

COURSE CATALOG



TCOB

TUCSON COLLEGE OF BEAUTY

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TUCSON COLLEGE OF BEAUTY

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COURSE CATALOG

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MISSION

To educate students in the art of the beauty industry while creating confident, passionate and creative future salon professionals in the cosmetology, hairstyling, nail technology, esthetics and instructor industries.

We reserve the right to change or amend our policies at our discretion

Message from the Director:

I would like to welcome you to the wonderful world of cosmetology and be the first to congratulate you on your choice for a lifelong career.

Tucson College of Beauty has been in Tucson for 21 years. I have had the pleasure to be here since we opened our doors in 2002. We are locally owned and offer a valuable education in cosmetology, esthetics, hairstyling, nail technology and instructor licenses. Our staff is here to nurture your creative learning process and guide you into becoming a passionate and skilled salon professional.

When you enter our school, you will be welcomed into a warm, friendly environment. We want you to feel how different we are from the moment you step foot in our school. We want to provide you with all the information you need to help in your future plans.

Once you become a student at Tucson College of Beauty, you then become part of a team, enthusiastically working together towards a rewarding future in the cosmetology industry.

I look forward to meeting you and guiding you on the path to a wonderful, fulfilling career. Thank you for including Tucson College of Beauty in your journey into the world of beauty, skin and nails.

Sincerely,
Rochelle Carr
Director
Tucson College of Beauty



**“Once you have an education,
no one can take it away”**

www.unknownmom.com

ABOUT US



Here at Tucson College of Beauty we strive to provide our students with a professional environment. Immediately upon walking in, you feel as if you were walking into a salon. The warmth of our color scheme creates a professional, welcoming atmosphere for all who come in.

Our serene shampoo bar allows the clients to relax while getting a stimulating scalp massage from our students. Our back bar displays professional products, each catering to our client's individual needs. Our salon quality stations utilize ergonomically conscious hydraulic chairs.

Our three classrooms allow space for all practical study of cosmetology. The core classroom is encompassed with wide mirrors throughout the room, and counter space accommodating up to twenty-one students. The nail classroom setup is separate from other classrooms to avoid distractions. It's complete with an exhaust fan to alleviate nail odors.

We offer a kitchen in our student break area, equipped with microwave, refrigerator, locking cabinets, and a variety of eating and drinking utensils. There is also a gated outside patio with tables that offer our students a relaxing area to enjoy their lunch.

In our dispensary you will find that it is stocked with the best color line offered, Paul Mitchell. On a day to day basis you will be visiting our dispensary to get products for your mannequin, color for your client, or to set up your materials for a pedicure.

The esthetics area is completely separate from the cosmetology area. Each facial bed is in a separate bay to ensure privacy for your client's spa treatment. With our top of the line product, Dermalogica, we are able to perform almost any services from facials to microdermabrasion. The dimmed lights help set the environment for a relaxing spa treatment.

Tucson College of Beauty offers our future beauty professional every opportunity and amenity for the finest education in the industry. As mentioned above, Tucson College of Beauty not only prepares the students for the technical aspect of the industry, but for the dynamic pace of the business, professionalism, customer service, and overall responsibility to the community as a beauty specialist.



ESTHETICS HAIRSTYLING NAIL TECH COSMETOLOGY

CAREERS AND OPPORTUNITIES

- Salons and day spa industry
- Stylist
- Body care specialist
- Esthetician
- Spa therapist
- Makeup artist
- Health club
- Manicurist
- Spa manager
- Sales representative
- Spa owner
- Color specialist
- Salon manager
- Salon owner
- Education and others
- Instructor
- State board member
- Inspector
- Consultant
- Trainer

- School owner
- School director
- Product representative

- Cosmetology- CIP Code 12.0401
- Median Loan Debt- \$9,334.00
- SOC Code-39-502.00 For information regarding occupations visit The Department of Labor's O* Net www.onetonline.org
- Esthetician- CIP Code-12.0409
- Median Loan Debt- \$6,304.00
- SOC Code- 39-5094.00 for information regarding occupations visit The Department of Labor's O*NET www.onetonline.org
- Nail Technology- CIP Code 12.0410
- Median Loan Debt-TBD
- Student Instructor- CIP Code 12.0413
- Median Loan Debt-TBD
- Hairstyling-CIP Code 12.0407
- Median Loan Debt-TBD



HOW MUCH

COURSE	TUITION*	APPLICATION FEE	REGISTRATION FEE	KIT*	BOOKS & LAB FEES*	LICENSING FEES	TOTAL TUITION
Cosmetology:	15,500	50	50	2,750	1000.00	240.00	\$19,590.00
Esthetics	7,800	50	50	1,600	700.00	240.00	\$10,440.00
Hairstyling:	12,000	50	50	2,500	800.00	240.00	\$15,640.00
Nail Technology:	6,800	50	50	1,500	700.00	240.00	\$9,340.00
Student Instructor	3,800	50	50	N/A	900.00	240.00	\$5,040.00

***Tuition, Books & lab fees, Kit and Licensing Fees are mandatory fees charged by the institution.**

Payment options include financial aid (to those who qualify) or cash (we also accept credit cards, checks, and money orders). Cash paying students must pay for the kit, books, and fees on the first day of class. If a scheduled payment is more than 10 days late a \$20 late fee will be charged. Any student who falls behind in a scheduled payment will not be permitted to clock any hours until the account is brought up to date. A cash paying student on an approved leave of absence must continue to make scheduled payment to keep the account in a good standing. Students requesting to transfer from the day program to the night program or vice versa will be charged a \$50.00 transfer fee and there is a \$150.00 withdrawal fee.

***Dermaplane class included**
***Disclaimer- prices subject to change. VA benefits and Financial Aid available to those who qualify. *Veterans will be required to provide prior military, vocational and educational transcripts.**
 Tucson College of Beauty will evaluate transcripts and credit will be granted, as appropriate.

Admission Requirements

When you inquire about attending Tucson College of Beauty, we will provide you with our most recent completion, licensure and placement rates as well as other consumer information and a catalog. You will need to sign a form verifying that you received the aforementioned information. You will also need to supply the following for all courses (cosmetology, esthetics, nail technology, hairstyling, student instructor):

- Provide proof of education as follows
- High school diploma or;
- High school transcript confirming completion of all graduation requirements; or
- G.E.D. (General Equivalency Diploma)
- If a student is home schooled, have evidence of completion of home schooling that state law treats as a home or private school
- In the event of a foreign diploma, the prospective student must provide evidence that the verification of the foreign diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma
- If TCOB has reason to believe that the high school diploma is not valid we will 1. Contact the State Department of Education where the school is located 2. Utilize “official” and/or “unofficial list” (if provided by a creditable source) that contain information regarding schools not recognized by their state, US government, or a legitimate accrediting body to provide high school diplomas or an equivalent to assist with determining the validity of a high school diploma or its equivalent 3. Document all its findings and decisions related to validating the legitimacy of a diploma or adding a school to an approved/unapproved list of valid secondary institutions.
- Provide a copy of a social security card
- Provide proof of age (i.e., driver’s license, passport, or other government-issued identification).
- Provide a copy of a Birth Certificate

In addition, the prospective Student Instructor student will also have to show his/her valid license AND one year of work experience.

