



# **SCHOOL CATALOG**

VALID JANUARY 1, 2023 - DECEMBER 31, 2023

Dallas Skin Institute Inc.  
11909 Preston Rd. Suite 1444  
Dallas, Texas 75230  
(972) 503-5274 (LASH)

# TABLE OF CONTENTS

<b>WELCOME &amp; MISSION STATEMENT</b>	<b>4</b>
<b>HISTORY</b>	<b>4</b>
<b>FINANCIAL STATEMENT</b>	<b>4</b>
<b>APPROVAL DISCLOSURE STATEMENT</b>	<b>5</b>
<b>APPROVALS</b>	<b>5</b>
<b>CATALOG/HANDBOOK RESPONSIBILITIES</b>	<b>6</b>
<b>SCHOLARSHIPS AND FINANCIAL AID</b>	<b>6</b>
<b>FACILITIES &amp; EQUIPMENT</b>	<b>6</b>
<b>LIBRARY &amp; OTHER LEARNING RESOURCES</b>	<b>6</b>
<b>GRIEVANCES/ COMPLAINTS/ STUDENT RIGHTS POLICY</b>	<b>7</b>
<b>STATEMENT OF NON-DISCRIMINATION</b>	<b>7</b>
<b>ADMINISTRATION</b>	<b>7</b>
<b>INSTRUCTORS</b>	<b>7</b>
<b>ADMISSION</b>	<b>8</b>
<b>NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION</b>	<b>9</b>
<b>TRANSFERRING TO DALLAS SKIN INSTITUTE</b>	<b>9</b>
<b>LANGUAGE OF INSTRUCTION AND PROFICIENCY REQUIREMENT</b>	<b>9</b>
<b>LICENSE PROCEDURE &amp; BACKGROUND CHECK</b>	<b>10</b>
<b>ORIENTATION</b>	<b>10</b>
<b>CLASS SIZE</b>	<b>10</b>
<b>SCHOOL OFFICE HOURS OF OPERATION</b>	<b>10</b>
<b>START &amp; COMPLETION DATES</b>	<b>11</b>
<b>OBSERVED HOLIDAYS</b>	<b>11</b>
<b>GOALS AND OBJECTIVES</b>	<b>11</b>
<b>TOOLS AND EQUIPMENT</b>	<b>12</b>

<b>COSMETOLOGY 1000 CLOCK HOURS</b>	<b>12</b>
<b>ESTHETICIAN 750 CLOCK HOURS</b>	<b>14</b>
<b>DISTANCE EDUCATION</b>	<b>16</b>
<b>STUDENT SERVICES AND POLICIES</b>	<b>16</b>
<b>HOUSING</b>	<b>17</b>
<b>ACCREDITATION, NONCREDIT, REMEDIAL COURSES, REPETITIONS</b>	<b>17</b>
<b>TUITION PROTECTION ACCOUNT</b>	<b>17</b>
<b>REFUND POLICY – STUDENT'S RIGHT TO CANCEL</b>	<b>18</b>
<b>TUITION &amp; FEES</b>	<b>19</b>
<b>DSI School Supply List</b>	<b>20</b>
<b>CONDUCT</b>	<b>21</b>
<b>STUDENT STANDARDS</b>	<b>21</b>
<b>DALLAS SKIN INSTITUTE POLICIES</b>	<b>22</b>
<b>METHOD OF INSTRUCTION</b>	<b>22</b>
<b>REQUIREMENTS FOR GRADUATION</b>	<b>22</b>
<b>GRADING PROCEDURES</b>	<b>22</b>
<b>ATTENDANCE POLICY</b>	<b>24</b>
<b>LEAVE OF ABSENCE</b>	<b>25</b>
<b>PROBATION AND DISMISSAL</b>	<b>25</b>
<b>COURSE OF STUDY</b>	<b>27</b>
<b>ACCOMMODATION REQUESTS</b>	<b>27</b>
<b>HELPFUL INFORMATION</b>	<b>27</b>
<b>MODEL REQUIREMENTS</b>	<b>28</b>
<b>ACKNOWLEDGMENTS</b>	<b>28</b>

## **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 a Manicurist, Esthetician, 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, 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 TDLR for Private Postsecondary Education. Approval to operate means that the institution is compliant with the minimum standards contained in TDLR Rules & Regulations book. This approval must be renewed and is subject to continuous review. The institution is approved to teach the following programs:

Esthetician 750 hrs and Cosmetology 1000 hrs. The institution is approved to teach all programs in English.

