



William Edge Institute

Catalog

Student Handbook

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OUR HISTORY

'Evolving the legacy'

Mims Classic Beauty College was founded in 1932 by Neil Mims in Port Arthur, Texas, and is the oldest cosmetology school in the state. In 1962, Mims moved to San Antonio, Texas, and has been creating their same unique style of cosmetology education ever since. Mrs. Neilana Russell left us in 2015 with a great legacy and commitment to student success.

Over the years, Mrs. Russell created a lasting friendship with world renowned Stylist and Educator, William Edge. Before her passing, Mrs. Russell and William Edge decided that the Mims legacy needed to continue and she trusted that William Edge would be the person to take what she had built to the next level. He has a true passion for educating those who are inspired to learn. His experience of being the Technical Director for Beauty Basics and the 10 Aveda Institutes they owned has proven to offer a great insight to the beauty school industry. Since Mrs. Russell's passing, William Edge partnered with her children Megan and Jason and rebranded Mims to the William Edge Institute and relocated from San Antonio to New Braunfels Texas.

WHO IS WILLIAM EDGE

'The story of an innovator'

William Edge has a unique and inspiring approach to the world of beauty. He is a hairdresser, platform artist, session stylist, salon and school owner. He has worked with the Aveda brand for over 25 years, as the owner and creative influence of the William Edge, Vann.Edge and ProdEdgy Salon Group which includes 5 Lifestyle Salons throughout Texas, Nashville and Seattle. He is also the founder of Pure Edge-ucation and works throughout the industry sharing his creative approach to systematic success. William's career has taken him all over the world and made him a regular at fashion weeks and runways shows in New York, Seattle and Nashville. His insightful, fresh perspective engages everyone around him to create a greater collective success. In addition to his acclaimed artistic work, William Edge is also one of the most insightful motivational speakers in our industry.

When asked, William Edge professes that, when given the chance, he loves love sharing the William Edge story..."it is a great opportunity to honor our history, our foundation, our values and the adventures that bring our story to life. Our story essentially started with my mother, Judy Turner. Although I didn't realize I was learning valuable insights to my future, I would spend hours hanging out in her salon. Most of the time I would be getting in trouble for spinning in the stylist chairs, however, I would also hear the conversations amongst the team. I witnessed, first hand, the difficulties of being successful in this industry. I never thought for a second that I would make a career in the beauty industry. I only joined cosmetology school to have a skill that would help me earn some money to get through college. Week one of beauty school...I knew this was what I was meant to do. As a second-generation hairdresser, everything just made sense. However, I knew the last thing the world needed was another salon or another hairdresser. That weekend, I drove home and told my mother "I am going to be a hairdresser...but not just any hairdresser...I want to change the industry." So in 1989, armed with a cosmetology license, a dream, and \$242.00 to my name, \$200.00 that a friend let me borrow on my 1974 Volkswagen van, I set out to make a difference and opened our first salon location. I started with two team members and yes, we made every mistake you could think of, and somehow, we did a few things right. I have always been comfortable with the concept of "if you build it, they will come". Knowing that if I wanted to make a place where everyone had a brighter opportunity, things had to be different. My mother closed her salon and came on board. With a unique skill of stretching a dollar, she kept us from going bankrupt and handled the difficult job of our finances. Without her, we would not be here today."

“To be honest, I have never really understood the beauty industry. I believe the industry is broken. If it worked, as a second-generation hairdresser, I would be able to share a list of people who have retired from behind the chair, or a college fund for their kids, or something...I just know a lot of older hairdressers. So, the journey to make a difference started with asking “why not?” Why can other small businesses offer what salons traditionally couldn’t. That frame of thinking helped us build a salon that is non-tipping, offers health insurance, paid vacations, paid holidays, education, personal development seminars, a stable compensation and other things that were previously unheard of. Our success of developing new operations and education systems has offered opportunities to share our philosophy all over the world. Locally, we have two William Edge Aveda Lifestyle salons, a training salon and a beauty school. We have amazing team members who bring our mission to life on a daily basis. That is really how I see our story. I could talk about ‘hairdresser friendly financial’, or ‘retail edge’, or ‘training goes tribal’, or ‘engageship’, or any number of the programs that I’ve written, developed and implemented to help this industry continue to evolve. I could talk about our classes such as ‘razor’s edge’, ‘long hair needs love too’, ‘all dressed up’, or ‘edge-itorial’ or any such classes I have created and conducted for the industry and how we are quickly becoming a premier Education Company. I could tell you about the future we have in the works and the salons we are opening and our advanced academy that is on the way. I could mention a number of wonderful things that make us different, however, the true value of William Edge is in the cast members and the relationships that we are all fortunate to cultivate. It is the journey together that really tells our story and, together, I believe we can achieve anything we set our sights on. We are excited to make our unique impact with our students in the school.”

VITAL INFORMATION

Owner Director of Edge-ucation:	William Edge Turner william@wmedge.com
Director:	Felicia Jourdan felicia@wmedge.com
Licensed by:	Texas Department of Licensing and Regulation (TDLR) P.O. Box 12884 Austin, TX 78711-2884 512-463-6599 www.licene.state.tx.us
Accredited By:	National Accrediting Commission of Career Arts and Science 3015 Colvin Street Alexandria, VA 22314 703-600-7600 www.naccas.org
Certified By:	Department of Education 400 Maryland Ave. SW Washington, DC 20202 1-800-437-0833 Region VI – Dallas 214.880.3044
VA Eligibility Contact:	Texas Veterans Commission Stephen F. Austin Building Suite 450 P. O. Box 12277 Austin, Texas 78711-2277 512-463-3168 https://benefits.va.gov/gibill/
Administrative Office:	876 W San Antonio Street New Braunfels, TX 78130 830.620.1124
School Information:	<u>William Edge Institute</u> 651 N Business IH35 # 330 New Braunfels, TX 78130 830.387.4094 Federal School Code: 015119
Website:	williamedgeinstitute.com
William Edge Institute Staff:	See page 30 for a list of Administrative staff and Edge-ucators.

William Edge Institute

WELCOME

Welcome to the William Edge Institute! We are so excited that you are taking this opportunity to explore a career in the beauty industry. I'm sure you are consumed with questions and concerns about your education, the school, what's expected of you, school policies, etc... It is important that you get as many of these questions and concerns answered as quickly as possible so that you are able to enroll, settle in and focus on your William Edge education. This handbook is designed to answer many of the questions you might have so please read it through. Should you have additional questions or concerns please contact the admission office at any time.

OUR VISION

'Our bigger purpose'

To honor students being students.

To honor the journey of learning and the importance of being a student.

To revolutionize the way a cosmetology career is started by fostering future beauty professionals with a life-long learners' mindset, who are well prepared for a successful career in the beauty industry.

OUR MISSION

'Our guiding principles'

The school's objective is to train you to the highest potential possible. It is our intent to develop not only skilled technicians but to develop professionals qualified to become leaders in the industry and the community as well.

OUR CALLING

'The philosophy that drive us'

To be a premiere institution that offers high quality and experiential learning in technical skills, salon intellect, environmental awareness, business acumen and the 'wow factor' needed to excel in your future career as a beauty professional.

OUR VALUES

'Our intention for you'

We value and honor our team as our most important resource. We strive to live the values of integrity, creativity, clarity, fun, success and we nurture and nourish every talent to develop the individual, the team, the company and our community. With your help we will continue creating an environment where diversity is embraced, development is required, quality of life is enhanced and values and beliefs are honored.

Programs Offered

Cosmetology	1500 hours
Manicure	600 hours
Instructor	750 hours

*All programs are taught in English and textbooks and course materials are only offered in English.

Facilities and Equipment

Clinic Service Areas

A wide variety of clients come to William Edge Institute for beauty and wellness services. As a student you have the opportunity to perform a full spectrum of hair, skin, and nail services in a state of the art virtual salon and spa setting, under the supervision of your edge-ucators.