Transfer:

If a person is interested in transferring to Tucson College of Beauty from another school no enrollment will take place until proof of withdrawal and certification of hours is shown. Tucson College of Beauty does not grant any transfer hours or credits from other schools for prior education (i.e Beauty school, Community College, University, Military training). There is a day-to-night/night-to-day schedule transfer fee of \$50.00.

Re-Admittance Policy

Any student who wishes to re-enroll as a student at Tucson College of Beauty may do so as long as the student has satisfied the existing balance of the previous enrollment and be charged a pro-rated tuition based on existing tuition prices. The student will enroll at the same status at which he or she left. Any accumulated hours that a student earned during his or her earlier enrollment will be granted

- The accumulated hours that a student earned during his or her earlier enrollment will be granted and student is required to satisfy existing balance and will be charged a pro-rated tuition rate.
- After 1 year an assessment will be required and hours will be determined. After hours are determined a pro-rated tuition will be charged for remaining hours.

Graduation Requirements

To graduate from Tucson College of Beauty a student must:

- Complete the contracted hours
- Pass all school exams with a 75% or higher
- Pay tuition in full

The requirements apply to all courses (Cosmetology, Esthetics, Nail Technology, Hairstyling, Student Instructor). Upon meeting these requirements, a student will receive a diploma.

2023 Daytime Start Dates

Cosmetology	Esthetics	Nail Tech	Hair Styling
12/11/2023	12/11/2023	12/13/2023	12/11/2023
1/22/2024	1/22/2024	1/24/2024	1/22/2024
2/19/2024	2/19/2024	2/21/2024	2/19/2024
3/18/2024	3/18/2024	3/20/2024	3/18/2024
4/15/2024	4/15/2024	4/17/2024	4/15/2024
5/13/2024	5/13/2024	5/15/2024	5/13/2024
6/10/2024	6/10/2024	6/12/2024	6/10/2024
7/15/2024	7/15/2024	7/17/2024	7/15/2024
8/12/2024	8/12/2024	8/14/2024	8/12/2024
9/09/2024	9/09/2024	9/11/2024	9/09/2024
10/07/2024	10/07/2024	10/09/2024	10/07/2024
11/04/2024	11/04/2024	11/06/2024	11/04/2024
12/02/2024	12/02/2024	12/04/2024	12/02/2024

2023 Night Start Dates

12/11/2023	12/11/2023		12/11/2023
1/22/2024	1/22/2024		1/22/2024
2/19/2023	2/19/2024		2/19/2024
3/18/2024	3/18/2024		3/18/2024
4/15/2024	4/15/2024		4/15/2024
5/13/2024	5/13/2024		5/13/2024
6/10/2024	6/10/2024		6/10/2024
7/15/2024	7/15/2024		7/15/2024
8/12/2024	8/12/2024		8/12/2024
9/09/2024	9/09/2024		9/09/2024
10/07/2024	10/07/2024		10/07/2024
11/04/2024	11/04/2024		11/04/2024
12/02/2024	12/02/2024		12/02/2024

Cosmetology (Day) 33.75 hours per week 48 weeks	9:00 am-4:30 pm Mon - Fri (FULL TIME)	Esthetics (Day) 24 hours per week 26 weeks	9:00am - 2pm Mon - Fri (FULL TIME)
Cosmetology (Night) 30.75 hours/ week 53 weeks	2:00pm - 8:30pm Mon - Fri (FULL TIME)	Esthetics (Night) 24 hours per week 24 weeks	2:00pm - 8:30pm Mon - Thu (FULL TIME)
Hairstyling (Nights) 30 hours/week 35 weeks	2:00pm - 8:30pm Mon - Fri (FULL TIME)	Nail Technology 24 hours per week 26 weeks	9am - 5:30pm Wed - Fri (FULL TIME)
Hairstyling (Day) (Day) 33.75 hours per week 30 weeks	9:00 am-4:30 pm Mon - Fri (FULL TIME)	Student Instructor (Night) 24 hours per week 7 - 15 weeks	2:00pm - 8:30pm M, W, Th 2:00pm - 8:30pm Fri (FULL TIME)
Student Instructor (Day) 24 hours per week 7 weeks	9:00am - 3:30pm T, W, Th 9:00am - 4:30pm Sat (FULL TIME)	Orientation Takes place the Friday prior to classes starting for all students at 12:00 pm. Please be early and arrive in dress code.	

Cosmetology

Materials and Supplies: When students arrive to school they must be in dress code with a complete kit, a pen or pencil, spiral bound index cards and notebook with writing paper.

The cosmetology program is designed to prepare students for the state licensing examination and for employment. Tucson College of Beauty stresses philosophy of excellence in haircutting, coloring, and all subjects regarding hair, complimented by lectures, videos, demonstrations, and live models. This course includes extensive instruction and practical experience in cutting, coloring, perming, retailing products, and business ethics. Our curriculum also stresses the following: disinfection, quality customer service, personal appearance and hygiene, personal motivation and development, positive attitude state laws and regulations, and job interviewing.

Arizona state law requires that students complete 1600 hours of instruction in order to apply for the cosmetology license examination. Tucson College of Beauty divides the state's requirements into levels of instruction. It is Tucson College of Beauty's policy that each student must complete and successfully pass evaluations for each level with a percentage of 75% of higher before being entitled to proceed to the next level.

The day program is 33.75 hours per week. Full-time students will complete the course in approximately 48 weeks. The night program is 30.75 hours per week and night students will complete the course in approximately 53 weeks. Students must complete the number of weeks required in their contracted program. Time is calculated into the contract graduation date to account for school closures. Any missed hours must be made up. Failure to do so will result in overtime charges of \$10 per hour. These fees must be paid on the actual contract graduation date and prior to the certification of hours.

