


DALLAS SKIN INSTITUTE
PATSY CHARLES CONNECT

SCHOOL CATALOG

VALID JANUARY 1, 2025 - DECEMBER 31, 2025

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Dallas Skin Institute Inc.

321 Santa Monica Blvd. Suite 300

Santa Monica, CA 90401

(972) 503-5274 (LASH)

www.Dallasskininstitute.com



Board School Code: # 22013



Institution Code: 39184837

TABLE OF CONTENTS

WELCOME & MISSION STATEMENT	4
HISTORY	4
FINANCIAL STATEMENT	4
APPROVAL DISCLOSURE STATEMENT	5
APPROVALS	5
CATALOG/HANDBOOK RESPONSIBILITIES	6
SCHOLARSHIPS AND FINANCIAL AID	6
FACILITIES & EQUIPMENT	6
LIBRARY & OTHER LEARNING RESOURCES	6
GRIEVANCES/ COMPLAINTS/ STUDENT RIGHTS POLICY	7
STATEMENT OF NON-DISCRIMINATION	7
ADMINISTRATION	7
INSTRUCTORS	7
ADMISSION	8
NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION	9
TRANSFERRING TO DALLAS SKIN INSTITUTE	9
LANGUAGE OF INSTRUCTION AND PROFICIENCY REQUIREMENT	9
LICENSE PROCEDURE & BACKGROUND CHECK	10
ORIENTATION	10
CLASS SIZE	10
SCHOOL OFFICE HOURS OF OPERATION	10
START & COMPLETION DATES	11
OBSERVED HOLIDAYS	12
GOALS AND OBJECTIVES	12
TOOLS AND EQUIPMENT	13
Program Information	13
Program: Esthetician	13
Program: Cosmetology	17
GRADING PROCEDURES	23
Satisfactory Academic Progress	25
ATTENDANCE POLICY	26
LEAVE OF ABSENCE	27
COURSE OF STUDY	28
DISTANCE EDUCATION	28
STUDENT SERVICES AND POLICIES	29
HOUSING	30

ACCREDITATION, NONCREDIT, REMEDIAL COURSES, REPETITIONS	30
STUDENT TUITION RECOVERY FUND (STRF)	30
REFUND POLICY – STUDENT’S RIGHT TO CANCEL	32
TUITION & FEES	33
DSI School Supply List	34
CONDUCT	35
STUDENT STANDARDS	35
DALLAS SKIN INSTITUTE POLICIES	35
METHOD OF INSTRUCTION	36
REQUIREMENTS FOR GRADUATION	36
ACCOMMODATION REQUESTS	36
HELPFUL INFORMATION	36
MODEL REQUIREMENTS	37
ACKNOWLEDGMENTS	37

WELCOME & MISSION STATEMENT

The mission of the Dallas Skin Institute is to create an environment where students feel believed in. Their objective is to teach professional standards, ensure students are highly trained and prepared to pass the Board of Barbering & Cosmetology Licensing Exam, and graduate ready to work as a Cosmetologist or Esthetician. Our mission is EDUCATION for those wishing to enter the personal services industry as an Esthetician or Cosmetologist. We will educate you to pass the State Board Licensing Examination (you must be licensed to work) and to enter the working field with confidence. We want to offer to you the most current and up-to-date methods and techniques.

As a prospective student, you are encouraged to read this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

HISTORY

In 1999, Patsy Charles began her cosmetology career at the age of 22, by attending Cosmetology school. One year later, she attended a medical permanent cosmetic course, leading to her enrollment in the PMU Educational course. She opened the Dallas Skin Institute in 2003 offering services in Lash Extensions, Spray-tanning, and Medical Permanent Cosmetics. Patsy went on to write a manual on eyelash extension application and developed a lash line to coincide with her book. Soon after, she began hosting short seminars based on the teachings in the manual. She later wrote a second book, The Brow + Lash Project. Construction of the present day facility was completed in 2014, and classes have been provided since the winter of that year. Today, the Dallas Skin Institute Patsy Charles Connect offers classes in Lash Extensions, Spray-tanning, Electrolysis, Permanent Cosmetics, Esthiology and Cosmetology.

FINANCIAL STATEMENT

Dallas Skin Institute does not have any pending Bankruptcy petitions. It is not operating as a debtor in possession. Dallas Skin Institute has never filed for bankruptcy nor has had a petition in bankruptcy filed against it that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

APPROVAL DISCLOSURE STATEMENT

DALLAS SKIN INSTITUTE is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means that the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. This approval must be renewed every five years and is subject to continuous review. The institution is approved to teach the following programs:

Esthetician 600 hrs and Cosmetology 1000 hrs. The institution is approved to teach all programs in English.

DALLAS SKIN INSTITUTE is authorized by the State of California, as a training institution to qualify its graduates for a State license as a Cosmetologist and Esthetician. **Dallas Skin Institute is an unaccredited institution and it's not eligible for federal or State financial aid programs.**

APPROVALS

The following boards, bureaus, departments and agencies set minimum standards for our programs of study in accordance with Education Code Section 94316.12:

Bureau for Private Postsecondary Education (BPPE)

1747 N. Market., Suite 225
Sacramento, California 95834
(916) 431-6959
Fax (916) 263-1897
bppe.ca.gov

Board of Barbering and Cosmetology (BBC)

2420 Del Paso Road Suite 100
Sacramento, CA 95834
800-952-5210
Fax (916) 575-7281
barbercosmo.ca.gov

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the **Bureau for Private Postsecondary Education** at:

1747 N. Market Blvd., Suite 225
Sacramento, California 95834
PO Box 980818
West Sacramento, California 95798-0818

Website: www.bppe.ca.gov
888) 370-7589 (916) 431-6959
Fax: (916) 263-1897

All information in the context of this school catalog is current and correct and is so certified as true by Patsy Charles.

CATALOG/HANDBOOK RESPONSIBILITIES

This handbook includes policies, procedures, and requirements of students attending the Dallas Skin Institute. Enrolled students are responsible for reading and becoming familiar with the information contained in the Catalog. The Dallas Skin Institute Patsy Charles Connect reserves the right to revise policies and/or the curriculum as deemed necessary.

SCHOLARSHIPS AND FINANCIAL AID

Please contact the Dallas Skin Institute for available scholarships and financial aid information. Dallas Skin does not offer Federal or State Financial Aid at this time.

If the Student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. Dallas Skin does not offer Federal or State Financial Aid at this time.