Included in the facility is an Experience Center, which features Aveda hair, skin, body care, makeup and lifestyle products as well as the MUD makeup line. The Experience Center gives students the opportunity to practice client service and retailing skills.

Student Classrooms

Various sized classrooms have been designed to provide the proper environment for different types of learning and activities. The school uses Milady's Mind Tap, Milady textbooks and materials, for cosmetology, manicure, and instructor programs.

William Edge Edge-ucators

Have Instructor Licenses granted by the Texas Department of Licensing and Regulations. They have proven success and are at the top of their game. Whether they're teaching the next generation of hairstylists at the Institute or managing a successful clientele, conducting a show or photoshoot, their commitment to excellence is unwavering. To see who your William Edge edge-ucators and administrative staff are please refer to Insert 1 of the student catalog.

Edge-ucator Offices and Resource Library

A Resource Library containing books on styling, motivation, health and wellness is available for your reference. The Edge-ucators are available to the students at all times and have a designated office.

OUR MANTRA (Educational Goals and Objectives)

'Our daily guide'

The objective of the William Edge Institute is to train you to your highest potential possible during your time with us. Hairdressers have said for years that "your school doesn't matter...you will learn to do hair when you get to a salon". We will make your first year matter. It is our intent to develop skilled technicians and prepare students to become licensed professionals who are qualified to become leaders in the industry and the community as well. Your first year can be your most impactful...and we guarantee we will be your best "first step" in your career as a beauty professional.

The William Edge Institute Promise

'What we strive for'

You will be afforded the successful preparation in the first step to an exciting career.

You will be offered a thorough understanding of the foundational principles of technical and business standards for this industry.

Your thriving experience of being a student will prepare you for lifelong learning.

You will acquire an understanding of the role we play in the destruction and reparation of our environment.

You will have a focused view of what it will take to excel in the salon and beauty industry.

You will have a relevant and impactful experience of being a team player.

You will be prepared for the state licensure exam and gainful employment.

You will embark on a journey to challenge your thinking and stretch your mind.
Our promise is to simply be your best 'first step'

Schedule of Attendance

William Edge Institute is closed for the following holidays: New Year's Day, spring break (3 days in March), 4th of July (3 days including the 4th), Thanksgiving (Thursday, Friday and Saturday) Christmas (1 weeks) see page 32 for dates. You will be notified of any other closings.

All accredited courses are full time (30 hrs/wk):

Cosmetology and Manicure are, Tuesday – Saturday 9:00am to 4:00pm
Instructor Program Schedule may vary.

Start Dates

Classes start every eight weeks (approximately). Instructor Training classes will start once a month depending on prospective student interest. Please see page 31 for the actual start dates.

ADMISSIONS POLICY

ENROLLMENT AND ATTENDANCE CONSIDERATIONS

William Edge Institute recognizes the glamor, the hype, and the high expectations of prospective students entering our industry. Although the statistics validate a high demand and high income potential, we acknowledge that sacrifices and dedication will be required to accomplish your goals.

Our Admissions Staff suggests that you consider any of the following that may affect your successful attendance, completion of your program, entry level employment and beyond.

We also encourage you to discuss any of these matters with the Admissions Representative prior to enrollment. We believe that a well-informed prospective student will help produce a successful graduate, salon employee, or any other of the numerous opportunities that are available.

- Your personal goals and expectations of the Industry
- Full time attendance for 6 to 14 months
- Your education background
- English language skills
- Family or peer group support
- Current work schedule
- Cost of education
- Personal financial needs
- Financial aid assistance
- Child care availability
- Contractual obligations
- Medical or physical limitations

ADMINISTRATION HOURS

A prospective student may request information over the phone or via our website, which will prompt an Admissions Representative to reach out and schedule an informational interview and campus tour.

Admissions Representatives are available Monday – Friday from 9a – 5p. Evening and Saturday appointments are available upon request.

ADMISSION REQUIREMENTS

Are you ready to begin? If you're excited about the prospect of training at William Edge Institute, here is all you have to do to get started:

1. Complete the Enrollment Application for Admission and submit it to the Admissions office along with a **\$100 non-refundable Application Fee.**
2. Schedule an informational interview and tour the school with an Admissions Representative.
3. Submit your high school diploma or high school transcript showing high school graduation, college diploma, college transcript, GED or a home school diploma showing graduation from a TDLR recognized home school. *A foreign student's high school diploma must be translated by an outside agency that is qualified to translate document into English and confirm that academic equivalence to a U.S. high school diploma has been met.* William Edge Institute does not accept ability-to-benefit (ATB) students.
4. Submit a true copy of your birth certificate or alien registration form, and driver's license or passport and social security card. This will serve as proof you are above the compulsory age for attendance as required by the state.
5. Two (2) passport photos (approximately 2" X 2") or be prepared to have your picture taken.
6. State Board Registration Fees of \$25 paid by cash, check or money order.
7. Kit fee, based on curriculum chosen.

INSTRUCTOR PROGRAM

In addition to the above requirement, Instructor Candidates must have a current Cosmetology, Esthiology, or Manicuring license. An original high school diploma or GED must be submitted.

STATEMENT OF NON-DISCRIMINATION

William Edge Institute, in its admissions, instruction and graduation policies, practices no discrimination on the basis of race, religion, color, financial status, sex, national origin, ethnic origin, age, veteran status or sexual orientation.

ACCOMMODATION REQUESTS

Applicants, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The Institute will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- Notify the Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed.
- The Director will respond within two weeks of receiving the request.

TRANSFER STUDENTS

William Edge Institute accepts transfer students that qualify for admissions, and may accept all of the hours earned toward licensure, but reserves the right to deny transfer hours from another institution for any reason. Out of state hours must be evaluated and accepted by TDLR prior to the School Director's review. The School Director (or designate) will review prior hours to determine their acceptance. In addition, a theory and/or practical test may be administered to determine hours accepted. Students will not receive credit for prior hours after course commencement.

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

STUDENT REENTRY POLICY

To be eligible for readmission to the William Edge Institute, the student must meet all admissions requirements and be current on any outstanding debts with the institution.

Prior clocked hours may be evaluated prior to readmission and may or may not be approved. Approval for readmission is determined by the director and is based on education, schedule and space availability. William Edge Institute reserves the right to deny readmission following termination or withdrawal for any reason. If readmission approval is granted, the applicant **may** be required to submit a new Registration Fee (if applicable), sign a new Enrollment Agreement and pay additional tuition, books, supplies and equipment costs (if applicable). If a student withdraws and has been charged 100% of their Agreement price, a student in good standing (financial, academic and behavioral) may be eligible to return to the course during the following forty-eight (48) month period without any additional tuition costs. If a student withdraws and has been charged less than 100% of their agreement, the student may be eligible to return to the course, and may incur additional tuition costs. William Edge Institute reserves the right to deny a readmission request for any reason including, but not limited to attendance, behavior or academic performance.

DISTANCE LEARNING

The William Edge Institute does not participate distance or on-line learning.

****For complete Admissions Policy details see Consumer Information***

FINANCIAL ARRANGEMENTS AND REFUND POLICIES

Money should never be the reason you stop pursuing your dream. The best investment you can make is in elevating your future opportunities and there are multiple ways to fund your education with the William Edge Institute. If you have the passion and the drive for greatness, we will work with you to figure out the best solution for you to get started with the financial aid process.

PAYMENT METHODS

***The application fee of \$100.00 is nonrefundable and is due with the application submission.**

FINANCIAL AID ASSISTANCE

At this time, financial aid in the form of Title IV Pell Grants is offered and available to those that qualify. Assistance is also offered and available to those that qualify for VA Educational Benefits through the Department of Veteran Affairs. For private pay students, monthly payment plans are available by cash, check or major credit cards.

SCHOLARSHIPS

William Edge Institute makes available each year scholarships that are available for all eligible students. They are awarded based upon application, eligibility and each applicant must meet qualifications. Please consult with the Admissions and Financial Aid Department for availability of yearly scholarships and applications.