The student's training consists of specific subjects of study and "hands on" experience with clientele. All students are prepared for the Arizona State Board Examination. The Arizona state Board Examination is based on the grading score of Pass or Fail. The following are requirements of the Arizona State Board for theoretical and classroom work in Cosmetology. Cosmetology training must consist of 1600 hours and provide training in the following subject areas for the hours specified:

UNITS OF INSTRUCTION

Subject	Hours	Subject	Hours
Theory of Cosmetology, infection control, anatomy, physiology and histology of the body, electricity, diseases, and disorders, and Arizona Cosmetology laws and rules	200	Body, scalp, and facial massage and manipulations	100
Clinical and laboratory practice that includes hair, skin and nails	100	Fundamentals of nail technology	100
Interpersonal skills and professional ethics	20	Body and facial hair removal except by electrolysis	100
Chemical texturizing, changing existing hair color. Product pharmacology and chemistry interaction, formulation, composition and standards	220	Pre- and post-client consultation, documentation and analysis	20
Fundamentals of hairstyling including braiding, extensions, hair and scalp care	220	Introduction to electricity and light therapy for cosmetic purposes including laser/Intense Pulsed Light (IPL) procedures and devices	10
Hair cutting fundamentals	220	Recognition of diseases and the treatment of disorders of the hair, skin, and nails, morphology and treatment of hair, skin, and nails.	40
Cosmetology machines, tools, and instruments and their uses	100	Principles and practices of infection control safety. Required industry standards and ecology, including monitor duties	50
Fundamentals of esthetics of body and face	100	Total Hours	1600

Esthetics

Materials and Supplies: When students arrive to school they must be in dress code with a complete kit, pen or pencil, index cards and notebook with writing paper.

The Esthetics program is designed to prepare students for the state licensing examination and for employment. This course includes extensive instruction and practical experience in anatomy and physiology, chemistry, aromatherapy, massage, hair removal, microdermabrasion, and waxing. Our curriculum also stresses the following; disinfections, quality customer service, personal appearance and hygiene, personal motivation and development, positive attitude, state laws and regulations, and job interviewing. All esthetic students are certified in microdermabrasion. The student's training consists of specific subjects of study and "hands on" experience with clientele.

Arizona State Law requires that students complete 600 hours of instruction in order to apply for the license examination. Tucson College of Beauty divides the state's requirements into levels of instruction. It is Tucson College of Beauty's policy that each student must complete and successfully pass evaluations for each level with a percentage grade of 75% or higher before being entitled to proceed to the next level.

The program is 24 hours per week. Students will complete the course in approximately 26 weeks. Students must complete the number of weeks required in their contracted program. Time is calculated into the contract graduation date to account for school closures. Any hours that are missed by the student must be made up. Failure to complete the course within the required time will result in an additional tuition charge of \$13 per hour. These fees must be paid on the actual contract graduation date and prior to the certification of hours. Students must complete the number of weeks required in their contracted program.

All students are prepared for the Arizona State Board Examination. The Arizona State Board Examination is based on the grading scale of Pass or Fail. The following are the requirements of the Arizona State Board for theoretical and classroom work.

Esthetician training must consist of 600 hours and provide training in the following subject areas for the hours specified.

UNITS OF INSTRUCTION

Subject	Hours	Subject	Hours
Theory of esthetics, infection control, anatomy, physiology and histology of body, diseases and disorders, and Arizona cosmetology laws and rules	75	Introduction to electricity and light therapy for cosmetic purposes including laser/Intense Pulsed Light (IPL) procedures and devices	30
Clinical and laboratory practice that includes face and body	40	Alternative skin technology	10
Interpersonal skills and professional ethics	25	Esthetics machines, tools, and instruments and their related uses	45
Recognition of diseases and treatment of disordered of the skin	25	Cosmetic enhancement application	30
Body and face massage and manipulations	65	Exfoliation modalities/ Spa body modalities	20
Morphology and treatment of skin including face and body, by hand and machine. Product Pharmacology and chemical interaction formulation, compositions, and hazards.	75	Required industry standards and ecology including monitor duties	25
Body and facial hair removal except by electrolysis	100	Principles and practices of infection control and safety	35
		Total Hours	600

Hairstyling

Materials and Supplies: When students arrive to school they must be in dress code with a complete kit, a pen or pencil, spiral bound index cards and notebook with writing paper.

The hairstyling program is designed to prepare students for the state licensing examination and for employment. Tucson College of Beauty stresses philosophy of excellence in haircutting, coloring, and all subjects regarding hair, complimented by lectures, videos, demonstrations, and live models. This course includes extensive instruction and practical experience in cutting, coloring, perming, retailing products, and business ethics. Our curriculum also stresses the following: disinfection, quality customer service, personal appearance and hygiene, personal motivation and development, positive attitude state laws and regulations, and job interviewing.

Arizona state law requires that students complete 1000 hours of instruction in order to apply for the hair styling license examination. Tucson College of Beauty divides the state's requirements into levels of instruction. It is Tucson College of Beauty's policy that each student must complete and successfully pass evaluations for each level with a percentage of 75% or higher before being entitled to proceed to the next level.

The program is 28.8 hours per week. Students will complete the course in approximately 35 weeks. Students must complete the number of weeks required in their contracted program. Time is calculated into the contract graduation date to account for school closures. Any missed hours must be made up. Failure to do so will result in overtime charges of \$12 per hour. These fees must be paid on the actual contract graduation date and prior to the certification of hours.

The student's training consists of specific subjects of study and "hands on" experience with clientele. All students are prepared for the Arizona State Board Examination. The Arizona state Board Examination is based on the grading score of Pass or Fail. The following are requirements of the Arizona State Board for theoretical and classroom work in Hairstyling. Hairstyling training must consist of 1000 hours and provide training in the following subject areas for the hours specified:

UNITS OF INSTRUCTION

Subject	Hours	Subject	Hours
Theory of hairstyling, infection control, anatomy, disease and disorders and Arizona Barbering and Cosmetology Board statutes and rules	200	Interpersonal skills and professional ethics	40
Clinical and classroom practice that includes hair. Recognition of diseases and the treatment of disorders of the hair and scalp	200	Hair styling technology	75
Product pharmacology and chemistry interaction, formulation, composition and hazards	50	Alternative hair technology	20
Morphology and treatment of hair	100	Neck and scalp massage manipulations	25
Hairstyling machines, tools, and instruments and their uses	100	Client pre-and post-client consultation, documentation, and analysis	20
Chemical texturizing, Changing existing hair color, hair and scalp care. Fundamentals of hairstyling includes braiding and extensions	150	Principles and practices of infections control and safety. Required industry standards and ecology, including monitor duties	20
		Total Hours	1000

Nail Technology

Materials and Supplies: When students arrive to school they must be in uniform with a complete kit, pen or pencil, index cards and notebook with writing paper.

