industry. Our Faculty has work experience in their fields and work closely with industry advisors to assure Ogle School reflects the real-time professional work environment you will encounter. Ogle School facilities, equipment, curriculum, and policies strive to provide a realistic reflection of the work place you expect to enter.*

*Ogle School Faculty and Staff are centered on your needs. You will find our Student Services Department anxious to assist you with challenges that often accompany busy student lives. The Financial Planning Department will continue to guide you step-by-step and help you manage your educational investment. Finally, our Career Services Department will empower you in the process of identifying and securing the right career opportunity.*

*As thousands before you have discovered, all the ingredients for success are here at Ogle School if you bring the energy and commitment. The standards of performance are high but we are all here to help you meet them.*



**John Blair, President & CEO**



**President & CEO, John Blair, with  
2014 Face Off winners.**

## ABOUT US

### OUR HISTORY

Ogle School Hair Skin Nails was founded in 1973 and is a recognized provider of cosmetology and esthetics career education in Texas, with a strong focus on graduation and job placement outcomes; long-established brand equity; an exemplary compliance record; salon-modeled, student-centered campuses and award winning recognition in the beauty industry.

### OUR PURPOSE

Our curriculum requires students to approach technical decisions and services scientifically based on the conditions of the hair, skin or nails. Ogle School purposely does not include separate curriculum components based on either race or ethnic origin, requiring our students to become familiar in all types of hair, skin and nails.

### OUR MISSION

Ogle School prepares committed students for rewarding careers in the beauty industry through salon-modeled, student-centered training and development of the highest caliber.

### OUR VALUES

- Respect
- Service to the Customer
- Teamwork
- Integrity
- Excellence



# LICENSURE

## LICENSING

Ogle School is licensed and regulated by the:  
Texas Department of Licensing and Regulation (TDLR)  
P.O. Box 12157  
Austin, Texas 78711  
1-800-803-9202  
[www.license.state.tx.us](http://www.license.state.tx.us)

## REQUIREMENTS FOR TDLR LICENSURE

To be eligible for a Cosmetology license or Esthetics specialty license, an applicant must do the following:

1. Pass a written and practical examination
2. Submit a completed application on a TDLR approved form
3. Pay the TDLR fees required in section 83.80 in the rules and regulations book
4. Be at least 17 years of age
5. Have obtained a high school diploma, or high school diploma equivalent, or have passed a valid examination administered by a certified testing agency that measures the person's ability to benefit from training. (Ogle School does not admit ability-to-benefit students.)
6. Have completed the following hours of cosmetology curriculum in a beauty culture school:
  - a. For a Cosmetology license - 1000 hours of instruction
  - b. For an Esthetics specialty license - 750 hours of instruction

To be eligible for an Instructor license, an applicant must do the following:

1. Pass written examination and practical demonstration of teaching skills required by TDLR
2. Be at least 18 years of age
3. Have obtained a high school diploma, or high school diploma equivalent
4. Pay the required TDLR fees
5. Hold a Cosmetology license or Esthetics specialty license AND have completed the following:
  - a. 500 hours in methods of teaching the student, if the applicant can verify one year of working experience in a licensed beauty salon (experience must be related to the specific area of Instructor license you are obtaining)

## LICENSURE EXAM REQUIREMENTS

TDLR has contracted with PSI Licensure: certification (PSI) to deliver its examinations.

Once the student has been approved by TDLR for testing, the student is responsible for contacting PSI to register and schedule an appointment to take the examination.

## Contact Information

The student's license application and documentation must be sent to:

Texas Department of Licensing and Regulation  
P. O. Box 12088  
Austin, TX 78711-2157  
(512) 463-6599 or (800) 803-9202  
[www.license.state.tx.us](http://www.license.state.tx.us)  
Email: [cosmetologists@license.state.tx.us](mailto:cosmetologists@license.state.tx.us)

All questions and requests for information pertaining to the examination should be directed to PSI.

PSI licensure: certification  
3210 E. Tropicana  
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 (1) 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.

## ACCREDITATION, MEMBERSHIP & AFFILIATIONS



### SCHOOL INFORMATION

Ogle School Hair Skin Nails is owned by Ogle School Management, LLC, 2208 W. Park Row Drive Ste 100, Arlington, Texas, 76013.

### ACCREDITATION

Ogle School is nationally accredited by the:

#### *National Accrediting Commission of Career Arts & Sciences (NACCAS)*

3015 Colvin Street  
Alexandria, VA 22314  
703-600-7600  
[www.naccas.org](http://www.naccas.org)

NACCAS is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and programs of career arts and sciences.

The accreditation status of each Ogle School campus is as follows:

Accredited  
Arlington, Hurst, Fort Worth

Additional Location Accreditation:  
Dallas, North Dallas, San Antonio, Denton, Stafford

### MEMBERSHIPS AND AFFILIATIONS

#### *American Association of Cosmetology Schools (AACCS)*

AACS was founded in 1924 as a non-profit educational association to bring together all facets of the cosmetology industry (students, individuals, teachers, and suppliers); to further the education of cosmetology arts & sciences; and to represent the interests of cosmetology institutions and students before Congress, the U.S. Department of Education, and state legislatures.

#### *Career Colleges & Schools of Texas (CCST)*

CCST is a state association for private, post-secondary institutions that prepare people for today's jobs and great careers. There are approximately 200 member colleges and schools in the state offering a wide range of occupational curriculum. These colleges and schools enable more students to reach their career goals, provide employers with a large pool of skilled workers, and ultimately expand the state's tax base by attracting and expanding business in Texas.

**NACCAS GRADUATION, LICENSURE AND GRADUATE EMPLOYMENT RATES**

The following statistics represent institutional outcomes for graduation rates, job placement rates and licensure (exam) pass rates as of 11/30/2019 as reported to NACCAS for the 2018 student cohort.

**GRADUATION RATES** - of the students scheduled to graduate from their program in the reporting year, the percentage that actually graduated before the annual report deadline.

Location	Cosmetology		Esthetics		Instructor		*Total "A"	**Total "B"
Arlington <sup>1</sup>	95 of 154	61.69%	63 of 68	92.65%	1 of 2	50%	71.68%	70.98%
San Antonio <sup>1</sup>	75 of 139	53.96%	99 of 116	85.34%	2 of 2	100%	71.68%	68.48%
Denton <sup>1</sup>	80 of 109	73.39%	38 of 42	90.48%	N/A	N/A	71.68%	78.15%
Hurst <sup>2</sup>	55 of 87	63.22%	33 of 37	89.19%	1 of 1	100%	72.08%	71.20%
Stafford <sup>2</sup>	110 of 180	61.11%	163 of 198	82.32%	2 of 2	100%	72.08%	72.37%
Fort Worth <sup>3</sup>	92 of 141	65.25%	82 of 94	89.19%	5 of 7	71.43%	69.81%	73.97%
Dallas <sup>3</sup>	94 of 168	55.95%	82 of 104	78.85%	3 of 3	100%	69.81%	65.09%
N. Dallas <sup>3</sup>	72 of 109	66.06%	42 of 52	82.35%	2 of 2	100%	69.81%	71.60%

**PLACEMENT RATES** - of those graduated from the graduation cohort who are eligible for placement, the percentage who were placed prior to the annual report deadline.

Location	Cosmetology		Esthetics		Instructor		*Total "A"	**Total "B"
Arlington <sup>1</sup>	77 of 95	81.05%	51 of 63	80.95%	1 of 1	100%	79.47%	81.13%
San Antonio <sup>1</sup>	57 of 75	76.00%	76 of 99	76.77%	2 of 2	100%	79.47%	76.70%
Denton <sup>1</sup>	65 of 80	81.25%	30 of 38	78.95%	N/A	N/A	79.47%	80.51%
Hurst <sup>2</sup>	47 of 55	85.45%	25 of 33	75.76%	0 of 1	0%	79.12%	80.90%
Stafford <sup>2</sup>	94 of 110	85.45%	120 of 163	73.62%	2 of 2	100%	79.12%	78.55%
Fort Worth <sup>3</sup>	66 of 92	71.74%	61 of 82	74.39%	5 of 5	100%	78.06%	73.74%
Dallas <sup>3</sup>	75 of 94	79.79%	59 of 82	71.95%	3 of 3	100%	78.06%	76.54%
N. Dallas <sup>3</sup>	65 of 72	90.28%	34 of 42	80.95%	2 of 2	100%	78.06%	87.07%

**LICENSURE RATES** - of the graduates from the graduation cohort who sat for all parts of their required state licensure exam prior to the annual report deadline, the percentage that passed all required parts of the state exam before the annual report deadline.

Location	Cosmetology		Esthetics		Instructor		*Total "A"	**Total "B"
Arlington <sup>1</sup>	58 of 59	98.31%	50 of 50	100%	1 of 1	100%	98.51%	99.09%
San Antonio <sup>1</sup>	51 of 55	92.73%	76 of 76	100%	2 of 2	100%	98.51%	96.99%
Denton <sup>1</sup>	64 of 64	100%	28 of 28	100%	N/A	N/A	98.51%	100%
Hurst <sup>2</sup>	43 of 43	100%	25 of 25	100%	N/A	N/A	100%	100%
Stafford <sup>2</sup>	71 of 71	100%	115 of 115	100%	2 of 2	100%	100%	100%
Fort Worth <sup>3</sup>	65 of 68	95.59%	61 of 61	100%	5 of 5	100%	97.58%	97.76%
Dallas <sup>3</sup>	53 of 54	98.15%	57 of 57	100%	3 of 3	100%	97.58%	99.12%
N. Dallas <sup>3</sup>	46 of 50	92.00%	31 of 31	100%	1 of 1	100%	97.58%	95.12%

Accreditation status of each Ogle School:

**Accredited (Main)**     **Additional Location(s) Accreditation**  
 Arlington<sup>1</sup>             San Antonio<sup>1</sup> & Denton<sup>1</sup>  
 Hurst<sup>2</sup>                 Stafford<sup>2</sup>  
 Fort Worth<sup>3</sup>             Dallas<sup>3</sup> and N. Dallas<sup>3</sup>

\*Total "A" is cumulative of all programs offered at main campus and all associated additional locations.

\*\*Total "B" is cumulative of all programs offered at the individual main campus or additional location as identified.

# - 47 YEARS - OF BEAUTIFUL CAREERS

*Ogle School offers eight convenient locations throughout the great state of Texas*



Stafford Campus



## CAMPUSES/FACILITIES

Each campus features separate classrooms, clinic areas, dispensary, retail, reception areas and offices for advisement. They are equipped with audio-visual equipment, library containing basic and advanced materials, client waiting areas, shampoo facilities and student work stations. Each student is provided with an ability to secure and hold the student's equipment and supplies.

## TRAINING OVERVIEW

Ogle School makes comparisons between the content of our courses and the needs and demands of business and the cosmetology industry by monitoring feedback from regulatory agencies and our Advisory Committee.

## TRAINING BREAKDOWN

Course training is broken down in 3 parts:

1. **Discovery** - Basic training through classroom theory, mannequin & live model practice with emphasis on procedure, skill development, client relations, and sales and marketing techniques.
2. **Skill Development** - Continuing education through clinic activities, classroom theory, mannequin & live model practice with the objective being skill development, client satisfaction, salon operations, time management, communication and people skills.
3. **Career Readiness** - Refining skills for job readiness & career placement focusing on client relations, technical competency, time efficiency & sales and marketing techniques.

