

OGLE SCHOOL

HAIR SKIN NAILS

10-Time
MODERN
SALON
"EXCELLENCE
IN EDUCATION"
HONOREE

PROGRAMS

Cosmetology

Esthetics

Cosmetology Instructor

Cosmetology Instructor Hybrid

Esthetics Instructor

Esthetics Instructor Hybrid



TABLE OF CONTENTS

Ogle School Hair Skin Nails – A Beautiful Career Starts Here

WELCOME.....	2
<i>A letter from the President, John Blair</i>	
GENERAL INFO	3
<i>Facilities, Training Overview & Breakdown, Physical Demands</i>	
ABOUT US	4
<i>Our History, Purpose, Mission, and Values</i>	
LICENSURE	5
<i>Licensing & Exam Requirements and Contact Information</i>	
ACCREDITATION, MEMBERSHIPS & AFFILIATIONS	6
<i>School Owners, NACCAS, AACCS, CCST</i>	
STUDENT OUTCOMES	7
<i>Graduation, Licensure, and Graduate Placement Rates</i>	
SCHEDULES & CLASS STARTS	9
ACADEMIC CALENDAR	10
COSMETOLOGY COURSE OUTLINE.....	11-12
ESTHETICS COURSE OUTLINE	13-14
COSMETOLOGY INSTRUCTOR COURSE OUTLINE.....	15
COSMETOLOGY INSTRUCTOR HYBRID COURSE OUTLINE.....	16
ESTHETICS INSTRUCTOR COURSE OUTLINE	17
ESTHETICS INSTRUCTOR HYBRID COURSE OUTLINE.....	18
ADMISSION POLICIES.....	19-21
<i>Requirements, Orientation, Transfer Hours, Readmission</i>	
STUDENT RESOURCES	22-23
<i>Advising, Counseling, Career/Employment Services, Graduation, Grades, Name/Address Updates, Schedule Changes, Parking, Tutoring, Transcripts</i>	
STUDENT POLICIES	24-35
<i>Grounds for Termination, Attendance, Tardiness, Withdrawal/Termination, Conduct & Employability Standards, Alcohol & Drug Prevention, Academic Progress, Financial Progress, Classroom & Clinic Assignments, Dress Code, Make-up Work, Lockers, Childcare Resources, Time Clocks & Clock Hours, Breaks & Break Areas, Student Conduct, Sexual Misconduct Prevention, Clinical Education, Constructive Instruction, Biometric Data, Business Telephones, Electronic Devices, Non-Smoking, Copyrighted Materials, Social Media, Equipment & Personal Belongings, Compliance Reporting Hotline, Academic Dishonesty, Release, Satisfactory Academic Progress, Student Concerns/Complaints & Grievance, Leave of Absence, Distance Education</i>	
FINANCIAL PLANNING POLICIES	36-38
<i>Financial Assistance, Payment Agreements, Scholarships, Return of Federal Student Aid, Cancellation & Settlement Policy</i>	
STUDENT’S RIGHT TO ACCESS/RIGHT TO PRIVACY.....	39
COURSE COSTS ADDENDUM (INSERT 1)	40
ANNUAL REPORT DISCLOSURE ADDENDUM (INSERT 2).....	41
ADMINISTRATION & FACULTY ADDENDUM (INSERT 3)	42
ADDITIONAL DISCLOSURES ADDENDUM (INSERT 4)	43

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 Campus Administrators 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.

-OVER 50 YEARS- OF BEAUTIFUL CAREERS



CAMPUSES/FACILITIES

Our 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

Beauty professionals 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 beauty professionals may find it necessary to work long hours, sometimes missing breaks, and meals. It is not unusual for beauty professionals 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.

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. The Ogle School Atlanta - Price & White location is our first venture into the great state of Georgia.

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

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



LICENSURE

LICENSING

State Board of Cosmetology
Examining Boards Division
237 Coliseum Drive
Macon, GA 31217
(912) 207-1436

LICENSURE BY EXAMINATION (GA R&R | Department 240 | Chapter 240-6)

Rule 240-6-.01 Examination Administration

- (1) The board may designate vendor(s) for the purpose of administering examinations to applicants for licensure in accordance with the authority and powers granted to the board by statute. The designated vendor(s) may perform tasks pertaining to the examination of applicants including, but not limited to, receiving applications for examination, scheduling examinations, notifying applicants, and conducting examinations. All such tasks shall be identified in writing and performed only with the written approval of the board.
- (2) The board, through its designated vendor(s), will provide reasonable accommodations to a qualified applicant with a disability in accordance with the Americans with Disabilities Act. The request for such an accommodation must accompany the license application, be in writing, and received by the designated agent of the board by the application deadline accompanied with appropriate documentation as indicated in the Request for Disability Accommodation Guidelines.
- (3) All exams shall be administered in English. No foreign language translators will be allowed or furnished.
- (4) Properly credentialed Board or Board staff shall have the authority to observe examinations at any time.

Rule 240-6-.02 Examination for Cosmetology or Barber License

- (1) An applicant for the cosmetology examination at the master cosmetology, master barber, barber II, hair designer, esthetician, nail technician, or instructor for any license shall receive notice of eligibility sent by the Board or the Board's designated agent, stating the date, time and place of examination. If the applicant fails the examination or fails to report to the examination upon notice, such person may qualify for examination again by submitting another examination fee.
- (2) The applicant taking the examination shall be required to pass the practical and written examination with a minimum score of 70% on each section. Failure to achieve a passing score requires the applicant to retake the section failed.
- (3) An applicant may be excused from examination in an emergency situation, from taking that examination only one time without payment of additional examination fee. An emergency situation is defined as illness or death in applicant's family. Only written excuses, with proof of emergency, will be considered.
- (4) Any applicant receiving a notice of examination, who fails to report to the examination or submit a written excuse to the Board or the Board's designated agent, within 10 days after date of examination, will be required to pay another examination fee before being permitted to take the examination.

Rule 240-6-.03 Application for Cosmetology License at the Master Cosmetologist, Master Barber, Barber, Hair Designer, Esthetician or Nail Technician Level

- (1) Any person desiring to practice cosmetology or barbering at the master cosmetologist, master barber, barber II, hair designer, esthetician or nail technician level in the State of Georgia, is required to make application for a license using the form furnished by the Georgia State Board of Cosmetology and Barbers and show by such application that applicant has met all the requirements of the laws and the rules of the Board. When such application is properly filled out and returned to the Board, it shall be accompanied by the following:
 - (a) Proof of passing a written and practical examination from Board's designated agent;
 - (b) any other information requested by the Board required for licensure by law or rule.
 - (c) the required application processing fee(s) which is non-refundable;

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

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, TX 76013

ACCREDITATION

Ogle School is seeking national accreditation by:
National Accrediting Commission of Career Arts & Sciences (NACCAS)
3015 Colvin Street
Alexandria, VA 22314
703-600-7600
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:

Georgia Locations

Seeking accreditation: Atlanta

Texas Locations

Accredited: Arlington, Hurst, Fort Worth

Additional Location Accreditation: Dallas, North Dallas, San Antonio, Denton, Stafford, Houston (Willowbrook)

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.



STUDENT OUTCOMES (of Texas locations only)

STUDENT OUTCOMES IN GRADUATION, GRADUATE EMPLOYMENT, AND LICENSURE RATES

The following statistics represent institutional outcomes for graduation rates, job placement rates and licensure (exam) pass rates as of 11/30/2023 as reported to NACCAS for the 2022 student cohort. No rates are available for Georgia as of the publication date of this catalog.