The Nail technology program is designed to prepare students for the state licensing examination and for employment. This course includes extensive instruction and practical experience in anatomy and physiology, chemistry, acrylics and gel nail enhancements. Our curriculum also stresses the following; disinfections, quality customer service, personal appearance and hygiene, personal motivation and development, positive attitude, state laws and regulations, and job interviewing. The student's training consists of specific subjects of study and "hands on" experience with clientele.

Arizona State Law requires that students complete 600 hours of instruction in order to apply for the license examination. Tucson College of Beauty divides the state's requirements into levels of instruction. It is Tucson College of Beauty's policy that each student must complete and successfully pass evaluations for each level with a percentage grade of 75% or higher before being entitled to proceed to the next level.

The program is 24 hours per week. Students will complete the course in approximately 26 weeks. Students must complete the number of weeks required in their contracted program. Time is calculated into the contract graduation date to account for school closures. Any hours that are missed by the student must be made up. Failure to do so will result in overtime charges of \$12 per hour. These fees must be paid on the actual contract graduation date and prior to the certification of hours.

All students are prepared for the Arizona State Board Examination. The Arizona State Board Examination is based on the grading scale of Pass or Fail. The following are the requirements of the Arizona State Board for theoretical and classroom work.

Nail Technology training must consist of 600 hours and provide training in the following subject areas for the hours specified.

UNITS OF INSTRUCTION

Subject	Hours	Subject	Hours
Theory of Nail Technology, infection control; diseases and disorders of the nails and skin; anatomy; physiology and histology of the limbs, nails, and skin structures; and Arizona state cosmetology laws and rules	150	Artificial nail enhancements (application and removal)	100
Clinical and laboratory practice that includes nails, skin and limbs. Product pharmacology and chemistry interaction, formulation, composition, and hazards	75	Manicuring, including use of nippers. Pedicuring, including use of nippers and pedicure spa modalities	100
Massage and manipulation of the limbs	25	Interpersonal skills and professional ethics	30
Nail technology machines, tools, and instruments and their related uses	25	Electric file use	20
Pre- and post-client consultation, documentation, and analysis	20	Alternative nail care	10
Exfoliation modalities on limbs or the body	20	Principles and practices of infection control and safety. Requires industry standards and ecology including monitor duties	25
		Total Hours	600

Student Instructor

Materials and Supplies: When students arrive to school they must be in uniform with a complete kit, pen or pencil, index cards and notebook with writing paper.

The Student Instructor program is designed to prepare students for the state licensing examination and for employment. This course includes extensive instruction and practical experience in anatomy and physiology, chemistry, lesson planning, hands on teaching, managing a classroom and presenting. Our curriculum also stresses the following; disinfections, quality customer service, personal appearance and hygiene, personal motivation and development, positive attitude, state laws and regulations, and job interviewing.

Arizona State Law requires that students complete 350 hours of instruction in order to apply for the license examination. Tucson College of Beauty divides the state's requirements into levels of instruction. It is Tucson College of Beauty's policy that each student must complete and successfully pass evaluations for each level with a percentage grade of 75% or higher before being entitled to proceed to the next level.

The program is 24 hours per week. Students will complete the course in approximately 7 weeks

Failure to complete the course within the required time will result in an additional tuition charge of \$11 per hour. These fees must be paid prior to certification of hours.

The student's training consists of specific subjects of study and "hands on" experience with clientele.

All students are prepared for the Arizona State Board Examination. The Arizona State Board Examination is based on the grading scale of Pass or Fail. The following are the requirements of the Arizona State Board for theoretical and classroom work.

Student Instructor must consist of 350 hours and provide training in the following subject areas for the hours specified.

UNITS OF INSTRUCTION

Subject	Hours	Subject	Hours
Orientation and review of Arizona Barbering and Cosmetology Board statutes and rules	50	Classroom management evaluation, assessment, and remediation methods	40
Theory, preparation, and practice curriculum development	60	Diversity in learning including cultural differences	40
Developing and using educational aids	40	Methods of teaching	40
Practical and written presentation principles	40	Professional development including ethics and alternative learning	40
		Total Hours	350

Policies & Requirements

Nondiscrimination Policy

No person shall, on the grounds of race, color, financial status, sex, disability, religion, ethnic origin or age, be excluded or denied the benefits or be subjected to discrimination at Tucson College of Beauty.

Recruitment Policy

Tucson College of Beauty participates in career fairs whenever possible to recruit students; however, we do not actively or knowingly recruit from other cosmetology schools.

Attendance Policy

Day students must be clocked in and in classroom ready for class at 9:00am. Night students must be clocked in and in classroom ready for class at 2:00pm.

•If you are late you may not clock in for one hour.

•Upon enrollment all students must have Slack App to communicate tardy/absent with school. Students must Slack by 9:00a.m. (Day students) or by 2:00 p.m. (Night students), if they are going to be tardy or absent or it will be considered a no call no show. Slack must be sent in "general." Slacks sent to instructors individually will not be considered a call in.

STUDENTS MUST SLACK APP ONLY. Special circumstance will be discussed.

•Any no-call no-show will result in a 3 day in school suspension, continuous will result in OSS (out of school suspension)

APPROVED/EXCUSED ABSENCES

Absences may be approved if absences are requested at least seven days in advance, and the student has no tardiness, no unexcused absences, no suspensions or disciplinary actions, and all class work is up to date. Approved absences do not prevent the student from going over contract if the student has missed more than the allotted time specified in the contract for illness or emergency.

The following are excused absences:

- 1. *Illness of student or student's child with doctor's note.*
- 2. *Funeral with program from service.*
- 3. *Car accident with police report.*
- 4. *Doctor visits for non-illness appointments. (Examples: medical, dental, vision, pregnancy).*
- 5. *Maternity leave or complications of pregnancy.*

TARDIES

For the length of your program; After four tardies a verbal and written warning will be issued. The fifth tardy will be subject to one day out of school suspension. Any tardy thereafter will be subject to out of school suspension. Excessive tardies may result in termination. Mitigating circumstances apply such as medical, court, and public aid meetings. Documentation must be presented that day following a tardy for consideration of mitigating circumstances.

LEAVE EARLY

Request to leave prior to the end of a scheduled day must be made in writing and given to instructor. Upon receipt of the fourth leave early requests a verbal and written warning will be issued. The fifth leave early request will be declined and subject to one day out of school suspension. Mitigating circumstances apply such as medical, court, and public aid meetings. Documentation must be presented the day following a leave early for consideration of mitigating circumstances. Students who leave campus without notification are subject to suspension/termination.

