



SEGUIN
BEAUTY SCHOOL

**102 East Court
Seguin, Tx 78155
830-372-0935**

**214 West San Antonio
New Braunfels, Tx 78130
830-620-1301**

Where professional careers begin!

Seguin Beauty School

Philosophy

It is our belief that each and every person is a unique individual with a unique goal. It is also our belief that each and every person should have the opportunity to an education.

As educators, our major objective is to provide a program to help fulfill personal ambitions and abilities of those seeking goals in our profession.



Welcome to the Seguin Beauty School. I am pleased to see that you are interested in the Cosmetology profession. I am more pleased that you have inquired about Seguin Beauty School. I believe that we have the finest Cosmetology programs and educators available. The success of our educational programs is proven by the graduates we have take and pass the state exam.

I want to thank you for your interest and invite you to experience the real thing by coming to see us.

Joseph P. Evans
Chief Administrator
Seguin Beauty School

Seguin Beauty School Mission

The mission of Seguin Beauty School is to provide an educational program to instruct to such a competency level that will prepare its graduates for employment and or advancement in an existing or potential occupational field.

Mission of the Cosmetology Program

The mission of the Cosmetology program at Seguin Beauty School is to provide an educational program to instruct to such a competency level that will prepare its graduates for employment and or advancement in an existing or potential Cosmetology field.

Seguin Beauty School

Objectives

The prime objective of Seguin Beauty School is to provide a educational programs to fulfill personal ambitions and abilities of those seeking goals in the selected professions. We prepare those individuals to become successful members of the ever-changing beauty industry. In order to fulfill our objectives, we must not only teach techniques and art of the chosen profession, but also teach self-reliance, business practices and professional image.

Our objective is the student's success in our profession. We strive to provide an atmosphere that is warm and friendly but most important, professional.

We want to show a personal interest in the students learning so that he or she will be able to take proper placement in our profession.

Joseph & Sherrell Evans
Educators / School Owners

Cosmetology Objectives

- To provide an educational Cosmetology program to fulfill personal ambitions and abilities of those seeking goals in the Cosmetology profession.
- To teach its students to qualify them with competency levels qualifying them for employment in the occupational field of Cosmetology.
- To teach competency levels of Cosmetology related subjects related theories.
- To prepare individuals to become successful members of the Cosmetology industry by providing them with the necessary information and education to pass the Texas Department of Licensing and Regulation state examination for Cosmetology licensing.
- To stress the importance of human relationships with the ideas and attitudes of trustworthiness and of willingness to cooperate with employers and fellow employees.
- To contribute to the development of responsibility by self-reliance, self-control and self-discipline.
- To foster by example, an appreciation of professionalism in business practices.

Code of Ethics

This school has as its principle objective the training of qualified Cosmetology related professionals and render the best possible service to its clients.

This school strives continuously to improve its operation to keep abreast with the ever-changing developments and new techniques in Cosmetology industry and Department of Health and Education.

This school observes all rules and regulations issued by the Texas Department of Licensing & Regulation and the Department of Health and Education.

This school encourages its educational staff to keep in touch with the latest teaching methods by way of reading educational books and attending advanced courses, workshops and seminars.

This school makes use of acceptable teaching techniques and training aids such as textbooks, power point programs, audio-visual aids and DVD's to advance our goals. The institutional facilities are readily available for its student's educational purpose.

This school purchases only high-grade standard equipment, cosmetics and supplies to be used for the instruction of its students.

This school maintains honest and fair relations with its staff, students, clients, state board members and other schools.

This school advertises truthfully and makes honest representations of its students.

History of the School

Seguin Beauty School #1 was established and commenced classes on May 31, 1977. The school is located at 102 East Court Street in downtown Seguin, Texas.

Seguin Beauty School #2 was established as a branch campus on July 8, 1986. The school is located at 214 West San Antonio Street in downtown New Braunfels, Texas.

Mr. & Mrs. Joseph Evans are the sole owners of the Seguin Beauty Schools.

Owners of the School

Mr. Joseph Evans has been associated with the Cosmetology field directly since 1974. He is a graduate of the Temple Academy of Cosmetology in Temple, Texas. He furthered his education and acquired an Instructors license in 1976. Mr. Evans holds numerous certificates and awards.

Mr. Evans is the Chief Administrator of Seguin Beauty School. He has the responsibilities of Chief Fiscal Officer, Public Relations, Purchasing and Inventory Control as well as renovation and maintenance.