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

GRADUATION RATES - of the students scheduled to graduate from their program in the reporting year, the percentage that graduated before the annual report deadline.						
LOCATION:	COSMETOLOGY		ESTHETICS		TOTAL "A"	TOTAL "B"
ARLINGTON ¹	95/143	66%	148/177	84%	83%	76%
SAN ANTONIO ¹	124/152	82%	200/225	89%	83%	86%
DENTON ¹	76/88	86%	59/65	91%	83%	88%
HURST ²	76/100	76%	50/52	96%	82%	83%
STAFFORD ²	146/205	71%	206/228	90%	82%	81%
HOUSTON (WILLOWBROOK) ²	125/161	78%	215/250	86%	82%	83%
FORT WORTH ³	137/180	76%	157/174	90%	81%	83%
DALLAS ³	110/157	70%	155/190	82%	81%	76%
N. DALLAS ³	112/143	78%	128/145	88%	81%	83%

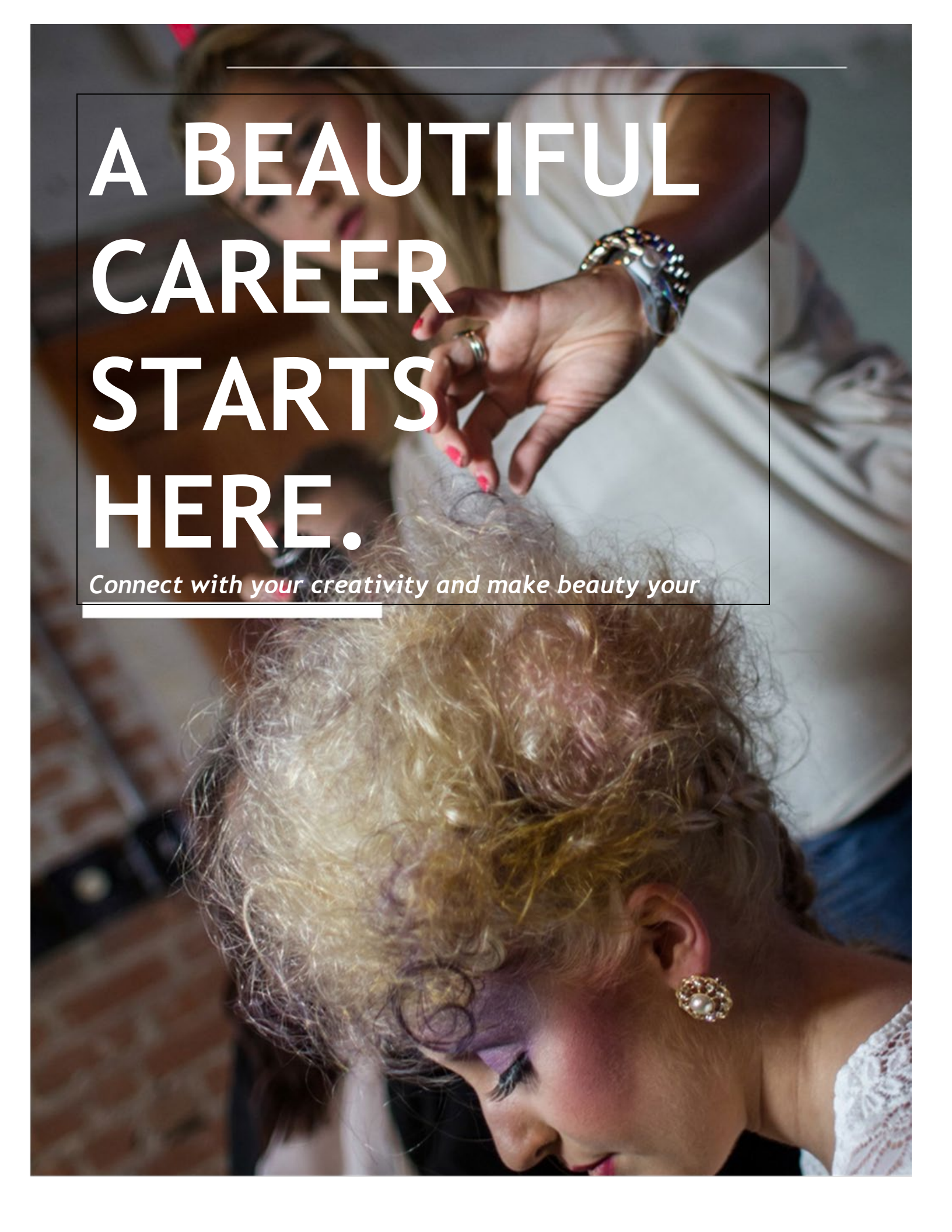
PLACEMENT RATES - of those graduated from the graduation cohort who are eligible for placement, the percentage who were placed prior to the annual report deadline.						
LOCATION:	COSMETOLOGY		ESTHETICS		TOTAL "A"	TOTAL "B"
ARLINGTON ¹	56/64	88%	81/105	77%	85%	81%
SAN ANTONIO ¹	73/82	89%	125/148	84%	85%	86%
DENTON ¹	56/62	90%	37/42	88%	85%	89%
HURST ²	47/52	90%	30/35	86%	84%	89%
STAFFORD ²	61/67	91%	93/118	79%	84%	83%
HOUSTON (WILLOWBROOK) ²	46/50	92%	101/130	78%	84%	82%
FORT WORTH ³	82/98	84%	99/126	79%	81%	81%
DALLAS ³	54/58	93%	68/88	77%	81%	84%
N. DALLAS ³	61/78	78%	67/86	78%	81%	78%

LICENSURE RATE - 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		TOTAL "A"	TOTAL "B"
ARLINGTON ¹	64/64	100%	107/107	100%	99%	100%
SAN ANTONIO ¹	85/90	94%	150/150	100%	99%	98%
DENTON ¹	64/65	98%	42/42	100%	99%	99%
HURST ²	53/54	98%	36/36	100%	98%	99%
STAFFORD ²	68/72	94%	124/124	100%	98%	98%
HOUSTON (WILLOWBROOK) ²	57/59	97%	136/137	99%	98%	98%
FORT WORTH ³	101/103	98%	130/130	100%	99%	99%
DALLAS ³	62/64	97%	90/91	99%	99%	98%
N. DALLAS ³	80/81	99%	86/87	99%	99%	99%

Accreditation status of each Ogle School included in this report: **Accredited (Main):** Arlifngton¹, Hurst² & Fort Worth³
Additional Location(s) Accreditation: Dallas³, N. Dallas³, Stafford², Houston (Willowbrook)², San Antonio¹, Denton¹

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

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

A close-up photograph of a woman with voluminous, curly blonde hair. A hairdresser's hand, adorned with a watch and a ring, is visible near the hair. The woman is wearing a white lace top and a pearl earring. The background is softly blurred, showing another person in a white shirt.

A BEAUTIFUL CAREER STARTS HERE.

Connect with your creativity and make beauty your

SCHEDULES & CLASS STARTS

COURSE START DATES AND SCHEDULES

Courses and start dates may vary by location. Each date listed below denotes the start dates throughout 2025 for all programs and schedules. The school reserves the right, at its discretion, to deliver education to students in person, via distance education, or in a combination of both methods in the case of a natural disaster, pandemic, cyber-attack, or other event wherein it is deemed necessary. Additional opportunities may be available for re-admission.

START DATES

Monday, January 13, 2025
Monday, February 24, 2025
Tuesday, April 1, 2025
Monday, May 5, 2025
Monday, June 16, 2025
Monday, July 28, 2025
Monday, September 8, 2025
Monday, October 20, 2025
Monday, November 24, 2025

CLASS SCHEDULES – ALL PROGRAMS

Schedule Option 1 (17.5 hours per week for the entire program):

Morning (3.5 hours per day) Monday through Friday: 9:00 am to 12:30 pm
Afternoon (3.5 hours per day) Monday through Friday: 1:30 pm to 5:00 pm
Evening (3.5 hours per day) Monday through Friday: 6:00 pm to 9:30 pm
Approximate number of months to complete:
Master Cosmetologist - 20 months | Esthetician - 14 months
Cosmetology Instructor - 14 months | Esthetics Instructor - 7 months

Schedule Option 2 (17.5 hours per week for level 1 and 35 hours per week for level 2):

Level 1

Morning (3.5 hours per day) Monday through Friday: 9:00 am to 12:30 pm
Afternoon (3.5 hours per day) Monday through Friday: 1:30 pm to 5:00 pm
Evening (3.5 hours per day) Monday through Friday: 6:00 pm to 9:30 pm