•**Monday - Friday** are mandatory for all students (except nails). *The days before and after holidays are mandatory for all students. If a student is absent on a mandatory day, they are on an automatic 3-day in school suspension unless a doctor's excuse is provided. Once you have had 6 days of in school suspension and miss another mandatory day you will receive 1 day out of school suspension.*

•**NAILS - WED, THURS, FRI - ALL DAYS ARE MANDATORY.**

•*Students must maintain 75% or above in attendance. Students with attendance lower than 75% will be put on probation.*

*Emergencies will be reviewed on a case by case basis by the Director and exceptions may be made.

Make up hour Policy

- Cosmetology/ Hairstyling will attend two Tuesdays in the Month, hours vary depending on schedule
- Nailtech will attend 11:00am - 7:30pm Tuesdays.
- Estee Days will attend 2:00pm- 7:00pm Fridays. Estee Nights will attend 2:00pm- 8:30pm Fridays
- Must be on time - late students will not be permitted.
- If a student is late or absent they will forfeit the privilege to make up hours for 2 months.

Time Clock Policy

It is the responsibility of the student to clock in at the beginning of the day, clock in and out for lunches/breaks and clock out at the end of the day. It is the responsibility of the student to correct any time clock mistakes daily. Failure to take appropriate breaks will result in time being edited to reflect correct break. Students must track clock in & outs on sign in sheet. Failure to completely fill in clock in & clock outs will result in zero hours given unless a time clock correction is made. Sign in sheet must be accurate. Clock in and clock outs must reflect actual times. Inaccurate times written will result in zero hours given. The sign in sheet is also required in case of an emergency and all students/staff need to exit the building.

SMART STUDENT PORTAL POLICY

All currently enrolled students will have access to the Online Smart Student Portal. It will be the students daily responsibility to check their grades and attendance. You will be given 2 business days which is until 8:30pm for any time corrections. To fill out any time corrections you will fill out the form, make sure its complete, and place it in the assigned box by the time clock. Time corrections will be collected daily by a certain time.

Breaks:

Day Cosmo/Day Hairstyling - 45min Lunch M-F

Night Cosmo - 21min Break

Day Estee - 12min

Night Estee- 21min

All Nail Techs - 30min lunch

Holidays & School Closures

Tucson College of Beauty will be closed New Year's Day, Martin Luther Jr Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, and Christmas Day. Closed the week of the 4th of July. Early release days are Halloween and day before Thanksgiving. Winter Break varies, normally closed 7-14 days. Tucson College of Beauty reserves the right to close for eight (8) days a year for in-service staff training and for emergencies.

Transcripts

Unofficial and official transcripts will be given upon request, written and in person. In the event that a student is withdrawn or terminated from a program prior to completion, you will be mailed a withdraw/termination form stating hours completed, along with other withdraw paperwork in a certified letter. Upon withdraw/termination prior to completion of a program any balance you have with Tucson College of Beauty must be paid in full in order to receive an official transcript. All student records will remain on campus for 3 years.

Harassment Policy

Tucson College of Beauty prohibits harassment, conditional or unconditional by all employees and students. Sexual harassment is any sexual advance made by a male or female employee or student that amounts to or implies that compliance is a condition for grades, merit increase, student status or school official employment. Sexual harassment is understood to include:

1. Harassment

Harassment is when submission to sexual conduct is made a condition for student benefits or school official employment.

2. Hostile environment harassment

Hostile environment harassment is an intimidating, hostile or offensive working environment. It includes, but is not limited to:

- Unwelcome sexual advances
- Requests for sexual favors
- Sexually motivated physical contact
- Other nonverbal or physical conduct of sexual nature when:
 - a. Submission to that conduct is made a term or condition of an individual's student status or school official employment.
 - b. Submission to that conduct is used as a factor affecting an individual's student status or school official employment.
 - c. The conduct has the effect of interfering with an individual's student status or school official employment.
 - d. The conduct has the purpose or effect of creating an intimidating, hostile, or offensive student status or school official employment.
- Bullying is understood to include
 - a. Use superior strength or influence to intimidate typically to force him/or her to do what one wants.
 - b. To persuade, oppress, tyrannize, brow beat, torment or dominate.

In the academic context "sexual harassment" may be used to describe a wide range of behavior. The fundamental element is the inappropriate personal attention by anyone that would affect you. Whether it be by an instructor, school official, another student or a school's clients conduct which sincerely undermines the atmosphere of the academic enterprise.

Email any grievances to tcob12302@gmail.com.

Appointed Title IX individual Mrs. Carr will respond to all harassment issues within 10 days of email submission.

Financial Aid

Tucson College of Beauty believes that everyone should be able to obtain an education, regardless of financial status. To make this possible, our Financial Aid Office assists students in finding sources of financial aid, filling out the necessary forms and

understanding basic principles of money management. In order to have funds available by the time school starts, students are encouraged to begin the application process one month prior to the class start date. For further information, please contact the Financial Aid Office 520.887.8262.

Grading System

Students receive academic progress reports on a monthly basis. Students must achieve a 75% cumulative average to maintain satisfactory progress. The academic average includes grades from theory tests and practical evaluations. The practical evaluations are based on written criteria points a student can receive and then converted to a percentage. Our grade percentages are as follows:

93-100 Excellent
84-92 Very Good
75-83 Satisfactory
74- and BELOW Unsatisfactory

Satisfactory Academic Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in any program. It is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (full-time day or full-time evening (no part-time schedules offered at this time)). All students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. The evaluation is given to the student in person, if the student is not meeting SAP requirements, counseling will be given to meet the SAP requirements.

a. Evaluation Periods

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology 450, 900, 1250 clocked actual hours

Esthetics 300 clocked actual hours

Hairstyling 450, 900 clocked actual hours

Nail Technology 300 clocked actual hours

Student Instructor 90, 175 clocked actual hours

ACADEMIC YEAR for all programs is 900 hours.

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

Evaluations will determine if the students have met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

b. Attendance Progress Evaluations

Students are required to attend a minimum of 75% of the cumulative hours possible based on the applicant's attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements, where students are provided access to the satisfactory academic progress evaluation results. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Maximum Time Frame

The maximum time (which does not exceed 133% of the course length) allowed for students to complete each course. A student who exceeds the maximum time frame will convert to a cash-pay basis if Title IV recipient.

c. Academic Progress Evaluations

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignments as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluations criteria adopted by the school. Students must maintain a written cumulative grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up a failed or missed tests and incomplete assignments. Numerical grades are considered according to the follow scale:

93-100
85-92
75-84
74- and BELOW

Excellent
Very Good
Satisfactory
Unsatisfactory

d. Determination of Progress Status

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

e. Warning

If a student is not making SAP at any one of the evaluation periods, the student will be issued a warning.