FACILITIES & EQUIPMENT

Dallas Skin Institute Patsy Charles Connect is located in Santa Monica, California in a plaza on the second floor. 3000 square feet containing one classroom for theory, one classroom for practical training, and a small area for guests. It has on-site audio and visual equipment and other learning aids. The lecture and laboratory areas are equipped with all the necessary equipment for the instructional program including the following: 1 dispensaries, 2 Make-Up Chairs, 1 TV, Restrooms, an Elevator, 10 Facial Beds, 20 Student Desks, 10 mannequin heads, 1 time scanner, 6 dryers, 5 shampoo bowls, thermal hair straightener, 3 non electric combs, 1 stove, 1 electric curling iron 3 non-electric curling irons, 15 hairstyling chairs, facial steamer, LED machine, galvanic machine, microcurrent machine, microdermabrasion machine, vacuum and spray machine, high frequency machine, and skin analysis machine. The facility and the equipment comply with all state and local ordinances and regulations, including requirements for fire safety, building safety, and health safety.

LIBRARY & OTHER LEARNING RESOURCES

Dallas Skin Institute's student Library is located on campus in the theory room. Students can access books in the cabinets related to the program they are in. The physical books and resources are available to students during operational hours. Students are also provided with a physical Milady textbook along with having access to a virtual portal (Milady CIMA). Through the portal, students have 24/7 access to the virtual resources center that contains all digital books needed for the class.

GRIEVANCES/ COMPLAINTS/ STUDENT RIGHTS POLICY

All complaints will be taken seriously. They are to be addressed first to your instructor in a calm and courteous manner. If the matter is not resolved, it should then be taken directly to the director. If the

student feels that the complaint is of a serious nature, it should be put in writing and submitted to your instructor and the director. It need only be handwritten neatly enough to be legible. Please detail the exact nature of the problem, citing specific concerns. The complaint will then be resolved as quickly and as fairly as possible.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Director, Patsy Charles.

A student or any member of the public may file a complaint about this institution with the: Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form which can be obtained on the Bureau's internet website: www.bppe.ca.gov

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting (www.bppe.ca.gov).

STATEMENT OF NON-DISCRIMINATION

The Dallas Skin Institute does not discriminate on the basis of sex, race, color, religion, age, national origin, disability status or veteran’s status. If you need further information regarding the process, please contact the Academy Principal, Patsy Charles. Please be advised that Dallas Skin Institute reserves the right to change the Course Schedule start date while a reasonable accommodation request is pending. The Dallas Skin Institute has not entered into an articulation or transfer agreement with any other college or university.

ADMINISTRATION

Dallas Skin Institute is managed by Patsy Charles at 321 Santa Monica Blvd., Santa Monica, CA 90401

Patsy Charles CEO, COO, CAO, Director, Admin.

INSTRUCTORS

Instructors are licensed by the California State Board of Barbering & Cosmetology and are duly qualified who meet the qualifications of section 71720. To keep up with the current methods of teaching styling trends, the staff regularly attends classes and seminars.

Patsy Charles.....Instructor
has been in the beauty & esthetic fields for more than 15 years as a Esthetician & Cosmetology instructor.

Elisa Lukose.....Instructor has been an Esthetician instructor for 5 years, teaching 50+ classes/courses.

Mojca Jackson.....Instructor has been in the beauty & esthetic fields for more than 35 years as an Esthetician & 4 years as an instructor.

Alicia Flores.....Instructor has been in the beauty & esthetic fields for more than 14 years as a Cosmetologist and teaching 8+ classes/courses.

ADMISSION

An Enrollment application must be submitted to the Dallas Skin Institute by email, mail, or in person. A walk-through, where the student meets staff and other students, receives information about the curriculum, books and kit and dress code, and discusses payment options, must be scheduled. The following must be included in application, in order to start the program/course on the first day of class:

- Completed pre-enrollment forms and enrollment agreement signed and dated. The Dallas Skin Institute Patsy Charles Connect will keep the original on file and give the student a copy,
- 2 Letter of recommendation from someone who is not related to you,
- Student Bio,
- Enrollment application,
- Government issued picture Identification,
- Social Security Card or Individual Taxpayer Identification Number (ITIN),
- High School Diploma or transcript or GED or College transcript,
- \$250 Application Fee,
- Ability To Benefit applicants- for those lacking a High school diploma or its equivalent, an applicant may take an Ability To Benefit exam and pass that exam with the acceptable passing score for that examination. The test must be taken and passed before an applicant can be accepted for enrollment at Dallas Skin Institute.
- 3 Passport size photos.

Admission to Dallas Skin Institute Patsy Charles Connect is based on the application, and an interview . Applicants must be at least 18 years of age, and have a high school diploma, GED, or its equivalent. Applicants are encouraged to schedule a tour prior to submitting an application for enrollment. The application must include a letter of recommendation and autobiography. Applicants are evaluated throughout the admissions process. Before enrolling, all students receive an interview with a school administrator to discuss enrollment qualifications, personal goals and occupational plans. Prior to starting classes, students sign an enrollment agreement and attend an orientation.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Dallas Skin Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Dallas Skin Institute to determine if your credits or certificate will transfer.

It is the student's responsibility to obtain a transcript and provide a copy to the Dallas Skin Institute, to be placed in the student's file if accepted. Students transferring from another school may be placed in an existing class based on assessment and space. Transfers are evaluated on an individual basis. There is a possibility that no transfer hours will be credited. A \$500 transfer fee is required before the assessment can take place. Note: 200 hours are transferable.

TRANSFERRING TO DALLAS SKIN INSTITUTE

In addition to the above listed Admissions requirements, individuals wishing to transfer to Dallas Skin Institute **must submit Proof of Training or Transcript with the completed DSI application.**

Transferring students will be required to take an evaluation test to determine proper course placement and the number of hours that Dallas Skin Institute will accept to transfer to the Institute.

A new or supplemental student kit will need to be purchased if your supplies and/or equipment do not meet the required student kit contents for your program completion.

Experiential learning is not considered nor accepted in any of the programs at Dallas Skin Institute.

LANGUAGE OF INSTRUCTION AND PROFICIENCY REQUIREMENT

All programs are taught in English. Proficiency in English is based on public school's 10th grade reading comprehension standards. We do not offer ESL classes. Visa services are not provided. Dallas Skin institute does not admit students from other countries at this time.

LICENSE PROCEDURE & BACKGROUND CHECK

After completing the required 600 Esthetician hours or 1000 Cosmetology hours of instruction, and an exit interview, each graduate must take and pass a state board written and practical exam in order to receive a license.