Level 2

Shift A (7 hours per day) Monday through Friday: 9:00 am to 5:00 pm
Shift B (7 hours per day) Monday through Friday: 1:30 pm to 9:30 pm
Approximate number of months to complete:
Master Cosmetologist - 12 months | Esthetician - 9 months

COSMETOLOGY & ESTHETIC INSTRUCTOR

Full-time 35 hours per week ("MRN + AFT" or "AFT + EVE")
Part-time 17.5 hours per week (MRN, AFT, or EVE)
Morning (3.5 hours per day)
Monday through Friday: 9:00 am to 12:30 pm
Afternoon (3.5 hours per day)
Monday through Friday: 1:30 pm to 5:00 pm
Evening (5.5 hours per day)
Monday through Friday: 3:00 pm to 9:30 pm
Approximate number of months to complete:
FT Cosmetology Instructor - 5.5 | Esthetics Instructor - 3.5
PT Cosmetology Instructor - 10 | Esthetics Instructor - 7

COSMETOLOGY & ESTHETIC INSTRUCTOR HYBRID

27.5 hours per week
(On-premise classes w/additional hours earned remotely)
Morning (3.5 hours per day, plus remote learning)
Monday through Friday: 9:00 am to 12:30 pm on-campus
Afternoon (3.5 hours per day, plus remote learning)
Monday through Friday: 1:30 pm to 5:00 pm on-campus
Evening (3.5 hours per day, plus remote learning)
Monday through Friday: 6:00 pm to 9:30 pm on-campus
Each schedule includes an additional 10 hours per week via distance learning
Approximate number of months to complete:
Cosmetology Instructor - 7 | Esthetics Instructor: 4.5

“Achievement Begins with A Dream.”

ACADEMIC CALENDAR

ACADEMIC CALENDAR

Ogle School operates year-round and **observes the following holidays and school closings:**

School Closure Dates:	Holiday:
Wednesday, January 1, 2025	New Year's Day
Monday, January 20, 2025	Martin Luther King Jr's Birthday
Monday, May 26, 2025	Memorial Day
Thursday, June 19, 2025	Juneteenth
Friday, July 4, 2025	Independence Day
Monday, September 1, 2025	Labor Day
Thursday, November 27, 2025	Thanksgiving Day
Friday, November 28, 2025	Day after Thanksgiving
Wednesday, December 24, 2025	Christmas Eve
Thursday, December 25, 2025	Christmas Day
Wednesday, December 31, 2025	New Year's Eve
Thursday, January 1, 2026	New Year's Day 2026

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 local television stations. Additionally, we will make every effort to communicate cancellations or delays digitally via our social media properties, website (ogleschool.edu), MyOgleTrack, 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)

- Master Cosmetologist & Esthetician State Written Exam fee - \$45.00 per attempt
- Master Cosmetologist & Esthetician State Practical Exam fee - \$64.00 per attempt
- Master Cosmetologist or Esthetics Application for Licensure by Exam fee - \$30.00
 - Processing fees: Paper application \$10, Online application \$5
- Instructor License Application fee - \$75
- Students in hybrid courses must have access to high-speed internet and a device on which to attend scheduled hours via distance education

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:

- Pen or Pencil
- Highlighter
- Notebook paper

COURSE OUTLINE | COSMETOLOGY

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

Course Length: 1500 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 two areas: academic learning and practical learning experience. 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: Train the student for entry-level employment as a Hair Stylist, Platform Artist, Colorist, Sales Representative, Salon Manager or Salon Owner.

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 2nd Edition Digital Only ISBN# 978-1-957642-75-8

Cosmetologist Course Content:

THEORY HOURS	COSMETOLOGIST SUBJECTS (Level 1 Instruction: pre-clinical)
40 HOURS	Chemistry; Cleansing and disinfection; EPA; OSHA, infection control standards; blood spill procedures, AIDS; HIV; and communicable diseases.
45 HOURS	Permanent Waving: the chemistry of permanent wave solution and its reaction; the chemistry of relaxers and their reactions; and the principles of permanent wave rod placement.
45 HOURS	Hair Coloring: the chemistry of color; principles of color application; and the chemical reaction of hair color.
20 HOURS	Hair and Scalp Treatments and Conditioning; hair analysis; scalp condition; and treatments.
25 HOURS	Hair Cutting; proper handling and care of instruments.
15 HOURS	Shampooing; Proper procedure of shampooing; Knowledge of shampooing formulas; and Water temperature.
35 HOURS	Hairdressing / Hairstyling: 20 hours training on mannequins and 15 hours on live models (without compensation)
25 HOURS	Nail Care and Skin Care; 10 hours of concepts and principles of nail care procedures and correct handling of instruments and 15 hours of concepts and principles of skin care procedures and techniques.
THEORY HOURS	COSMETOLOGY SUBJECTS (Level 2 Instruction)
100 HOURS	Cleansing and disinfecting; physiology; electricity; safety precautions; chemistry of beauty products, actions/reactions, and the composition of tints, dyes and bleaches; salesmanship; telephone etiquette; and salon deportment; consisting of courtesy, neatness and professional attitude in meeting the public.
50 HOURS	Social skills, reception or desk work, art and ethics, State Board of Cosmetology Laws and Rules

COURSE OUTLINE | COSMETOLOGY (continued)

CLINICAL HOURS & APPLICATIONS	COSMETOLOGY SUBJECTS (Level 2 Instruction)
50 HOURS	Practical training in preparing germicidal solutions, shampoos, tint and bleaches; and practical training in washing and sanitizing all equipment in the beauty salon.
255 HOURS (170 applications)	Hairdressing, Shampoo and Comb-out to include shampoos, comprising dry, soap-free, oil and reconditioning; wet curls, thermo-curling, blow drying, hair styles, comb outs and all types of pressing; hot combs.
124.50 HOURS (166 applications)	Hair Cutting and Shaping
150 HOURS (50 applications)	Permanent Waving
139 HOURS (80 applications)	Chemical Hair Relaxing
	Virgin application (82 service application hours/42 applications)
	Chemical retouch (57 applications hours/38 applications)
155 HOURS (155 applications)	Hair Coloring and Hair Lightening
	Temporary rinses and semi-permanent color (9 service application hours/20 applications)
	Virgin color (40 service application hours/20 applications)
	Color retouches (20 service application hours/10 applications)
	Hair bleaching and lightening
	Virgin hair lightening (32 service application hours/16 applications)
	Retouch hair lightening (20 service application hours/10 applications)
	Foiling techniques and placement (28 service application hours/14 applications)
	Predisposition tests (3 service application hours)
	Color removal (3 service application hours)
49 HOURS (49 applications)	Scalp and Hair Treatment to include brushing and manipulations, corrective treatments, and reconditioning treatments.
52.5 HOURS (52.5 applications)	Facial Treatment, Make-up, and Hair Removal
	Facial treatments (30 service application hours/30 applications)
	Make-up applications (20 service application hours/20 applications)
	Brow and lash tint (2.5 service application hours/5 applications)
30 HOURS (30 applications)	Hair Removal
	Lip, chin, and face (tweezing, waxing, threading) (10 service application hours/20 applications)
	Brow tweezing (10 service application hours/20 applications)
	Brow waxing (10 service application hours/20 applications)
5 HOURS (10 applications)	Sanitizing and Disinfection of Tools, Implements, and Equipment
	Implements (brushes, combs, shears, clippers, flat irons, curling irons, nail and skin care implements) (1 service application hour/2 applications)
	Shampoo bowls and dryer hoods, styling stations, chairs, mats and work space - (1 service application hour/2 applications)
	Pedicure spa bowls, portable or fixed plumbing (1 service application hour/2 applications)
	Hair removal and waxing stations (1 service application hour/2 applications)
	Manicure stations (1 service application hour/2 applications)
90 HOURS (90 applications)	Manicures, Pedicures, and Nail Sculpting
	Manicures with hand and forearm massage (25 service application hours/25 applications)
	Pedicures with foot and leg massage (20 service application hours/20 applications)
	Nail sculpting (45 service application hours/15 applications)

COURSE OUTLINE | ESTHETICS

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

Course Length: 1,000 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 two areas: academic learning and practical learning experience. 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: To train the graduate for entry-level employment as an Esthetician, Skin Care Specialist, Facialist, Sales Representative, Skin Care Salon Manager or Owner.