Mrs. Sherrell Evans has been associated with the Cosmetology profession since 1969 when she began her Cosmetology training at the Temple Academy of Cosmetology in Temple, Texas. The school was operated by her parents, the late David R. Tuck, Sr. and Lenda O. Tuck. The family tradition began with the late Mr. and Mrs. Jack B. White, Sr., grandparents of Mrs. Evans. The first of many schools began in 1958. Mrs. Evans received her Cosmetology Operators license in 1973, Cosmetology Instructor's license in 1975 and holds a Texas Masters Instructors Certificate as well as awards and certificates of education.

Mrs. Evans is the Director of Education and is responsible for the development of the institutions educational programs. She also serves as the Financial Aid Director.

Ms. Jennifer Evans, daughter of the owners is the Director of Admissions and Financial Aid Administrator. She graduated from Seguin Beauty School in 2002 and received her Cosmetology Educators license in 2004. Ms. Jennifer is responsible for the daily operations of both campuses.

Seguin Beauty School Staff

Administrators

Joseph P. Evans.....Chief Administrator
1975 Temple Academy of Cosmetology - Cosmetology License
1976 Temple Academy of Cosmetology - Instructors License

Sherrell Evans.....Director of Education & Financial Aid
1973 Temple Academy of Cosmetology - Cosmetology License
1975 Temple Academy of Cosmetology - Instructors License
1993 Texas Cosmetology Commission - Master Teachers Certificate

Instructional Staff

Jennifer Evans.....Director of Admissions, Master Educator, Local Admin.
2002 Seguin Beauty School #1 - Cosmetology License
2004 Seguin Beauty School #1 - Cosmetology Instructors License

Lidia Rodriguez.....SBS #2 Manager, Master Educator, Local Administrator
1984 Seguin Beauty School #1 - Cosmetology License
1985 Seguin Beauty School #1- Cosmetology Instructors License
1994 Texas Cosmetology Commission - Master Teachers Certificate

Mary Castilleja..... SBS #2 Cosmetology Master Educator
1989 Seguin Beauty School #1 - Cosmetology License
1991 Seguin Beauty School #1 - Cosmetology Instructors License

Patricia Valencia..... SBS #1 Cosmetology Educator

All faculty members are full-time. They hold numerous certificates of continuing education. Certificates and awards may be viewed by request.

Facilities

Seguin Beauty School and its branch are both located in a manner to provide accessibility for students and for persons seeking clinic services.

Seguin Beauty School #1 is located at 102 East Court in downtown Seguin, Texas. The building is of brick and glass and contains 3500 square feet of floor space used for classrooms for theory, practical demonstrations, lectures and the practice of Cosmetology services on the public.

Seguin Beauty School #2 is located at 214 West San Antonio Street in downtown New Braunfels, Texas. The building is of brick and glass and contains 5000 square feet of floor space used for classrooms for theory, practical demonstrations, lectures and the practice of Cosmetology services on the public.

Both schools, readily available for educational use, are in commercial settings and meet all applicable governmental codes and requirements of the Texas Department of Licensing & Regulation. The facilities are designed and maintained with proper lighting, ventilation and are temperature controlled for safe and orderly instruction to contribute to the achievement of the institutions purpose.

Each Campus can accommodate a minimum of 50 students.

Each classroom can accommodate a minimum of 25 students at any given time.

The library of each campus contains computers, books, DVD's, videos, and audio tapes for both basic and advanced hair designing, hair cutting, coloring, permanent waving, facials, make-up, relaxing, manicuring, and other related Cosmetology subjects. These materials are used as teaching aids and reference materials by students and staff.

The school maintains no residential facilities. The institution will provide information on area housing upon request. Housing arrangements are the student's preference and responsibility.

Admissions Requirements

Must have a High School Diploma or G. E. D.

Must be 17 years of age at completion of course

Must present 4 self-photos (1 ½ by 1 ½ in size)

Must submit \$25.00 for state registration & law book

State Fees

Must submit the required fee for the state written examination

Must submit the required fee for the state practical examination

Must submit license fee upon passing the written and practical exams

Tuition & Fees

Cosmetology Program Tuition and Fees

Tuition.....	\$15450.00
Kit and Books	\$ 1300.00
School Registration fee	\$ 100.00
Total	\$16850.00

Note: Kit and books are non-refundable.

Tuition, fees and prices are subject to change without notice.

Financial Aid is available for those that qualify.

Additional consumer information may be found at the Department of Education's College Navigator website:

<http://nces.ed.gov/collegenavigator>

<http://nces.ed.gov/ipeds/>

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Financial Aid

As a school participating in the Federal Financial Aid Programs, we ascribe to the principles and practices in our administration of federal financial aid programs in effort to facilitate and expedite the delivery of federal funds to students.