REFUND POLICY

- A. The purchase of a student's kit is non-refundable after three (3) business days after starting classes.
- B. Any sums paid to William Edge Institute herein shall be subject to the following refund policy:
 1. If a student of, in the case of a student under legal age, his/her parent or guardian cancels his/her enrollment and demands his/her money back in writing within three (3) business days of signing this contract, all monies collected by William Edge Institute shall be refunded. The cancellation date will be determined by the postmark on written notification or the date said written notification is delivered to the Admissions Director or owner in person. This policy applies regardless of whether the student has started training. Refunds are made within 30 days of written cancellation or termination.
 2. If a student cancels his/her enrollment after three (3) business days after signing but prior to entering class, he/she will be entitled to a refund of all monies paid to William Edge Institute less the application fee of \$100 within 30 days.
 3. An applicant not accepted by William Edge Institute shall be entitled to a refund of all monies paid.
 4. For all students that have Title IV funds, the "Treatment of Title IV Funds When a Student Withdraws from a Clock-Hour Program" forms will be completed and applied as per Department of Education Rules and Regulations.

The School Refund Policy will also be figured and Student may be charged any difference owed. Title IV funds may not be used to pay any additional charges owed, due to School Refund Policy.

5. For students who enroll and begin classes, the following schedule of tuition adjustment is authorized.

Percentage of Enrollment Time To Total Time of Course	Amount of Total Tuition Owed to the Institute
.01% to .02%	10%
.03% to .06%	20%
.07% to 25%	25%
25.1% to 50%	50%
50.1% and over	100%

6. Enrollment is defined as the time elapsed between the actual starting date and the date of the students last day of physical attendance and is computed on the basis of course time expressed in scheduled hours, as specified by the enrollment agreement. Any monies due the applicant or student shall be refunded within thirty (30) days of formal cancellation by the student as defined in item 1, or formal termination by the school, which shall occur no more than thirty (30) days from the last day of physical attendance, or in the case of a leave of absence, the documented date of return.
7. If tuition is not refunded within this period, the school shall pay interest on the amount of the refund for the period beginning the first day after the date the refund period expires and ending the day preceding the date the refund is made. The commissioner of education shall annually set the interest rate at a rate sufficient to deter a school from retaining money paid by a student. The department may exempt a school from the payment of interest if the school makes a good faith effort to refund the

tuition but is unable to locate the student. The school shall provide to the department, on request, documentation of the effort to locate the student.

8. In case of illness or disabling accidents, death in the immediate family, or other circumstances beyond the control of the student, the school will make a settlement reasonable and fair to both.
9. When a student request a transfer to another school, no charge will be assessed for the transfer.
10. If the school is permanently closed after the student has enrolled, the student shall be entitled a pro-rated tuition refund. In the event the school is unable to provide this refund the Texas Department of Licensing and Regulation tuition protection fund will be in effect.
11. If a course is canceled subsequent to a student's enrollment, William Edge Institute shall provide a full refund of all monies paid.
12. If a student does not notify the William Edge Institute that they are withdrawing, formal termination shall be based on 10 days or 2 weeks of consecutive non-attendance of classes.
13. 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.

Note: If a return of Title IV money is due, money will first be put back into the Federal Fund Account for the Pell Program. If funds remain after all Title IV obligations have been met, funds will be returned to student or the lender if applicable.

STUDENT STANDARDS

William Edge Institute's values dictate **standards** of professionalism that govern student behavior. These rules serve as guidelines to establish the necessary knowledge, technical skills, personal habits and attitude for a successful career in the beauty profession. Adherence to these rules and regulations will allow you to have a knowledgeable and an enjoyable school experience. Suspension or termination may result from any infraction on the following standards.

STUDENT'S APPEARANCE

William Edge Institute maintains an esthetic standard for students, which encompass all aspects of personal hygiene and grooming (i.e. hair, make-up, facial hair, nails, etc.) and a dress code requirement.

Students are to arrive at school groomed, in uniform and in compliance with all appearance standards. If in the opinion of the staff, a student's appearance does not conform to the standards, the student will be sent home.

Dress Code

Because every student is a future employee, manager or entrepreneur, standards of professionalism must be met in preparation of the demands of the industry.

Maintaining a professional appearance is vital to success. A professional appearance at William Edge Institute is:

- Student dress code is all black.
- Shirts must be black. Shirts must cover midriff area and lower back. Writing is not permitted on shirts unless it is a William Edge Institute approved T-Shirt.
- Pants, skirts and dresses must be professional and black.

- Footwear must have a closed toe, and closed heel.
- Students may accessorize with colored belts, scarves, jewelry, and socks. Hats or bandanas are not permitted.
- An apron will be supplied in the student kit and should be clean, neat, not torn and unstained, for use on the clinic floor.
- No revealing and unprofessional clothing (determined by William Edge Staff). All clothing must be clean, neat, pressed, and in good repair and reflect current fashion.
- Headphones or cell phones are not allowed in the clinic.
- Synthetic perfumes are not allowed. Be aware that certain foods, smoking, personal hygiene, and your health may affect your scent. Gum chewing is not allowed, but breath mints are highly encouraged. You will be working in close proximity of your guests during services. Hands must be washed prior to servicing each guest. A very light aroma or Composition Oil is refreshing.
- Hair/Make-up/Nails should reflect both the taste level of William Edge Institute and enhance your own personal style. Having a current, attractive, well-maintained hairstyle expresses your taste level as well as your self-confidence. We are our best advertisement. Hair must be clean and styled and given a finished current look, make-up on prior to arriving.

*There will be opportunities for students to dress in William Edge Institute approved t-shirts and jeans on designated days. Participation in these events require a donation to be made to the school's Earth Month fund and are optional.

**Edge-ucators reserve the right to send any student home if his/her choice of attire is unprofessional.

STUDENT'S CONDUCT

Students are expected to conduct themselves in a professional manner at all times.

The following code of conduct will be adhered to.

1. To maintain a learning environment for all students, anyone who is disruptive in the classroom or clinic floor (rudeness, foul language or other unprofessional behavior) may be suspended or expelled. Dishonesty, disrespect, impertinence or failure to follow the directives of any staff member may result in suspension or termination.
2. Food, candy, and gum are not allowed on the clinic floor. Aveda water bottles are the only item allowed on the clinic.
3. Smoking/Vaping in the building is PROHIBITED for all students, staff and guest. Smoking is only allowed in designated smoking areas during lunch or break time.
4. Use, consumption or possession of illegal drugs or alcohol on the school premises is prohibited.
5. Students cannot **receive** personal calls at the school. Business phones are for business only.
6. Students are not permitted to have visitors during school hours, including on campus lunch breaks.
7. Time Clock: Students are to clock in and out in the designated area. Students may not clock another student in. **Violation of this rule will result in termination.** No corrections can be made in the time clock with the exception of equipment or power failure. Failure to clock in/out will result in a loss of hours.
8. Students are permitted a hour lunch and two (2) 15 minute breaks scheduled by their Edge-ucator or Guest Services. Clocking out for breaks when leaving the building or going to lunch is required.
9. Students must not leave school during regular school hours without permission from an Edge-ucator and without clocking out.
10. Each student is responsible for his or her equipment. Kits must be in the student's possession at all times.

11. All students must keep their working area clean and sanitary (station, chair, floor, shampoo bowl, etc.) The student break area is everyone's responsibility, remember to do your part. Additionally, students will be assigned weekly housekeeping duties to be done daily.
12. All services performed must have a traveler generated by the Guest Care team. All appointments are to be booked by the Guest Care Coordinator.
13. Student may receive services, at the Edge-ucator's discretion. Most services with the exception of chemical services are free to student in good standing, which includes regular attendance. Chemical services have a product charge and must be paid for prior to the service starting. All services must be booked with the guest care team.
14. Changes in policy, current events and any new information is conveyed to students at the morning huddle and/or posted in memo form on the student's bulletin board.
15. Students are to enter and exit the school through the designated door only. The school will be opened for students at 8:00 AM unless a special class has been scheduled.
16. PARKING: Students are to park in the designated student parking area only.
17. Students are expected to cooperate with other students, Edge-ucators, staff, and clients at all time.
18. Any student who refuses a client will be clocked out for the day and sent home.
19. A student may be expelled if the behavior occurs more than once.