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: Esthetics Digital ISBN# 978-1-951862-51-0

Esthetics Course Content:

THEORY HOURS	ESTHETICS SUBJECTS (Level 1 Instruction: pre-clinical)
150 HOURS	Professional Practices; bacteriology, cleansing and disinfection; personal hygiene; public health and safety; EPA, OSHA, chemicals, infection control standards, and blood spill procedures; AIDS, HIV, and communicable diseases; methods; and facility hygiene, clean-up applications and procedures.
20 HOURS	Professional Ethics; professional attitude; and personal image.
80 HOURS	Business Practices to include State Board Rules and Laws; esthetician salon development; business insurance; client records; confidential ethics; medical record keeping; write your resume; the job interview.
CLINICAL HOURS & APPLICATIONS	ESTHETICS SUBJECTS (Level 2 Instruction)
320 HOURS	Sciences
	Histology of the skin: cell and tissue.
	Dermatology and physiology: structure of the skin and glands; functions of the skin and glands; conditions and disorders of the skin; physiology of color; and morphology.
	Theory: medical terminology; medical charting; clinical cleansing and disinfection; patient psychology; customer service; advanced skin analysis/diseases; and camouflage make-up.
5 HOURS (10 APPLICATIONS)	Cleansing and Disinfection of Tools, Implements, and Equipment
	Implements (brushes, tools, and skin care implements) (3 service application hours/6 applications)

COURSE OUTLINE | ESTHETICS (continued)

	Facial stations, beds and equipment (1 service application hours/2 applications)
	Hair removal and waxing stations (1 service application hour/2 applications)
70 HOURS (70 APPLICATIONS)	Body Treatments
	Massage (25 service application hours/25 applications)
	Wraps (15 service application hours/15 applications)
	Cellulite (10 service application hours/10 applications)
	Aromatherapy (10 service application hours/10 applications)
	Reflexology (10 service application hours/10 applications)
70 HOURS (70 APPLICATIONS)	Facials
	Spa facials - (75 service application hours/75 applications)
	Machine facials, to include client consultation and skin analysis; cleansing; manipulations; toning- (30 service application hours/30 applications)
	Pre-op therapy (5 service application hours/10 applications)
	Post-op therapy (5 service application hours/10 applications)
90 HOURS (90 APPLICATIONS)	Make-up
	Client consultation and skin analysis - (20 service application hours/40 applications)
	Application (30 service application hours/30 applications)
	Contouring (10 service application hours/20 applications)
	Color accent (10 service application hours/20 applications)
	Camouflage make-up (10 service application hours/10 applications)
	Eye lash tabbing and strips (10 service application hours/20 applications)
75 HOURS (75 APPLICATIONS)	Hair Removal
	Lip, chin, face (tweezing, waxing, threading) - (10 service application hours/20 applications)
	Leg waxing - (20 service application hours/20 applications)
	Bikini waxing - (10 service application hours/20 applications)
	Torso, back, and arm waxing - (10 service application hours/20 applications)
	Brow arching and shaping - (25 service application hours)
	Brow tweezing and threading (10 service application hours/20 applications)
	Brow waxing (10 service application hours/20 applications)
	Brow lashing and tinting (5 service application hours/10 applications)
75 HOURS	Spa/salon management to include front desk; marketing: business, client, product; managerial responsibilities; client retention and tracking; business management; business record management; and profit and loss statement management.

COURSE OUTLINE | COSMETOLOGY INSTRUCTOR

Course Description: Educate students to be professional, knowledgeable, and skilled in the field of Cosmetology Instructor.

Course Length: 750 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 learning and practical learning experience. 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.

Cosmetology Instructor Course Content:

HOURS	SUBJECTS
250	General Education: Cosmetology Laws, rules and regulations, Principles of teaching cosmetology, Principles of teaching nail care, Principles of teaching esthetics
225	Teaching Techniques and Audio-Visual Aids: Curriculum development, Lesson Plans and Presentations, Classroom Management and Discipline, Demonstration and Lectures
275	Practice Teaching

Course Reference Materials: Milady Master Educator ISBN #99781337786836

COURSE OUTLINE | COSMETOLOGY INSTRUCTOR HYBRID

Course Description: Educate students to be professional, knowledgeable, and skilled in the field of Cosmetology Instructor.

Course Length: 750 Clock Hours

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

Distance Education Instructional Methods: Distance education means education that uses one or more of the technologies listed in paragraphs (1) through (4) of this definition to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor. The technologies may include - (1) The internet; (2) One-way and two-way transmissions through open broadcast, closed circuit, cable, broadband lines, fiber optics, satellite, or wireless communications devices; (3) Audio conferencing; or (4) DVDs if the DVDs are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3) of this definition. The institution will evaluate the student's qualitative academic performance for each 10% of the distance education component completed within the program at the institution by a qualified instructor.

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 learning and practical learning experience. 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.

Cosmetology Instructor Hybrid Course Content:

HOURS	SUBJECTS
250	General Education: Cosmetology and Esthetics laws, rules and regulations, Principles of teaching cosmetology, Principles of teaching esthetics
225	Teaching Techniques and Audio-Visual Aids: Curriculum development, Lesson Plans and Presentations, Classroom Management and Discipline, Demonstration and Lectures
275	Practice Teaching

Students enrolled in the program with distance education will complete a portion of their education through online learning. Academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states.

Course Reference Materials: Milady Master Educator ISBN #99781337786836

COURSE OUTLINE | ESTHETICS INSTRUCTOR

Course Description: Educate students to be professional, knowledgeable, and skilled in the field of Esthetics 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 learning and practical learning experience. 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 esthetics.

Esthetics Instructor Course Content:

HOURS	SUBJECTS
150	General Education: Cosmetology and Barber Laws and rules, Principles of teaching esthetics
175	Teaching Techniques and Audio-Visual Aids: Curriculum development, Lesson Plans and Presentations, Classroom Management and Discipline, Demonstration and Theory lectures, various methods of evaluation
175	Practice Teaching

Course Reference Materials: Milady Master Educator ISBN #99781337786836

COURSE OUTLINE | ESTHETICS INSTRUCTOR HYBRID

Course Description: Educate students to be professional, knowledgeable, and skilled in the field of Esthetics 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.

Distance Education Instructional Methods: Distance education means education that uses one or more of the technologies listed in paragraphs (1) through (4) of this definition to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor. The technologies may include - (1) The internet; (2) One-way and two-way transmissions through open broadcast, closed circuit, cable, broadband lines, fiber optics, satellite, or wireless communications devices; (3) Audio conferencing; or (4) DVDs if the DVDs are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3) of this definition. The institution will evaluate the student's qualitative academic performance for each 10% of the distance education component completed within the program at the institution by a qualified instructor.

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 learning and practical learning experience. 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 esthetics.

Esthetics Instructor Course Content:

HOURS	SUBJECTS
150	General Education: Cosmetology and Barber Laws and rules, Principles of teaching esthetics
175	Teaching Techniques and Audio-Visual Aids: Curriculum development, Lesson Plans and Presentations, Classroom Management and Discipline, Demonstration and Theory lectures, various methods of evaluation
175	Practice Teaching

Students enrolled in the program with distance education will complete a portion of their education through online learning. Academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states.