## PHYSICAL DEMANDS

Cosmetologists, Estheticians and Instructors can expect to stand for long periods. Since so many of their activities involve the use of arms and hands, professionals should take steps to ensure proper physical conditioning and rest periods. Further, career Cosmetologists, Estheticians and Instructors may find it necessary to work long hours, sometimes missing breaks and meals. It is not unusual for Cosmetologists, Estheticians, and Instructors to work more than 8 hours a day and/or more than 5 days a week - although these are the exceptions rather than the rule.

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# A BEAUTIFUL CAREER STARTS HERE.

*Connect with your creativity and make beauty your business!*

## SCHEDULES & CLASS STARTS



### FULL-TIME & PART-TIME COSMETOLOGY, ESTHETICS & INSTRUCTOR COURSE START DATES

Courses and start dates may vary by location. Each date listed below denotes the start dates throughout 2020 for all programs and schedules. Please note that full time Esthetics students start one day after the other programs/schedules on 1/14/20 & 2/25/20. All other starts dates are the same for all programs and schedules.

Monday, January 13, 2020

Tuesday, January 14, 2020\*

Monday, February 24, 2020

Tuesday, February 25, 2020\*

Monday, March 30, 2020

Monday, May 4, 2020

Monday, June 15, 2020

Monday, July 27, 2020

Tuesday, September 8, 2020

Monday, October 19, 2020

Monday, November 23, 2020

\*Full-Time Esthetic students start ONLY

#### COSMETOLOGY COURSE

Full-time / Day (7 months)

Monday through Friday, 9:00 a.m. to 5:00 p.m.

Part-time / Evening (14 months)

Monday through Friday, 6:00 p.m. to 9:30 p.m.

#### ESTHETICS COURSE

Full-time / Day (5 months)

Monday through Friday, 9:00 a.m. to 5:00 p.m.

Part-time / Evening (10 months)

Monday through Friday, 6:00 p.m. to 9:30 p.m.

#### INSTRUCTOR COURSE

Full-time:

Full-time Instructor schedule determined by School Director.

Part-time:

Part-time Instructor schedule determined by School Director.

“ Achievement Begins With A Dream.”

# ACADEMIC CALENDAR & COURSE DESCRIPTIONS

## ACADEMIC CALENDAR

Ogle School operates year-round. Schedules may vary by course. **Ogle School observes the following holidays and school closings:**

School Closure Dates:	Holiday/Event:
Wednesday, January 1, 2020	New Year's Day
Saturday, January 11, 2020	Ogle Event (closure varies by location)
Monday, January 20, 2020	Martin Luther King Jr's Birthday Observed
Monday, May 25, 2020	Memorial Day
Friday, July 3, 2020	Independence Day (observed)
Monday, September 7, 2020	Labor Day
Thursday, November 26, 2020	Thanksgiving Day
Friday, November 27, 2020	Day after Thanksgiving
Thursday, December 24, 2020	Christmas Eve
Friday, December 25, 2020	Christmas Day
Thursday, December 31, 2020	New Year's Eve

Ogle School varies from the published calendar only in unusual or extenuating circumstances.

## SCHOOL DELAYS & CANCELLATIONS

In the event of inclement weather, information regarding School cancellation or a delayed opening will be broadcast on television station KXAS NBC Channel 5 and on their website at NBCDFW.com for the DFW area schools and WOAI NBC Channel 4 and their website at WOAI.com for the San Antonio School. In Houston, information regarding school cancellation or a delayed opening will be broadcast on television station KPRC Channel 2. Additionally, we will make every effort to communicate cancellations or delays digitally via our social media properties, website (ogleschool.edu) and emails to students.

Decisions for day classes will be determined by 6:00 a.m. and evening classes by 3:00 p.m. In addition, the voice message system at the school will have a recorded announcement.

Scheduled time missed due to school delays and/or cancellations must be made up within 30 calendar days.

## ADDITIONAL COSTS NOT INCLUDED IN TUITION LICENSING AND EXAM FEES

- State Written Licensure Exam fee - \$52.00 per attempt
- State Practical Licensure Exam fee - \$74.00 per attempt
- Cosmetology or Esthetics State Licensure Application fee - \$50.00.
- Instructor State Licensure Application fee - \$60.00.

## CONSUMABLE ITEMS

Students are required to purchase additional consumable items while in school at an estimated cost of \$50.00. These supplies are necessary to ensure the student's success while in school and remain property of the student. Required items vary by course.

Supplies needed on the first day of course:

- Small Combination Lock
- Pen or Pencil
- Highlighter
- Notebook paper

## COURSE NAME: COSMETOLOGY

**Course Description:** Student will receive training in the art and science of cosmetology.

**Course Length:** 1000 Clock Hours.

**Instructional Method:** The course will use lectures, demonstrations and student participation. Students will demonstrate their competency in cosmetology theory and practice through mannequin repetitions and clinic activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

**Grading Procedures:** Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments and any additional items as assigned. Students are graded in three areas: academic learning, practical learning and student salon experience. Academic learning is assessed through quizzes, tests and assignments. Practical learning is assessed through hands on completion of assigned work. Student clinic experience is assessed through service criteria for each client. All areas are graded using the institution's grading system.

Grade	Definition	Percentage
A	Excellent	90% to 100%
B	Very Good	80% to 89%
C	Passing	70% to 79%
D	Unsatisfactory - Failing	60% to 69%
F	Failing	Less Than 60%

**Course Goals:** Train the student for entry-level employment as a Hair Stylist, Platform Artist, Colorist, Sales Representative, Salon Manager or Salon Owner.

## Cosmetology Course Content:

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

As an integral part of training in each domain, students will be taught the theory and practice the behaviors and people skill concepts such as: attitude, communication, salesmanship, success psychology, job readiness and professionalism.

**Course Reference Materials:** Pivot Point Fundamentals: Cosmetology Digital ISBN# 978-1-948482-63-9

# COURSE DESCRIPTIONS

## COURSE NAME: ESTHETICS

**Course Description:** Student will receive training on skin care and makeup.

**Course Length:** 750 Clock Hours.

**Instructional Method:** The course will use lectures, demonstrations and student participation. Students will demonstrate their competency in skin care theory and practice through mannequin repetitions and clinic activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

**Grading Procedures:** Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments and any additional items as assigned. Students are graded in three areas: academic learning, practical learning and student clinic experience. Academic learning is assessed through quizzes, tests and assignments. Practical learning is assessed through hands on completion of assigned work. Student clinic experience is assessed through service criteria for each client. A student must successfully complete a required number of each type of service. All areas are graded using the institution's grading system.

Grade	Definition	Percentage
A	Excellent	90% to 100%
B	Very Good	80% to 89%
C	Passing	70% to 79%
D	Unsatisfactory - Failing	60% to 69%
F	Failing	Less Than 60%

**Course Goals:** To train the graduate for entry-level employment as an Esthetician, Skin Care Specialist, Facialist, Sales Representative, Skin Care Salon Manager or Owner.

### Esthetics Course Content:

Orientation and TDLR Rules & Regulations	50 hours
Sanitation, Safety & First Aid	40 hours
Anatomy & Physiology	90 hours
Chemistry	50 hours
Electricity, Machines & Related Equipment	75 hours
Client Care	50 hours
Facial Treatment (Cleansing, Masking & Therapy)	225 hours
Superfluous Hair Removal	25 hours
Aromatherapy	15 hours
Nutrition	10 hours
Color Psychology	10 hours
Makeup	75 hours
Business Management	35 hours

As an integral part of training in each domain, students will be taught the theory and practice the behaviors and people skill concepts such as: attitude, communication, salesmanship, success psychology, job readiness and professionalism.

**Course Reference Materials:** Salon Fundamentals Esthetics Coursebook 2004 ISBN# 978-0-9742723-1-3, Salon Fundamentals Esthetics Study Guide 2004 ISBN# 978-0-9742723-7-5, Salon Fundamentals Esthetics License Exam Prep 2004 ISBN# 978-0-9742723-6-8

## COURSE NAME: INSTRUCTOR

**Course Description:** Student will receive an accelerated training which focuses on licensed Cosmetologist (hair, skin, and nails), Esthetician (skin care, makeup) or Manicurist (nail care) becoming an Instructor.

**Course Length:** 500 Clock Hours.

**Instructional Method:** The course will use lectures, demonstrations and student participation. Students will demonstrate their competency in Instructor theory and practice in hands on teaching methods, and educational activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

**Grading Procedures:** Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments and any additional items as assigned. Students are graded in two areas: academic and practical learning. Academic learning is assessed through quizzes, tests and assignments. Practical learning is assessed through hands on completion of assigned work. All areas are graded using the institution's grading system.

Grade	Definition	Percentage
A	Excellent	90% to 100%
B	Very Good	80% to 89%
C	Passing	70% to 79%
D	Unsatisfactory - Failing	60% to 69%
F	Failing	Less Than 60%

**Course Goals:** The educational objective is to train the graduate for an entry-level position as an instructor in the field of cosmetology or esthetics.

### Instructor Course Content:

Orientation, Rules & Laws	20 hours
Lesson Plans	90 hours
Methods of Teaching	120 hours
Classroom Management	60 hours
Evaluation Techniques	60 hours
State Laws & Forms	40 hours
Visual Aids Preparation and Use	40 hours
Learning Theory	70 hours

Upon completion of the course, a successful board exam and subsequent licensing, the former student becomes a licensed instructor in the field of cosmetology or esthetics.

**Course Reference Materials:** Milady Master Educator ISBN #9781285713762

## GRADES, TRANSCRIPTS & MORE

### INSTRUCTOR SCHEDULING

In order to expose students to a variety of instruction, students will have multiple instructors throughout their course.

### TUTORING

Faculty and staff are available for tutoring assistance. Arrangement for tutoring should be made with your instructor.

### GRADING SYSTEM

As an integral part of the learning process, instructors are required to critique and/or grade the student's work.

The Ogle School Grading System is intended to assist instructors in motivating and evaluating students, determining progress and achievement in the mastery of knowledge and skills.

### GRADE REPORTS

A Grade Report is a current record of a student's academic progress. Students are apprised of their grade every six (6) weeks during a student's course schedule. Other instances that a student may request Grade Reports might include notification to a current prospective employer of a student's academic progress or determination of grade point average. Students may request Grade Reports from the Student Service Coordinator. Grade Reports can be requested verbally or in written format and will be processed within 24 hours of the request.

If a student believes there is a discrepancy with a grade he or she should see the instructor of the class in question within 10 days of the end of each 6-week period. If determined that a grade change is necessary, the instructor will forward a request for grade change to the Student Service Coordinator. The Student Service Coordinator will issue a corrected student Grade Report.

### TRANSCRIPTS

A transcript is an official document on the educational work of a student which lists the student's subjects; grades received, enrollment date range, and status of the student. Official transcripts are issued by the Campus Support Registrar. Transcript requests may be made for the following reasons:

1. Submission to other institutions of higher education for the purpose of transfer of clocked hours,
2. Certification to an employer summarizing a student's enrollment and academic progress,
3. Replacing a lost official transcript of the graduate.

Students/graduates must submit a request in writing to the Student Service Coordinator. The student/graduate may submit a letter of request that includes the following information:

1. Student's name,
2. A copy of their VALID form of government-issued identification (driver's license, state ID, passport), which bears their printed name, photograph, and date of birth,
3. Purpose of the transcript request,
4. Name and address of the recipient,
5. The student's signature and the date.

### NAME CHANGES

All students who wish to make a name change in their Ogle School academic records must submit the request in writing and include copies showing the legal name change. Proof of legal name change can be a copy of a student driver's license, social security card, marriage certificate, divorce decree, or other legal documents showing the name change. Request for name changes should be submitted to the Student Service Coordinator. If the documentation is complete, the student's academic records will be updated with a copy of the legal documents in the student's academic file.