ATTENDANCE POLICY

All students (except Instructor students) are expected to attend school on a full-time basis, full time is defined as 30 clock hours per week, adhering to their contracted days and hours. William Edge Institute's attendance policies are thoroughly covered in orientation and will be strictly adhered to.

TARDY POLICY

Students **must** clock in by the published START time (9:00am). Students arriving late will not be permitted to clock in without Edge-ucator or Director approval.

ABSENTEE POLICY

Attendance is evaluated at the conclusion of each phase (month). In order to advance to the next phase, students must achieve **67%** attendance.

- Attendance is monitored every month for attendance compliance and unofficial withdrawals.
- Students must call/text or message in and report his/ her absence by 8am.
- Students are not permitted to leave school mid-day. Those with extenuating circumstances must ask permission from the Director or their Edge-ucator.
- The Educational staff reserves the right to make exception for unforeseen circumstances.
- Excused absences are allowed for illness or mitigating circumstances. Documentation may be required. Be aware that excused or unexcused absences, could result in additional tuition charges as specified in the student contract.
- Un-excused absences may result in suspension or termination. Failure to notify Edge-ucators or staff prior to absence will constitute an un-excused absence.
- Students who are dropped from the program have 10 business days to remove their personal belongings from their assigned locker. After 10 days items will be disposed of.

SATURDAY ATTENDANCE

Saturdays are crucial to the student's education. They are typically the busiest day in the beauty industry and the day you will gain the most clinical experience, on guest in school. ANY Saturday absence without prior approval or a documented doctor's excuse (which the school reserves the right to verify) may result in an additional \$25 fee payable the next day of attendance. This fee is due and payable before clocking. Excessive Saturday absences could result in termination.

SUSPENSION

Days and hours lost by suspension from school could result in students not graduating within the prescribed time allotted by the curriculum and or student contract. William Edge Institute shall have the right to place on warning, suspend or terminate a student for not complying with the stated Rules and Regulations or Satisfactory Progress Policy.

MAKE-UP POLICY

Make-up work is required of any absence and there is no charge for make-up work. All makeup work and test must be presented in a reasonable and timely manner as specified by the class Edge-ucator. Students will be provided opportunities to make up hours and avoid paying overtime charges, or to complete the course within 100% by attending classes on days they are not scheduled. Students' make up schedules are managed and approved by the William Edge Staff.

Any student who has not achieved the required hours or has not completed all academic requirements will not be allowed to participate in the graduation ceremony until all the above requirements have been met. Once all graduation requirements are met, a diploma and/or official transcript will be given to the student.

Any student choosing to make up hours must follow these guidelines:

- Report to school and clock in by 9:00a, tardy policy applies.
- Receive makeup assignment from the Edge-ucator on duty.
- If a clinic floor student your book may be open to take walk-in clients.

Abuse of the makeup policy may result in disciplinary action and/or termination from the program.

Progressing through the Curriculum:

Student progress through the curriculum at 8 week intervals, based on new student start dates. Students can advance to the next phase if the student meets the following requirements:

- Must have a 67% attendance
- Complete all practical work to standard
- Complete all test-outs
- Complete all assignments and model requirements
- Complete all theory exams

Students who do not meet the above requirements will continue in the phase. During this time the student will complete model assignments, receive remedial work, and make up missed hours to meet the phase standards and requirements. As soon as the student meets the above requirements, they may at the edge-ucators discretion proceed to the next phase.

No student will be allowed to graduate from the William Edge Institute until all hours and requirements have been met.

Students who do not progress through the program at a reasonable pace and go over their contracted graduation date will be charged overtime charges of \$12.00 an hour for each hour over contract. Note that additional charges are not eligible for Title IV funding.

LEAVE OF ABSENCE POLICY

Approved Leaves

From time to time, a student may need a temporary interruption in their program of study due to unforeseen circumstances or needed scheduled time off. William Edge Institute, offers a Leave of Absence (LOA) that will prevent the student from being considered withdrawn and not requiring the institution to perform a refund calculation due to unapproved absences. Students providing a reasonable expectation that they will return to their program of study, may request a LOA in advance by completing a written request available in the Directors office. In the event of unforeseen circumstances such as an accident, illness or death of a relative, a student or in the event the student is incapacitated, a third party representing the student must contact and inform the institution of the needed time off as soon as possible. In this instance, the institution will consider the notification sufficient, document the notification and will collect the written request form upon the return of the student and will consider the first date of nonattendance to be the beginning date of the approved LOA. Extensions may be granted in the event it is determined that more time is needed. However, students must inform the institution prior to the end date first indicated on the original request.

Approved leaves of absence require a contract addendum be completed extending the expected graduation date by the exact number of days as the leave of absence. Contract addendums must be signed and dated by all parties.

Request for a Leave of absence must be for a minimum of 5 calendar days.

Multiple Leaves may be granted, but are limited as follows:

- Cosmetology Students will be limited to a maximum of 90 calendar days during any twelve-month period.
- Manicure and Instructor Students will be limited to a maximum of 45 calendar days for the length of the course.
- A student returning from leave of absence or other official interruption of training must return to school in the same satisfactory progress status as applied prior to the interruption. A leave of absence or other official interruptions will extend the student's contract period and maximum time frame by the same number of days of the leave of absence or scheduled interruption and no additional charges will be assessed.
- A student failing to return from a leave of absence will be subject to termination and the withdrawal date, for the purposes of calculating a refund is always the students last day of attendance.

Additional Information

Students must remove their belongings from their assigned locker before taking a leave of absence. In the event of unforeseen circumstances any student who fails to return to the school at the end of an approved leave of absence and is considered to have withdrawn from the school. Locker contents will be held for 10 days after the drop date, after which they will be discarded.

GRADUATION REQUIREMENTS

To receive a diploma from William Edge Institute students must:

- Meet the minimum program requirements
- Complete the total hours in their course of study
- Successfully complete all phases required for each program
- Meet services quota requirements; if applicable
- Complete required exams and projects
- Complete tuition and fee obligations

Licensing Requirements

To receive a license by the Texas Department of Licensing and Regulations, a graduate is required to:

1. Complete the hours in the program requirements
2. Meet all graduation and program requirements
3. Submit a completed application on a department approved form along with the appropriate fee
4. Cosmetology and Manicuring students must be at least 17 years of age; Instructors must be at least 18 years old
5. Successfully complete the State Board written and practical examinations.
6. Students will not be scheduled for their exam until the student has completed all hours as required by the program.

NOTICE OF POTENTIAL INELIGIBILITY FOR LICENSE

Texas law:

- Restricts the issuance of occupational licenses based on a license applicant's criminal history; and
- Authorizes the Texas Department of Licensing and Regulation (TDLR), in some cases, to consider a person convicted, even though the person was only on probation or community supervision without a conviction.

TDLR's criminal history guidelines are available at www.tdlr.texas.gov/crimconvict.htm and include restrictions or guidelines TDLR uses to determine eligibility for an occupational license; students have the right to request a criminal history evaluation letter from TDLR, which is explained in more detail at www.tdlr.texas.gov/crimhistoryeval.htm.

Section 53.152, Occupations Code, requires that notice be provided to each applicant and enrollee regardless of whether the applicant or enrollee has been convicted of an offense.

William Edge Institute will not certify student's hours until they have completed the required hours of their program and have achieved the required academic and practical requirements for graduation.

*A diploma is issued upon completion of hours and fulfillment of graduation requirements.