The student will be given a plan, that if followed, will ensure the student is able to meet the institutions Satisfactory Academic/Attendance progress policy, by the next evaluation.

During this period, the student will be considered making Satisfactory Academic/Attendance until the next evaluation. Students failing two SAP evaluations, determined as not making satisfactory progress maybe subject to termination and will lose financial aid eligibility and or military benefits.

f. Leave of Absence and Re-entry

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 calculations. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdraw.

g. Appeal Procedure

If student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include deal of a relative, an injury, or illness of the student, or any other allowable specials or mitigating circumstance. The student must submit a written appeal to the school on the designated from describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include why they failed to meet Satisfactory Academic Progress and what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 20 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the Satisfactory Academic Progress determination will be reversed and federal financial aid or VA benefits will be reinstated, if applicable.

Documentation for mitigating circumstances will be accepted from the following sources: Law Enforcement Officials, Medical/Surgical Professionals, Legal Aid Attorneys, Departments of Human Services, or information documented by newspapers or other sources providing valid infomation on the student's circumstances.

h. Course Incompletes, Repetitions and Non-Credit Remedial Courses

Course incompletes, repetitions ad non-credit remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

i. Transfer Hours

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

Student Code of Conduct

- We welcome you to TCOB and look forward to having you as a member of our student body. The following is our Student Code of conduct: The basic rules and regulations which establish the official parameters for student life at TCOB. It is the
- Student's responsibility to be aware of these expectations and conduct themselves accordingly as a member of our student body.

- In addition, our experience in the beauty industry has shown us that basic guidelines must be in place to effectively operate the school, as well as to maintain the high level of standards and professionalism we expect from TCOB students.
- We reserve the right to take disciplinary measures for insubordination, argumentative behavior with a staff member, not adhering to school schedules, policies and/or procedures or for refusing to cooperate with any member of the TCOB staff.
- If a student does not present themselves in a professional manner that is a credit to the school and the profession, we reserve the right to discipline the student, and in extreme cases, terminate their enrollment.
- Greet each and every guest with a smile. Walk out, greet and introduce yourself.
- Be on time every day. If you are not here at your scheduled time, on time you will not be able to clock in for one hour.
- Students will not attend school under the influence of drugs or alcohol. This is grounds for termination from the program.
- Students must park in designated areas. TCOB is not responsible for loss or damage to any personal property in or outside of the school.
- Students will only speak English during class and on the floor, tests are in English.
- Conversations between students and/or clients will be kept clean and “G” rated.
- ALL models must be 18 years of age or older.
- No assignment or guest service will be refused by a student. This is grounds for dismissal.
- No moving or giving away appointments.
- No personal phone calls on school’s phone unless it’s an emergency. Phones are allowed on floor/classroom. Must be face down on desk. Texting or calling is prohibited while clocked in. Social media uses (i.e. post tagging school, promotion) are acceptable with instructor’s permission. If a student needs to make a call must clock out and go outside with instructors’ permission.
- If a conflict arises between anyone in the school, it needs to be taken care of in an adult manner.
- Criticism of staff, students, or school is not permitted whether spoken, written, or posted on any social media outlet.
- Name tag must be worn at all times.
- No gum chewing allowed in the school.
- Lunches and breaks will be assigned by a staff member. At no time may a student take their lunch/break during a time that a client has been assigned.
- No food or drink allowed beyond the break room, except bottled water.
- Student services must get instructor’s permission and must be pre-paid, family will receive family prices. If not pre-paid the full price will be charged.
- If you need to make up any hours, you must follow procedure.
- Make up work is the responsibility of the student. Make up work for practicals are at the discretion of the instructor.
- No soliciting students or guests.
- Students are responsible for their own personal property. In order to perform professional services, student’s kits are to be complete
- Upon withdrawal or involuntary termination, all student’s belongings become property of Tucson College of Beauty if not removed immediately.

Other Rules and Regulations

Test taking Policy

All assigned tests must be taken. A score of 75% or above is necessary to pass a test. If a student does not pass the test it must be retaken. It is the responsibility of the student to retake any test that needs to be retaken. 600/1000 hour program students have 1 week to retake and pass test. 1600 hour program students have two weeks to take and pass test. If student has two failed or missed tests they can not clock in until tests are passed.

- Students are responsible for bringing a model for their practical exam. Models must be 18 years old or older. If the model cancels a make up day will have to be scheduled. Students will be given a zero for the original date.
- Students will not be considered a graduate until all missed/failed work is complete, work that has a zero is considered missed.
- Students are responsible to retake tests. They must sign up to make up or retake exams. Falling behind and not taking tests will result in suspension. Failed/Missed tests can be taken: Day Cosmo/Estee - Mondays after class. Night Cosmo/Estee - Mondays before class. Nail Tech - Wed after class. Special circumstances can be approved by instructor.
- Flash Cards + Workbooks must be complete when students clock in to take make-up tests. All flash cards & workbooks must be turned in to be considered complete.
- Students must come in dress code.

Senior Finals

- **The school administers a Senior Final. All students must take this exam in order to graduate. The grade received on**

both the written and the practical portion of the exam effects the students GPA.

- **Students who were absent on the day of the exam or fail the exam must retake exam - even if they have reached completed program hours - until the next scheduled exam is given.**
- **Students must come in all black scrubs and closed toe shoes.**
- **All Senior finals & exams will be administered on an assigned Thursday.**
- **All cell phones will be collected at the beginning of the test and returned once all students have completed their test and handed them in.**
- **Cheating will result in termination from the program.**

Dress Code

- All students must wear all solid black scrubs.
- Jackets must be scrub jackets only, solid black.
- Hair must be done-Beauty Industry.
- Makeup must be consistent.
- NO skin, cleavage, or midriff showing. Midriff must be covered.
- NO flip flops, foam style shoes (i.e. Crocs, Yeezys) or UGG style boots. Shoes must clean and in good condition
- NO hoodies.
- Sandals must have a strap around the ankle.
- Scrubs must be free of rips, tears, wrinkles, and stains.
- NO watches or excessive jewelry.
- NO cell phone on body. Must be put away.
- Name tags must be worn at all times. If name tag is lost a new one must be purchased.
- Esthetic/Nail students are not permitted to wear artificial nails or any nail polish.
- Cosmetology students are permitted to wear artificial nails SPORT LENGTH ONLY. If polished, no chips.
- Hair color must be maintained.
- Hygiene-must have freshly shampooed hair, deodorant, fresh breath, and freshly laundered clothes. If smoking be aware of residual smell.
- Remember you are a professional, you represent a professional industry. Think professional at all times.