The Board of Barbering and Cosmetology requires a license for your chosen profession. After

completing the required hours, passing the required exams and paying all required costs and fees at Dallas Skin Institute a Proof of Training will be submitted to the board with your application for the required examination. Once you pass the state exam, you will receive your license to work in California in your chosen career.

The California Board of Barbering and Cosmetology applications for examinations require an applicant to disclose background information relating to any conviction or plea of no contest to any violation of any law of the United States, in any state, local jurisdiction or any foreign country to determine an applicant's eligibility to take the licensing exam. Individuals who have been convicted of a crime can still apply. The Board will request documents relating to a conviction to be included with the application. These are reviewed and evaluated on a case-by-case basis.

It is the student's responsibility to determine if any past criminal conviction will prevent them from obtaining the required state license. For more information about California requirements please visit www.barbercosmo.ca.gov

The following website provides sex offenders information in our area:
www.city-data.com/so/sotemple-city-california.html

ORIENTATION

Orientation is required for all students and it takes place one week prior to the first day of class. All enrolled students must attend orientation before the first day of the class. The staff member conducting the orientation will provide general information about the course along with the educational objectives of the course, school expectations, rules and regulations. New students must have their catalogs, note paper and pencil or pen for note taking.

CLASS SIZE

Students are encouraged to enroll early. Space is limited. Only 15-20 applicants will be accepted per class.

SCHOOL OFFICE HOURS OF OPERATION

Monday	7:00am – 4 pm
Tuesday	7:00am – 3 pm
Wednesday	Closed
Thursday	Closed
Friday	Closed

START & COMPLETION DATES

Program	Start Dates	End Dates
Esthetician	5/14/2025	10/31/2025
Cosmetology	N/A	N/A

If the Dallas Skin Institute Patsy Charles Connect cancels or changes a class start date, the student may request that any money paid be transferred to the new start date without penalty.

Esthetician Schedule

	Monday	Tuesday	Wednesday	Thursday
Online (Zoom)	7 AM - 9:30 AM	N/A	N/A	N/A
In-Person Classes	12 PM - 4:30 PM	7 AM - 4:30 PM	7 AM - 3 PM	N/A

Cosmetology Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Online (Zoom)	5pm-8:30pm	N/A	N/A	N/A	Alternating* 5pm-8:30pm
In-Person Classes	N/A	5pm-8:30pm	5pm-8:30pm	5pm-8:30pm	Alternating* 5pm-8:30pm

*Fridays classes alternate between Online (Zoom) and In-Person Classes

OBSERVED HOLIDAYS

The Dallas Skin Institute Patsy Charles Connect will observe the following holidays:

- Winter break – January 1, 2025 - January 3, 2025
- Martin Luther King Jr Day - January 20, 2025
- Presidents' Day - February 17, 2025

- Spring Break – March 10, 2025 through March 16, 2025
- Easter break – April 18, 2024 - April 21, 2025
- Memorial Day – May 26, 2025
- 4th of July weekend - July 4-5, 2025
- Labor Day - September 1, 2025
- Thanksgiving Break - November 24, 2025 - November 29, 2025
- Christmas Break - December 22, 2025 - December 31, 2025

GOALS AND OBJECTIVES

The primary objective of Dallas Skin Institute is to promote the highest level of academic excellence. Each student will have the capability to graduate and pass the California State Board Exam. Our training prepares the successful student to acquire knowledge and skills necessary to form the foundation for a successful career in the cosmetology field. In the process, our secondary objective is to maximize the development and personal goals of each as a total person and to help each student discover their potential. Our prime vocational objective is to train and produce a graduate sufficiently knowledgeable to seek and find employment in the beauty industry. These objectives are monitored and attained by the school's continuous attention to evaluation of curriculum and practical training skills as mandated by the state board incorporating a hybrid approach using both hands-on training and virtual learning. Our Staff is dedicated to the premise of providing the best possible vocational training within our abilities and within the scope of the state board's required curriculum. The daily training at the Dallas Skin Institute Patsy Charles Connect is under the instruction of qualified instructors who bring over 17 years of specialized Instruction to each student. Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic analytical skills to advise clients in the total beauty concept.
5. Apply academic learning, technical information and related matters to assure sound judgments, decisions, and procedures.

To ensure continued career success, the Dallas Skin Institute Patsy Charles Connect alum will continue to learn new and current information related to skills, trends, and methods for career development in Aesthetic and related fields.

TOOLS AND EQUIPMENT

Students will ensure that all property of the school remains on the premises at all times. Books and working supplies must be paid for before commencing the course and the student is required to have these each day to be ready to do all practices assigned.

PROGRAM INFORMATION

Program: Esthetician

Hours: 600 hours

Length: 20 weeks (CA)

Description: This 600-hour program shall consist of technical instruction and practical operations covering all practices of an esthetician. Successful graduates will have the knowledge and skills needed to pass the required California State Board Examination for Esthetician license. Positions as a skin care therapist, make-up artist, brow expert, product representative or waxing technician are some of the options that a licensed Esthetician can secure.

United States Department of Labor's Standard Occupational Classification codes:

39-5094 Skincare Specialists:

Provide skincare treatments to face and body to enhance an individual's appearance. Includes electrologists and laser hair removal specialists.

Admission Prerequisite: Students must attest to having the following technical skills needed to be successful in a hybrid program, including the:

- Ability to use email to correspond with faculty, staff, and students.
- Ability to access, create, and save documents in Microsoft Office formats.
(At a minimum, students must be familiar with Microsoft Word.)
- Ability to browse the web, including downloading and installing common plug-ins and configuring common browser options.
- Ability to configure and run applications, including an antivirus application, to ensure that the student's system is secure and transmitted files are virus free.
- Ability to use a web conferencing service (ex: Zoom, BigBlueButton, Google Meets)

Books/Materials:

- Milady Standard Esthetics: Fundamentals, 11th Edition - Milady Publishing Corporation
- 2020 Barbering and Cosmetology Act and Regulations - California Department of Consumer Affairs
- Esthetician Kit
- Instructor Handouts

Classes sessions will be held at Dallas Skin Institute Inc., 321 Santa Monica Blvd. Suite 300, Santa Monica, CA 90401

Technology Requirements: Students must attest to having a device that meets the following minimum specification to complete the course:

- A computer, tablet, or smartphone with the following features (as applicable):
 - A processor of 2 GHz or faster

- 4 GB RAM or greater
 - Monitor or screen with 1024x768 or greater resolution
 - Speakers (or headphones) and Microphone
 - A camera capable of video web conferencing
 - Microsoft® Windows 10 (Recommended) [Microsoft® Windows 7(Minimum)]
 - Android OS (current version)
 - Apple® MacOSx (10.10 or latest version) or current iOS
- A high-speed internet connection with a connection speed of 1.5 MBs or better
 - A current internet browser (Chrome, Firefox, Edge, or Safari)
 - Adobe Reader
 - Microsoft Word or Google Docs
 - Email account

Objectives: Upon successful completion of the Esthetician Program, graduates will be able to:

- Apply all phases of esthetics
- Use cosmetic preparations
- Demonstrate knowledge of product chemistry for safety and patron protection.
- Use business practices and professional ethics in skin care
- Sit for and pass the State Board Examination for licensure, and to secure employment as an Esthetician.