**Students must remove all personal belongings from their assigned lockers on the day of graduation.

EMPLOYMENT ASSISTANCE

Upon nearing completion of a course, our employment service assists you in finding a job. William Edge Institute will generally encourage a student to start considering salons to interview prior to graduation. Admissions Director will aid students in contacting salons to set up an interview and/or will supply the

student with a list of prospective salons that are hiring. While this service is provided, it is understood that William Edge Institute cannot promise or guarantee employment to any graduate.

GRADUATION, LICENSING AND PLACEMENT

William Edge Institute is proud of our track record in graduating students, preparing them for the State Board examinations and assisting them in employment.

The following information is contained in the 2016/17 Annual Report to the National Accrediting Commission of Career Arts & Sciences (NACCAS).

Graduation	70.73%
Licensure	100%
Placement	79.31%

ADVISORY BOARD

William Edge Institute initiates an Advisory Board Meeting each year to help assess their success, failures and operations of the previous year.

The Advisory Committee is composed of salon owners or managers, present and former students, staff and Edge-ucators. Committee members are subject to change as new members are added or deleted.

Concerns and suggestions from the meeting are formulated into William Edge Institute's new year objectives and beyond. Feedback from the Advisory Committee assures a close relationship between the Institute and what salons and the industry are trying to accomplish.

Satisfactory Academic Progress (SAP) Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that 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.

In order to be considered to be making Satisfactory Academic Progress (SAP) towards a certificate of completion, a student must meet both qualitative and quantitative criteria, which means a student must maintain a specific grade average and must proceed at a pace that will result in the students completing the course within a maximum time frame of 150% of the published length of the course. Students receiving funds under any Federal Title IV Financial Aid Program must maintain satisfactory progress, at the end of the payment period, in order to continue eligibility for such funds.

Students will be given written evaluations that include theory, test grades, practical grades and percentages of attendance. These evaluations will occur at the completion of each phase.

ACADEMIC YEAR DEFINITION

William Edge Institute academic year is defined as 900 clock hours and 30 weeks for Title IV, HEA purposes. For Title IV, HEA payments the student must meet both clock hours and weeks of instruction as well as

complying with all standards for Satisfactory Academic Progress before they can receive further Title IV, HEA payments.

EVALUATION PERIODS

Phase progress reports are issued to each student to keep them informed of their status. However, student compliance with the policy for Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times:

COSMETOLOGIST (COSMETOLOGY): 1500 CLOCK HOURS – 50 weeks

450 scheduled hours

900 scheduled hours

1200 scheduled hours

NAIL PROGRAM (MANICURE): 600 CLOCK HOURS – 20 weeks

300 scheduled hours

INSTRUCTOR: 750 CLOCK HOURS – 25 weeks

375 scheduled hours

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to complete his/her educational program in no longer that 150% of the published length of the program as measured in clock hours as determined by the program in order to be considered making Satisfactory Academic Progress.

All clock hours at the Institution, transfer hours and hours attempted, must be counted toward the 150% eligibility, no matter if a student receives Title IV, HEA federal student aid or not.

Students are required to attend a minimum of 67% of the hours possible based on the applicable 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. 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 67% 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.

The school's satisfactory academic progress policies must contain a Pace measure. The policy defines the pace that our students must progress to ensure educational program completion within the maximum timeframe of 150%. For clock hour programs, the maximum time frame is no longer than 150% of the published length of the educational program as measured in the cumulative number of clock hours the student is required to complete.

A leave of absence will extend the student's contract period and maximum time frame, by the same number of days in the leave of absence.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COSMETOLOGIST (COSMETOLOGY):

1500 hours - Maximum Time Frame 2250 clock hours or 75 weeks

NAIL PROGRAM (MANICURE):

600 hours - Maximum Time Frame 900 clock hours or 30 weeks

INSTRUCTOR:

750 hours - Maximum Time Frame 1125 clock hours or 37.5 weeks

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will not exceed 150% of the contracted course length.

Students who do not complete the course within the maximum time frame may continue as a student at the institution on a cash pay basis.

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 at the same intervals as attendance. 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 assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. 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 evaluation criteria adopted by the school. Students must maintain a cumulative written grade average of 70% comprised of academic and practical work. Students must make up missed tests and incomplete assignments.

GRADING SYSTEM

Students receive a numeric grade in both their academic and practical work. The grading scale for practical assignments and academic test are as follows:

Excellent	A = 90% -100%
Above Average	B = 80% - 89%
Satisfactory	C = 70% - 79%
Needs Improvement	D = 60% - 69%
Failing	F = 0% - 59%

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory progress until the next scheduled evaluation.

FAILURE TO MEET REQUIREMENTS

Failure to meet minimum progress requirements will result in the student being placed on a “SAP WARNING” which will require the student to correct any deficiencies prior to the next evaluation. During the (“SAP WARNING” period, students participating in the Title IV programs are eligible to receive financial aid despite the student’s failure to meet satisfactory progress standards. At the end of the “SAP WARNING” period, the student must meet satisfactory academic progress. If minimum standards have not been met, students participating in Title IV programs will not be considered eligible for Title IV funding and all financial aid will be suspended. At the end of that payment period if the student has met the minimum grade and attendance requirements that student is considered to be meeting SAP.

If the student is not meeting SAP at the end of the Financial Aid Warning Period; there will be a loss of Title IV, HEA eligibility; with the right to appeal. The student will be placed on an academic improvement plan, with a loss of Title IV, HEA funding and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV, HEA eligibility.

During this period the student will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status.

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

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

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning period or probation.

LEAVE OF ABSCENSE

A student returning from leave of absence or other official interruption of training must return to school in the same satisfactory progress status as applied prior to the interruption. A leave of absence or other official interruptions will extend the student’s contract period and maximum time frame by the same number of days of the leave of absence or scheduled interruption and no additional charges will be assessed.

WITHDRAWALS/COURSE INCOMPLETES RE-ENTRY

If a student withdraws from a contracted course or fails to complete training and later returns, the student will return at the same satisfactory academic progress status as applied prior to the interruption. Students meeting satisfactory academic progress requirements at the point of withdrawal may apply for re-enrollment and will be meeting satisfactory academic progress requirements at the point of re-entry. Students failing to meet minimum satisfactory academic progress requirements at the point of withdrawal will be considered for re-enrollment on a case by case basis. If said student is approved for re-enrollment, any Financial Aid will be suspended until such time the student meets the satisfactory academic progress requirements. However, financial obligations to the school are the student's responsibility. The student may be required to pay from pocket, any charges such as tuition, needed supplies or re-entry fees. All graded and completed hours will carry over to the second period of enrollment.

NONCREDIT AND REMEDIAL COURSES

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

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 when the allowable maximum time frame has been exhausted. Hours will be counted towards the 150% maximum time frame as related to Title IV, HEA funds.

ADVISING PROCEDURES

Students are advised regarding:

- Satisfactory Academic Progress (SAP)
- Academics and Attendance per phase (monthly)
- Professionalism

Scheduled advising occurs at:

- Enrollment (Orientation)
- Receipt of Progress Report
- Completion of Required Hours for Course
- Students are also advised on an "as needed" basis

TUITION, FEES, AND PAYMENTS

Application Fee: \$100 (nonrefundable)

- All programs

State Board Registration Fees

- \$25 TDLR permit fee, due when enrollment agreement is signed.
- Additional testing fees are required upon completion of course for theory and practical testing and initial license.

Tuition

- \$15,500.00 Cosmetology
- \$6,200.00 Manicure
- \$7,750.00 (750 hours) Instructor

Kit Fees, including Chromebook with IPS Touch Screen, Milady Mind Tap and Milady textbook, tools, and supplies: (due with Enrollment Agreement) applicable sales tax may apply

- \$1900 Cosmetology
- \$1200 Manicure
- \$750 Instructor

Additional Tuition Charges and Miscellaneous Items

If a student must attend longer than the time allotted for the course of study and surpasses his/her estimated graduation date (EGD), a \$12.00 hourly instruction fee will be assessed.

*Students will also need miscellaneous items such as uniforms, pens, notebooks, containers, which are purchased from any outside source.