Sanitation Duty Policy

Tucson College of Beauty follows all guidelines set forth by Arizona Barbering and Cosmetology Board. This is something for the staff and students to be very proud of. In order to keep the school in such great condition, we need everyone's help. Students are given duties/sanitation that need to be completed daily.

For every duty/sanitation, there are guidelines that need to be followed. If there are any questions, ask an instructor.

Students are required to keep stations, chairs and mirrors clean. They are to be cleaned everyday.

Social Media Policy

Students using any type of social media (twitter, Facebook, blogs, etc) or anything else (text messaging, email, etc.) to defame/criticize/ threaten Tucson College of Beauty, any student, or any staff will be suspended/terminated.

Electronic/Mobile Device Policy

The possession and use of a cell phone or other electronic device are welcomed at TCOB according to the following guidelines:

1. Welcomed on Breaks and only in approved locations (break room, outside, patio & parking lot)
2. Set to "silent" and kept out of sight in an inconspicuous location, such as a backpack, purse or locker.
3. Only used in the classroom or clinic when part of the instructor's lesson activities.
4. Prohibited in restroom facilities
5. Ear buds are not allowed.

* Students will be required to punch out (with absent hours) for the day if unwilling to comply.

*Abuse of cell phones will result in being sent home / and or termination.

Bag Policy

- All purses, book bags, totes and/or backpacks must be put away for safety and esthetic purposes. Purses cannot be in the classroom or on the floor.
- No large rolling storage cases.
- Tucson College of Beauty reserves the right to search student's bags.

Graduation Certification Waiver

I understand that my account with Tucson College of Beauty must be in good standing at the time of graduation for my graduation paperwork to be completed. I have read and signed the overtime policy and I understand that if I accumulate any overtime hours, I must pay for those fees before clocking the remaining hours.

Any outstanding tests/assignments/projects either failed or missed must be completed in order to be considered a graduate. Failure to meet SAP will result in not being considered a graduate.

Access To Student Records

Students (and parents or guardians of dependent minors) who are in regular attendance at Tucson College of Beauty have the right to inspect and review the student's educational, financial, and attendance records to ensure they are accurate, factual and do not violate the student's privacy or other rights. Tucson College of Beauty will provide access to student records to officials from the National Accreditation Commission of Cosmetology Arts and Sciences, the Department of Education, and the Arizona State Board of Cosmetology for the purpose of validating compliance with their student file requirements. Must ask in writing and a fee may be charged. Student records will remain on campus for 3 years.

Student Information Release Policy

Tucson College of Beauty requires written authorization from a student(or parents/guardians if the student is a minor) or graduate in order to release academic, attendance, enrollment status, financial and / or any other information to agencies, prospective employers or any other party seeking information about the student. In addition, before publishing "directory information" such as name, address and phone number of student, date and place of birth, major field of study, dates of attendance, degrees and awards received, date of graduation, previous school attended, and/or date of graduation from previous school, allow the student or parent or guardian of a minor student to deny authority to publish one or more of these items.

School Office Policy

The offices in the school are off limits to the students. No students are to enter any of these offices without an instructor for any reason.

Financial Aid Disbursement Policy

- Students will receive a schedule of disbursements when all of the enrollment paperwork is completed.
- Students may only take cost of living check if they are eligible and have accounted for it on top of the full cost of their tuition. If a student meets eligibility requirements for cost of living, check will be written when the student completes their 0, 450, 900, 1250 hours for cosmetology, 0 and 300 hours for the esthetician/nail technician program, hairstyling 0, 450, and 900.
- Disbursements will be applied to the students account unless the student request a payout before the balance is paid.
- Money will be disbursed when funds are available.
- Funds will only be dispersed based on actual hours. If a student is behind on hours the disbursement is not received until student meets hours.
- Registration must be paid with first disbursement.

Termination

Grounds for termination prior to the completion of a program include, but are not limited to the following:

- Failure to comply with the rules and regulations of the school
- Failure to comply with the attendance policy
- Insubordination
- Failure to fulfill financial agreements with school
- Not returning from a leave of absence
- Having continuous absence of 10 days without notifying the school
- Disrupting the learning process in anyway

Overtime Policy

Any student who exceeds the contractual graduation date will incur an overtime charge of \$10.00 an hour for Cosmetology/ Hairstyling, \$13 per hour for Esthetics, \$12 per hour for Nail Tech and \$11 per hour for student instructor. Students are given ample opportunity days to complete the course by the contractual date. **No overtime hours will be clocked by a student until payment has been made for the full balance owed for overtime charges. Bank of hours is to aid in avoiding over time. Once bank is used, overtime will accrue.**

Internal Withdrawal Policy

Upon withdrawal or termination, you will be notified within 45 days of any balance owed to Tucson College of Beauty. Balances are due within 30 days of the billing date. Failure to pay will result in your account being turned over to our collection agency (information below) Your account will accrue interest at a rate of 18% per annum.

Multi-Family Housing Collections Transwest Properties

2400 E River Road

Tucson, AZ 85718

520.344.9235

Title 38 United States Code Section 3679(e)School

Compliance Policy GI Bill® is a registered trademark of the U.S. department of Veteran Affairs (VA)

A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

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

1.The date on which payment from VA is made to the institution. 2.90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

•Tucson College of Beauty will not impose any penalty, including the assessment of late fees, the denial of access to classes or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33. The Covered Individual must:

- 1.Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
- 2.Provide additional information necessary to the proper certification of enrollment by the educational institution.
- 3.Make and comply with payment arrangements for the amount that is the difference between the amount of the student’s financial obligation and the amount of the VA education benefit disbursement.

Leave of Absence Policy

- Request a Leave of Absence form from Mrs. Carr or Ms. Arevalo.
- All leaves of absence must be submitted in writing in advance of the desired leave. The reason for the LOA needs to be explained in detail and must be submitted to Mrs. Carr prior to the request and must contain the student’s signature. There must be reasonable expectation that the student will return from the LOA in order for it to be approved.
- If a LOA request is not submitted prior to the student leaving the student will be dropped after 10 days and must re-enroll.
- A LOA will only be granted for medical reasons. Medical leaves must have documentation from a doctor. Reasons for LOA would be limited to surgery, pregnancy, hospitalization, and other immediate emergency situations. However, emergencies will be reviewed on a case by case basis by the director and exceptions may be made (i.e. family issue, etc.)
- In the event the student cannot make the request in advance (i.e., due to a car accident or other unforeseen circumstance), then the school will still allow a leave. The reason will be documented in the student file collects the request at a later date. The beginning date of the LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the unforeseen incident.
- A contract addendum will be written to acknowledge the leave and there will be a new contract end date stipulated that will reflect the same number of days as the leave of absence. This addendum must be signed and dated by all parties. In the event the student is unavailable for signature due to the unforeseen circumstance, the school will maintain documentation in the file explaining the sequence of events.
- No extra-instructional charges will incur during the leave of absence, however should a student not return from a leave of absence, he or she will be terminated effective the documented date of return and the school refund policy will go into effect and the student’s last date of attendance will be utilized for processing the refund calculation.
- The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.
- Students will need to remove all their belongings from station, lockers and classroom while on leave. Any personal belongings left behind will be property of Tucson College of Beauty.
- The leave cannot start until approved by the director.