DALLAS SKIN INSTITUTE is authorized by the State of Texas, 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.

<p>Main Office - Austin</p> <p><b>Texas Department of Licensing and Regulation</b></p> <p>920 Colorado, Austin, Texas 78701 (see a map)</p> <p>Our lobby walk-in hours are from 8 a.m to 12 p.m. and 1 p.m. to 5 p.m Monday through Friday excluding holidays.</p>	<p>Mailing Address:</p> <p><b>Texas Department of Licensing and Regulation</b></p> <p>P.O. Box 12157</p> <p>Austin, Texas 78711</p> <p>Telephone: (512) 463-6599</p> <p>Toll-Free (in Texas): (800) 803-9202</p> <p>Relay Texas-TDD: (800) 735-2989</p> <p>Our hours of operation by phone are 8 am to 5 pm Monday through Friday excluding holidays.</p>
--	---

**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. Through the Birds and Bees Foundation, a grant may be awarded to qualifying students. 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 is located in Dallas, Texas in a medical office building. 4000 square feet containing one classroom for theory, one classroom for practical training, equipped with facial beds in an Aesthetics setting. We also offer a small area for guests. There are also student break rooms/lounges available for mealtimes, and student lockers available for each student to securely store personal belongings. The Dallas Skin Institute 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. The facility is equipped with the following: 1 dispensaries, Make-Up/Facial Chairs, 1 TV, rolling carts, Lighted Magnifying glass, Woods lamp, Dry sanitizers, Steamer machine, brush machine for cleaning, vacuum machine, high frequency, galvanic machine, waxing station, mannequin heads, wet sanitizer, Student Break Room, Restrooms, facial chairs, Facial Beds, Student Desks, tables with chairs.

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, containing books related to the program they are in. Students are also provided with a physical Milady textbook along with having access to a virtual portal (Milady CIMA). Through the portal students have access to the virtual resource center that contains all books needed for the class.

## **GRIEVANCES/ COMPLAINTS/ STUDENT RIGHTS POLICY**

If a student has a grievance complaint, they must submit a written letter to the instructor and

Director of Education detailing the complaint. The Director of Education must respond within three (3) days of receiving the complaint. The response may be in the form of a letter or scheduling a meeting to further resolve the complaint.

Unresolved grievances must report their issue to:

Texas Workforce Commission  
Career Schools and Colleges, Room 226T  
101 East 15th Street  
Austin, Texas 78778-0001  
Phone: (512) 936-6959  
<http://csc.twc.state.tx.us/>

**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 Institute 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 11909 Preston Rd, Dallas, TX 75230

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

Elisa De Alencar.....Instructor has been an Esthetician instructor for 3 years, teaching 15+ 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,
- \$500 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.
- 2 Passport size profile 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.

Before any transfer hours may be accepted, they must be approved by the Texas Department of Licensing and Regulations. 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 750 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 Texas Department of Licensing and Regulation 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 Texas in

your chosen career.

The Texas Department of Licensing and Regulation 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 Texas requirements please visit [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

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

### **ORIENTATION**

Orientation is required for all students and it takes place 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 15-25 applicants will be accepted per class.

### **SCHOOL OFFICE HOURS OF OPERATION**

<b>Monday</b>	<b>8:30am – 3 pm</b>
<b>Tuesday</b>	<b>8:30am – 3 pm</b>
<b>Wednesday</b>	<b>8:30am – 3 pm</b>
<b>Thursday</b>	<b>8:30am – 3 pm</b>
<b>Friday</b>	<b>8:30am – 3 pm</b>

### **START & COMPLETION DATES**

02/16/23 through 07/14/23 (dates subject to change)

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.