1. The purpose of student financial aid is to provide monetary assistance to students who can benefit from further education but could not otherwise attend. We might be able to suggest some ways you might open the door to achieve your goals by discussing the possibility of student financial aid for use at our school. Before you decide you cannot afford specialized training, take a few minutes to consider whether you can afford not to further your education.
2. Student financial aid is offered to an applicant only after the school financial aid department has determined that the resources of family are insufficient to meet the student's educational expenses. The amount of student financial aid offered will not exceed the amount need to meet the difference between the students total educational cost and the family's contribution less other sources of financial aid that may be available to the students.

Contact the school office for further information on the requirements and documentation needed to apply for financial aid.

Additional information on Federal Student Financial Aid may be found at:
http://studentaid.ed.gov/students/attachments/siteresources/Funding_Education_Beyond_HS_2011-12.pdf

Applying for Federal Financial Aid

Contact the school Financial Aid office at 830-372-0935.

1. **Complete & submit the FAFSA at:** www.fafsa.ed.gov
Seguin Beauty School code is 016910.
2. **Complete the student loan application at:** www.studentloans.gov
3. **Complete the entrance counseling session at:** www.studentloans.gov

A Netprice Calculator is provided at:

<http://www.seguinbeautyschool.net/netprice/npcalc.htm>

Principles of Equal Opportunity

No person shall, on the basis of race, national origin, religion, sex, age or color be excluded from participation in, be denied benefits of, or be subject to discrimination by this institution.

SEGUIN BEAUTY SCHOOL'S ANNUAL SECURITY REPORT is available at www.SeguinBeautySchool.net/AnnualSecurity. The ARS includes the following: Campus Security, Crime Awareness, Drug Free Workplace Policy, Notifications & General Information, Incident Reporting, Law Enforcement, Alcohol and Illegal Drug Policy, Health Risks Associated with the Use of Illicit Drugs & Abuse of Alcohol, Legal Sanctions Imposed Under Federal, State or Local Law for Drug Crimes, Drug or Alcohol Counseling, Treatment, or Rehabilitation Centers, Sexual Assault, Dating Violence, Domestic Violence, and Stalking, Emergency Notification and Timely Warning Policies, Emergency Response and Evacuation Plan and Crime Statistics. The report includes statistics for incidents of crime reported during the three most recent calendar years. The covered categories include criminal homicide (murder and non-negligent manslaughter), forcible and non-forcible sex offenses, robbery, aggravated assaults, burglary, motor vehicle theft, and arson. Statistics for certain hate crimes as well as arrest and disciplinary referral statistics for violations of certain laws pertaining to illegal drugs, illegal usage of controlled substances, liquor and weapons are also disclosed. The crime statistics are published for the following geographical categories: on campus and certain adjacent and accessible public property. SBS has no on-campus student residential facilities or non-campus buildings or properties. Upon request, any interested party may obtain a paper copy of the report at the school office located at 102 East Court St, Seguin, TX, by calling (830) 372-0935; or by emailing the request to sbs@seguinbeautyschool.net

Campus Security, Crime Awareness, Drug Free Workplace

Seguin Beauty School is committed to providing students with a safe environment in which to learn and to keep parents and students well-informed about campus security. To that end, and in accordance with the Crime Awareness and Campus Security Act of 1990, the institution collects campus crime statistics and prepares a report for distribution to all students, employees and applicants for enrollment or employment. It is hoped that the institution's comprehensive policy will help combat violence in the workplace and on campus. By October 1 of each year, Seguin Beauty School publishes and distributes the annual campus security report to all current students and employees directly by hand delivery. In addition, the report is provided upon request to all prospective students and prospective employees. Such individuals are informed of the report's availability and given the opportunity to request a copy.

TYPE OF CRIME	NUMBER OF OCCURRENCES	NUMBER OF ARRESTS
MURDER	-0-	-0-
SEX OFFENSES (forcible or non-forcible)	-0-	-0-
ROBBERY	-0-	-0-
AGGRAVATED ASSAULT	-0-	-0-
BURGLARY	-0-	-0-
MOTOR VEHICLE THEFT	-0-	-0-
WEAPONS POSSESSION	-0-	-0-
LIQUOR LAW VIOLAT	-0-	-0-
ABUSE VIOLATIONS	-0-	-0-
VIOLENCE AGAINST WOMEN	-0-	-0-

There were no crimes of murder, forcible rape, or aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, or ethnicity as prescribed by the Hate Crimes Statistics Act (28 U.S.C. 534).