*Covid19 LOA - exposure to positive case requires 5 day quarantine.

*Must have test results for positive/negative results.

Re-Admittance Policy

Any student who wishes to re-enroll as a student at Tucson College of Beauty after being formally withdrawn must:

Submit a letter of intent to the Director containing the reasons for wanting to return and a set of goals to achieve completion.

Satisfy any financial obligations.

Review with the last Instructor to determine re-enrollment ability.

Student will be placed on a 30-day probationary period.

The accumulated hours that a student existing balance and the student will be charged a pro rated tuition rate.

After 1 year an assessment will be required and hours will be determined. After hours are determined a pro rated tuition amount will be charged for the remaining hours.

Refund Policy

Applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant not accepted for enrollment by the school shall be entitled to a refund of all the money paid except the non-refundable application fee of \$50.00.
2. If a student (or his/her legal guardian if the student is under legal age) cancels the contract within 3 business days of signing the enrollment agreement/ contract, all money paid will be refunded with the exception of the non-refundable application fee of \$50.00. This applies whether or not the student has begun official training.
3. If a student (or his/her legal guardian if the student is under legal age) cancels the contract after 3 business days of signing, but prior to starting class, all money will be refunded with the exception of the non-refundable application fee of \$50.00 and the \$50.00 registration fee.
4. A student notifies the institution of his/her withdrawal.
5. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled from the school.
7. In type 2, 3, 4 or 5 official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification or the date that said information is delivered to the school administrator in person.
8. Enrollment time is defined as the time elapsed between the actual starting date and the student's last physical attendance date. Unofficial withdrawals are determined by monitoring clock hour attendance at least every 30 days. A student will be considered withdrawn after having been absent 10 days from the last day of physical attendance.
9. The refund is calculated based on the student's last date of attendance.
10. Any monies due the student shall be refunded within 30 days of a determination that a student has withdrawn, whether officially or unofficially.
11. When situations of mitigating circumstances are evident, the school will adopt a policy wherein the refund to the student may exceed the Minimum Tuition Adjustment Schedule.
12. There is a withdrawal fee of \$150.00.
13. For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet minimum standards for refunds:

Actual Hrs. to Length of Course/ Program	Amount of Tuition
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

14. If a program is canceled subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option
 - a. Provide a full refund of all money paid or;
 - b. Provide completion of the program course
15. If a school cancels a course 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.
16. If a school closes permanently and ceases to offer instruction after students have enrolled and begun instruction, the students shall receive pro-rata refund of tuition.
17. The kit fee is non-refundable once it is received by the student and the grace period has passed.

30 Day Probation Period Policy

All policies must be followed. No absence without a doctor's note. Student cannot be late. Any infractions within the 30 day probation period will result in disciplinary actions and/ or termination from Tucson College of Beauty

Complaint Procedure Guidelines

- Complaints must be in writing and addressed to the School director
- A school representative will meet the complainant within 10 working days.
- If the problem is not resolved, the complainant will be referred to the complaint committee.
- The committee will meet with the complainant and document the meeting. The complainant will receive a copy of the documentation. If additional information is required, the complainant must write this information and present it to the committee.
- Within 15 days the complainant will receive the committee's written response outlining the steps to correct the problem or state that the complainant was not warranted or based on fact.

If after all these steps the complainant is not satisfied, the complainant should then contact:

The AZ Barbering and Cosmetology Board
1740 W. Adams Suite #4400
Phoenix, AZ 85007
480.784.4539

Or
The National Accrediting Commission of Career Arts & Sciences (NACCAS)
4401 Ford Ave. STE 1300
Alexandria, VA 22302-1432

Student Services

Housing

Tucson College of Beauty does not have student housing available. A list of local housing facilities can be found in the library in the Student Services folder.

Child Care

Tucson College of Beauty does not operate any child care services. A list of local child care facilities can be found in the Student Services folder in the library.

Placement

Tucson College of Beauty is committed to helping students and graduates in all aspects of their new careers. Guest speakers are a part of Tucson College of Beauty's ongoing commitment to helping students find the right salon. Tucson College of Beauty also holds job fairs for future employers to assist in finding the perfect salon for each individual. Tucson College of Beauty does not guarantee job placement.

Transportation

Tucson College of Beauty does not provide transportation to or from the school. A public transportation schedule can be obtained by the Administration staff.

Academic and Individual Counseling

Tucson College of Beauty provides academic counseling to all students on a regular basis. If a student finds that he/she is experiencing challenges in meeting the minimum requirements set by the school, the staff at Tucson College of Beauty will aid in overcoming these challenges. We can provide tutoring or arrange peer tutoring. Remember, this can only be done if the student communicates that he/she/they is in need of extra help.

If a student experiences any kind of personal crisis the staff will make themselves available to talk with him/her. If the problem is something that requires the help of an outside professional the staff will encourage the student to contact a local crisis hot-line who can then refer the student to a professional helper. A list of these and other numbers can be found in the Student Services folder in the library.

Administrative Staff & Faculty

Director of Operations

Rochelle Carr

School Director

Rochelle Carr

Instructors

Rochelle Carr

Jessica Swain

Vanessa Meza Arevalo

Marshay Lilly

Bridget Moraila

Selyn Alcoverde

Leah Calleros

Sarah Dearing

Laura Sthele

Qualifications of Instructors: All instructors at Tucson College of Beauty are licensed instructors by the Arizona State Board of Cosmetology.

Admissions & Financial Aid

Jensen Tripp

Career Planning

Jennifer Keller

Samantha Quackenbaush

Tucson College of Beauty is owned by
Transwest Properties and is located at

3955 N. Flowing Wells

Tucson, Arizona 85705

(520)887-8262

www.tucsoncollegeofbeauty.com

LICENSING AND ACCREDITATION

We are licensed by:

The AZ Barbering and Cosmetology Board

1740 W. Adams Suite #4400

Phoenix, Arizona 85007

(480)784-4593

We are accredited by:

NACCAS

3015 Colvin St.

Alexandria, VA 22314

(703)600-7600

“The success of your future in cosmetic beauty depends on your learning environment... choose wisely.”