Cost of Attendance budgets

The cost of attendance (COA) is the cornerstone of establishing a student's financial need, as it sets a limit on the total aid that a student may receive and is one of the basic components of the Pell Grant calculation.

For actual budgets please see page 35 – 38.

FINANCIAL AID ASSISTANCE

At the present time, financial aid in the form of Title IV Pell Grants is offered and available to those that qualify. Additional financing may also be available through the Department of Veteran Affairs. For private pay students, monthly payment plans are available by cash, check or major credit cards.

COURSE OF STUDY

COURSE OF STUDY: COSMETOLOGY

Our objective is to offer you a comprehensive and highly developed course of study in cosmetology and to provide you with the skills to become a licensed Cosmetologist with the ability to be gainfully employed. The Cosmetology course of study is comprised of 1,500 clock hours. Each of the subjects listed below will be covered in the theory and practical work.

Modules of Instruction:

Orientation, Rules and Laws	100 Hours
Shampoo and Related Theory	100 Hours
Hair and Scalp Treatments and Related Theory	50 Hours
Cold Waving and Related Theory	200 Hours
Chemical Hair Relaxing and Related Theory	50 Hours
Hair Coloring and Related Theory	200 Hours
Manicuring and Related Theory	100 Hours
Facials and Related Theory	50 Hours
Haircutting, Styling and Related Theory	500 Hours
Chemistry	75 Hours
Salon Management and Practices	<u>75 Hours</u>
Total Theory and Practical	1500 hours

COURSE OF STUDY: MANICURE

Our objective is to offer you a comprehensive and highly developed course of study in manicuring and to provide you with the skills to become a licensed Manicurist with the ability to be gainfully employed. The Manicure course of study is comprised of 600 clock hours. Each of the subjects listed below will be covered in the theory and practical work.

Modules of Instruction:

Orientation, Rules, Laws and Preparation	15 hours
Equipment, Implements and Supplies	15 hours
Procedures (all manicure, pedicure and artificial nail services)	320 hours
Arm and Hands (anatomy, nail and skin diseases and disorders, etc.)	70 hours
Bacteriology, Sanitation and Safety	100 hours
Professional Practices	<u>80 hours</u>
Total Theory and Practical	600 hours

COURSE OF STUDY: INSTRUCTOR

Our objective is to offer you a comprehensive and highly developed course of study in Instructor Training and to provide you with the skills to become a licensed Instructor with the ability to be gainfully employed. The Instructor course of study is comprised of 750 clock hours. Each of the subjects listed below will be covered in the theory and practical work.

Modules of Instruction:

Orientation, Rules and Laws	30 hours
Visual Aids Preparation and Use	60 hours
Learning Theory	100 hours
State Law and Forms	60 hours
Methods of Teaching	180 hours
Classroom Management	90 hours
Evaluation Techniques	90 hours
Lesson Plans	<u>140 hours</u>
Total Theory and Practical	750 hours

Licensing Requirements – TDLR require completion of required clock hours as listed above and passing of written and practical examinations.

STUDENT RECORDS AND RIGHT TO PRIVACY

The Family Educational Rights and Privacy Act (a.k.a. FERPA) is federal legislation enacted in 1974 that controls student records. It grants students the right to access their own educational records as well as limiting, for privacy reasons, the release of those same records to anyone other than the student, guardians and/or parents of dependent minor students, and/or the student's designee. FERPA applies to all current and former students of the Institution.

*Student files and information may be released to legal and accrediting bodies without the student's permission.

FERPA NOTICE REGARDING STUDENT RECORDS AND PRIVACY

The Family Educational Right and Privacy Act (FERPA) affords students certain rights with respect to their education records. Eligible students have the right to inspect and review his or her education records. They also have the right to seek to amend their records. Eligible students may also require consent prior to the disclosure of certain personally identifiable information from the records, except in certain circumstances.

OPTIONAL- USE IF SCHOOL PUBLISHES DIRECTORY INFORMATION: One exception to the prior written consent requirement of FERPA allows the school to disclose personally identifiable information from a student's education records when such information has been appropriately designated as directory information. "Directory information" is defined as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information may include information such as the student's name, address, e-mail address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, diplomas, certificates, and awards received, the most recent previous educational agency or institution attended, grade level or year (such as freshman or junior), and enrollment status (undergraduate or graduate; full-time or part-time). Eligible students have the right to restrict the disclosure of directory information. Those wishing to do so should inform the School within 14 days of enrollment that he or she does not want any or all of those types of information designated as directory information.

Another exception to the prior written consent requirement in FERPA allows school officials to obtain access to personally identifiable information contained in education records provided the school has determined that they have a legitimate educational interest in the information. A "school official" includes educators, administrators, staff, counselors, attorneys, clerical staff, advisory board members, and members of committees and disciplinary boards, and contractors, volunteers or other parties to whom the school has outsourced institutional services or functions. A school official generally has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Other exceptions to FERPA exist and may apply. More information about them and FERPA generally may be found on the U.S. Department of Education's website at ED.gov. Students may complain about alleged failures to comply with FERPA to the Family Policy Compliance Office of the U.S. Department of Education by contacting the Office at (202) 260-3887

SCHOOL INTERNAL COMPLAINT PROCEDURE POLICY

A student, edge-ucator, or interested party may file a complaint against the school; however, the complaint must be in writing to the Owner/Director and should outline the allegation or nature of the complaint.

A school representative will meet with the complainant within ten (10) days of receipt of the written complaint. If after careful evaluation, the problem cannot be resolved through discussion, the complaint will be referred to the school's Complaint Committee. Complaint Committee will document the meeting between the school representative and complainant in writing. The complainant will be provided a copy of this written record at the time of the meeting.

The school's Complaint Committee will review all allegations received. The committee has four (4) members: Owner, Director, Admissions Staff Member and an Edge-ucator. The committee will meet within twenty-one (21) calendar days upon receipt of the complaint and review the allegations. If more information from the complainant is needed, a letter must be written outlining the additional information. If no further information is needed the

complaint committee will act on the allegations and a letter will be sent to the complainant within fifteen (15) calendar days stating the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact.

If the complainant wishes to pursue the matter further, a complaint may be filed with the school's accrediting agency.

If the complaint is a State Board matter, and the complainant has exhausted the school's complaint protocol and wishes to pursue the matter with TDLR (see page 4), then a written complaint can be sent directly to the board.

The complainant is required to try to resolve the problem through the school's complaint process, prior to filing a complaint with either State Board or NACCAS.

DISASTER PROCEDURES

IN THE EVENT OF A FIRE:

Edge-ucators will direct students and clients out of the building through the nearest exit in an orderly and calm manner. The receptionist will call the fire department (911).

IN THE EVENT OF EXTREME WEATHER CONDITIONS:

The institution will be closed in the event of extreme weather conditions.

IN THE EVENT OF A TORNADO:

Students will be instructed to face an interior wall, covering their heads with their hands to guard against flying debris.

NOTICE OF CAMPUS SECURITY REPORT

Choosing a postsecondary institution is a major decision for students and their families. Along with academic, financial and geographic considerations, the issue of campus safety is a vital concern. In 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990, which amended the Higher Education Act of 1965 (HEA). This act required all postsecondary institutions participating in HEA's Title IV student financial assistance programs to disclose campus crime statistics and security information. The act has amended many times and the 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986.

To remain in compliance with this Act, students are provided with the William Edge Institute Campus Security and Crime Awareness report in a separate document prior to enrolling and annually on October 1st.

DRUGS, HIGHER EDUCATION AND YOU!

As required by the U.S. Department of Education, William Edge Institute has adopted and implemented a drug prevention program for its students and employees. A copy of these rules and regulations are covered annually in class and each student and employee are given copies for their records.

DRUG FREE POLICY

The Standards of Conduct of this Institute prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.

Possession, use or distribution of these products can result in prosecution by local, state and or Federal authorities and conviction can result in a fine or imprisonment or both.