Course Reference Materials: Milady Master Educator ISBN #99781337786836

ADMISSION POLICIES

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:
 - High School Diploma or Official Transcript (including foreign transcripts) showing date of graduation
 - Students may provide their original High School Diploma or a digital copy of their diploma (smaller laminated diplomas are not acceptable), an official transcript or a digital copy of their official transcript. Each of these is an acceptable form, but must be official and reflect a graduation date. Proof of high school completion from a foreign country is also acceptable, but only after the *foreign transcript has been evaluated by a third-party company. The evaluation must state the transcript is equivalent to a U.S. High School Diploma and list the name of the evaluation company and its phone number. Evaluators must be a member of at least one of the following:
 - The National Association of CREDENTIAL EVALUATION SERVICES (<http://www.naces.org/>); or
 - Association of International Educators (<http://aice-eval.org/>)
 - Recognized Equivalent of a High School Diploma
 - GED Certificate
 - A state certificate received by a student after the student has passed a state-authorized examination (HiSET, TASC, or other State-authorized examination) that the state recognizes as the equivalent of a high school diploma
 - An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree (Associate of Applied Science/Business degrees do not transfer toward a bachelor's degree)
 - Homeschool
 - A transcript or the equivalent, signed by the parent or guardian, that lists the secondary school courses completed by the applicant and documents the successful completion of a secondary school education; or
 - A secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent) provided under State Law. Some states issue a secondary school completion credential to homeschoolers. If this is the case in the state where the student was homeschooled, student must obtain this credential. Texas is not one of those states.
 - The transcript must include the student's full name and date of graduation
3. Successfully complete a personal interview with an Admissions Representative (or designate),
4. Sign an Enrollment Agreement

*Foreign diplomas or transcripts must be translated into English as well as evaluated and verified as academically equivalent to a US high school diploma by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a US high school diploma.

Ogle School does not admit ability-to-benefit students.

Applicants applying for the Instructor or Instructor Hybrid programs must also hold a valid cosmetology or esthetics license.

Applicants with transfer hours must submit official transcripts and record of completed services from previously attended schools, along with the completion of any state transfer requirements (if applicable). See additional specific requirements for transfer of prior hours below,

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 near 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.

ADMISSION POLICIES

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 your course work.

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 Courses:

No more than 750 hours from a prior Cosmetology course

Esthetics Courses:

No more than 500 hours from a prior Esthetics course; or

Instructor Courses:

No more than 375 hours from a prior Cosmetology Instructor course; or

No more than 250 hours from a prior Esthetics Instructor course

Ogle School may accept appropriate credit from other licensed schools for previous education, but does not guarantee the transferability of its credits to any other institution. Ogle School will allow students to transfer in from another beauty school and may accept their hours based on receiving official transcripts and record of completed services prior to any enrollment, along with the completion of any state transfer requirements (if applicable). Official Transcripts will be used to determine the appropriate entry point into the curriculum to provide a better educational experience. Students who transfer into Ogle School from another school system will be treated as a new Student in terms of making satisfactory academic progress. The school will not make adjustments to recognize a student's prior education once the student has started. The School Director (or designate) will review prior hours to determine their acceptance.

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 earned as an Ogle School student. We highly recommend you pay any balance for previously received cosmetology hours before class commencement. Transfer hours are accepted on a limited basis at new locations.

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 Enrollment 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.

In addition to the start dates listed on page 9, there may be additional opportunities for students to apply for re-admission.

ADMISSION POLICIES

APPEALS BOARD

A student may appeal his or her termination and/or request readmission by completing a Request for Readmission form available from the Director of Compliance. After consideration of the student's academic and financial aid files, the Appeals Board comprised of Campus Administrator(s), Admissions Representative (if available) 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. Click the link and complete the inquiry form to begin the process: [Disability Accommodations Inquiry](#). 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 Request for Accommodations form at least two weeks prior to when the accommodation is needed.

STUDENT RESOURCES

ADDRESS/TELEPHONE NUMBER CHANGES

Students are asked to notify the campus administration 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.

CAREER SERVICES

Campus Administrators and Student Advisors play a key role in helping students achieve their goals by connecting with outstanding career opportunities. Ogle School representatives engage with students, salons, licensed Cosmetologists, and others in the beauty industry to build strong relationships and create career opportunities. Additionally, they establish and build employer relations 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.

GRADE REPORTS

A Grade Report is a current record of a student's academic progress. Students are apprised of their grade at the end of each term 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 by submitting a ticket via the Student Assistance Manager ("SAM").

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.

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 term. If determined that a grade change is necessary, the instructor will forward a request for grade change to the Education Specialist and a new grade report will be issued.

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.

DIPLOMA CELEBRATIONS

Diploma celebration ceremonies are held at each campus, at the School Director's discretion. Graduates, students, and guests may be invited to attend. These ceremonies are held for students who have met all graduation requirements.

NAME CHANGES

All students who wish to make a name change in their Ogle School academic records must submit the request in writing (electronic or otherwise) 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 campus administrators. 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.

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.

Find Help (Social Services locator) https://www.findhelp.org/find-social-services	Substance Abuse & Mental Health Services Administration 800-662-HELP (4537) https://www.samhsa.gov/
Office on Women's Health 800-994-9662 https://www.womenshealth.gov/	National Sexual Assault Hotline Call 800-656-HOPE (4673) Chat online: online.rainn.org https://www.rainn.org/
National Domestic Violence Hotline Call 800-799-SAFE (7233) Text "START" to 88788 https://www.thehotline.org/	

STUDENT RESOURCES

SCHEDULE CHANGES

Students wishing to change their schedule can begin by submitting a request via the Student Assistance Manager ("SAM") at: sam.ogleschool.edu and then completing a Schedule Change Request form. Once submitted, the School Director will determine if the change can be accommodated based on education, schedule, and space availability. If denied, the student will be provided an explanation as to why the School Director was unable to approve their request. If School Director approves, the form will be sent to financial aid for review of any possible changes to the student's awards and/or payments, as applicable. The student is then provided the opportunity to deny the changes (cancel the request) if unable to move forward due to proposed modifications to their financial aid.

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 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.

In addition to campus administrators, additional student support may be requested via the Student Assistance Manager ("SAM") here: [Support : SAM | Student Assistance Manager \(ogleschool.edu\)](http://Support: SAM | Student Assistance Manager (ogleschool.edu)).

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 SUPPORT SERVICES

Student support services are offered in areas related to transportation, day-care, and other areas to help students complete their course. Campus administrators are available to meet with students to provide referrals for those at risk or in need of assistance while enrolled at Ogle School. See a member of your campus administration for contact information. Note: Ogle School does not offer housing or daycare services.

STUDENT & ALUMNI DISCOUNTS

Actively enrolled students and Ogle alumni receive a 25% discount on products and services.

TUTORING

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

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, and other institutions of higher education must submit a transcript request via SAM at: [Request My Transcript](#)

STUDENT POLICIES

Ogle School provides training and development of the highest caliber to prepare students for rewarding careers in the beauty industry. To provide quality education, it is necessary to have policies that address the education process, operations, and expectations of behavior.

GROUNDINGS FOR TERMINATION

Ogle School reserves the right to terminate or to suspend a student for any reason and with or without previous warning; including, but not limited to: excessive tardiness or absences; failure to comply with conduct and employability standards; damage to property belonging to the school or its employees or other students; breach of school policies, rules, or regulations; bullying, conduct, harassment, violence, or any conditions that pose or may pose a threat to other students, guests, or employees of Ogle School; providing fraudulent or misleading information/documentation required for admissions, financial aid, or attendance; failure to make satisfactory arrangements for payments of tuition/expenses; failure to make satisfactory academic progress.

ATTENDANCE

A student is absent during any unattended portion of their regular schedule. (See Course Schedule) Any absence will interfere with your learning process and will affect your attendance percentage. Students must inform the school of any planned absence by completing a [Student Attendance Notification](#) prior to the date of the planned absence. In cases of illness, emergency or other unforeseen absence, the student is required to complete the form *and* call their campus administrators no later than thirty (30) minutes prior to their scheduled start time 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 terminated 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 terminated from Ogle School on the 11th scheduled day of nonattendance.

Students not meeting Ogle School's attendance minimum will be formally notified on a monthly basis by way of an Intent to Terminate Enrollment letter and will face disciplinary action. Failure to comply with attendance standards may result in termination of a student's enrollment. The student withdrawal date for any student that withdraws or is terminated 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:

Attended hours = 97.88	Attended hours = 505.57
Absent hours = 12.12	Absent hours = 14.43
Scheduled hours = 110.00	Scheduled hours = 520.00
Percentage = 88.98%	Percentage = 97.23%
$97.88/110.00=88.98\%$	$505.57/520.00=97.23\%$

TARDINESS

Students must report to class on time. Notice of late arrival for any reason must be submitted via the [Student Attendance Notification](#) form. Communication does not excuse late arrival and students may be denied the ability to attend if unable to arrive on time.