### ADDRESS/TELEPHONE NUMBER CHANGES

Students are asked to notify the Student Service Coordinator when any information regarding their address and/or telephone number changes. Notification can be made by submitting a written request to initiate the change. A student's recorded address will be automatically updated if correspondence is returned to Ogle Schools by the United States Postal Service with an address correction.

### SCHEDULE CHANGES

Students wishing to change their schedule must make their request in writing to the School Director. The Appeals Board (School Director, Student Service Coordinator and a responsible Financial Planner) will determine if and when the change can be accommodated based on education, schedule and space availability. After consideration of the student's academic and financial aid files, the Appeals Board will review and render a ruling on the requested schedule change. If the student is dissatisfied with the ruling, the student has the right to escalate the requested schedule change to the School's Vice President of Education. If the student is dissatisfied with the ruling of the Vice President of Education, the student has the right to escalate the requested schedule change to the school's President. The President is the final authority on all requests for schedule changes.

The school reserves the right to change the established schedules, in the event it becomes necessary. Students will be notified in advance should such circumstances arise.

### SCHEDULED & UNSCHEDULED HOURS

While scheduled hours represent planned instruction, instructors are available (faculty accessibility) for supervised instruction (academic or course advising) up to 30 minutes before and 45 minutes following scheduled hours throughout each program. Unscheduled hours are at Institution discretion for make-up work and completion of guest services. Instructors & students are required to be present and engaged in supervised instruction during unscheduled hours to receive credit. Students may not be clocked without an instructor present & instruction occurring.

## STUDENT'S RIGHT OF ACCESS/STUDENT RIGHT OF PRIVACY

### STUDENT'S RIGHT OF ACCESS/STUDENT RIGHT OF PRIVACY

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Ogle School has adopted the following policies and/or procedures. This policy was designed to protect the privacy of education records, to establish the right of students or guardian of a dependent minor student to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. This is a notice of students' basic rights under the law, and explains certain procedures for Ogle School's full compliance with the law.

Students or guardians of a dependent minor student may inspect and review their education records upon written request to the School Director (or designate). Students or guardian of a dependent minor student should complete the Request to Review Records/Release of Student Information form each time the student or guardian needs to access personal student information, which is available in the Student Service Coordinator's office, identifying as precisely as possible the records they wish to inspect. The School Director (or designate) will arrange for access as promptly as possible and will notify the student or guardian of a dependent minor student of the time and place where the records may be inspected and/or copied. Access will be allowed no more than 45 days after receipt of the written request. When a record contains information about more than one student, the student or guardian of a dependent minor student may inspect and review only the records that relate to him/her.

Ogle School reserves the right to refuse to permit a student or guardian of a dependent minor student to inspect the following records:

1. The financial statement(s) of the student's parents.
2. Education records containing information about more than one student, in which case Ogle School will permit access only to that part of the record that pertains to the inquiring student. (May seek release from other student(s) to reveal record).
3. Those records which are excluded from the FERPA definition of education records.

Ogle School reserves the right to refuse to provide copies of educational records (not required to be made available under FERPA) if the student has an overdue financial obligation to Ogle School, or if there is an unresolved disciplinary or academic dishonesty action against the student.



Ogle School will disclose to third parties information from a student's education/ financial records only with the written consent of the student, except in cases allowable under FERPA (including legal and accreditation purposes).

A student or guardian of a dependent minor student who believes that information contained in the education records is inaccurate, misleading, or in violation of their privacy rights may request in writing that the records be amended. A student or guardian of a dependent minor student should identify the part of the record she/he wants changed and specify why it is believed to be inaccurate, misleading, or in violation of privacy rights. A decision will be reached and the student or guardian of a dependent minor student will be informed within a reasonable amount of time after receiving the request. If the decision is not to amend the record(s), the student or guardian of a dependent minor student has the right to a hearing. The hearing will be conducted by a school official who does not have a direct interest in the outcome of the hearing. The hearing will be held within a reasonable amount of time after it is requested notifying the student in advance, of the date, place, and the School official will make a decision in writing based on the evidence presented at the hearing including a summary of the evidence and the reasons for the decision.

If the school official supports the complaint, the education record will be amended accordingly, and the student or guardian of a dependent minor student will be so informed. If the school official decides not to amend the education record, a student or guardian of a dependent minor student has the right to place in the education records a statement commenting on the challenged information and/or stating the reasons for disagreeing with the decision. This statement will be maintained as part of the education record as long as the contested portion is maintained, and whenever a copy of the education record is sent to any party, the student's statement will be included.

Ogle School's policy statement implementing FERPA is maintained by, and available for review in the Student Service Coordinator's office. Students or guardian of a dependent minor student should address questions, concerns, or problems to the Student Service Coordinator's Service Office. Students or guardian of a dependent minor student may file complaints regarding alleged failure of to comply with FERPA with The Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920; (800) 872-5327.

## STUDENT RESOURCES

### STUDENT SERVICES

The Student Services Department offers support in areas related to transportation, day-care and other related areas to help student's complete their course. Student Services is available to meet with students to provide referrals for students at risk or in need of assistance while enrolled at Ogle School.

### STUDENT ADVISING & GUIDANCE

Staff at Ogle School makes reasonable effort to maintain close communication with all students. Students have access to faculty and administrative staff for both career and academic advising. Students experiencing personal problems that require professional help will be referred to the appropriate agency(s) or organization(s).

Individual advising occurs periodically throughout the course. These sessions help instructors determine student progress and identify those students who may require additional assistance. Problems not resolved in instructor/student sessions may be referred to the School Director (or designate).

Student Advisement at Ogle School is available. Students are encouraged to seek help whenever it is needed. Formal academic advisement occurs when Grade Reports are issued. At any time, between Grade Reports, students may be formally advised; and all advisements are confidential. Whenever any staff member advises a student, the proceedings of that advisement are documented. All students will receive on-going, informal daily advisement in the areas of behavior, attitude, attendance, respect, cooperation, image, pride and professionalism. When a student's problems are beyond staff capability, the student will be referred to the appropriate professional.

### PERSONAL COUNSELING SERVICES

Contact the following off-campus organizations for counseling opportunities, alcohol and drug abuse education, crime prevention education, and sexual assault prevention and response. Ogle School does not offer on-campus counseling services.

Child & Family Guidance Centers  
8915 Harry Hines Blvd.  
Dallas, TX 75235  
214-351-3490

Dallas Challenge  
7777 Forest Lane #B-410  
Dallas, TX 75230  
972-566-4680

Drug Prevention Resources, Inc.  
1200 Walnut Hill Lane #1500  
Irving, TX, 75038  
972-518-1821

The Council on Alcohol/Drug Abuse  
1349 Empire Central Drive, #800  
Dallas, TX, 75247  
214-522-8600

Housing Crisis Center, Inc.  
4210 Junius Street  
Dallas, TX, 75246  
214-828-4244

Mental Health Association of  
Tarrant County  
3136 4th Street  
Ft. Worth, TX 76107  
817-335-5405

Center for Family Relations  
11818 San Pedro Ave.  
San Antonio, TX 78212  
210-733-3349

Prevention Resource Center  
7500 Hwy. 90 West  
San Antonio, TX 78227  
210-354-3331

Palmer Drug Abuse Program  
10226 Ironside Drive,  
San Antonio, TX 78230  
210-697-9766

Council on Alcohol and Drugs Houston  
303 Jackson Hill Street  
Houston, TX 77007  
713-942-4100

Crisis Intervention of Houston  
3701 Kirby Drive  
Houston, TX 77098  
713-533-4500

The Parenting Center  
2928 West 5th Street,  
Fort Worth, TX 76107  
817-275-7576

Recovery Resource Council  
2700 Airport Freeway  
Ft. Worth, TX 76111  
817-332-6329

Tarrant County Challenge, Inc.  
226 Bailey Avenue, #105  
Ft. Worth, TX 76107  
817-336-6617

The National Women's Health Information Center,  
U.S. Dept. of Health and Human Services Office  
on Women's Health,  
1-800-994-9662  
<http://womenshealth.gov>

The National Domestic Violence Hotline  
1-800-799-SAFE (7233) or  
1-800-787-3224

National Sexual Assault Hotline  
1-800-656-HOPE (4673)

San Antonio Housing Authority  
818 South Flores  
San Antonio, TX 78204  
210-477-6262

Clarity Child Guidance Center  
8535 Tom Slick  
San Antonio, TX 78229  
210-616-0300

Elite Counseling  
410 S Main Ave # 201  
San Antonio, TX 78204  
210-822-9493

Mental Health America of Greater Houston  
2211 Norfolk, Suite 810  
Houston, TX 77098  
713-523-8963

National Suicide Prevention Lifeline  
1-800-273-8255  
[suicidepreventionlifeline.org](http://suicidepreventionlifeline.org)

# STUDENT & ADMISSIONS POLICIES

## CAREER SERVICES DEPARTMENT

The Career Services Department plays a key role in helping students achieve their goals by connecting with outstanding career opportunities. Ogle School Career Services Representatives engage with students, salons, licensed Cosmetologists and others in the beauty industry to build strong relationships and create career opportunities.

## EMPLOYER RELATIONS

The primary function of the Career Services Department is to establish and build an employer relations program for Ogle Schools. This includes maintaining a working relationship with employers to promote and enhance the visibility and effectiveness of Ogle School which ultimately enhances employment opportunities for students.

## GRADUATE EMPLOYMENT ASSISTANCE

Ogle School offers academic and graduate employment services to students. Ogle School does not guarantee employment; the beauty industry has an on-going need for well-trained professionals. Ogle School is often contacted by salons, spas and manufacturers wishing to interview graduates regarding employment opportunities.

## GRADUATION CEREMONIES

Graduation ceremonies are held annually in which students and guests may be invited to attend. Graduation ceremonies are held for students who have met all graduation requirements.

## SAFETY REQUIREMENTS

Safety (particularly in the areas of sanitation and sterilization) is important. Students are not only in physical contact with clients but do so in a manner which involves the use of sharp/pointed tools and implements, chemical solutions, heat, light and electricity.

Students must be constantly aware of safety as it relates to the client. The use of proper sanitation is required to avoid the transmission of disease, and services involving chemicals and/or the application of heat demand constant vigilance.

## STUDENT PARKING

While some student parking is provided (varies by campus), Ogle School cannot guarantee any student a parking space. Ogle School reserves the right to designate student parking areas and to enforce parking regulations.

## STUDENT DISCOUNTS

Actively enrolled students receive a 25% discount on products and services. Ogle School graduates receive a 20% professional discount on products.

## RIGHTS RESERVED

Ogle School reserves the right to add or withdraw any course and to make changes in schedule, curriculum, tuition, regulation, or any other published information as conditions warrant.

Ogle School has no responsibility for loss or damage to student work, supplies or any other personal property. Students should keep personal items in lockers. Students are required to replace immediately any supplies or equipment that is lost, stolen or broken.

## ADMISSION REQUIREMENTS

An applicant must meet the following admission requirements:

1. Be at least 17 years of age at scheduled class commencement.
2. Must meet one of the following requirements:
  - a. Be a high school graduate or its equivalent from an

- b. acceptable accredited high school.
- b. Completed General Education Development (GED) Certificate
- c. Secondary school completion credential from an acceptable accredited home school program. Home school students must provide documentation stating learning outcomes and high school completion equivalency.
- d. Completion of an Associates, Bachelors, or higher degree from an acceptable accredited postsecondary institution showing high school attended.