A detailed report can be found at the school website at:
<http://seguinbeautyschool.net/crimereport.html>

Enrollment

Registrationone week prior to first class
New Classes.....monthly
Class Hours.....Tuesday through Friday from 9:00 to 5:30
Payment.....Tuition is due in full 150 hours prior to required hours
Attendance.....Daily attendance is required by all students.

All necessary tardiness and absences will be made up in accordance with the school rules. Un-necessary time missed is discouraged by the school.

Instruction beyond the contract period requires additional charges. A complete school attendance policy is available upon request.

Rules and Regulations

All students are to abide by the following rules:

- Show good moral and ethical conduct, in a professional manner toward school personnel, fellow students and clients.
- Report to class on time, in uniform, professionally appeared with books and equipment. Students must comply with the school dress code. Female students must wear makeup daily and all students must have an appropriate hairstyle.
- Excessive absences may result in student suspensions or expulsion.
- Maintain sanitary and orderly work areas and supplies at all times.
- Refrain from visitors, phone conversations and personal ventures during school hours. Students leaving the building must clock out.
- Perform all assignments and services with a degree of perfection.
- Permission for breaks and lunches are given by educators or school personnel and should be taken in designated areas only.
- Maintain a 76% average and complete all assignments.
- Students are required to furnish paper items for theory class and must replace used or lost books and/or supplies of student kits.
- Students leaving the building must notify the main office, sign out and clock out.

Cosmetology Curriculum

Orientation, Rules and Laws.....	100
Shampoo and Related Theory.....	100
Hair and Scalp Treatments & Related Theory	50
Cold Waving & Related Theory	200
Chemical Relaxing & Related Theory.....	50
Hair Coloring & Related Theory	200
Manicuring & Related Theory	100
Facials & Related Theory	50
Haircutting and styling & Related Theory	500
Chemistry	75
Salon Management and Practices	75
State Required Total Clock Hours	1500

Uniforms

Students provide their own uniform according to school code:

2 uniform smocks (purchased through school)

All Black full length dress slacks

All Black closed foot, low heeled, rubber sole leather shoes

Note: Students must be in uniform at all times. Uniforms must be completely snapped. Shoes and uniform must be clean, in good condition, stainless and wrinkle free. Shoes must be all black leather or vinyl low heel rubber soled shoes. A complete dress code is available for all students upon request.

School Calendar

The following holidays are observed

New Years Day
Thanksgiving (2 days)

July 4th
Christmas Eve

Summer Vacation
Christmas Day

Grading System

Students are expected to maintain satisfactory grades with their abilities with a minimum average of 76 %. All test grades below 76 must be retaken at the end of the course.

No make-up tests are given until the student has acquired 1200 hours. Make-up testing is available at specific times. The grading table implemented is as follows:

95 - 100	excellent	76 - 85	fair
90 - 95	good	below 76	failing
85 - 90	average		

Graduation Requirements

Students will be eligible for state commission examination upon completion of the 1500 hours of practical and theory Cosmetology training according to the Texas Department of Licensing & Regulation curriculum, have completed all practical applications required by the school, passed the school written and practical exams, and have paid for tuition and any other debts due the school.

Honors Certificates

SUMMA CUM LAUDE - graduates with a grade point average of 95 - 100 on all weekly chapter tests, a 90 average on the final exam and with less than 5 days absent.

CUM LAUDE - graduates with a grade point average of 90 - 94 on all weekly chapter tests, a 90 average on the final exam and with less than 10 days absent.

SEGUIN BEAUTY SCHOOL SCHOLAR - graduates with a grade point average of 100 on all weekly chapter tests and a 90 average on the final exam.

ALPHA LAMBDA DELTA - Junior students with a grade point average of 95 -100 on all weekly chapter tests and with perfect attendance for the first 450 hours.

GOLDEN KEY AWARD - awarded to students for outstanding support of fellow classmates, the faculty and staff, by exemplary character and by maintaining a perfect score on cooperation, initiative, attitude, response, appearance and courtesy on all monthly progress reports.

Certificates

During the course of study, students have the opportunity to enter into competition. Students may achieve certificates and advanced training diplomas. Upon graduation and obligation fulfillment, students receive a diploma from the school that states the individual is a graduate from a scientific school of Cosmetology.

Students are awarded with certificates and cosmetology tools for various achievements throughout their instructional program.

Once the student passes the Texas Department of Licensing & Regulation State Exam, paying for the license and upon receiving the state license, the student will be qualified to practice in licensed Cosmetology establishments in the state of Texas and other states that have reciprocal agreements.