Students must achieve a minimum of a 70% or better to pass the course.

MAJOR SEGMENTS OF COURSE CONTENT:

Required by the State Board of Barbering and Cosmetology in preparation to take the licensing exam:

	<u>Minimum</u> Hours of Technical Instruction	<u>Minimum</u> Practical Operations & Hours
SUBJECT:		
Cosmetology Act & Board Rules & Regulations	20	
Cosmetic Chemistry	20	
Microbiology/Infectious Control	25	
Health & Safety, Anatomy, MSDS	30	
Electricity	5	
Disinfection & Sanitation	20	80
Facials-Manual	30	50
Facials-Electrical	20	50
Chemical Facials	30	40
Eyebrows, Hair Removal & Lash Beautification	25	50

Make-Up, including skin analysis	15	40
Corrective Make-up	20	
Preparation for Employment	15	
Client & work prep	15	

TOTAL HOURS: 290 THEORY (Online) 310 PRACTICAL

Esthetician Outline

Modules	Material Covered	Total Hours Needed: 600	Weeks
Module 1 Intro to the Industry Week 1- 4	Orientation: School & Classroom Policies Chapter 1: Life Skills Chapter 2: Professional Image Chapter 3: Communication for success Chapter 4: The Healthy Professional Chapter 1: Career Opportunities & History of Esthetics Chapter 5: Infection Control Chapter 6: Chemistry & Chemical Safety Chapter 2: Anatomy & Physiology Eyelash Extension Basics State Board Overview Hands on Training Complete Milady CIMA, Station Setup and cleaning protocols, Lash Practice	Orientation & Policies Hours: 10 Intro to the industry/ Sanitation & Disinfection/ Related theory Hours: 60 Lash Extensions practice/ Hands on facial Activities Hours: 50 Milady CIMA Hours: 20 Total: 140 hours	4
Module 2 Esthetics Prep Weeks 5 -10	Chapter 3: Physiology & Histology of the Skin Chapter 4: Disorders & Diseases of the Skin Chapter 5: Skin Analysis Chapter 6: Skin Care Products (Chemistry, Ingredients, and Selection) Chapter 7: The Treatment Room Chapter 8: Facial Treatments Extensions Training Functional Ingredients Quiz Skin Types & Condition Quiz State Board Prep Hands on Training Complete Milady CIMA, Station Setup and cleaning protocols, Basic Facials, Ingredients game, Layers of the skin project, Disorders & Diseases project,	Esthetics Prep/ Related theory Hours: 80 Lash Extensions practice/ Station Setup and Cleanup/ Stateboard Prep/ Understanding Facials Hours: 80 Milady CIMA Hours: 50	

	Lash extension training.	Total: 210 hours	6
Module 3 Advanced Training & Career prep Weeks 11 - 20	Chapter 9: Facial Massage Chapter 7: Electricity & Electrical Safety Chapter 10: Facial Devices & Technology Chapter 11: Hair Removal Chapter 12: Makeup Essentials Chapter 13: Advanced Topics & Treatments Chapter 8: Career Planning Chapter 9: On the Job Chapter 10: The Beauty Business State Board Prep Ingredients Game A - W Extensions Training Hands on Training Complete Milady CIMA, Station Setup and cleaning protocols, Facials and Treatments & services, Ingredients game, Stages of the hair project, Makeup assignment, Massage technique training, Hair removal practice, Facial recap quiz, Lash extension training, esthetic clients project, Facial recap quiz, Lash extension training, Resume prep, class recap	Advanced Training/ Related theory/ Makeup essentials/ Hair removal theory Hours: 90 Station Setup and Cleanup/ Lash Extensions practice/ Hair Removal practice/ Makeup Basics/ Stateboard Prep/ Facials and Treatments/career planning prep Hours 100 Milady CIMA Hours: 60 Total: 250 hours	10
		Total Hours: 600	Weeks: 20

Additional training

Including training in: professional ethics, salesmanship, keeping records, payroll deductions, obtaining employment, preparation of employment application, effective communication, compensation packages, and business management.

METHODS EMPLOYED TO HELP THE STUDENT LEARN

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids, actual on-the-floor performance practices with 100% supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours the associated practical and written tests. All lessons, projects, and dissertations are kept track of on the digital Platform (Milady CIMA) Portal grade book.

GRADED ACTIVITIES

Written objective examinations

Practical demonstrations and evaluations of student performance Assessments

Program: Cosmetology

Hours: 1000 Hours

Length: 28 weeks

Description: Completing 1000 hours of applied effort and the following technical and operational requirements, a student will learn the art and science of cosmetology which includes hair cutting, styling, coloring and chemical services, skin and nail care. Graduates, once licensed, can secure positions as a hairstylist, chemical specialist, color specialist, make-up artist, skin care or manicuring specialist. Successful graduates will have the knowledge and skills needed to pass the required California State Board examination for Cosmetology licensure.

United States Department of Labor's Standard Occupational Classification codes:

39-5012 Hairdressers, Hairstylists, and Cosmetologists

Provide beauty services, such as cutting, coloring, and styling hair, and massaging and treating scalp. May shampoo hair, apply makeup, dress wigs, remove hair, and provide nail and skincare services. Excludes "Makeup Artists, Theatrical and Performance" (39-5091), "Manicurists and Pedicurists" (39-5092), and "Skincare Specialists" (39-5094).