Foreign diplomas or transcripts must be translated and evaluated from a recognized agency. Ogle School does not admit ability-to-benefit students.

3. Successfully complete a personal interview with an Admissions Representative (or designate),
4. Sign an Enrollment Agreement,
5. Applicants with transfer hours must submit transcripts from previously attended schools; see additional specific requirements for transfer of prior hours below,
6. Instructor course applicants must hold an active Cosmetology of Esthetic license for at least six months prior to enrollment.

Ogle School is a private beauty culture school and may refuse admission to an applicant for any reason not protected by state or federal law. We will not recruit students enrolled in another cosmetology course. A person registering at an Ogle School cannot be enrolled in any other cosmetology course.

Ogle School does not require proof you have received any vaccinations as part of our admission requirements. However; we recommend you speak with your primary care physician regarding recommended vaccinations for persons working in close proximity to the general public.

## STUDENT ORIENTATION

All incoming students will receive an orientation either prior to the beginning of school or on their first day of school. This orientation is required for all incoming students and will discuss our mission, values, student policies, the curriculum, how you will progress through the program and introduce you to key personnel at the school.

## TRANSFER OF PRIOR HOURS REQUIREMENTS

Ogle School accepts transfer students and may accept up to half of the hours required for licensure, but reserves the right to deny transfer hours from another institution for any reason. An applicant may not transfer more hours into a course than listed below.

### Cosmetology Course:

- No more than 500 hours from a prior Cosmetology course; or
- No more than 100 hours from a prior Manicuring course; or
- No more than 100 hours from a prior Esthetics course

### Esthetics Course:

- No more than 375 hours from a prior Esthetics course; or
- No more than 50 hours from a prior post-secondary Cosmetology course; or
- No more than 25 hours from a prior public secondary (High School) Cosmetology course

### Instructor Course:

- No more than 250 hours from a prior instructor course

Out of state hours must be evaluated and accepted by TDLR prior to the School Director's review. The School Director (or designate) will review prior hours to determine their acceptance. Students will not receive credit for prior hours after course commencement.

Any hours an applicant accrued prior to the cancellation of an Enrollment Agreement, either by applicant or school, at any Ogle School location will not be recognized or accepted as transfer hours or prior hours

# ADMISSIONS POLICIES

earned as an Ogle School student.

We highly recommend you pay any balance for previously received cosmetology hours before class commencement. The Texas Department of Licensing and Regulation will not allow a student to become licensed if they owe tuition for hours transferred from a prior school.

## TRANSFERABILITY OF HOURS

All higher institutions reserve the right to determine which hours they will accept from another institution. The transferability of hours you earn at Ogle School is at the complete discretion of an institution to which you may seek to transfer. If the hours that you earn at Ogle School are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work.

## READMISSION FOR PRIOR OGLE SCHOOL STUDENTS

To be eligible for readmission to the most recent Ogle School location the student attended, the student must meet the following readmission requirements.

1. Meet all admission requirements.
2. Be current on any outstanding debts with the School or make satisfactory payment arrangements with the Student Accounts Department. Previous balances owed may be applied to the new agreement balance.

Prior clocked hours may be evaluated prior to readmission and may or may not be approved.

Approval for readmission is determined by the Appeals Board and is based on education, schedule and space availability. Ogle School reserves the right to deny readmission following termination or withdrawal for any reason. If readmission approval is granted, the applicant will be required to sign a new Enrollment Agreement and may be required to pay additional tuition, books, supplies and equipment costs. If a student withdraws and has been charged 100% of their Agreement price, a student in good standing (financial, academic and behavioral) may be eligible to return to the course during the following forty-eight (48) month period without any additional tuition costs. If a student withdraws and has been charged less than 100% of their agreement, the student may be eligible to return to the course, and may incur additional tuition costs.

This policy does not apply to Ogle School students seeking a transfer to another Ogle School location or a change in enrolled course. In this case, student will be considered a new applicant requesting transfer of prior hours. The Student Accounts Department can explain the financial implications of transferring, based on your individual circumstances. Ogle School reserves the right to deny a transfer request for any reason including, but not limited to attendance, behavior or academic performance.

## APPEALS BOARD

A student may appeal his or her dismissal and/or request readmission by completing a Request for Readmission form available from the Student Services Coordinator. After consideration of the student's academic and financial aid files, the Appeals Board comprised of the School Director, Student Service Coordinator, Admissions Representative and a Financial Planner will review and render a ruling on the Request for Readmission. If the student is dissatisfied with the Appeals Board's ruling, the student has the right to escalate the Request for Readmission to the School's Vice President of Education. If the student is dissatisfied with the ruling of the Vice President of Education, the student has the right to escalate the Request for Readmission to the School's President. The President is the final authority on all Requests for Readmission.

## NON-DISCRIMINATION

Ogle School does not discriminate in admission or access to our

courses on the basis of age, race, color, sex, disability, religion, sexual orientation, gender identity, gender expression, national or ethnic origin. Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to Ogle's educational resources, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("Section 504") and the Americans with Disabilities Act (42 U.S.C. § 12182) ("ADA"), their related statutes and regulations, and corresponding state and local laws.

Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating on the basis of disability. The applicable law and regulations may be examined in the office of the ADA Compliance Coordinator, or his/her trained designate who has been designated to coordinate the efforts of the school to comply with Section 504 and ADA.

Individuals with disabilities wishing to request an accommodation must contact the ADA Compliance Coordinator. A disclosure of a disability or a request for accommodation made to any staff, faculty, or personnel other than the ADA Compliance Coordinator will not be treated as a request for an accommodation. However, if a student discloses a disability to such an individual, he or she is required to direct the student to the ADA Compliance Coordinator. Upon request, the ADA Compliance Coordinator (or his/her trained designee) will provide a student or applicant with a **Request for Accommodations form**, which is also available on Ogle's website at: <https://www.ogleschool.edu/request-for-accommodations/> To help ensure timely consideration and implementation, individuals making a request for an accommodation are asked to contact the ADA Compliance Coordinator and/or submit a Request for Accommodations format least two weeks prior to when the accommodation is needed.

**Arbitration and Class Action Waiver Disclosure:** Ogle School (the "School") requires each student to agree to a pre-dispute arbitration agreement and a class action waiver as a condition of enrollment ("Arbitration Agreement"). The Arbitration Agreement does not, in any way, limit, relinquish, or waive a student's ability to pursue filing a borrower defense claim, pursuant to 34 C.F.R. § 685.206(e) at any time. The Arbitration Agreement does not require that the student participate in arbitration or any internal dispute resolution process offered by the School prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e). Any arbitration, required by the Arbitration Agreement, tolls (pauses) the limitations period for filing a borrower defense to repayment application pursuant to 34 C.F.R. § 685.206(e) (6)(ii) for the length of time that the arbitration proceeding is under way. Any questions about the Arbitration Agreement or a dispute relating to a student's Title IV Federal student loans or to the provision of educational services for which the loans were provided should be directed to the Compliance department ([compliance@ogleschool.edu](mailto:compliance@ogleschool.edu) / 817-277-6341).

# FINANCIAL PLANNING POLICIES

## FINANCIAL PLANNING DEPARTMENT

Our Financial Planning Department is open to students during normal business hours. (Schedules may vary by campus.) Students are encouraged to call if they have any questions or need help regarding their financial planning.

## FINANCIAL ASSISTANCE PROGRAMS

Ogle School provides financing plans for students who wish to pay on a payment plan. Ogle School will assist students in developing financial plans to pay for their education through United States Department of Education's Federal Student Financial Assistance Programs (Title IV funding), Department of Assistive and Rehabilitative Services (DARS) and Veterans Education Benefit. The Financial Planning staff will assist students in developing financial plans to pay for their education through a combination of student/family contributions and financial assistance, if eligible.

## PAYMENT AGREEMENT

All payments are the responsibility of the student and are payable as stated on the Student Account Payment Contract. Students may be required to make monthly payments while attending school. Payment amounts are based upon the course in which the student is enrolled. Any change in financial situations which may affect a student's ability to make scheduled payments must be discussed with the Financial Planner.

Billing - Tuition payments are due based on the schedule established through the financial planning process. Payment options accepted are MasterCard, Visa, Cashier's Check and Money Order.

## SCHOLARSHIP & FEE WAIVERS

Ogle School reserves the right to offer scholarships and waive fees to eligible students.

## SCHOLARSHIPS/GRANTS

President Scholar Award, Beautiful Future Award, Ogle School Institutional Grant.

## RETURN OF FEDERAL STUDENT AID

If a student withdraws or is dismissed from Ogle School, the School and/or the student may be required to return a portion of the Federal Student Aid received. The last date of attendance is used to calculate the amount of any federal student aid that must be returned.

The amount of Federal Student Aid a student has earned at the time of withdrawal is equal to the percentage of the payment period completed. The percentage of the payment period completed is determined by dividing the number of hours the student was scheduled to complete in the payment period, as of the last date of attendance, by the total number of clock hours in the payment period.

For that payment period, if the number of hours scheduled to complete in the payment period is greater than 60% of the clock hours in the payment period, the student has earned 100% of the Federal Student Aid, no return is due. If the

number of clock hours scheduled to complete in the payment period is less than 60% of the clock hours in the payment period, a return of Federal Student Aid may be necessary. The amount of Federal Student Aid to be returned is calculated by subtracting the amount of earned Federal Student Aid from the total amount of Federal Student Aid received.

The student is required to return any unearned Federal Student Aid less the amount returned by Ogle School. If a student needs to return loan funds, the funds are repaid as required by the normal loan repayment phases. If the student is required to return Federal Student Aid, Ogle School will notify the student of the repayment amount within thirty days of determining the student withdrawal. If the student fails to return the grant aid as instructed, the student is considered to be in overpayment and thus ineligible for any additional Federal Student Aid at any school until that amount is repaid to the U.S. Department of Education or satisfactory repayment arrangements are agreed to by the student and the U.S. Department of Education.

Ogle School returns unearned Federal Student Aid within forty-five (45) calendar days of the date the School becomes aware the student is no longer enrolled.

If a student has earned more Federal Student Aid than has been posted to his/her account, the student may be entitled to a post withdrawal disbursement of Federal Student Aid. The post withdrawal disbursement is first used by the School to pay outstanding charges; any remaining amount is offered to the student or parent borrower. Ogle School will send the borrower a written notice of any loan funds returned to the lender as a result of the withdrawal calculation. A student borrower who fails to attend in-person exit counseling prior to or at the time of withdrawal will be mailed loan counseling materials. The borrower should complete the exit counseling form and return it to the School.

The Return of Federal Student Aid Policy applies only to the Federal Student Aid Programs. Assistance received from other aid programs will be returned to those programs in accordance with the funding source's refund policies.

The Return of Federal Student Aid calculation is performed to determine the amount of Federal Student Aid that must be returned to the U.S. Department of Education. It is not used to calculate the amount of tuition and fees a student will owe the School upon withdrawal. A separate refund policy is provided to assist students in determining the amount of tuition and other charges owed to Ogle School.

If the student has a remaining balance owed to Ogle School after all refund calculations are completed, whether the student withdraws or the School withdraws the student, there may be a 15% interest fee added to the owed remaining balance.

Ogle School will send an invoice to withdrawn students if a balance is owed the School. Any balance due will be calculated by determining earned charges using the institutional refund policy, and then subtracting the amount of earned aid as determined using the return to federal student aid policy.