WITHDRAWAL/TERMINATION

All students who withdraw or have their enrollment terminated must participate in a withdrawal meeting in order to be considered withdrawn in good standing (WIGS). The intention of the withdrawal meeting is to clearly understand reason(s) for removal from the program and to establish a possible readmit plan. Students that do not complete a withdrawal meeting within 48 hours of being classified as a withdrawal or having their enrollment terminated may not be readmitted to Ogle School at a future date. Readmission to Ogle School is first contingent upon completion of a withdrawal meeting and subsequently financial preparedness, student perceived commitment to graduation, and school administration approval. Students interested in being readmitted to Ogle School should contact the Re-Admissions Team at: re-admissionsteam@ogleschool.edu.

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, suspended, or terminated**.
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, suspended, or terminated.
3. When a student is guilty of negligent and/or careless acts and/or omissions in the learning process to endanger or to cause injury to another person or property, the student may be advised, suspended, or may be automatically terminated.
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.

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, Assistant School Director (if applicable), and Clinic Service Manager. See Insert 3.

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.

ACADEMIC PROGRESS

Satisfactory Academic Progress ("SAP") 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 SAP and to complete the scheduled course within the maximum time frame.

See full Satisfactory Academic Policy for additional information.

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 be submitted on or before the statement due date to maintain satisfactory financial progress. Payment amounts are based upon the course in which the student is enrolled.

All payments are the responsibility of the student and are payable as stated on the Student Account Payment Contract. Any change in financial situations which may affect a student's ability to make scheduled payments must be discussed with the Financial Planner. Failure to comply with an established payment arrangement may result in termination. Payments are accepted on-line only via MasterCard, Visa, American Express, and Discover. Cashier's checks and money orders can be used for payment only when sent to:

Ogle School, 2208 W. Park Row Dr. #100, Arlington, TX 76013.

See Financial Planning Policies for additional information.

STUDENT POLICIES

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 state board 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. 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). Esthetics 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.

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. The dress code is always enforced during school hours, while on school premises, while attending via distance education, as well as when attending school sponsored events.

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 always portray and your attire must reflect professionalism.

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

- Students are required to dress professionally
- Student Dress Code must be always followed 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 following the Student Dress Code
- 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 always attached and visible
- Shoes or boots with closed toe and closed heel
- Permitted accessories include jewelry, belts, neck scarves and decorative hair accessories, hats, and head-wraps of any color (Sleep bonnets and skull caps are not permitted)
- 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
- No skin or undergarments may be visible between the shirt and pant or skirt - abdomens, armpits, bottoms, shoulders, cleavage, lingerie, and undergarments must be always covered
- 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

STUDENT POLICIES

MAKE-UP WORK

Students must attempt to make up failed or missed tests and incomplete assignments. Unscheduled hours are at the institution's discretion for make-up work and completion of guest services.

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 campus administrators 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 48 hours 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.

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 campus administrators are 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, except for approved field trips, unless prior approval is given by the School Director or designate.

Students must be always engaged in a learning activity 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 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 can consult their time tracking app or submit a ticket via the Student Assistance Manager.

BREAKS & BREAK AREAS

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

STUDENT POLICIES

SEXUAL MISCONDUCT PREVENTION AND RESPONSE

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, found here: [Title IX Policy](#), 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 unwelcome 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.

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 is located at the Campus Support Center to assist with the coordinator at the campuses. School Directors 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 reports the incident in a timely manner.

STUDENT POLICIES

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.

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.

As a requirement of regulatory standards, Ogle School does not permit students to practice on live models or paying clients outside of the school facility, unless during an approved pre-arranged instructor supervised field trip. Distance Education will not be utilized as a method of delivery of clinical instruction in which the student is to perform practical applications on a live model and/or client.

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 termination of the student's enrollment.

BIOMETRIC DATA

Ogle School uses biometric scanners to capture student biometric data (fingerprints) for verification of identity. These scans are matched against the saved database to approve or deny access to the time clock system.

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).

STUDENT POLICIES

ELECTRONIC DEVICES

Students must utilize a personal device to access Ogle School's electronic curriculum and education platform. These devices include but are not limited to the following: cell phones, tablets, laptop computers. iPads are available for purchase during the enrollment process. Students may utilize their 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 only permitted during breaks or lunch within 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.

Students engaging in academic dishonesty while using an electronic device during the administration of any test or exam is prohibited. If a student is found engaging in academic dishonesty by means of their electronic device during testing, student test results may be invalidated and student will be subject to disciplinary measures.

NON-SMOKING

While on school property students may smoke in designated student outdoor smoking areas only. Smoking is prohibited in the school. This policy applies to all tobacco products that can be smoked, including cigarettes, cigars, pipes, and e-cigarettes, as well as marijuana products.

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 school's 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

The use of social media can be extremely beneficial to the success of a salon, spa, or independent contractor. For this reason, Ogle School supports the rights of students to utilize social media platforms in ways that directly promote professional career development. "Social Media" refers to all forms of online publishing and discussion, including but not limited to Facebook, Twitter, YouTube, Snapchat, Reddit, Instagram, TikTok, Pinterest, personal and public blogs, wikis, as well as any instance of a shared personal audio/video files. All students can be held accountable for the content posted on the internet. Ogle School does not permit obscenity, negative comments, personal attacks, cyber bullying or any conduct that is not in compliance with the school's standards of conduct. All posts must respect the privacy of others and photographs of students, staff, or clients should not be posted or shared without their permission. For any content that is posted on an Ogle School social media outlet, the school reserves the right to remove content at its discretion and without notification. Please be aware that some actions on the Internet are not-reversible and may reflect negatively on an individual for an extended period. Practicing courtesy and professionalism in online environments is strongly encouraged and disciplinary action may be enforced for non-compliance.

STUDENT POLICIES

SATISFACTORY ACADEMIC PROGRESS POLICY

The intent of Ogle School's Satisfactory Academic Progress ("SAP") 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.

This 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. The policy applies to all students enrolled at Ogle School and is provided to applicants prior to enrollment via this publication. Training provided will include attendance, dependability, organizational skills, professional image, conduct, teamwork, and cooperation.

Students' satisfactory academic progress is measured in both quantitative (attendance) and qualitative (academic grades). All students must maintain an academic grade percentage of 70% and average cumulative attendance percentage of 70% to be considered making SAP. 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). This is calculated in the following way: $\text{Student's Actual Hours Attended} \div \text{Scheduled Hours} = \text{Cumulative \% of Attendance}$

The maximum time frame in which a student must complete their program is 143% of the course length. All minimum course lengths are determined by The Georgia State Board of Barbering and Cosmetology. Enrollment will be terminated for students who do not complete the course within the maximum time frame. However, they may later re-enroll at the institution on a cash pay basis. At no time can a student exceed 150% of the program length regardless of payment method.

MAXIMUM TIME ALLOWED - BY COURSE SCHEDULE	MAXIMUM WEEKS	MAXIMUM HOURS
Master Cosmetologist 1500 hours (Schedule Option 1: 17.5 hours/week for all levels)	123 weeks	2145
Master Cosmetologist 1500 hours (Schedule Option 2: 17.5 hours/week for Level 1 & 35 hours/week for Level 2)	72 weeks	2145
Esthetics 1000 hours (Schedule Option 1: 17.5 hours/week for all levels)	82 weeks	1430
Esthetics 1000 hours (Schedule Option 2: 17.5 hours/week for Level 1 & 35 hours/week for Level 2)	52 weeks	1430
Cosmetology Instructor 750 hours (full-time, 35 hours/week)	31 weeks	1072
Esthetics Instructor 500 hours (full-time, 35 hours/week)	21 weeks	715
Cosmetology Instructor Hybrid 750 hours (27.5 hours/week)	39 weeks	1072
Esthetics Instructor Hybrid 500 hours (27.5 hours/week)	26 weeks	715

The maximum time allowed for transfer students who need less than the full course requirements will be based on 70% of the scheduled hours. Ogle School evaluation periods are based on actual hours completed.

