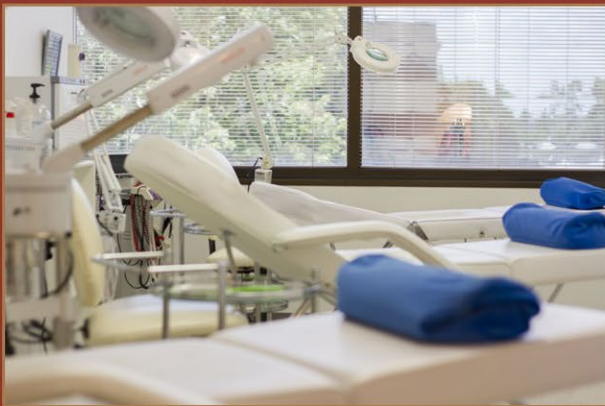
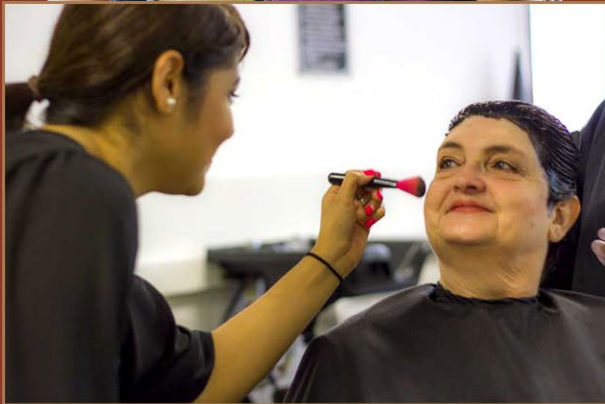




Champion
Beauty College, Inc

2018/2019

**STUDENT HANDBOOK
AND CATALOG**



Champion Beauty College, Inc.

3920 FM 1960 West Suite 210

Houston, TX 77068

Phone (281) 583-9117 Fax (281) 583-1388

Dear Student:

WELCOME TO CHAMPION BEAUTY COLLEGE! You have taken a great step forward to secure your future. As you are aware, you are the future cosmetologists of America.

You can feel confident that you have chosen a school of high integrity with a dedicated staff of professionals. Our school has a long history of solid career training. We have aligned ourselves with today's industry leaders in education so that we can offer the most comprehensive and up to date training available anywhere. We hope that with your determination and desire to succeed, you will help us continue our fine reputation.

Your success is our success. As you begin your course with us, we hope that the information contained in this handbook will be helpful to you. We encourage you to feel free to ask questions and to discuss your work and future plans with us.

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ORIENTATION SCHEDULE:

First Day of Class

- I. Welcome, Introductions
- II. Philosophy and Objectives of the School
- III. Discussion of Catalog and Contract
 - a) School Hours and Holidays
 - b) Dress Code
 - c) Rules and Regulations of the School
 - d) Student Services: right to privacy and access
 - e) Transfer policies, including transcript fee
 - f) Refund Policy
- IV. Student Operating Procedures
 - a) Review of Student Handbook
 - b) Time Clock Procedures
 - c) Attendance Sheets, Monthly Schedule
 - d) Daily Schedule for Theory and Practical
 - e) Student Binders
- V. Tour of School and Facility
 - a) Walk through of evacuation route
 - b) First aid procedures
- VI. Issue Textbooks and Equipment if not previously received
 - a) Discussion of each item of equipment and usage

Class dismissal - Students are expected to obtain proper uniform and mark all equipment before returning on the second day of class.

Second Day of Class

Lecture: Careers in Cosmetology

- a) Working condition
 - b) Physical demands
 - c) Potential salaries
 - d) Variety of opportunity
- II) State Rules and Regulations
- a) Licensing
 - b) General exam requirements
 - c) Sanitation
- III) Practical work begins

SCHOOL HOURS:

Monday through Friday
 8:00am to 12:00pm
 1:00pm to 5:00pm
 6:00pm to 8:00pm
 Saturday - 8:00am to 2:00pm

THEORY (Mandatory):

Monday through Friday
 9:15am to 10:15am

*The building will be open Monday through Saturday
 at 7:45 am*

START DATES:

Students may enroll at any time during the month. Classes begin the first and third Monday each month. In the event this is a holiday, classes will begin the following day. Champion Beauty College may cancel a start date if sufficient enrollment is not met.

MISSION STATEMENT:

“Creating a nurturing environment to promote entrepreneurship in the business world of beauty, fashion, wellness, and art while fostering an appreciation for life long learning.”

INSTITUTIONAL VISION:

It is the intention of this institution to prepare students with skills that are competitive in today’s cosmetology job markets. The fundamental purpose of Champion Beauty College is to provide specialized vocational training for rewarding careers in the beauty, fashion, wellness, and art industries.

HOLIDAYS AND SCHOOL CLOSINGS:

Champion Beauty College recognizes the following days as legal holidays:

New Years Day, Martin Luther King Jr. Day, Memorial Day, Labor Day
 Independence Day, Thanksgiving Day, Christmas Day

Additional closings may occur at the school’s discretion for training, staff meetings, conventions, etc. Closings will be posted.

NON-DISCRIMINATION POLICY:

Champion Beauty College accepts all students regardless of age, sex, race, creed, color, sexual orientation, national origin, mental or physical disability, veteran’s status or other protected status in accordance with applicable law.

ACCREDITING AND LICENSING AGENCIES:

The Council on Occupational Education (COE) is recognized by the United States Department of Education as a national accrediting agency.

ACCREDITED BY:

Council on Occupational Education
 7840 Roswell Road, Building 300, Ste 325
 Atlanta, GA 30350 or www.council.org

LICENSED BY:

Texas Department of Licensing and Regulation
 P.O. Box 12157
 Austin, TX 78711



2018 CAMPUS ANNUAL SECURITY REPORT

In accordance with the Crime Awareness and Campus Security Act of 1990, the school collects statistics as the basis for this Annual Security report, which is made available to all students, employees, and applicants for enrollment or employment.

CAMPUS is defined as: any building or property owned or controlled by the school within the same contiguous area and used by the school in direct support of or related to its educational purposes.

The following criminal offenses occurred on campus during the 12-month period of January 1, 2017 through December 31, 2018.

<u>Type of Crime</u>	<u>Number of Occurrences</u>	<u>Number of Arrests</u>
Murder	-0-	-0-
Sex Offenses	-0-	-0-
Robbery	-0-	-0-
Aggravated Assault	-0-	-0-
Burglary	-0-	-0-
Motor Vehicle Theft	-0-	-0-
Weapons Possession	-0-	-0-
Liquor Law Violations	-0-	-0-
Drug Abuse Violations	-0-	-0-

A. Any student or employee of Champion Beauty College, Inc. who is witness to a criminal act, accident, or other emergency situation is required to report immediately to the school director or a school instructor. Following the verbal report, a detailed written memo will be required of the witness. The school director will use the memo to complete the School Incident Report Form.

It shall be the responsibility of the school director to contact any outside agencies necessary (police, ambulance, etc.). In the event of an emergency situation, it may be necessary for the student or employee to contact the necessary outside agency.

B. The school staff shall determine when an incident is reported whether or not it is necessary to call in an outside agency. If an outside agency is not called, the director and staff shall be responsible for the enforcement of school rules and regulations. If an outside agency is called, the staff shall cooperate with the local authorities. Students and staff are encouraged to immediately report any criminal or suspicious activity to the school director.