# FINANCIAL PLANNING POLICIES

## **CANCELLATION & SETTLEMENT POLICY/ REFUND POLICY**

**(a) Termination Date:** Termination date is determined by the postmark date on written notification or the date student notifies the School Director (or designate) in person of his/her intent to withdraw or the date of withdrawal specified in writing by student. Legal guardian/guarantor of students under eighteen (18) years of age must provide such notice of cancellation. A withdrawal does not relieve student and legal guardian/guarantor, if any, of financial responsibilities under the phases of Enrollment Agreement. For an unofficial withdrawal, the termination date is when school recognizes student is no longer in attendance.

**(b) Refund Calculations:** For the purpose of refund calculations, a refund is based on the period of student's enrollment computed on the basis expressed in scheduled hours. The effective date for refund purposes is the earliest of: the last date of attendance (if student is withdrawn/dismissed by the school), or the date the license holder receives the notice of withdrawal or the date the school recognizes that the student is no longer in attendance. Refunds of tuition and fees will be paid not later than the 30th day after the date the student becomes eligible for the refund.

**(c) Rejection, Three-Day Cancellation, and Course Cancellation:** If student is rejected by school or if student cancels the enrollment agreement not later than midnight of the third day after the date the agreement is signed by the student, excluding Saturdays, Sundays and legal holidays, all amounts paid will be refunded, regardless of training.

### **(d) Other Cancellations:**

1. If student reasonably demonstrates that they entered into the Enrollment Agreement because of a misrepresentation made in the advertising or promotional materials of the school; or by an owner or representative of the school, all amounts paid will be refunded, regardless of training or;
2. If school is permanently closed and is no longer offering instruction after course commences, school will refund the unused portion paid by student or;
3. If student or school cancels this Enrollment Agreement more than three (3) business days after signing Enrollment Agreement, but on or before the fifth (5th) scheduled course day, student is entitled to a refund of all tuition fees paid or;
4. In cases of cancellation of this Enrollment Agreement, either by student or school, after student has commenced the course and after the fifth (5th) scheduled course day, a percentage of the tuition is retained by school and/or refunded to student per school's tuition adjustment schedule.

**(e) Student Financial Aid Refund Allocation:** Refund and repayment amounts must be distributed according to a specific order of priority prescribed in law and regulations. School's refund or repayment allocation may not deviate from the prescribed order. Refunds on behalf of Student Financial Aid recipients must be distributed in the following order: 1) Direct Unsubsidized Stafford Loans; 2) Direct Subsidized Stafford Loans; 3) Direct PLUS Loans; 4) Federal Pell Grants; 5) FSEOGs; 6) Other SFA Programs; 7) The Student. Refunds of Financial Aid funding will be made within forty-five (45) days of the date student withdraws, as defined in section (a).

### **(f) Refund of Tuition and Fees:**

1. For students who enroll and begin classes but withdraw, or are terminated, prior to program completion and during the

last 50% of the scheduled course, the school:

- (a) May retain 100% of tuition and fees paid by the student; and
  - (b) Is not obligated to refund any additional outstanding tuition
2. For students who enroll and begin classes but withdraw, or are terminated, prior to program completion and within the first 50% of the scheduled course, the school shall refund:
    - (a) 90% 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;
    - (b) 80% 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\*;
    - (c) 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
    - (d) 50% of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the course.
  3. Books, equipment and supplies (kit) are distributed in two parts for both Cosmetology and Esthetic students. Portions of the kit, once received, are non-refundable.

\*For a first-time Ogle School student, 100% of any outstanding tuition will be refunded.

## **VETERANS AFFAIRS (VA) STUDENT POLICY**

The Veterans Benefits and Transition Act of 2018 (Public Law 115-407) signed into law on December 31, 2018, requires institutions to have a policy in place to allow students who are considered Covered Individuals a certain time-frame to attend courses until VA provides payment to the institution. A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

Ogle School will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to Ogle School a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to Ogle School
2. 90 days after the date Ogle School certified tuition and fees following the receipt of the certificate of eligibility.

Ogle School will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government web site at <https://www.benefits.va.gov/gibill>

## DRESS CODE

### DRESS CODE - FOR ALL COURSES

The Ogle School Student Dress Code is based on industry standards in the careers for which our students are preparing and is intended to promote consistency and uniformity within the school.

Students are expected to use good taste and judgment in matters concerning dress and appearance. Neat, clean and appropriate attire creates the PROFESSIONAL IMAGE that Ogle School wishes to portray and at all times your attire must reflect professionalism.

In an effort to have all students present a consistent and professional appearance the following policy is to be followed:

- Solid black, ankle length or longer pants secured at the waist.
- Solid black skirts or dresses secured at the waist that are no shorter than the top of the knee.
- Solid black, form-fitting/skin tight pants, such as leggings and tights are acceptable only when worn under a top, dress or skirt that is no shorter than the top of the knee.
- Solid black, sleeved tops or Ogle School logo-wear of appropriate length and fit with Ogle School-issued name tag attached and visible at all times.
- Shoes or boots with closed toe and closed heel.
- Permitted accessories include jewelry, belts, neck scarves and decorative hair accessories of any color.
- The following students may wear professional clothing in any combination of black, gray and white. This exception applies only to the garments color; all other requirements remain in effect.
  - Cosmetology students who have reached 1000 clock hours and have provided acceptable documentation that they have passed PSI's TDLR Written Exam.
  - Esthetics students who have reached 500 clock hours and have passed an Ogle School administered mock PSI TDLR Written Exam.
- All hairstyling, makeup and facial hair must be professional and complete prior to arrival at school.
- Clothing must be neat and clean. Excessive wear (holes, frayed hems, stains, etc.), unprofessional language or images, logo-wear other than Ogle School logo-wear or other unprofessional clothing is prohibited.
- Sweat pants or shirts, bib overalls, hoodies or hoods, hats, visors, head-wraps, sweatbands, bandanas, scarves or any other article of clothing that covers the hair is prohibited except on special occasions as determined by the School Director.
- No skin or undergarments may be visible between the shirt and pant or skirt. Abdomens, armpits, bottoms, shoulders, cleavage, lingerie and undergarments must be covered at all times.
- Hands and fingernails must be clean and manicured. Students shall maintain fingernail lengths and follow guidelines appropriate for the career they have chosen.

- Tattoos may be visible so long as they do not depict images of nudity, profanity, violence or are gang related.
- Students are required to dress professionally according to their gender identification/expression.
- Student Dress Code must be followed at all times during school hours, while on school premises or at school sponsored events.
- Students who do not adhere to the Student Dress Code must clock out and leave Ogle School premises or school sponsored event until they are in compliance with the Student Dress Code.



# STUDENT POLICIES

## CONDUCT AND EMPLOYABILITY STANDARDS

Appearance, attitude and professional behavior are important elements of the student's career preparation and job success.

1. When a student's appearance and/or attitude is in opposition to the career education goals to which the school's academic and placement assistance are dedicated, the student may be advised, dismissed for the day and/or placed on probation. If no progress is shown during the probation period, the student may be dismissed.
2. When a student's behavior interferes with the rights of others, disrupts and/or prohibits the learning process of other students, or is in opposition to policies and rules of the classroom and the school, the student may be advised, dismissed for the day and/or placed on probation. If no progress is shown during probation period, the student may be dismissed.
3. When a student is guilty of negligent and/or careless acts and/or omissions in the learning process so as to endanger or to cause injury to another person or property, the student may be advised, dismissed for the day and/or placed on probation or may be automatically dismissed.
4. Under certain circumstances, a student's conduct may warrant immediate dismissal. Examples of this include, but are not limited to:
  - a. Engaging in verbal threats, intimidation, use of foul or profane language, physical threats, sexual assault, physical violence, racial or sexual harassment in or around the School.
  - b. Possession of weapons, firearms and knives while on school property or when involved in any school sponsored activity.
  - c. Possessing, distributing or using alcohol and/or illegal drugs in or around the school.
  - d. Vandalizing, stealing or being in possession of stolen property.
  - e. Falsifying personal information on school documents and/or presentation of forged documents.

## NON-FRATERNIZATION

Instructor course students are prohibited from fraternization with non-instructor students, either during regularly scheduled course hours or at any other time. Under no circumstances will students in the instructor course provide or accept transportation to/from non-instructor students, or provide their home and/or cell phone number(s) to non-instructor students. This policy includes the use of school facilities designated for non-educational use, such as designated break and smoking areas. Instructor students must use facilities designated for faculty and staff. Fraternization with non-instructor students is considered unprofessional behavior and subject to corrective action up to and including dismissal from Ogle School.

## ALCOHOL AND DRUG PREVENTION

Ogle School in its policies supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol by anyone on Ogle School property or as a part of any Ogle School activity is prohibited. Students taking prescribed or over-the-counter medication which may affect functioning should inform the Campus Security Authorities; School Director or Student Services Coordinator. See Insert 3.

## SEXUAL MISCONDUCT PREVENTION AND RESPONSE

If a final determination is made that any student of Ogle School is found to be abusing alcohol or using, possessing, manufacturing or distributing controlled substances in violation of the law on Ogle School property or at Ogle School events, they shall be subject to, at a minimum, the referral to counseling and automatic and immediate suspension or dismissal from school. Ogle School imposed sanctions are additional to any legal actions taken by local, state or federal authorities.

Ogle School is committed to complying with all laws that prohibit discrimination on the basis of sex in admission to, employment with, and otherwise in the operation of its educational program and activities. Among the applicable laws, Title IX of the Education Amendments of 1972 prohibits sex discrimination and sexual harassment in schools. In compliance with Title IX, Ogle School is committed to ensuring that all its students have equal opportunity to benefit from our program and activities, and that all its employees enjoy equal employment opportunity, free from sex discrimination and sexual harassment. The protections of Title IX also extend to third parties. Ogle School has developed a Title IX policy and the associated processes (please view the full Title IX policy at <https://www.ogleschool.edu/disclosures/osm-601-title-ix-policy-2019.pdf>) to ensure that all complaints of sex discrimination and sexual harassment—whether brought by students, employees, or third parties—are promptly investigated and, where a violation is found, that Ogle School takes action to end the conduct, prevent its recurrence, and address its effects.

Sexual harassment is unwelcomed advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person's employment or education, unreasonably interfered with a person's work or educational performance, or creates an intimidating, hostile or offensive working or learning environment.

Individuals who believe they are victims of sexual harassment should make it clear that such behavior is offensive to them. If the behavior continues, document the matter and refer it to Campus Security Authorities.

## STUDENT POLICIES

Responsible employees must promptly report sexual harassment that they observe or learn about.

Students who are found to be participating in any form of sexual harassment will be subject to disciplinary action, including but not limited to suspension or dismissal from school.

Any student, employee or other person who believes that he or she has been subjected to any form of sex discrimination, sexual harassment, or sexual assault in violation of this policy should make a complaint. Ogle School takes all such complaints seriously.

Ogle School strongly encourages any person who wishes to make a complaint under this policy to bring that complaint directly to Ogle School's Title IX Coordinator. However, a student may also bring such a complaint to an Admission Representative, instructor, School Director, or staff member with whom he or she is comfortable. Likewise, an employee may bring such a complaint to their immediate supervisor, another manager, or a human resources generalist. In each case, the complainant should understand that the complaint will be forwarded to the Title IX Coordinator.

Title IX Coordinators: A central Title IX Coordinator will be located at the Campus Support Center to assist with the coordinator at the campuses. School Directors and Student Service Coordinators have been designated as the Title IX Coordinators at each campus. Please see Insert 3 to find the current designates for the campus you attend.