Transfer of Hours & Credit of Instruction

Any student of a private beauty culture school or vocational cosmetology program in a public school may transfer hours completed to another school within the state of Texas provided the tuition for those hours has been tendered. A transcript showing the hours and practical applications completed will be certified by the school and submitted to the Texas Department of Licensing and Regulations.

Seguin Beauty School does not allow the transfer of hours from one program to another at this school. A complete transfer policy may be obtained at the office of the school.

ALL INFORMATION PROVIDED IN THIS CATALOG IS SUBJECT TO CHANGES AT ANY TIME.

UPON ADMISSION, STUDENT CONTRACTS WILL PROVIDE THE REQUIRED REFUND POLICY UPDATES

Refund Policy

If a student or his parents or guardian (if student is a minor) cancels his or her enrollment and demands his or her money back, in writing within three business days after signing the agreement and prior to entering class, all monies collected shall be refunded. If a student cancels his or her enrollment after three business days and after signing but prior to entering classes, he or she shall be entitled to a refund of all monies paid to the school less \$100.00. For students who enroll in and begin classes, the following schedule of tuition adjustments is authorized:

WHERE APPLICABLE AND REQUIRED BY LAW, THE SCHOOL WILL USE THE STATE, ACREDITING COMMISSIONS OR FEDERAL REFUND POLICY THAT BENEFITS THE STUDENT

TEXAS DEPT OF LICENSING & REGULATION REFUND POLICY

PERCENTAGE OF ENROLLMENT TIME TOTAL TUITION SCHOOL SHALL
to TIME OF COURSE REFUND

IF WITHDRAWAL OCCURS:

During the first week or 1/10 of the course	90 % Refunded
After 1/10 of the course or before the 3rd week	80 % Refunded
During first 25 % of the course & after 3rd week	75 % Refunded
During second 25 % of course	50 % Refunded
After 50 % of course	NO REFUND

COUNCIL ON OCCUPATIONAL EDUCATION REFUND POLICY

IF WITHDRAWAL OCCURS:

During first 10 % of course	90 % Refunded
After first 10 % until end of first 25% of course	50 % Refunded
After first 25 % until end of first 50% of course	25 % Refunded
After 50 % of course	NO REFUND

Enrollment time is defined as the time defined as the time elapsed between the actual starting date and the date on which the student formally terminates enrollment. When a student is dropped, there is a kit and book charge. The cost of extra items to the student such as instructional supplies or equipment, service charges, student activity fees, deposits, rentals and other charges are not considered in the adjustment computation provided charges are itemized separately from the enrollment agreement, catalog or in other data furnished the student. In case of illness or disabling accident, death in the immediate family or in other circumstances beyond the control of the student, the school may make a settlement fair and reasonable to both. When a student requests a transfer to another school, there will be a \$25.00 transfer fee. Students who withdraw prior to completion of the course will be required to pay a re-entry fee and any unpaid previous tuition to re-entry the school. The balance of the instruction needed will be provided at current tuition rates at the time of re-entry.

Any and all updated policies in this handbook are provided upon entry.

Placement Policy

Seguin Beauty School provides placement services for all students. The entire staff takes responsible for communication and cooperation with the various businesses and industry contacts necessary to provide an effective comprehensive placement service. Seguin Beauty School cannot guarantee placement but attempts to offer its students with the best information available to obtain satisfactory employment. A listing of employers and employment opportunities is maintained to facilitate placement. Students desiring additional preparation and or education may contact the school for assistance.

Grievances or Complaints

Seguin Beauty School strives to provide an educational program that is fulfilling for each of its students. Any student or client may register grievances or complaints to the office of each campus or to the chief administrator. A complete copy of the school's policy addressing complaints may be requested from the chief administrator.

Any questions, suggestions or complaints concerning to Seguin Beauty School should be directed to the Chief Administrator:

Joseph Evans
102 East Court Street
Seguin, Texas 78155

The Texas Education Agency has available prepared cost comparison information concerning courses offered by proprietary schools and other types of institutions. Complaints may also be directed to the T. E. A. office. To receive this information write:

The Texas Education Agency
1701 North Congress
Austin, Texas 78701
Phone: 512-463-9734

Complaints against this establishment may be directed to:

Texas Department of Licensing & Regulation
P. O. Box 12088
Austin, Texas 78711-2157

Complaints against this establishment may be directed to: The Council on Occupational

Education
7840 Roswell Road, Bldg 300, Ste 325
Atlanta, Georgia 30350
770-396-3898

To receive additional information on student loans, write or call:

Texas Guaranteed Student Loan Corp.
P. O. Box 15996
Austin, Texas 78761
1-800-525-9743