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the Leave of Absence. Hours elapsed during a Leave of Absence will extend the student's contract period, and maximum time frame, by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation.

STUDENT POLICIES

A student's academic grade percentage is determined by;

- Theory exams;
- Practical exams, and;
- Practice activities

GRADING SCALE		
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%

Evaluations will determine if the student has met the minimum requirements for SAP. 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. Evaluations are conducted at the conclusion of each evaluation period. Each period is based on actual hours completed for both on-campus and hybrid program at the benchmarks indicated below for an academic year 900 hours in length:

Cosmetology (1,500 hours on Sched. 1)

- 450 hours (26 weeks)
- 900 hours (52 weeks)
- 1200 hours (69 weeks)

Cosmetology (1,500 hours on Sched. 2)

- 450 hours (20 weeks)
- 900 hours (33 weeks)
- 1200 hours (42 weeks)

Cosmetology Instructor (750 hours) 35 hours/week

- 375 hours (11 weeks)

Cosmetology Instructor (750 hours) 17.5 hours/week

- 375 hours (22 weeks)

Cosmetology Instructor Hybrid (750 hours) 27.5 hours/week

- 375 hours (14 weeks)

Esthetics (1000 hours on Sched. 1)

- 450 hours (26 weeks)
- 900 hours (52 weeks)
- 950 hours (55 weeks)

Esthetics (1000 hours on Sched 2)

- 450 hours (20 weeks)
- 900 hours (13 weeks)
- 50 hours (34.5 weeks)

Esthetics Instructor (500 hours) 35 hours/week

- 250 hours (7 weeks)

Esthetics Instructor (500 hours) 17.5 hours/week

- 250 hours (14 weeks)

Esthetics Instructor Hybrid (500 hours) 27.5 hours/week

- 250 hours (9 weeks)

NACCAS allows schools to omit evaluations at the conclusion of the last evaluation period within each course offered at Ogle School.

Students will be sent a Satisfactory Academic Progress Report upon reaching each benchmark. All SAP Progress Reports will be completed within seven (7) business days following each established evaluation period. A copy of each report will be kept in the student's file. Students meeting the minimum requirements for academics (70%) and attendance (70%) at their evaluation point are making SAP until the next scheduled evaluation. A student will be placed on SAP warning, but considered to be making SAP during the warning period, if the student's attendance falls below 70% or their academics fall below 70%.

All students on SAP warning are required to meet with a designated Ogle School representative to discuss their status and steps needed to meet the minimum standards before the next evaluation point. These students must sign their SAP report in a timely manner and will be advised in writing on the actions required to meet SAP requirements by the next evaluation. If at the end of the warning period, the student has still not met the attendance and academic requirements, they are no longer be eligible for Title IV funding and will be terminated from the program. Students meeting the minimum SAP standards at the end of their warning period will no longer be considered on SAP warning.

In the event the student withdraws, has their enrollment terminated, or other official interruption prior to completion of the course and wishes to re-enroll will return in the same SAP status as at the time of their departure from their program. 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. Students can reestablish satisfactory academic progress and/or financial aid eligibility by meeting these criteria.

STUDENT POLICIES

Additionally, withdrawals, terminations, and incompletes have no effect upon the school's qualitative SAP standard. All hours attempted within a progress report period are used in assessing if the student meets quantitative SAP standard. Ogle School does not allow students to repeat courses and does not offer remedial or English as a Second Language (ESL) courses.

Student's transfer hours earned at another institution that are accepted by Ogle School, as applicable, will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

COUNSELING

All first-time Federal Student Loan borrowers will be required to complete entrance counseling online at www.studentloans.gov prior to class commencement. All Federal Student Loan borrowers will be required to complete exit counseling online at www.studentloans.gov prior to graduation.

GRADUATION REQUIREMENTS

In order to graduate from the course, the student must:

1. Complete all required course hours, per signed enrollment agreement;
2. Maintain minimum academic and attendance requirements;
3. Meet all tuition and fee requirements;
4. 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.

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 student's participation in school including for the commercial purposes of Ogle School.

EQUIPMENT & PERSONAL BELONGINGS

Each student is responsible for their 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.

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

STUDENT CONCERNS/COMPLAINTS & GRIEVANCE POLICY

Students are always encouraged 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:

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

STUDENT POLICIES

- 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 tried 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 state regulatory bodies and/or national accreditor only after the student has exhausted the institution's internal complaint process.

LEAVE OF ABSENCE

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. The school may allow more than one LOA at its discretion. Students must request a Leave of Absence in advance unless unforeseen circumstances prevent the student from doing so, and that:

- The request must be in writing
- The request must include the student's reason for the LOA; and
- The request must include the student signature
- The request must include supporting documentation from the student's physician indicating that the leave is deemed medically necessary

The reasons for which a leave of absence may be approved include:

- Pregnancy
- False pregnancy
- Termination of pregnancy; or
- Recovery therefrom

The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if:

- The institution documents the reason for its decision
- The institution collects the request from the student later; and
- The institution established the start date of the approved LOA as the first date the student was unable to attend.

If approved, the official leave will extend the contract period by the same number of days designated in the leave document or used by the student. No additional charges will be assessed as a result of an LOA. A student granted LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required at this time.

The Leave of Absence and any additional approved leaves of absence may not exceed a total of 180 days in any twelve-month period. For federal aid recipients, the student's payment period is suspended during the LOA and no federal financial aid will be disbursed to students while on a Leave of Absence. Upon the student's return, the student will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed. If the student is a Title IV loan recipient, the student will be informed of the effects that the student's failure to return from a leave may have on the student's loan repayment terms, including the expiration of the student's grace period. A contract addendum will be completed and signed by all parties upon return from the LOA to extend the ending date by the applicable number of days. A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

STUDENT POLICIES

DISTANCE EDUCATION

Distance Education (“DE”) will not be utilized as a method for delivery of clinical instruction in which the student is to perform practical application on a live model or client;

DE is validated by substantive interaction on a regular interactive basis between students and instructors via Academic Discussion. Academic Discussion is held weekly by instructors, to include all students enrolled in a hybrid course, to answer questions, clarify information, and reteach content, as needed. When necessary, Academic Discussion will be scheduled individually to offer additional assistance to students.

Ogle School uses Academic Discussion to fulfill the requirements listed in section a & b:

- a) Substantive interaction for distance education learning activities engaging in teaching, learning, and assessment
 - Assess and provide feedback on students’ distance education coursework
 - Provide information or respond to questions about the content of distance education coursework
 - Facilitate group discussion regarding the content of distance education coursework
- b) Regular interaction for distance education learning activities between a student and an instructor include the following:
 - Students are provided the opportunity for substantive interactions on a scheduled basis
 - Monitoring the student’s academic engagement and ensuring the instructor is responsible for substantive interaction
- c) Distance Education delivered asynchronously is validated to measure actual student “seat time” (for clock hour programs) by utilizing the “time tracker” function of the student online learning platform Elevate (Pivot Point Lab);

The institution’s qualified instructors evaluate student performance at least once monthly with respect to any distance education completed within the preceding month

- Students are assessed via state board preparation testing and module final exams, conducted on-campus only;

Upon completion of all curriculum requirements, the student must pass comprehensive academic and practical final exams, to include any applicable competencies required by the state licensure agency, prior to graduation from the program;

All transcripts or other documents, (official or unofficial), listing academic attainment received identify the distance education component(s);

Prior to enrollment, students are provided with a disclaimer that academic achievement earned via DE may not be accepted for reciprocity or eligible for licensure in other states.

A signed and dated copy of this disclosure is kept in the student file

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), with intent to seek approval from the Georgia Vocational Rehabilitation Agency (GVRA). 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, Discover and American Express and must be made online. Cashier's Check and Money Order may be sent to Ogle School's Campus Support Center at 2208 W. Park Row, Ste. 100, Arlington, TX 76013.

SCHOLARSHIP & FEE WAIVERS

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

SCHOLARSHIPS/GRANTS

Presidential Scholarship, Beautiful Futures Scholarship, Rising Start Scholarship, and Ogle Elite Scholarship.