Mary Gabriel, Title IX Coordinator  
Ogle School  
2208 West Park Row Drive Suite 100  
Arlington, TX 76013  
Phone: (817) 277-6341  
E-mail: TitleIX@ogleschool.edu

If you believe you have been sexually assaulted, your first priority should be to get to a place of safety. Ogle School strongly advocates that a victim of sexual assault report the incident in a timely manner.

Please familiarize yourself with Ogle School's Title IX Policy & Procedures which can be found on our website at: <https://www.ogleschool.edu/disclosures/osm-601-title-ix-policy-2019.pdf>

### STUDENT CONDUCT

Time is a critical factor for evidence collection and preservation for the proof of a criminal offense. An assault should be reported directly to local police and/or Campus Security Authorities. Upon request, Campus Security Authorities will assist victims in reporting incidents of sexual assault to local police. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Ogle School seeks to handle each complaint and investigation with professionalism and discretion. A fair and effective investigation often requires that the details of the complaint and/or the identity

of the complainant be shared with those individuals involved in and/or interviewed in the investigation. Such individuals will, however, be expected to maintain the confidentiality of the matter to the extent possible.

You can obtain information about rape awareness and prevention, victim support, counseling and mental health from the Rape, Abuse, and Incest National Network, at 1-800-656-HOPE (4673) or their website: <http://www.rainn.org>. Ogle School does not offer on-campus counseling services.

In the event a student has been apprehended for the violation of a law in the community, state or nation, the school will not request nor agree to special consideration for that individual because of his or her status as a student. The school will cooperate fully with law enforcement and other agencies in the enforcement of the law.

### CONSTRUCTIVE INSTRUCTION

Any student disrespect or lack of cooperation toward instructors as a result of constructive criticism will be regarded as exhibiting unprofessional behavior and may result in the student being withdrawn from school.

### CLASSROOM AND CLINIC ASSIGNMENTS

Students are required to remain with their instructor in their classrooms or assigned work areas unless at scheduled lunch or break.

There will be a charge for all services and products provided to clients unless otherwise approved in advance by the School Director (or designate). Students cannot bring into the school any beauty product not sold or carried at Ogle School nor should students advise clients to do so.

Stations are assigned at the beginning of each client service, for the duration of that service and may be reassigned at the discretion of school staff. All equipment and personal belongings must be stored in the student's assigned locker.

Sanitation is a critical part of our students' learning process. Adhering to TDLR health and safety standards as outlined in the published rules and regulations is essential in maintaining a sanitary establishment. Students are required to maintain a clean and safe station; before, during and after performing client services or practical work. In order for cosmetology students to maintain a sanitary station they will be required to wipe down the surface of their chair and station, clean the mirror, sanitize their implements before and after every use, place soiled towels in the appropriate receptacle and sweep/mop the area surrounding them (hair must be removed by sweeping prior to styling). Esthetic students must also maintain a sanitary work space and will be required to wipe down the surface of their spa bed, place soiled laundry in the appropriate receptacle, replace collar on wax pot, replace paper or bed sheets on spa bed/chairs used for services and sanitize their implements before and after every use. Additional tasks may be required depending on the service being provided and may vary by campus.

# STUDENT POLICIES

## EQUIPMENT & PERSONAL BELONGINGS

Each student is responsible for his or her own equipment, books and personal belongings and is provided a locker or rolling kit bag for storage of these items. Purses, coats, bags, backpacks and other personal belongings must be kept in a locker or rolling kit bag at all times during school hours. Ogle School is not responsible for lost or stolen items and it is the student's responsibility to replace any missing equipment or supplies at his or her own expense.

Students are required to have the equipment they need to complete services and assignments. If a student chooses to take these items home, it is the student's responsibility to bring them back to school. Students who do not come to school with their equipment will not be allowed to attend until they bring their equipment.

## LOCKERS

Students may be assigned a locker at course commencement. Students assigned a locker must use a combination lock to secure equipment and personal belongings within their locker and provide the Student Service Coordinator with the lock's combination.

Lockers are for use by current, active students only. Students must remove all belongings from their assigned locker immediately upon graduation, termination or withdrawal from Ogle School. Items found to be stored longer than 30 days since the student's last day of attendance or in unassigned lockers or roll-arounds will be discarded.

Lockers are the property of Ogle School and may be formally inspected at any time. Students are required to organize, clean and sanitize their lockers daily. Care must be taken not to mix unsanitary personal belongings (food, money, and clothing) with sanitized implements and equipment. Students who damage lockers will be required to pay the cost of repairing or replacing the locker. Students may not remove school equipment from the School at any time.

## ATTENDANCE

A student is considered to be absent during any unattended portion of their regular schedule. (See Course Schedule) Any absence will interfere with your learning process. Students must inform the school of any planned absence by completing a Student Absence Notice prior to the date of the planned absence. In cases of illness, emergency or other unforeseen absence, the student is required to call their campus's Student Service Coordinator no later than thirty (30) minutes prior to their course's scheduled start to notify their instructor, Clinic Service Manager and clients of their absence.

- Students absent five (5) consecutive regularly scheduled course days without contact will be immediately dismissed from Ogle School on the 6th scheduled day of non-attendance.
- Students absent ten (10) consecutive regularly scheduled course days with contact will be immediately dismissed from Ogle School on the 11th scheduled day of nonattendance.

Unscheduled hours are at the institution's discretion for make-up work and completion of guest services. Any student falling below 90% attendance will face disciplinary action and could be in jeopardy of being withdrawn.

The student withdrawal date for any student that withdraws or is dismissed from Ogle School will be the last date of attendance. Attendance Percentage is calculated by taking the total hours attended divided by the scheduled hours.

Examples:

a)  
Hours Attended= 97.88  
Absent Hours= 17.90  
Scheduled Hours= 110.00  
Attendance Percentage= 88.98%

$97.88/110.00=88.98\%$

b)  
Hours Attended= 505.57  
Absent Hours=37.68  
Scheduled Hours= 520.00  
Attendance Percentage= 97.23%

$505.57/520.00=97.23\%$

## TARDINESS

Students must report to class on time. Late arrival for any reason must be communicated and explained to the School Director, Student Services Coordinator or your current instructor.

## CHILD CARE RESOURCES

Students are prohibited from bringing their children to school during their scheduled course time and/or while earning clock hours. Please make appropriate arrangements for child care. The Student Services Department is available to assist you in finding child care resources.

## TIME CLOCKS AND CLOCK HOURS

Students hours are recorded on a time clock each day. It is the responsibility of students to use the time clock correctly. Failure to clock in or out may result in the loss of clock hours. To receive full credit, a student must clock IN when beginning their day and clock OUT when ending their day. Students must clock OUT when beginning their scheduled lunch break (full-time day students only) and must clock back IN when their scheduled lunch break ends. All students must be off the clock when leaving the building for any reason. Students, regardless of enrolled course or schedule, may not clock more than their scheduled hours on any given scheduled course day, with the exception of approved field trips, unless prior approval is given by the School Director or designate.

Students must be engaged in a learning activity at all times while earning clock hours. Students not engaged in a learning activity or students that are on break or at lunch must be clocked out. Any student found to be not engaging in a

## STUDENT POLICIES

learning activity, in the break room or outside the facility while clocked-in or in violation of any part of 16 Texas Administrative Code, Chapter 83.72(i)(1-4), as posted at each time clock, may be subject to corrective action up to and including immediate dismissal from Ogle School.

Instructors and/or the School Director (or designate) will communicate daily with students in areas of attendance and dependability. At a minimum, students will be notified of their earned clock hours each month. If students have questions about total time, they should speak with the Student Service Coordinator.

### BREAKS

Full-time students must clock out for a required lunch break daily, even if they remain inside the building. Students leaving the facility for any reason, including approved breaks, must clock out.

### STUDENT BREAK AREAS

Each campus has designated student break areas. No eating or drinking is permitted anywhere in the school other than assigned break areas.

### NON-SMOKING

While on school property students may smoke in designated student outdoor smoking areas only. Smoking is prohibited in the School.

### BUSINESS TELEPHONES

Students are prohibited from using business telephones for personal telephone calls except for extreme emergencies as determined by the School Director (or designate).

### ELECTRONIC DEVICES

Ogle School encourages students to use electronic communication devices for educational purposes. These devices include but are not limited to the following: cell phones and other electronic devices. Students may utilize electronic communication devices at school and at School activities when the instructor deems appropriate for educational purposes. Personal, non-educational use of electronic devices is permitted during breaks or lunch only in designated break areas. All other uses of electronic devices in the school are prohibited with the possessing student subject to the disciplinary measures outlined in the Conduct and Employability Standards. Use of electronic devices during the administration of any test or exam is prohibited, unless specifically required by the instructor or School for an educational purpose. It is recommended that students do not bring electronic devices to testing areas. If a student is found to possess an electronic device during testing, student test results may be invalidated and student will be subject to disciplinary measures outlined in the Academic Dishonesty policy.

### UNAUTHORIZED DISTRIBUTION OF COPYRIGHTED MATERIAL

Ogle School does not condone and will not tolerate the

unauthorized copying, downloading, publishing, distribution or use of copyrighted material. Students who engage in illegal downloading or unauthorized distribution of copyright materials using the schools information systems will receive an advisement up to and including dismissal from Ogle School. Ogle School imposed sanctions are additional to any legal actions taken by local, state or federal authorities. 18 U.S.C. § 2319 provides for the following legal sanctions.

Offense	Penalty
Misdemeanor Infringement: Unauthorized duplication of a copyrighted work(s) with a retail value less than \$2,500	Up to 1 year in prison, up to \$100,000 fine or both
Felony Infringement: At least 10 copies of a copyrighted work or copying multiple works with a retail value of at least \$2,500 (first offense)	Up to 5 years in prison, up to \$250,000 fine or both
Felony Infringement: At least 10 copies of a copyrighted work or copying multiple works with a retail value of at least \$2,500 (subsequent offense(s))	Up to 10 years in prison, up to \$250,000 fine or both

### SOCIAL MEDIA

Ogle School respects the rights of students and staff to use social media during their personal time. Social media includes all forms of online publishing and discussion, including but not limited to Facebook, Instagram, Twitter, YouTube, file-sharing and user-generated video and audio.

Ogle School students are personally responsible for the content that they publish on social networking sites. Be mindful that what you publish will be public for a long time. Respect your audience.

Ogle School does not permit ethnic slurs, personal insults, obscenity, intimidation, cyber bullying or engaging in conduct that would not be acceptable in Ogle School's facilities on any of our social media sites. Ogle School reserves the right to remove any posts at its discretion and take necessary disciplinary action as appropriate. It is the duty of Ogle School to protect itself from undue harm related to information that is shared on social networking sites.

# STUDENT POLICIES

## MAKE-UP WORK

Students must attempt to make up failed or missed tests and incomplete assignments.

## SATISFACTORY ACADEMIC PROGRESS POLICY

The intent of Ogle School's Satisfactory Academic Progress Policy is to be fair, reasonable and consistent in effectively evaluating the Student's measurable progress toward successful completion of their course instructing them to be successful in their chosen career. 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. Students are provided this policy prior to enrollment via this publication.

The training will include attendance, dependability, organizational skills, professional image, conduct, teamwork and cooperation. Student training is measured and communicated by; 1) Attendance, and; 2) Academic Grades.

1. Satisfactory Academic Progress is a requirement for all students enrolled in Ogle School. All students must maintain an academic grade percentage of 70% and average cumulative attendance of 70% to be considered making satisfactory academic progress and to complete the scheduled course within the maximum time frame. Ogle School's academic year is defined as 900 hours.
2. The maximum time a student has to complete is 143% of the course length. All minimum course lengths are determined by The Texas Department of Licensing and Regulation. Students who have not completed the course within the maximum time frame may continue as a student at the institution on a cash pay basis. However, at no time can a student exceed 150% of the program length regardless of payment method.