Admission Prerequisite: Students must attest to having have the following technical skills needed to be successful in a hybrid program, including the:

- Ability to use email to correspond with faculty, staff, and students.
- Ability to access, create, and save documents in Microsoft Office formats. (At a minimum, students must be familiar with Microsoft Word.)
- Ability to browse the web, including downloading and installing common plug-ins and configuring common browser options.
- Ability to configure and run applications, including an antivirus application, to ensure that the student's system is secure and transmitted files are virus free.
- Ability to use a web conferencing service (ex: Zoom, BigBlueButton, Google Meets,

Books/Materials:

- Milady Standard Cosmetology, 13th Edition - Milady Publishing Corporation
- 2020 Barbering and Cosmetology Act and Regulations - California Department of Consumer Affairs
- Cosmetology kit
- Instructor Handouts

Classes sessions will be held at Dallas Skin Institute Inc., 321 Santa Monica Blvd. Suite 300, Santa Monica, CA 90401

Technology Requirements: Students must attest to having a device that meets the following minimum specification to complete the course:

- A computer, tablet, or smartphone with the following features (as applicable):
 - A processor of 2 GHz or faster
 - 4 GB RAM or greater
 - Monitor or screen with 1024x768 or greater resolution
 - Speakers (or headphones) and Microphone
 - A camera capable of video web conferencing
 - Microsoft® Windows 10 (Recommended) [Microsoft® Windows 7(Minimum)]
 - Android OS (current version)
 - Apple® MacOSx (10.10 or latest version) or current iOS

- A high-speed internet connection with a connection speed of 1.5 MBs or better
- A current internet browser (Chrome, Firefox, Edge, or Safari)
- Adobe Reader
- Microsoft Word or Google Docs
- Email account

Objectives: Upon successful completion of the Cosmetology Program, graduates will have/be able to:

- Knowledge of State Board Rules and Regulations, laws, and other administrative requirements of cosmetology practices.
- Assimilate knowledge in hair chemistry, principles of electricity as they apply to Cosmetology and principles of hair design and styling, hair enhancements, nail care, skin care, hair change, and hair color.

Demonstrations by students that they have met all the state behavioral objectives prescribed for the course preparatory to state licensure examinations.

Students must achieve a minimum of a 70% or better to pass the course.

MAJOR SEGMENTS OF COURSE CONTENT:

Required by the California Board of Barbering and Cosmetology in preparation to take the licensing exam:

Minimum Hours of Technical
Instruction

Minimum Practical
Operations & Hours

SUBJECT

Cos. Act. Rules & Regs, Laws	20	
Cosmetology Chemistry	20	
Health & Safety/Anatomy	30	
Electricity	5	
Disinfection/Sanitation	20	80
Infection Control/Biology	25	
Hair Styling	30	75
Permanent Waving	15	30
Chemical Straightening	15	30
Hair Cutting	20	100
Hair Coloring/Bleaching	60	100
Facials-manual	15	25
Facials-electrical	15	25
Chemical Facials	10	25
Eyebrow Arching & Hair Removal & Lash Beautification	25	25
Make up	15	25
Manicuring	5	10
Pedicuring	5	10
Artificial Nails, Wraps & Acrylics	20	50

TOTAL HOURS: 370 THEORY (Online) 630 PRACTICAL

Cosmetology Outline

	Material Covered	Total Hours Needed: 1,000	Weeks
Weeks 1-3	Orientation Into Cosmetology School & Classroom Policies, Sanitation & disinfection, Infection Control, History & Career Opportunities, Draping Techniques, Basics of Shampooing	Sanitation & Disinfection/ Related theory 70 hours Draping Techniques & Shampooing 20 hours Career Opportunities 10 hours Total Hours: 100	3
Weeks 4-6	Fundamentals of Cosmetology Communicating for Success, Client Consultation, Scalp Care, Shampooing & Conditioning,	Client Consultation 10 hours Scalp Care/ related theory 75 hours Shampooing & Conditioning 23 hours Total Hours: 108	3

	Material Covered	Total Hours Needed: 1,000	Weeks
Week 7-10	<p>Introduction to Haircutting</p> <p>Disinfecting haircutting tools, Draping for haircuts, Body posture & proper use of tools, Safety techniques for cutting different types of hair, Understand the basic principles of haircutting, Formal Styling</p>	<p>Disinfection/ Safety techniques 19 hours</p> <p>Haircutting & related theory 125 hours</p> <p>Total Hours:144</p>	4
Week 11-14	<p>Principles of Skin Care, Facials & Makeup</p> <p>Skin Structure, Growth, & Nutrition</p> <p>Skin Disorders & Diseases, General Anatomy & Physiology, Skin Analysis, Facial Massage, Facial Equipment, Contraindications, Hair Removal, Facials, Facial Makeup</p>	<p>Skin Care/Facials & related theory 80 hours</p> <p>Hair Removal 39 hours</p> <p>Facial Makeup 25 hours</p> <p>Total Hours:144</p>	4
Week 15-18	<p>Principles of Hair Coloring & Related Theory</p> <p>Understand why people color their hair, Color theory, Color Consultation & client record card, Understand the different types of hair color, Formulating hair color, Developers, lighteners, toners, Corrective solutions</p>	<p>Client Consultation 19 hours</p> <p>Hair Color & Related theory 125 hours</p> <p>Total Hours:144</p>	4

	Material Covered	Total Hours Needed: 1,000	Weeks
Week 19-22	<p>Intermediate Haircutting & Hair Styling</p> <p>Basics of hairstyling & techniques, Hair types, Hair texture, Understanding reference points on the head, Sectioning, Elevations & guidelines on the head, Mens cuts, Clipper cuts, Styles for short & long hair, Blow drying, Color techniques for different styles</p>	<p>Haircutting techniques 100 hours</p> <p>Hair Styling & Related theory 44 hours</p> <p>Total Hours:144</p>	4
Week 23-25	<p>Nail Care</p> <p>Nail Structure & Growth, Nail Disorders & Diseases, Manicuring, Pedicuring, Nail Techniques, Artificial nail color, Nail tips & wraps, Monomer liquid & Polymer powder nail enhancements, Preparing for licensure & employment, On the job, The salon business, Seeking Employment, Building your business</p>	<p>Nail Care & Related theory 98 hours</p> <p>Business Skills 10 hours</p> <p>Total Hours:108</p>	3
Week 26-28	<p>Business Skills</p> <p>State Board Preparation, Develop resume & Portfolio, Explore the job market</p>	<p>State Board Review & Preparation 90 hours</p> <p>Resume & Portfolio 18 hours</p> <p>Total Hours:108</p>	3
	<u>Program Totals:</u>	Total Hours: 1,000	28 Weeks

METHODS EMPLOYED TO HELP THE STUDENT LEARN

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids, actual on-the-floor practice with 100% supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours and the associated practical and written tests. All lessons, projects, and dissertations are kept track of on the comprehensive and engaging digital Platform (Milady CIMA).