RETURN OF FEDERAL STUDENT AID

If a student withdraws from or has their enrollment terminated at 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 or termination 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 or termination. 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

FINANCIAL PLANNING POLICIES

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 or termination 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 or termination. A separate refund policy is provided to assist students in determining the amount of tuition and other charges owed to Ogle School.

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).

If the student has a remaining balance owed to Ogle School after all refund calculations are completed, whether the student withdraws or their enrollment is terminated by the school, there may be a 15% interest fee added to the owed remaining balance. Ogle School will send an invoice to withdrawn and/or terminated 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.

CANCELLATION & SETTLEMENT POLICY/ REFUND POLICY

The following policy applies to all, cancellations, terminations, and withdrawals for any reason, by either party, including student decision, course or program cancellation, or school closure. Refund calculations are based on scheduled hours and monies due the applicant or student who withdraws from the institution shall be refunded within forty-five (45) days of official cancellation or withdrawal.

Official cancellation, termination, or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school and is entitled to a full refund of all monies paid.
2. A student or legal guardian cancels the enrollment agreement and demands his/her money back in writing, within three (3) business days of signing the enrollment agreement regardless of whether the student has actually started training. All monies collected by school are refunded.
3. A student cancels their enrollment agreement after three (3) business days of signing, but prior to course commencement. In this case, student is entitled to a refund of all monies paid to the school.
4. A student notifies the institution of his/her withdrawal.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return or the date that the student notifies the institution that he/she will not be returning to school.

FINANCIAL PLANNING POLICIES

6. A student is expelled by the school.

In type 2-5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.

Unofficial withdrawals are determined by the school through monitoring clock hour attendance at least every thirty (30) calendar days. As a clock hour school, the refund is calculated based on the student's last date of attendance.

Any monies due to a student who withdraws from the institution shall be refunded within forty-five (45) calendar days of a determination that a student has withdrawn, whether officially or unofficially. When situations of mitigating circumstances are in evidence, NACCAS encourages school to adopt a policy wherein the refund to the student may exceed the Minimum Tuition Adjustment Schedule.

All extra costs, such as books and equipment that are not included in the tuition prove are non-refundable once received by the student. Books, equipment and supplies ("kit") are distributed in two parts for both Cosmetology and Esthetic students, and one part for all Instructor programs.

Refund of Tuition and Fees: 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
1. 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% 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.

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

Course and/or Program Cancellation Policy

If a course and/or program is canceled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall provide a full refund of all monies paid. If the school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school or provide completion of the course and/or program. If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school will provide a pro rata refund.

STUDENT'S RIGHT OF ACCESS/STUDENT RIGHT OF PRIVACY

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, 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 decide 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.

Students or guardian of a dependent minor student should address questions, concerns, or problems to the campus administrators. 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.

INSERT 1 – COURSE COSTS ADDENDUM

Esthetics

Books, Equipment & Supplies**	\$2,580.00
Tuition	\$14,000.00
Total	\$16,580.00

Cosmetology

Books, Equipment & Supplies**	\$3,000.00
Tuition	\$18,000.00
Total	\$21,000.00

Esthetics Instructor & Esthetics Instructor Hybrid

Books, Equipment & Supplies**	\$250.00
Tuition	\$2,500.00
Total	\$2,750.00

Cosmetology Instructor & Cosmetology Instructor Hybrid

Books, Equipment & Supplies**	\$250.00
Tuition	\$3,750.00
Total	\$4,000.00

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

**Students will have the option to purchase an iPad with their supplies for an additional \$410.00.

INSERT 2 – ANNUAL CAMPUS SECURITY REPORT ADDENDUM

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 2024 Annual Campus Security Report is available on our website by clicking here: [Ogle School Annual Security Report 2024 \(2021-2023\)](#).

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 Student Success.

INSERT 3 – ADMINISTRATION AND FACULTY ADDENDUM

Campus Support Center: 2208 W. Park Row Dr., Suite 100, Arlington, TX 76013 (817) 277-6341			
Executives		Financial Aid Office	
President/Chief Executive Officer	John Blair	Financial Aid Planner – Manager	Tareasha Raynor
Chief Financial Officer	Jeff Long	Financial Aid Planner – Manager	Katrina Patters
Vice President of Admissions	Aaron McCardell	Financial Aid Planner – Manager	Brooke Boothe
Vice President of Education	Kim Layton	Financial Aid Planner – Manager	Avian Richmond
		Financial Aid Planner – Manager	Madelynn Boudreau
		Financial Aid Planner – Manager	NySheena Lowe
Departmental Directors			
Director of Marketing - Senior	Gabrielle Rosemond	Financial Aid Planner – Manager	Jessica Mason
Senior Director of Campus Operations (Atlanta & San Antonio)	Michelle Dietrich	Financial Aid Planner – Lead	Virginia Martinez
Senior Director of Campus Operations (Houston)	Racheal Young	Financial Aid Planner	Rosa Aldana Y Aldana
Director of Compliance and Student Success	Mary Gabriel	Financial Aid Planner	LaDarius Cook
Director of Financial Planning	Stacy Hodge	Financial Aid Planner	Bridgette Cooper
Director of Financial Planning - Assistant	Elizabeth Kline	Financial Aid Planner	LaJameia Jerry
Director of Education	Stephanie Burns	Financial Aid Planner	Morgan Jones
Director of IT	Jose Vega	Financial Aid Planner	Felicia Patterson
Regional Director of Admissions	Evelyn Spear	Financial Aid Planner	Toni Rundles
Director of Admissions Sr. - Arlington, Ft. Worth, Dallas	Tamera-Jo Grant	Financial Aid Planner	Ebony Sutton
Director of Admissions - Hurst, North Dallas, Denton	Robin Thorpe	Financial Aid Planner	Toj Jinay Thompson
Director of Admissions – Administration	Leslie Booth	Financial Aid Planner	Janel Waller
Director of Outreach Efficiencies	Kelsey De Uriarte	Financial Aid Planner	Monique Winder
Director of Admissions – High School	Jesse Martinez	Financial Aid Planner	Pooja Winter
Re-Admissions Team		Registrars	
Re-Admissions Specialist	Leann Ray	Campus Support Registrar Manager	Alyssa Martin
Re-Admissions Representative - Associate	Felecia Garrett	Registrar	Amber Jones
Re-Admissions Coordinator	Chelsea Reed		
Re-Admissions Coordinator	Patsy Smith		
		Student Support	
		Career Readiness Coordinator	Debi Cellerini
		Student Accounts	
		Student Accounts Representative	Kendall Vaughn
		Student Accounts Representative	Lauri Tillman
Atlanta Lee + White Campus: 929 Lee Street, Suite B-240, Atlanta, GA 30310 (678)470-4772			
School Director	Christina Dunbar	Instructors:	
Assistant School Director	OPEN	Latanya Gibson	
Clinic Service Manager	OPEN	Alena Mendez	
Education Specialist	Paula Blackmon	DAndreia Arline	
Director of Admissions – Assistant	Rodney Smith	Jamiella Nash	
Admissions Representative - Associate	Natalie Carter	Mariona Glass	
Admissions Representative – Associate II	Pamela Mayberry	Shantani Smith-Pannell	
Admissions Representative	Harvey Smith	Wanda Green	

INSERT 4 – ADDITIONAL DISCLOSURES & STATE LICENSURE INFORMATION

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?

The school will be required to maintain a teach-out plan upon approval of accreditation. Not currently accredited.

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

The school is seeking approval of Georgia State Board of Cosmetology, Examining Boards Division, 237 Coliseum Drive, Macon, GA 31217, (912) 207-1436

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 Georgia's education requirements for licensure or certification:

Cosmetologist

Esthetics

Cosmetology Instructor & Cosmetology Instructor Hybrid

Esthetics Instructor & Esthetics Instructor Hybrid

These programs are designed to lead to professional licensure or certification in the state of Georgia. The programs do not meet licensure requirements in the following states: Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, 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, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, Puerto Rico, Guam, the US Virgin Islands, the CNMI, and the Freely Associated States (US Micronesia, Marshall Islands and Palau).