COURSE MAXIMUM TIME ALLOWED	WEEKS SCHEDULED	HOURS
Cosmetology (Full time, 35 hrs/wk) 1000 Hours	41 Weeks	1430
Cosmetology (Part time, 17.5 hrs/wk) 1000 Hours	82 Weeks	1430
Esthetics (Full time, 35 hrs/wk) 750 Hours	31 Weeks	1071
Esthetics (Part time, 17.5 hrs/wk) 750 Hours	61 Weeks	1071
Instructor (Full time, 35 hrs/wk) 500 Hours	20 Weeks	714
Instructor (Part-time, 17.5 hrs/wk) 500 Hours	41 Weeks	714

3. The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 70% of the scheduled hours. Ogle School evaluation periods are based on actual hours completed. Students are evaluated for Satisfactory Academic Progress upon meeting program benchmarks as follows:

- a. Cosmetology 450 hrs, 900 hrs, 950 hrs
- b. Esthetics 375 hrs
- c. Instructor 250 hrs

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. Evaluation periods are based on actual hours completed.

4. A student's academic grade percentage is determined by;
  - a. Theory exams;
  - b. Practical exams, and;
  - c. Practice activities.

Grade	Definition	Percentage
A	Excellent	90% to 100%
B	Very Good	80% to 89%
C	Passing	70% to 79%
D	Unsatisfactory - Failing	60% to 69%
F	Failing	Less Than 60%

Students meeting the minimum requirements for academics (70%) and attendance (70%) at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV funding interrupted, unless the student is on warning.

5. Attendance is evaluated on a cumulative basis. At each evaluation point, the attendance for the period will be added to the attendance from the preceding periods to determine whether the student will complete the course within the maximum time frame established in this policy. Total hours earned beginning the first day of course commencement and ending the last day of the completed period (phase) divided into the student's scheduled hours beginning the first day of course commencement and ending the last day of the completed period (phase).

$$\text{Student's Actual Hours Attended} \div \text{Scheduled Hours} = \text{Cumulative \% of Attendance}$$

6. A student will be placed on warning, but considered to be making satisfactory academic progress during the warning period, if the student's attendance falls below 70% or their academics fall below 70%. 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 the attendance and academic requirements, he/she will be dismissed from the program.

## STUDENT POLICIES

7. In the event the student withdraws, or other official interruption, the student, upon returning to school, maintains the status as of the time of departure.
  8. Withdrawals and incompletes have no effect upon the school's qualitative Satisfactory Academic Progress standard. All hours attempted within a progress report period are used in assessing if the student meets quantitative Satisfactory Academic Progress standard. Ogle School does not allow students to repeat courses and does not offer remedial or English as a Second Language (ESL) courses.
  9. With regard to Satisfactory Academic Progress, a student's transfer hours accepted by Ogle School will be counted as both attempted and earned hours for purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.
  10. Students may request access to their SAP evaluation by contacting the Student Services Coordinator.
1. Complete all required course work and final exams
  2. Complete scheduled agreement course hours
  3. Meet all tuition and fee requirements
  4. Maintain an acceptable level of compliance with all student policies
  5. Complete required graduation paperwork and documents
  6. Student must complete Exit Counseling if receiving federal student loans

Student will be awarded an Ogle School Diploma.

### ACADEMIC DISHONESTY

Academic dishonesty is any incident whereby a student or group of students knowingly and willingly offers or seeks to gain an academic advantage by giving or receiving inappropriate assistance in the preparation and completion of assignments and evaluations.

Students engaging in any form of academic dishonesty will be disciplined appropriately.

### RE-ESTABLISHING ELIGIBILITY

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. The student whose financial aid has been terminated for unsatisfactory progress will not be paid any additional financial aid until she/he has completed the hours previously paid for with a 70% academic grade percentage and will be able to complete the program within the maximum time frame.

### FINANCIAL PROGRESS

Students must meet or be current with all financial obligations to Ogle School as specified in their payment plan prior to graduation. It is expected that the student will comply by providing all necessary requested information and/or forms. Also, if monthly payments are budgeted, they are to be submitted on or before the statement due date to maintain satisfactory financial progress.

If a student fails to meet his or her financial obligation, he or she will receive a warning. If the financial situation is not satisfied, the student will be dismissed.

The student may appeal his or her dismissal and/or request readmission per Ogle School's Appeals Board Policy.

### COUNSELING

All first-time Federal Student Loan borrowers will be required to complete entrance counseling online at [www.studentloans.gov](http://www.studentloans.gov) prior to class commencement.

All Federal Student Loan borrowers will be required to complete exit counseling online at [www.studentloans.gov](http://www.studentloans.gov) prior to graduation.

### GRADUATION REQUIREMENTS

In order to graduate from the course the student must:

### RELEASE

The student and/or legal guardian grant Ogle School the irrevocable permission to use his or her voice, image or likeness as part of any live or recorded video display, broadcast, production or other depiction in any media, now or hereafter existing of all or any part of the students participation in school including for the commercial purposes of Ogle School.

### CLINICAL EDUCATION

Part of your education at Ogle School will be provided in our salon-modeled student clinic. The student clinic is designed to allow you to learn and practice your skills in a simulated salon environment. You will be learning by performing salon services on real, paying customers of the clinic. You will also learn how to sell professional-grade products to these customers. Learning in this environment and practicing on real clients is critical to your education. You will receive academic credit for the time you spend in the clinic. By enrolling in Ogle School, you are not an employee of the school, nor will you be paid a wage for the time spent learning in the student clinic.

### STUDENT CONCERNS/STUDENT COMPLAINT AND GRIEVANCE

Students are encouraged at all times to communicate their concerns to members of the faculty and administration. Suggestions, concerns or complaints should be registered privately, never with fellow students or clients. If a situation arises in which a student has a complaint or grievance regarding grades, instruction or other topics related to their course of study, the following procedure is in effect:

## STUDENT POLICIES

1. Make an appointment to discuss the matter informally with your instructor. If not resolved;
2. Make an appointment to discuss the matter informally with the School Director (or designate). If not resolved;
3. Request and complete a Student Complaint Form and submit it to the School Director (or designate). The School Director will verify that the student has made an attempt to resolve the concern informally and will call a meeting with all individuals whose participation is warranted by the circumstances of the particular concern to seek to resolve the concern. The minutes of the meeting and any agreed upon resolution will be documented on the Student Complaint Form and communicated to the student. If not resolved;
4. Request the School Director (or designate) forward the Student Complaint Form to the School's Vice President of Education for review. The ruling of the Vice President of Education will be documented on the Student Complaint Form and communicated to the student. If not resolved;
5. Request the Vice President of Education forward the Student Complaint Form to the School's President for review. The ruling of the President will be documented on the Student Complaint Form and communicated to the student. The President is the final authority on all student complaints within the institution. If not resolved;
6. Student may submit a complaint to TDLR and/or NACCAS only after the student has exhausted the institution's internal complaint process.

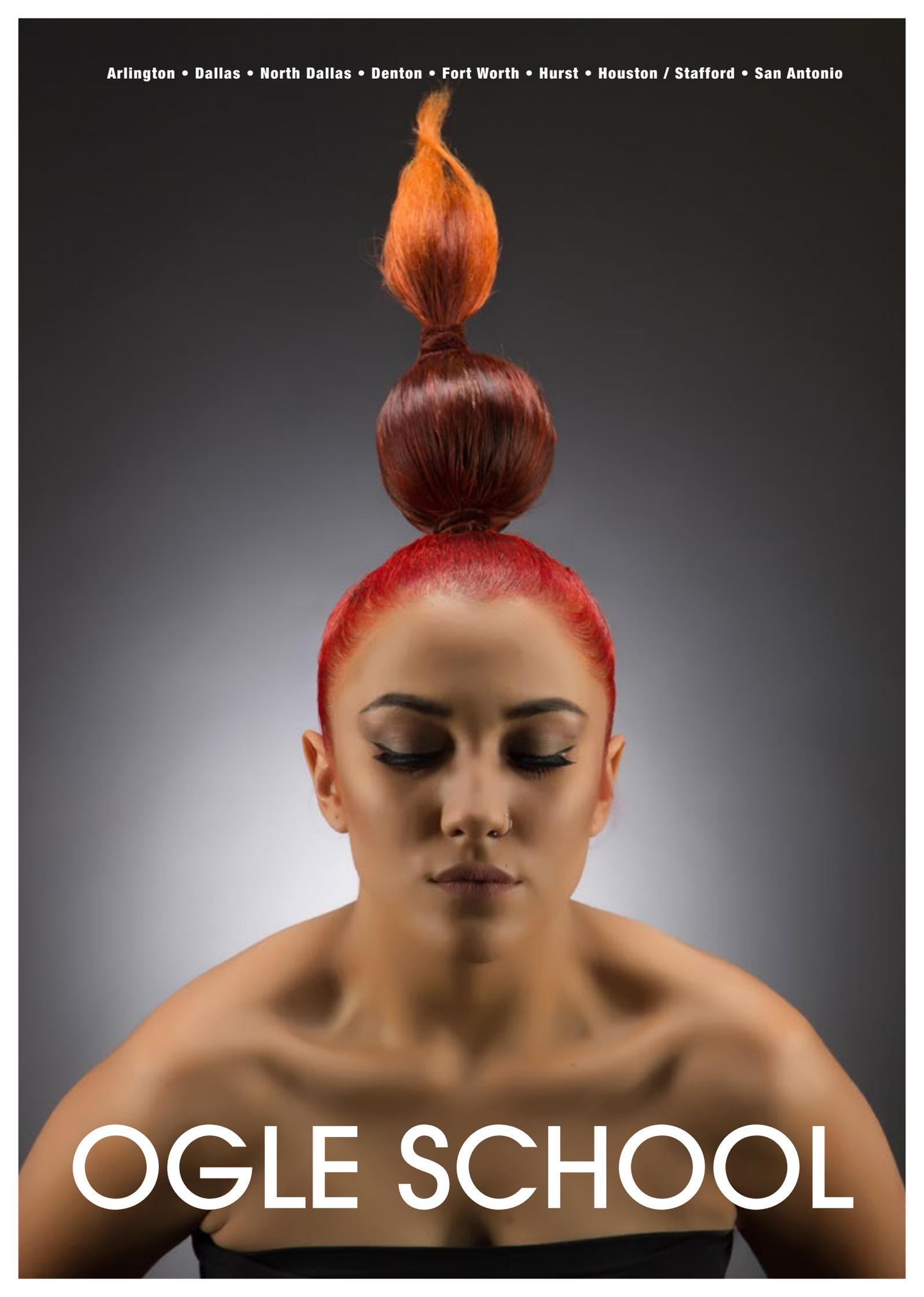
### COMPLIANCE REPORTING HOTLINE

If you have concerns regarding the administration of Federal Student Aid Programs, possible violations of institutional accreditation standards; or violations of state regulatory requirements and choose to report anonymously call (800) 401-8004. This is an anonymous and confidential reporting line that is not affiliated with Ogle School. It is accessible 24 hours a day, 7 days a week.

If you prefer to contact Ogle School's Compliance Department directly, please call the Compliance Officer at (817) 277-6341 or [compliance@ogleschool.edu](mailto:compliance@ogleschool.edu).