Student and employees should understand that in addition to being illegal, there can be serious health risk associated with the use of illicit drugs and the abuse of alcohol. Such risk ranges from impairment of mental abilities to death.

Violation of this policy occurs if there is reasonable evidence of illegal activity. William Edge Institute will take action against any student or employee deemed in violation. This action can include suspension or termination. All evidence of the illegal activity will be referred to appropriate law enforcement agencies. Before a student or employee who has been suspended or terminated under this policy can be reinstated, documentation will be required to show such person has been cleared of all charges; or, if charges were proven, documentation will be required to show satisfactory participation or completion of a recognized rehabilitation program. The student or employee will have to request reinstatement in writing. Decision of the Owner will be final.

The location and telephone number of one of the area counseling, treatment or rehabilitation centers is:

**Community Council of South Central Texas
(830) 625-6268
109 Rosa Parks Drive, New Braunfels, TX 78130**

We will be happy to assist in contacting this agency or any other as appropriate.

For additional information please refer to Consumer Information.

ABOUT THE PROFESSION

The following information is published to enlighten prospective students about the Cosmetology Industry, its career opportunities and concerns regarding physical demands of the profession, safety requirements and compensation.

Job Opportunities

The US Department of Labor says that job openings for cosmetologists are expected to be plentiful. As licensed cosmetologists, you have many options. After completing school, cosmetologists could work in salons, on cruise ships, in hotels, or in local health spas. These careers are used many times as stepping-stones to other professions. Many cosmetologists continue their education to become instructors for cosmetology schools, platform artists, product knowledge specialists, or even instructors for continuing education classes. Ultimately, these licensed professionals may go on to become members of their State Board of Cosmetology or owners of various chains of salons/spas. Career opportunities, with cosmetology experience, exist as far as the mind expands.

There are also many job options for licensed instructors. Instructors not only will be able to teach in schools, they will also be able to teach continuing education courses. Many instructors become manufacturing representatives for salon products, while others become platform artists who travel to hair shows worldwide. Manicurist like cosmetologists have many career opportunities, for example; working as a professional manicurist, pedicure specialist, natural nail specialist, artificial nail specialist, nail art technician, manicure instructor, school owner/director, manufacture educator, magazine fashion/model nail technician, professional salon/spa consultant or salon/spa manage.

Safety Requirements

The main areas of concern for safety in the profession are electrical, chemical, sharp implements, and infectious diseases. Many electrical implements are currently being used in the profession today. Caution for patrons and professionals alike are warranted. Proper handling of the implements at all times is required. Electrical burns and shock can be most uncomfortable at best.

All chemicals used in the profession also need to be approached with caution. Manufacturer's directions need to be read and understood. Extended or improper exposure can cause harmful results to the skin, eyes and respiratory tract.

Sharp implements also need to be used with caution. Puncture wounds need to be treated immediately and all implements thoroughly disinfected properly, today especially, infections such as HIV and Hepatitis are of grave concerns and cannot be taken lightly. Proper care should always be considered when servicing the public.

Physical Demands of the Cosmetology Profession

In the different areas of our profession; Hair, Skin and Nails; the physical demands can be taxing and should be considered before entering the career field. Any successful stylist, esthetician or nail tech will spend many hours per day servicing clientele on a one to one basis. This will involve either standing on your feet for long periods and continually moving your upper extremities or sitting for extended periods and again motion of your upper extremities. Common areas of stress are the feet, lower back, shoulders, and hands.

This is not to say any of these are crippling situations, they can become most uncomfortable over periods of time and some will be affected more than others. Conditions such as sciatic or pinched nerves, bursitis, carpal tunnel syndrome and fallen arches are well documented. These conditions can be offset by standing on rubber mats, wearing proper shoes, exercising good and proper posture, and taking breaks when feeling uncomfortable.

Compensation

Although the Beauty Industry is a billion-dollar industry, where does the successful graduate fit into the picture? For the entry level professional, there are many variables that will affect how much you can earn. One thing is certain, the longer a person stays in the profession, the more clientele they build and the greater the potential for earnings.

Compensation in the entry level can be commission, hourly wage or a combination of the two, later, professionals may choose to become independent contractors and lease their stations. It is not unreasonable to expect that with hard work and dedication, after a few years anywhere from two thousand to six thousand per month is not unrealistic. Again, there are many variables to consider; the market, the salon, hours worked, compensation structure, retail, tips, etc.

One thing is unanimous however and it has fed the retail business for years. The driving force of our economy, the baby boomers, are coming of the age where more of their earnings will go to beauty and looking young. The future for the professionals who will take care of these needs has never looked brighter.

STUDENT DISCOUNT POLICY

We are offering our students the following discounts: ***excludes students on probation or LOA**

Retail product discount

Hair Care/Skin Care/ Makeup **40% off**

Lifestyle/Pure-fume **20% off**

Accessories/Brushes/Apparel **10% off**

Service discount

All non-chemical service are free to enrolled William Edge Institute students

Chemical services are performed for a product fee of \$20+

The William Edge Institute Team

We are here for you. That means making sure you know where to go, who to contact or email for the support you need. We understand that during the course of enrollment, issues may arise and to ensure you get the answers to your questions, we are providing a list of our TEAM Members and their contact information along with their position and areas of expertise.

ROLE	TEAM MEMBER – Contact Information	If you have questions or concerns about...
Guest Care	Casey Lester – GCTL caseyl@wmedge.com Morgan Rauch tracerauch@gmail.com	Product knowledge Booking a service Purchasing product Student discounts Any question that affect the front desk or guest care team
Admissions/ VA School Certifying Official	Carisa Miller admissions@wmedge.com Felicia Jourdan felicia@wmedge.com	Enrollment, Policies & Procedures Payment options Scholarships/ VA Benefits Student referrals Career fairs Job search Counseling and referral services
Instructors/ Edge-ucators	Cosmetology Instructors Felicia Jourdan felicia@wmedge.com Sherri Ancira sherria@wmedge.com William Turner william@wmedge.com Rebecca Ruggiero beccariah@gmail.com Makeup Edge-ucators Lawrie Wallace lawriew@wmedge.com Alicia Canon aliciac@wmedge.com	Curriculum Kit challenges Milestones or goals Written or practical testing or evaluation Practical services Guest challenges State board questions/Tutoring Student surveys SAP Supplies Campus cleanliness Guest artist Advanced classes Field trip options Issues with other students Policies/violation of policies
Owner and Director of Edge-ucation	William Edge Turner william@wmedge.com	Campus safety Campus concerns Theft or stolen goods Any other issues or concerns, including those listed above....
Director/FFA	Felicia Jourdan felicia@wmedge.com	
Campus Security Officer	Morgan Rauch tracerauch@gmail.com	

Start Date

COSMETOLOGY

Start Date	250 days	EGD
8/20/2019	8/21/2020	9/5/2020
10/18/2019	10/9/2020	10/23/2020
1/14/2020	1/16/2021	1/30/2021
3/3/2020	3/6/2021	3/23/2021
4/28/2020	5/1/2021	5/15/2021
6/23/2020	6/26/2021	7/15/2021

MANICURE

Start Date	100 days	EGD
8/20/2019	1/18/2020	1/25/2020
10/8/2019	2/29/2020	3/7/2020
1/14/2020	6/4/2020	6/11/2020
3/3/2020	7/28/2020	8/4/2020
4/28/2020	9/17/2020	9/24/2020
6/23/2020	11/12/2020	11/19/2020

INSTRUCTOR

Start Date Monthly depending on interest

Instructor classes will begin monthly as demand warrants.