## **OBSERVED HOLIDAYS**

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

- **Spring Break – March 13, 2023 through March 17, 2023**
- **Easter break - April 7-10, 2023**
- **Teacher work day - April 27-28, 2023**
- **Memorial Day - May 29, 2023**
- **4th of July weekend - July 3- 4, 2023**

## **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 Texas 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. The successful student should be able to function effectively in one of the many specialty areas such as: Skin Care, Eyelash Extensions, Spray-tanning, Waxing, and Hair. 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.

## **COSMETOLOGY 1000 CLOCK HOURS**

### **COSMETOLOGY CURRICULUM 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.

### **COURSE GOALS**

Knowledge of State Board Rules and Regulations, laws, and other administrative requirements of cosmetology practices. Assimilation of 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.

### **COURSE 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

### **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
<b>TOTAL HOURS:</b>	<b>370 THEORY</b>	<b>630 PRACTICAL</b>

#### **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.

#### **GRADED ACTIVITIES**

Written objective examinations

Practical demonstrations and evaluations of student performance Practical Assessments

#### **GRADE CHART**

95% - 100%	A Excellent
85% - 94%	B Good
75% - 84%	C Passing
70% - 74%	D Unsatisfactory
below 70%	F Fail

## **ESTHETICIAN 750 CLOCK HOURS**

### **ESTHETICIAN CURRICULUM/DESCRIPTION**

This 750-hour program shall consist of technical instruction and practical operations covering all practices of a cosmetician. 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.

### **COURSE GOALS**

The student will learn:

All phases of skin care - including manual and electrical facials; use of cosmetic preparations; daytime, evening, fantasy, and theatrical make up. Knowledge  
of product chemistry for safety and patron protection. Business practices  
and professional ethics in skin care Successful graduates  
will have the knowledge and skills needed to pass the State Board Examination for licensure, and to secure employment as Cosmetician.

### **COURSE 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

### **MAJOR SEGMENTS OF COURSE CONTENT:**

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

	<b><u>Minimum</u></b> Hours of Technical Instruction	<b><u>Minimum</u></b> Practical Operations & Hours
SUBJECT:		
Orientation/ Rules & Regulations	36.5	25
Infectious Control & Principles/Practice	38.25	49.75
Anatomy	25.5	21.5
Massage	35.25	48
Chemistry	16.25	23.75
Specialized Equipment/Electricity	27	29
Skin Care Procedures & Practices/Hair removal	58.25	100

Study of Skin	36	30.75
Make-Up/Artificial Lashes	36	53
Salon Operations & Communication Skills	15	45.25
<b>TOTAL HOURS:</b>	<b>324 THEORY</b>	<b>426 PRACTICAL</b>

**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.

**GRADED ACTIVITIES**

Written objective examinations  
 Practical demonstrations and evaluations of student performance Assessments

**GRADE CHART**

95% - 100%	A Excellent
85% - 94%	B Good
75% - 84%	C Passing
70% - 74%	D Unsatisfactory
below 70%	F Fail

**DISTANCE EDUCATION**

Dallas Skin institute will submit its response or evaluation, within 30 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**

Texas 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 Texas Licensing exam to receive the license to work in Texas. Once all requirements are met for your chosen field, Dallas Skin Institute cannot guarantee placement, we may offer employment referrals depending on student performance. 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 \$2,000.00 PER MONTH for a 1 bedroom apartment. DALLAS SKIN INSTITUTE 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 Texas Department of Licensing and Regulation.

## **TUITION PROTECTION ACCOUNT**

The private beauty culture school tuition protection account is intended to lend students some financial help with tuition and fees if a private beauty culture school closes and the school fails to pay the refund as required by the law.

The account is also intended to pay the tuition costs and expenses incurred by a private beauty culture school in providing training directly related to the education, a student from a closed school. This account is not intended to pay for attorney's fees, court costs, or other damages.