### NOTES:

Arlington • Dallas • North Dallas • Denton • Fort Worth • Hurst • Houston / Stafford • San Antonio



# OGLE SCHOOL

## Esthetics Course | Full-Time

<b>Books, Equipment &amp; Supplies*</b>	<b>\$2,580.00</b>
<b>Tuition</b>	<b>\$11,250.00</b>
<b>Total</b>	<b>\$13,380.00</b>

## Esthetics Course\*\* | Part-Time

<b>Books, Equipment &amp; Supplies*</b>	<b>\$2,580.00</b>
<b>Tuition</b>	<b>\$11,775.00</b>
<b>Total</b>	<b>\$14,355.00</b>

## Cosmetology Course | Full-Time

<b>Books, Equipment &amp; Supplies*</b>	<b>\$3,000.00</b>
<b>Tuition</b>	<b>\$13,700.00</b>
<b>Total</b>	<b>\$16,700.00</b>

## Cosmetology Course | Part-Time

<b>Books, Equipment &amp; Supplies*</b>	<b>\$3,000.00</b>
<b>Tuition</b>	<b>\$14,700.00</b>
<b>Total</b>	<b>\$17,700.00</b>

## Instructor Course (500 Hours)

<b>Books, Equipment &amp; Supplies</b>	<b>\$250.00</b>
<b>Tuition</b>	<b>\$2,500.00</b>
<b>Total</b>	<b>\$2,750.00</b>

Pricing effective for all classes starting on or after 05/04/2020

Prices for books, equipment and supplies include tax. These items will remain property of the student.

\* Students will have the option to include an iPad in their program for an additional \$410.00

\*\* Esthetics evening course not available at Denton & Hurst Campuses

In compliance with the Federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics of 1988 (formerly the Crime Awareness and Campus Security Act of 1990) the 2019 Annual Campus Security Report is available on our website at the following URL.

<https://www.ogleschool.edu/disclosures/ogle-asr-2020-02.pdf>

This report includes campus safety policies, procedures and statistics concerning campus crime. It is for students and employees, parents, prospective students and prospective employees, and it describes steps to prevent and respond to crime, and how students, faculty, and staff can work together to maintain a safe community. This report complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. A paper copy of the report can be requested via email or in person from the Director of Compliance and Regulatory Affairs.

# INSERT 3 - ADMINISTRATION AND FACULTY ADDENDUM ( PAGE 1 OF 2 )

Home Office: 2208 W. Park Row Dr., Suite 100, Arlington, TX 76013 (817) 277-6341			
President/Chief Executive Officer	John Blair	Financial Planner - Manager	Tareasha Jackson
Chief Financial Officer	Jeff Long	Financial Planner - Lead	Tina Jones
Vice President of Admissions	Aaron McCardell	Financial Planner - Senior	LaTrice Lester
Vice President of Education	Kim Layton	Financial Planner	Priscilla Aguilar
Head of Marketing	Jeff Chiarelli	Financial Planner	Jordyn Fox
Director of Financial Planning	Stacy Hodge	Financial Planner	Chadney Harris
Director of Compliance and Regulatory Affairs	Mary Gabriel	Financial Planner	NySheena Lowe
Director of Admissions - Dallas, Denton, North Dallas	Ramon Bustos	Financial Planner	Kendra Simpson
Director of Admissions - Arlington, Fort Worth, Hurst	Tamera-Jo Grant	Financial Planner	Dawn Wolfe
Director of Admissions Sr. - San Antonio, Stafford	Evelyn Spear		
Director of Admissions - High School Program	Nikki Pompey		
Admissions Coordinator Manager	Leslie Boothe		
Arlington Campus: 2200 W. Park Row Dr., Arlington, TX 76013 (817) 460-8181			
School Director	Ronnetta Johnson	Instructors:	
Lead Instructor	Lisa Wiley	Shaquinta Clay	Yubi Mena
Clinic Service Manager - Lead	Randall Woods	Shelvia Fincher	Lexis Modkins
Student Services Coordinator	Mirtha Trujillo	Patricia Greene	Christina Wenzel
Director of Admissions - Associate	Rodney Smith II	Carol Johnson	
Admissions Advisor - Senior	Gerri Perez		
Admissions Rep - Associate	Darius Hearn		
Hurst Campus: 720-B Arcadia Street, Hurst, TX 76053 (817) 284-9231			
School Director	Vivian Herrarte	Instructors:	
Clinic Service Manager	Amber Jones	Vera Bailey	Dean Coats
Student Services Coordinator	Christine Ganske	Alicia Balderramos Peoples	Lawanda Harris
Director of Admissions - Associate	Darryl Leonard	Robin Banks	Christeena Waters
Admissions Rep - Associate	Chelsea Reed	Heather Charland	Stephanie Williams
Fort Worth Campus: 6125 S.W. Loop 820, Suite 128, Fort Worth, TX 76132 (817) 294-2950			
School Director	Larissa Chaney	Instructors:	
Lead Instructor/Education Specialist	Lisa Franklin	Donna Bader	Kimberly Jasmin
Clinic Services Manager	Bethany Johnson	Angelina Fratangelo	Antonio Perez Jr.
Student Services Coordinator	Debi Cellerini	Retiece Givens	Oticia Preston
Director of Admissions - Assistant	Jesse Martinez	Teresa Hicks	Rhiannon Sweaza
Admissions Representative	Yazmin De Los Santos	Anita Vasquez	
Admissions Rep-Associate	Champaign Galvin		
Admissions Representative	Lavarne Harris-Hines		
Admissions Representative	Carolyn Jacoby		
Admissions Representative	Brooke Leonard		
Denton Campus: 2324 San Jacinto Blvd., Suite 207, Denton, TX 76205 (940) 535-5642			
School Director	Blaze McCarthy	Instructors:	
School Director - Assistant	Jenna Pavlasek	Joyce Flanagan	Debra Kelly
Clinic Service Manager/Student Services Coordinator	Lizbeth Alaniz	Teresa Gardner-Thompson	Brandy McKinjon
Director of Admissions - Associate	Robin Thorpe	Upendo Green	Paulett Sakala
Admissions Rep-Associate	Travis Rhoades		

# INSERT 3 - ADMINISTRATION AND FACULTY ADDENDUM (PAGE 2 OF 2)

Dallas Campus: 6333 E. Mockingbird Lane, Suite 201, Dallas, TX 75214 (214) 821-0819			
School Director	Blaze McCarthy	Instructors:	
School Director - Assistant	Nicole Dotie	Stacy Bradley	Jennifer Montoya
Clinic Service Manager	Notoshia Chandler	Darlene Butcher	Rose Small
Student Services Coordinator	Jeanette Sanchez	Tanya Galloway	Brianna Terrell
Director of Admissions - Associate	Teshau Merriweather	Sheila Hardin	Dabney Williams
Admissions Representative	Larissa Barbee	Chastity Higgins	Ashley Yeldell
Admissions Representative - Associate	Tavodrick Cottonham	Barbara Huncharek	
Admissions Representative - Associate	Renier Reid		
North Dallas Campus: 17174 Preston Road, Dallas, TX 75248 (214) 743-7700			
School Director	Christine Pool	Instructors:	
Lead Instructor	LaShaundra McGriff	Sheryl Cloud	Cynthia Smith
Clinic Service Manager	Aisha Gant	Jaqueline Denson	Chrystal Teague
Student Services Coordinator	Patsy Smith	Robyn Hix	Cynthia Whiting
Director of Admissions - Associate	Krystal Brown	Sharday Pinkas	Kelly Wright
Admissions Representative - Associate	Leann Ray	Cynthia Pugh	
Admissions Representative - Associate	Kita Livingston		
San Antonio Campus: 742 N.W. Loop 410, Suite 226, San Antonio, TX 78216 (210) 424-0555			
School Director	Irene Vicencio	Instructors:	
Clinic Service Manager	Lisa Ubrick	Stephanie Castro	Sonja Pruitt
Student Services Coordinator	Sylvia Camarillo	Sandra Felan	Fredrik Rivera-Sosa
Student Services Coordinator	Malinda Williams	Katrina Juarez	Janie Salazar
Director of Admissions - Assistant	Nancy Garcia	Maria Madewell	Joe Salazar
Admissions Representative - Associate	Rudy Vidales	Rosa Montez	Martha Serda
Admissions Representative	Miranda Aguirre	Socorro Noriega	Victoria Vargas
Admissions Representative - Associate	Cynthia Montoya		
Admissions Representative - Associate	Sylvia Salaswat		
Houston Campus: 12788 Fountain Lake Circle, Stafford, TX 77477 (281) 494-0106			
School Director	Racheal Young	Instructors:	
Lead Instructor	Rachel Eaton	Danielle Anderson	Davette Mundy
Clinic Service Manager	Katrina Patters	Cindy Collins	Stanley Nolan
Student Services Coordinator - Sr.	Jennifer Ludeke	Danielle Evans-Lofton	Roshanda Perkins
Student Services Coordinator	Bridgett Shaw	Aunghelle Kemp - Education Specialist	Briand Russell
Student Services Coordinator	Stephanie Leviege	Veronica Lara	Kala Scott
Director of Admissions - Associate	Stephanie Hudson	Naomi Love	Ruelon Turner
Admissions Advisor	Jennifer Gomez		
Admissions Advisor	Alicia Jimenez		
Admissions Representative - Associate	Lauren Thomas		
Admissions Representative - Associate	Erica Malveaux-Miller		
Admissions Representative - Associate	Steven Ferrell		

Ogle School is required to disclose certain information to its students. The disclosures listed below are in addition to those included in the body of this catalog:

A description of any written arrangements the institution has entered into, including:

1. The portion of the educational program that the institution that grants the degree or certificate is not providing;
2. The name and location of the other institutions or organizations that are providing the portion of the educational program that the institution that grants the degree or certificate is not providing;
3. The method of delivery of the portion of the educational program that the institution that grants the degree or certificate is not providing; and
4. Estimated additional costs students may incur as the result of enrolling in an educational program that is provided, in part, under the written arrangement

**Ogle School does not have any written arrangements with any institutions.**

What are the types of graduate and professional education in which graduates of the institution’s four-year degree programs later enroll?

**Ogle School does not have a four-year degree program.**

Is the institution required to maintain a teach-out plan by its accrediting agency?

**Yes.**

Contact information for filing complaints with the institution’s accreditor and state authorization agency

**Accreditor (NACCAS): <http://NACCAS.org> / (703) 600-7600**

**State Authorization Agency (TDLR): [https://www.tdlr.texas.gov/complaints/default\\_Licensed.aspx](https://www.tdlr.texas.gov/complaints/default_Licensed.aspx)**

Are there any enforcement actions or prosecutions brought against the institution by a state or federal law enforcement agency in any matter where a final judgment against the institution, if rendered, would result in adverse action by an accrediting agency, revocation by the state authorization agency, or limitation, suspension or termination of eligibility under Title IV?

**No.**

State Licensure for programs offered at Ogle School

For the following programs offered at Ogle School, we have determined that the program curriculum meets the state of Texas education requirements for licensure or certification:

- Cosmetology | Arlington, Hurst, Fort Worth, Dallas, N. Dallas, San Antonio, Denton, Stafford
- Esthetics | Arlington, Hurst, Fort Worth, Dallas, N. Dallas, San Antonio, Denton, Stafford
- Instructor | Arlington, Hurst, Fort Worth, Dallas, N. Dallas, San Antonio, Denton, Stafford

These programs are designed to lead to professional licensure or certification in the state of Texas.

Ogle School has not yet made a determination as to whether our program curriculum meets educational requirements for the following states:

Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, and Wyoming