GRADED ACTIVITIES

Written objective examinations

Practical demonstrations and evaluations of student performance Practical Assessments

GRADING PROCEDURES

The following are the requirements to complete the program and earn a diploma. Students must successfully complete the 600 Esthiology or 1000 Cosmetology clock hours of instruction and practical operations in the required curriculum described above.

Students are assigned academic learning units and a minimum number of practical experiences are required for course completion. Academic learning is evaluated after each unit of study. Practical skills learning is evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures as set forth in the Practical Skills Competency Evaluation Criteria. Students must maintain a written grade average of 70% or better and pass a final written and practical exam prior to graduation. Students must repeat failed or missed tests and incomplete assignments. Grades are given for classroom theory and practical work, performance in training area, projects, and exams according to the scale below:

GPA	Percentile	Letter Grade
4.0	95-100	A
3.9	94	A
3.8	93	A
3.7	92	A
3.6	91	A
3.5	90	A
3.4	89	B
3.3	88	B
3.2	87	B
3.1	86	B
3.0	85	B
2.9	84	B
2.8	83	B
2.7	82	B
2.6	81	B
2.5	80	B
2.4	79	C
2.3	78	C
2.2	77	C
2.1	76	C
2.0	75	C
1.9	74	C
1.8	73	C
1.7	72	C
1.6	71	C
1.5	70	C
1.4	69	D
1.3	68	D
1.2	67	D
1.1	66	D
1.0	65	D

Non-Numerical Grades

Type	Letter Grade	GPA Points
Incomplete	I	0.00
Withdrawal	W	0.00

Satisfactory Academic Progress

Dallas Skin Institute shall determine the academic standing of each student in accordance with the following standards. To be in good standing, students must have:

- A cumulative grade point average of 70% or higher, or its equivalent in the letter-grade scale (1.5) per the grading scale in this catalog, at each evaluation point.
- A cumulative attendance rate of 70% or higher at each evaluation point. Each student's attendance rate shall be calculated by the number of instructional hours attended divided by the number of instructional hours offered.

Students will be evaluated at the midpoint and endpoint of each program, as defined on the student enrollment agreement.

Students who do not meet the minimum cumulative grade point average or the minimum attendance rate at the midpoint evaluation, shall be provided a written notice of warning.

Students who have been provided a written notice of warning at the midpoint evaluation and who do not meet the minimum cumulative grade point average or the minimum attendance rate at the conclusion of the program, shall be placed on probation, and provided an additional evaluation period to complete the program requirements equal to half of the program's length.

The maximum period of probation shall not exceed 150% of the program length, as defined in the student enrollment agreement. This is considered the maximum time frame.

Dallas Skin Institute offers academic counseling and remediation for all students placed on probation.

Students who have been placed on probation and who do not meet the minimum cumulative grade point average or the minimum attendance rate at the conclusion of the probation period (or maximum time frame) shall be withdrawn from the program.

No student shall graduate from a program with less than a 70% cumulative grade point average, or its equivalent in the letter-grade scale (1.5) per the grading scale in this catalog, or earning less than 70% of the program's total instructional hours.

Schools shall provide students a copy of each academic standing evaluation. For students who fail to meet satisfactory academic progress, the evaluation will be signed by both the student and the school director.

INCOMPLETE

A student may receive a rating of incomplete for a particular skill or subject if the instructor feels the student needs more time to master the skill or technique. Students may then have the opportunity to make up the grade.

If a student receives an overall incomplete grade, they will have the option to take the course again within the 6-month period following the course end date. If the class is discontinued when the student returns the student may request a meeting with Patsy Charles for her to set up a makeup class for the student to then receive credit.

REMEDIAL WORK

Remedial work will only be granted in special circumstances. The student must request a meeting with Patsy Charles in order to discuss how remedial work will be handled.

REPEAT COURSES

If a student fails a course, they may repeat the course in special circumstances and depending on availability. Charges apply for repeated course work. If the student has a documented circumstance (ex: illness/hospitalization, family emergency, etc.) the student can request a meeting with Patsy Charles to discuss a discount or reduction in course cost.

CALIFORNIA EDUCATION CODE, SECTION 132.061(f) A STUDENT WHO IS OBLIGATED FOR THE FULL TUITION MAY REQUEST A GRADE OF INCOMPLETE IF THE STUDENT WITHDRAWS FOR AN APPROPRIATE REASON UNRELATED TO THE STUDENT'S ACADEMIC STATUS. A STUDENT WHO RECEIVES A GRADE OF INCOMPLETE MAY RE-ENROLL IN THE PROGRAM DURING THE 12-MONTH PERIOD FOLLOWING THE DATE THE STUDENT WITHDRAWS AND COMPLETE THOSE INCOMPLETE SUBJECTS WITHOUT PAYMENT OF ADDITIONAL TUITION FOR THAT PORTION OF THE COURSE OR PROGRAM.

ATTENDANCE POLICY

Due to the intensive nature of instruction at Dallas Skin Institute Patsy Charles Connect there is no allowance made for absenteeism or tardiness. Overtime will be charged to any student who has not completed 600 hours at the end of 20 weeks or 1,000 hours at the end of 34 weeks . Attendance and tardiness are recorded by a time clock on weekly time cards as well as taken during the beginning of class and monitored during zoom meetings and students' hours are calculated weekly by a supervisor.

A student whose enrollment was terminated for violation of the attendance policy may not re-enroll before the start of the next course. This provision does not circumvent the approved refund policy.

If the student is tardy for over one hour the student will be required to make up whatever time was missed, and charged for the made up time of \$25/hour for Online (Zoom) and \$100/ hour for in person.

A tardy for over 2 hours is termed a partial day of absence.

A partial day of absence defined as missing 2-6 hours of the typical 8 hour school day. A partial day of absence will be required to be made up, and the student will be charged for whatever time is missed. Anything over 3 hours is considered missing 1 full school day.

LEAVE OF ABSENCE

Occasionally, students may experience extended personal, medical or other problems, which make it difficult to attend classes. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the Academy. LOA must be requested in writing by the student and must be approved by the school administration. The written request must include the start and end date of the leave of absence. Leaves of Absence may be granted for up to 90 days. Students will not be assessed additional tuition charges while on their leave of absence.