In the event a student from a closed school cannot be placed or does not accept a place in another school, a refund, calculated under the closed school's refund policy, may be paid from the Private Beauty Culture School Tuition Protection Account and the total payment of a claim may not exceed \$35,000. The total amount of claims paid against a single closed school may not exceed \$100,000. The executive director may authorize payment to a student from the Private Beauty Culture School Tuition Protection Account if:

1. the student makes a claim for payment on a form approved by the executive director;
2. a closed private beauty culture school has failed to pay a refund to the student within 30 days after the date the student became eligible for the refund, and the student has not been placed or accepted a place in another school with appropriate credit given to the student for tuition and fees paid to the closed school;
3. the executive director determines after investigation that the student is owed the refund; and
4. the student assigns to the department all rights of the student against the closed school to the extent of the amount paid to the student from the account.

The executive director may authorize payment to a private beauty culture school from the Private Beauty Culture School Tuition Protection Account if:

1. the school makes a claim for payment on a form approved by the executive director;
2. the school has incurred expenses in providing training directly related to educating a student from a closed private beauty culture school, including the applicable tuition for the period for which the student paid tuition;

3. the executive director determines after investigation that the school is entitled to payment from the account; and
4. the school assigns to the department all rights of the school against the closed school to the extent of the amount paid from the account.

**For more information:** <https://www.tdlr.texas.gov/cosmet/cosmetregency.htm>

**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:

<b>% OF SCHEDULED TIME ENROLLED</b>	<b>TUITION SCHOOL RETAINS</b>
01.00-60.00%	Pro Rata Calculation based upon scheduled
60.01% and over	hours* 100%

**Termination fee of \$100.00 is charged to all drops, withdrawals and terminations.**

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.

Students who drop, withdraw or terminate prior to course completion are charged a termination fee of \$100.00. 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**

<b>COURSE OFFERED, CHARGES AND FEES</b>	
Course Name:	Esthetician Program
Course Length:	750 hours Dates of Training: 02/6/2023 - 07/14/2023
Course Time:	8:30 AM- 3:00 PM M-F
Tuition*:	\$15,350.00
Application fee ( <b>non-refundable</b> )**:	\$500
Lab Supplies or Kit*:	\$1,690
Textbooks or other learning media*:	\$450
<b>TOTAL COST:</b>	<b>\$17,990.00</b>
* Fee is estimated and based on current cost and subject to change.	
** Nonrefundable.	

COURSE OFFERED, CHARGES AND FEES		
Course Name:	Cosmetology Program	
Course Length:	1000 hours	Dates of Training: 12/1/2022 -7 /16/2023 (Changed based on semester)
Course Time: 8:30 AM- 2:00 PM M-F		
Tuition*:	\$15,564.00	
Application fee (non-refundable)**:	\$250.00	
Lab Supplies or Kit*:	\$1,690.00	
Textbooks or other learning media*:	\$450.00	
<b>TOTAL COST:</b>	<b>\$20,999.00</b>	
<b>* Fee is estimated and based on current cost and subject to change.</b>		
<b>** Nonrefundable.</b>		

**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**

- Blue or Black Pens
- (2) Red Pens
- Pencils
- Highlighters
- White Three-ring Binder 3 “
  - Subject Dividers into the following sections
    - Facials
    - Lashes/brows
    - Hair removal
    - Tests/Quizzes
    - Stateboard
    - Other
- Loose-leaf Paper or Notebook
- 2 500/pack of Index Cards (optional for chapter vocab)
  - You may also use a notebook solely for vocab.

- Clorox Wipes & Disposable Masks
- Portable phone stand for content
- Flat Mannequin for lashing Lash (discussed at orientation)

## **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 Milady CIMA portal 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 30 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.