William Edge Institute

Scheduled Closures

2018

Holiday	Close	Re-open
4th of July	Tuesday, July 3, 2018	Tuesday, July 10, 2018
Thanksgiving	Thursday, November 22, 2018	Tuesday, November 27, 2018
Christmas	Tuesday, December 25, 2018	Wednesday, January 2, 2019

2019

Holiday	Close	Re-open
New Year's Day	Tuesday, January 1, 2019	Wednesday, January 2, 2019
Spring Break	Tuesday, May 7, 2019	Tuesday, May 14, 2019
4th of July	Thursday, July 4, 2019	Tuesday, July 9, 2019
Thanksgiving	Thursday, November 28, 2019	Tuesday, December 3, 2019
Christmas	Tuesday, December 24, 2019	Thursday, January 2, 2020

2020

Holiday	Close	Re-open
New Year's Day	Wednesday, January 1, 2020	Thursday, January 2, 2020
Spring Break	Thursday, March 19, 2020	Tuesday, March 24, 2020
4th of July	Thursday, July 2, 2020	Tuesday, July 7, 2020
Thanksgiving	Thursday, November 26, 2020	Tuesday, December 1, 2020
Christmas	Friday, December 25, 2020	Saturday, January 2, 2021

William Edge Institute

Award Year 2020 Localized COA Budget

Program Name: Cosmetology Instructor \$8,561.88 Eff. 10/2017

Total Hours: 750

Academic Year Length: 900

Total: 25

Weeks In Academic Year: 30

Period: Weeks

Survey Items Per Month

Living With Parents		
	0 Dependents	All Others
Room And Board:	\$376.00	\$1,726.00
Personal:	\$103.00	\$228.00
Transportation:	\$320.00	\$276.00
Total	\$799.00	\$2,230.00

Living With Parents 0 Dependents

	Full Time 6 Months	3/4 Time	Half Time	< Half	Pell COA 6 Months
Tuition:	\$7,750.00				\$9,300.00
Fees:	\$0.00				\$0.00
Books / Supplies:	\$811.88				\$974.26
Other Costs:					\$0.00
Loan Fees:	\$46.00				\$55.20
Allowance:					\$0.00
Room And Board:	\$2,256.00				\$2,707.20
Personal:	\$618.00				\$741.60
Transportation:	\$1,920.00				\$2,304.00
Total	\$13,401.88	\$0.00	\$0.00	\$0.00	\$16,082.26

All Others

	Full Time 6 Months	3/4 Time	Half Time	< Half	Pell COA 6 Months
Tuition:	\$7,750.00				\$9,300.00
Fees:	\$0.00				\$0.00
Books / Supplies:	\$811.88				\$974.26
Other Costs:					\$0.00
Loan Fees:	\$82.00				\$98.40
Allowance:					\$0.00
Room And Board:	\$10,356.00				\$12,427.20
Personal:	\$1,368.00				\$1,641.60
Transportation:	\$1,656.00				\$1,987.20
Total	\$22,023.88	\$0.00	\$0.00	\$0.00	\$26,428.66

William Edge Institute

Award Year 2020 Localized COA Budget

Program Name: Cosmetologist 0-900 Hrs \$17,556.75 Eff. 10/2017

Total Hours: 1500

Academic Year Length: 900

Total: 50

Weeks In Academic Year: 30

Period: Weeks

Survey Items Per Month

	Living With Parents 0 Dependents		All Others
Room And Board:	\$376.33		\$1,726.00
Personal:	\$103.00		\$228.00
Transportation:	\$320.00		\$276.00
Total	\$799.33		\$2,230.00

Living With Parents 0 Dependents

	Full Time 7 Months	3/4 Time	Half Time	< Half	Pell COA 7 Months
Tuition:	\$15,500.00				\$9,300.00
Fees:	\$0.00				\$0.00
Books / Supplies:	\$2,056.75				\$1,234.05
Other Costs:					\$0.00
Loan Fees:	\$56.00				\$56.00
Allowance:					\$0.00
Room And Board:	\$2,634.31				\$2,634.31
Personal:	\$721.00				\$721.00
Transportation:	\$2,240.00				\$2,240.00
Total	\$23,208.06	\$0.00	\$0.00	\$0.00	\$16,185.36

All Others

	Full Time 7 Months	3/4 Time	Half Time	< Half	Pell COA 7 Months
Tuition:	\$15,500.00				\$9,300.00
Fees:	\$0.00				\$0.00
Books / Supplies:	\$2,056.75				\$1,234.05
Other Costs:					\$0.00
Loan Fees:	\$98.00				\$98.00
Allowance:					\$0.00
Room And Board:	\$12,082.00				\$12,082.00
Personal:	\$1,596.00				\$1,596.00
Transportation:	\$1,932.00				\$1,932.00
Total	\$33,264.75	\$0.00	\$0.00	\$0.00	\$26,242.05

William Edge Institute

Award Year 2020 Localized COA Budget

Program Name: Cosmetologist 901-1500 Hrs Eff. 10/2017

Total Hours: 1500

Academic Year Length: 900

Total: 50

Weeks In Academic Year: 30

Period: Weeks

Survey Items Per Month

	Living With Parents	
	0 Dependents	All Others
Room And Board:	\$376.00	\$1,726.00
Personal:	\$103.00	\$228.00
Transportation:	\$320.00	\$276.00
Total	\$799.00	\$2,230.00

Living With Parents 0 Dependents

	Full Time 5 Months	3/4 Time	Half Time	< Half	Pell COA 5 Months
Tuition:	\$0.00				\$9,300.00
Fees:	\$0.00				\$0.00
Books / Supplies:	\$0.00				\$1,234.05
Other Costs:					\$0.00
Loan Fees:	\$44.00				\$66.00
Allowance:					\$0.00
Room And Board:	\$1,880.00				\$2,820.00
Personal:	\$515.00				\$772.50
Transportation:	\$1,600.00				\$2,400.00
Total	\$4,039.00	\$0.00	\$0.00	\$0.00	\$16,592.55

All Others

	Full Time 5 Months	3/4 Time	Half Time	< Half	Pell COA 5 Months
Tuition:	\$0.00				\$9,300.00
Fees:	\$0.00				\$0.00
Books / Supplies:	\$0.00				\$1,234.05
Other Costs:					\$0.00
Loan Fees:	\$72.00				\$108.00
Allowance:					\$0.00
Room And Board:	\$8,630.00				\$12,945.00
Personal:	\$1,140.00				\$1,710.00
Transportation:	\$1,380.00				\$2,070.00
Total	\$11,222.00	\$0.00	\$0.00	\$0.00	\$27,367.05

William Edge Institute

Award Year 2020 Localized COA Budget

Program Name: Nail Program \$7,499 Eff. 10/2017

Total Hours: 600

Academic Year Length: 900

Total: 20

Weeks In Academic Year: 30

Period: Weeks

Survey Items Per Month

	Living With Parents	
	0 Dependents	All Others
Room And Board:	\$376.00	\$1,726.00
Personal:	\$103.00	\$228.00
Transportation:	\$320.00	\$276.00
Total	\$799.00	\$2,230.00

Living With Parents 0 Dependents

	Full Time 5 Months	3/4 Time	Half Time	< Half	Pell COA 5 Months
Tuition:	\$6,200.00				\$9,300.00
Fees:	\$0.00				\$0.00
Books / Supplies:	\$1,299.00				\$1,948.50
Other Costs:					\$0.00
Loan Fees:	\$38.00				\$57.00
Allowance:					\$0.00
Room And Board:	\$1,880.00				\$2,820.00
Personal:	\$515.00				\$772.50
Transportation:	\$1,600.00				\$2,400.00
Total	\$11,532.00	\$0.00	\$0.00	\$0.00	\$17,298.00

All Others

	Full Time 5 Months	3/4 Time	Half Time	< Half	Pell COA 5 Months
Tuition:	\$6,200.00				\$9,300.00
Fees:	\$0.00				\$0.00
Books / Supplies:	\$1,299.00				\$1,948.50
Other Costs:					\$0.00
Loan Fees:	\$66.00				\$99.00
Allowance:					\$0.00
Room And Board:	\$8,630.00				\$12,945.00
Personal:	\$1,140.00				\$1,710.00
Transportation:	\$1,380.00				\$2,070.00
Total	\$18,715.00	\$0.00	\$0.00	\$0.00	\$28,072.50