Students returning from an authorized LOA will retain all credit for clock hours and work projects completed, and will return to the academic progress status they held. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance. As of the same date, the loan repayment process will be initiated. Students must be reasonably certain of their intent to return. If the student does not return as scheduled, the grace period on any student loan will revert to start counting from the first day of the leave. In these cases the loan payment will be due as stated on the promissory note.

MAKE-UP WORK

No more than 5% of the total course time hours may be made up. Make-up fees, as listed in the tuition and fees section of the catalog, are charged for both online and in-person make-up hours.

Make-up work shall:

- be supervised by an instructor approved for the class being made up;
- require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
- be completed within two weeks of the end of the grading period during which the absence occurred;
- be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor;
- be signed and dated by the student to acknowledge the make-up session.

TERMINATION

The Dallas Skin Institute Patsy Charles Connect may terminate a student's enrollment for the following

reasons:

- Failing to follow rules and policies, and directions
- Insufficient progress and failure to make up missed work, hours, and/or days
- Failure to pay tuition in full by the deadline
- Violating state laws and regulations
- Disruptive or improper conduct, or causing bodily harm to staff, peers, guests, etc.
- Destroying school property, theft of property, or any illegal actions

In the event the Dallas Skin Institute Patsy Charles Connect must terminate a student's enrollment, a refund, if any, will be determined at the discretion of the Dallas Skin Institute Patsy Charles Connect following the Withdrawal Policy. The Dallas Skin Institute Patsy Charles Connect may not release transcripts and completed hours until all tuition debt, fees, etc are paid in full.

CAUSES FOR TERMINATION: A student's enrollment will be terminated if they engage in actions that involve harassment or violence. This includes workplace, sexual and/or verbal harassment. Any statement that involves a threat of violence or risk will also be cause for termination.

CAUSES FOR READMISSION: A student may be allowed to readmit into the school following a mandatory meeting with the Director of Education. The Director of Education must submit a written letter stating they believe the student is not a risk to any instructor or student.

LICENSE REQUIREMENTS

In order to receive a license in the state of California for Esthetics/Cosmetology, the student must complete 600/1,000 hours of approved training, graduate from a state approved school, and pass the state board licensing exams.

COURSE OF STUDY

Currently Dallas Skin Institute is approved to offer Cosmetology for 1,000 Clock Hours and Esthetician for 600 Clock Hours.

Each course of study consists of the state mandated technical instructional and practical operations covering all practices constituting the art & science of Cosmetology and Skin Care.

The courses of study are designed to prepare students for the state licensing examinations and for profitable employment as a Cosmetologist (D.O.T. # 332.271-010, CIP #12.0401, S.O.C. #39-5012), Cosmetician/Esthetician (D.O.T. # 332.271-010, CIP #12.0409, S.O.C. #39-5094).

DISTANCE EDUCATION

Dallas Skin institute will submit its response or evaluation, within 10 days between the institution's receipt of student lessons, projects, or dissertations.

STUDENT SERVICES AND POLICIES

DISCLOSURE & MAINTENANCE OF EDUCATIONAL RECORDS

Adult students and parents/guardians of dependent minor students have the right to inspect, review, and challenge information contained in the student's educational records. The files are in a safe, locked area of the administrative office and are inaccessible to the student unless the student requests to review the file. During this review a staff member must provide supervision and interpretation of the records. Educational records are defined as files, materials, and documents which contain information directly related to the students. These records will be maintained for a minimum of five years after graduation or the last day of attendance. Transcripts are maintained forever.

Students are not entitled to inspect the financial records of their parents.

Written consent is required from a student or guardian before educational records or any other information may be disclosed to third parties except for accrediting commissions or governmental agencies so authorized by law.

PRIVACY POLICY

Students and parents/guardians of dependent minors are guaranteed the right to access and review the student's educational file. Students must submit a written request to review their file to the school director. The student will be granted supervised access to their records within five business days of the request. Any third-party request for information will require written authorization from the student or parent/guardian of a dependent minor. Dallas Skin Institute requires a release form be completed for each third-party request of information. Dallas Skin Institute provides access to student records without written consent to its accrediting agency, the United States Department of Education, the State Licensing Agency, and other school officials. The institution maintains a record of all release forms and requests for information.

ADVISING POLICY/PROCEDURE

Students will be advised on an individual basis for matters pertaining to education and professional growth. Students are advised about academic progress as needed and, at the time of their SAP evaluations. The types of advice will vary according to each student's evaluation. Students strengths and weaknesses are assessed. In cases of unsatisfactory progress, a formal advising session must be documented. A plan for improvement will be made which is understood and agreed to by the students. A copy of the report is filed in the student's personal files and is available for review by the student and or guardian where applicable upon request.

PLACEMENT & EMPLOYMENT PREPARATION

California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact. Once a diploma has been awarded for Cosmetology or Esthiology, the graduate must pass the California exam to receive the license to work in California. Once all requirements are met for your chosen field, Dallas Skin Institute cannot guarantee placement, we offer employment referrals. Training in preparation for employment is an integral part of our curriculum.

HOUSING

The availability of housing located near DALLAS SKIN INSTITUTE ranges from \$950.00 to \$1200.00 PER MONTH for a 1 bedroom apartment. DALLAS SKIN INSTITUTE does NOT have dormitory facilities under its control and has no responsibilities to find or assist a student in locating and/or securing housing.

ACCREDITATION, NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

The Dallas Skin Institute is not accredited by any accrediting agency. It is recognized and approved by the Board of Barbering and Cosmetology.

STUDENT TUITION RECOVERY FUND (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. 1) The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. 2) You were enrolled in an institution or a location of the institution within the 120 day period before the closure of the institution, or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. 3) You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution, or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was significant decline in the quality or value of the program more than 120 days before closure.
4. 4) The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. 5) The institution has failed to pay or reimburse loan proceeds, under a federal student loan program as required by law, or
6. has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
7. 6) You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of
8. this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
9. 7) You have sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would otherwise be eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or taxpayer identification number.

REFUND POLICY – STUDENT'S RIGHT TO CANCEL

All refunds are based on scheduled hours.

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. A student must notify the institution of his/her withdrawal in writing.
3. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
4. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
5. In types 2 and 3, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion (after seven business days of signing the contract), the following schedule of tuition earned by the school applies:

% OF SCHEDULED TIME ENROLLED

01.00-60.00%
60.01% and over

TUITION SCHOOL RETAINS

Pro Rata Calculation based upon scheduled hours* 100%

All refunds will be calculated based on the student's last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges that the student may have incurred at the institution (extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.