## **GRADING PROCEDURES**

The following are the requirements to complete the program and earn a diploma. Students must successfully complete the 750 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 75% 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:

93 – 100 EXCELLENT

85 - 92 VERY GOOD

75 - 84 SATISFACTORY

70 - 74 NEEDS IMPROVEMENT

<b>Numeric Grade</b>	<b>Letter Grade</b>	<b>Grade Points</b>
90 - 100	A	4.00

80 - 89	B	3.00
70 - 79	C	2.00
60 – 69	D	1.00
Below 60	F	0.00
Incomplete	I	0.00
Withdrawal	W	0.00

### **SATISFACTORY PROGRESS AND ACADEMIC PROBATION**

A cumulative grade average of at least 80% (OR C OR 2.0 OR SATISFACTORY PROGRESS) is required for the student to receive the course certificate or diploma. Students will receive written notification of their progress at the midpoint and end of day. A student who is not making satisfactory progress at the midpoint will be placed on academic probation for the remainder of the progress evaluation period. The Director of Education will counsel the student placed on probation prior to the student returning to class. The date, action taken, and terms of probation will be clearly indicated in the student’s permanent file. If the student does not achieve satisfactory progress by the end of the probationary period, the student’s enrollment will be terminated.

A student whose enrollment was terminated for unsatisfactory progress may re-enroll after a minimum of one progress evaluation period. Such re-enrollment does not circumvent the approved refund policy. A student who returns after termination of enrollment for unsatisfactory progress will be placed on academic probation for the next grading period. The student will be advised of this action, and it will be documented in the student’s file. If the student does not demonstrate satisfactory progress at the end of this probationary period, the student’s enrollment will be terminated.

### **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. The charge will be no more than one-tenth of the total cost of the course.

## **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**

Students may repeat a course in special circumstances, by paying for the course again. If the student has a special circumstance, 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 17 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 will be charged for the made up time.

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 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.

### **PROBATION AND DISMISSAL**

Students are expected to maintain the following academic progress and are evaluated at the end of each section:

1. A cumulative academic average of "Satisfactory" (75% - 79%) or better at the end of each section.
2. A cumulative attendance average of 85% or better of the scheduled hours at the end of each section.
3. Compliance with the school's policies, rules, and regulations.

Students who fail to maintain the foregoing satisfactory academic progress will be placed on probation until the next evaluation period. Students who fail to meet satisfactory academic progress at the end of the probation period may be dismissed from the course. Students who are absent for 21 days without written approval will be dismissed from the cosmetology program.

The dismissed student's tuition obligation will be in accordance with the School's refund policy.

Student warning notices are issued upon violation of any one or part of the policies, rules, and regulations. Any student receiving three (3) Student Warnings during his/her course will be subject to suspension, for a period to be determined by Management, or immediate dismissal.

## **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 Texas for Esthetics/Cosmetology, the student must complete 750/1,000 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 750 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, Skin Care, Barbering or Manicuring.

The courses of study are designed to prepare students for the state licensing examinations and for profitable employment as a Cosmetologist, Esthetician.

## **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 outside the Melshire Building on the first floor as a storefront next to the Little Gym. After you pass Starbucks, please drive towards the end of the shopping center and you will see our storefront.
2. Please arrive on time.
3. Please bring a notepad to class.
4. You will receive a rolling case to hold your supplies.
5. Please wear closed toe shoes only. Wear all white/DSI Shirts to class.
6. The office is closed for lunch.
7. There are several fast food places in the area for lunch. Starbucks, Snappy Salads, Torchy's Tacos, and Pot Belly's are located in the same shopping center. There is also a Tom Thumb and Chipotle across the street. Whole Foods is only a couple minutes away.
8. We provide a complimentary snack bar with water.
9. If you are traveling we recommend the Virgin Hotels Dallas : 1445 Turtle Creek BLVD Preston Rd. Dallas, TX 75207 — (469) 436.7129
  - The hotel is 20 minutes away. Please mention the Dallas Skin Institute when making a reservation to receive a discount.

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 Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.**

<b>I have received a copy of this enrollment agreement and current school catalog.</b>		<b>Student Initials: (    )</b>
_____ <b>Signature of Student</b>	_____ <b>Date</b>	_____ <b>Printed Name of Student</b>
_____ <b>Signature of Authorized Official</b>	_____ <b>Date</b>	_____ <b>Printed Name of Authorized Official</b>