Course Cancellation: If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood.

School Closure: If the school closes subsequent to a student’s enrollment and before instruction in the course has begun, the school shall at its option: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood.

Dallas Skin Institute **does not accept** state or federal financial aid.

Withdrawal Procedure: A student must notify the institution of his/her withdrawal in writing. Official cancellation is the date of the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

All students who withdraw may re-enter into the program without the loss of clock hours provided it is within five (5) years from the date of withdrawal. All records for students are stored for five (5) years. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the institution before the student is accepted for re-enrollment.

TUITION & FEES

COURSE OFFERED, CHARGES AND FEES	
Course Name:	Cosmetology Program
Course Length:	1000 hours
Tuition:	\$20,556.50
Application fee (non-refundable)**:	\$250.00
Lab Supplies:	\$4,690.00
Textbooks or other learning media*:	\$450.00
Housing:	\$0
Tutoring:	\$0
Student Tuition Recovery Fund Fee (non-refundable)**: (\$0 per \$1000 increment)	\$0
TOTAL COST:	\$25,946.50
* Fee is estimated and based on current cost and subject to change.	
** Nonrefundable.	

COURSE OFFERED, CHARGES AND FEES	
Course Name:	Esthetician Program
Course Length:	600 hours
Tuition:	\$17,999

Application fee (non-refundable)	\$250.00
Lab Supplies:	\$2,946.50
Textbooks or other learning media**:	\$649.00
Housing:	\$0
Tutoring:	\$0
Student Tuition Recovery Fund Fee (non-refundable)**: (2.50 per \$1000 increment)	\$0
TOTAL COST:	\$21,844.50
* Fee is estimated and based on current cost and subject to change.	
** Nonrefundable.	

Make up hours (if needed) are charged at the following rate:

\$25/hour for Online (Zoom)

\$100/hour for In Person

Payment Plans are accepted with a down payment. Monthly payments will be calculated according to the scheduled completion date of the enrollment agreement

*Charges for a period of attendance and the estimated schedule of total charges for the entire educational program are the same.

*Books & Kit – Please allow 2 weeks for the kit & supplies to be provided and it is non-refundable once the student receives the kit & supplies.

DSI School Supply List

- Pencil Pouch
- Blue or Black Pens
- (2) Red Pens
- Pencils
- Highlighters
- Permanent Marker
- White Three-ring Binder 3 “
- Subject Dividers
- Loose-leaf Paper
- Notebook
- White-out
- 500/pack of Index Cards
- Folders

- Colored Pencils
- Glue Stick
- Clorox Wipes
- Disposable Masks

CONDUCT

Students should conduct themselves in a manner of professionalism at all times, following the code of conduct listed below:

- Rudeness, foul-language, or any other unprofessional behavior will not be tolerated and could result in suspension or expulsion.
- Dishonesty, disrespect, impertinence or failure to follow instructions will have the necessary consequences, which are up to the discretion of the staff.
- Use, consumption or possession of alcohol or illegal drugs on school grounds is prohibited.
- Carrying a concealed or potentially dangerous weapon is prohibited.

STUDENT STANDARDS

Appearance:

Students are expected to arrive groomed, in uniform and in compliance with all rules of the dress code. We ask the students to wear either white scrubs and or, white denim jeans, paired with either an all white cotton tee-shirt (with sleeves) or an all white collared button-up blouse. A white lab coat is required. No heels or boots are allowed. Black or white flats are required. The student will be sent home if their appearance does not conform to the standards in the opinion of the staff.

DRESS CODE

Dallas Skin Institute expects students to dress appropriately in professional attire of a salon nature. Our work environment encourages students to dress professionally for class. Please do not wear anything that others might find offensive or that might make others uncomfortable. It includes clothing with profane language statements or clothing that promotes causes that include, but are not limited to, politics, religion, sexuality, race, age, gender, and ethnicity. Our goal is to provide a workplace environment that is comfortable and inclusive for all students. We expect that your business attire, although casual, will exhibit common sense and professionalism.

DALLAS SKIN INSTITUTE POLICIES

Each student will receive a Student Catalog during the enrollment process and must follow all rules and policies regarding attendance, grades, conduct, appearance, etc. as described in the listed categories below.

METHOD OF INSTRUCTION

Dallas Skin institute wants to ensure that students receive the highest and most effective methods of instruction. We are able to achieve this by using a more hybrid approach to learning. We believe by incorporating both virtual and in person methods of teaching, students are able to learn while embracing the world we are living in today of technology alongside the hands-on part of our career. Students will be joining in virtually for theory, using the Digital Learning platform (Milady CIMA) to complete online assignments as well as performing practical techniques in person in the classroom.

For Distance Learning, Dallas Skin institute will submit its response or evaluation, within 10 days between the institution's receipt of student lessons, projects, or dissertations.

REQUIREMENTS FOR GRADUATION

In order to receive a diploma from the Dallas Skin Institute, students must do the following:

- Complete all work including assignments, online milady portal, projects, tests, etc. with a grade average of 80% or more.
- Complete all State required hours successfully.
- Be in attendance at least 98% of the time and make up any missed days.
- Pay all tuition and any fees in full.

ACCOMMODATION REQUESTS

Applicants with disabilities may be admitted into the program, defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973. The Dallas Skin Institute will work with the applicant/student to determine what accommodations would be effective and/or available.

HELPFUL INFORMATION

1. We are located at 321 Santa Monica, California suite 300a.
2. Please arrive on time.
3. You will receive a rolling case to hold your supplies.
4. Please wear closed toed shoes only.
5. Wear all white to class.
6. The office is closed for lunch.
7. There are several fast food places in the area for lunch.
8. We provide a complimentary snack bar with water.

If you have any questions or concerns then please call or text at (972) 503-5274.

MODEL REQUIREMENTS

Services will be at a discounted price. The procedure will take 60 to 90 minutes.

Requirements for the model:

1. Cannot be pregnant.
2. Must be flexible. We schedule the appointment time for the model on your day of class.
3. Must be 18 or older.
4. Must provide a valid driver's license.

ACKNOWLEDGMENTS

Approved and regulated by the Bureau for Private Postsecondary Education, West Sacramento, California.

I have received a copy of this enrollment agreement and current school catalog.

Student Initials: ()

Signature of Student

Date

Printed Name of Student

Signature of Authorized Official

Date

Printed Name of Authorized Official