



SCHOOL CATALOG

January 2025 - December 2025

Rev. April 2025

Dallas Campus
11909 Preston Rd. Suite 1444
Dallas, Texas 75230

Amarillo Campus
2203 South Georgia Street
Amarillo, Texas 79109

Austin Campus
815 W 47th St #101
Austin, TX 78751

Dallas Phone: 972.503.5274 (LASH)
General Phone: 855.717.7546

Email: info@dallasskininstitute.com

www.dallasskininstitute.com

TABLE OF CONTENTS

GENERAL INFORMATION	2
Mission Statement	2
Beliefs	2
Profile Of A Graduate	4
History	5
Disclosure Statement	5
Financial Disclosure	5
Licensure And Accreditation Statement	5
Catalog Responsibilities	6
Grants, Scholarships, And Financial Aid	6
Facilities & Equipment	7
Dallas Campus	7
Amarillo Campus	7
School Office Hours Of Operation	7
Observed Holidays And Scheduled Breaks	7
Administration	7
Instructors	7
Statement Of Non-Discrimination	8
Accommodations Policy	8
Admission Requirements And Procedure	9
Requirements	9
Procedure	9
Additional Requirements for Transfer-in Students	10
Transfer of Credit	10
Hardware Requirements	11
Technical Skills	11
Licensing Disclosure	11
License Requirements	11
License Procedure & Background Check	11
STUDENT SERVICES AND POLICIES	12
Student Code of Conduct	12
Grievances And Complaints	12
Disclosure & Maintenance Of Educational Records	13
Records Retention	13
Privacy Policy	14
Advising Policy/Procedure	14

Placement & Employment Preparation	14
Housing	14
Accreditation, Noncredit, Remedial Courses, Repetitions	15
Conduct	15
Dress Code & Appearance	15
Termination	15
Causes For Termination	16
Requirements For Readmission	16
Academic Information	16
Orientation	16
Class Size	16
Academic Calendar	16
Dallas Campus	16
Amarillo Campus	16
Tools And Equipment	17
Library & Other Learning Resources	17
Programs	17
Cosmetology Operator	17
Esthetician	19
Supply List	21
Grading Scale	21
Grading Procedures	21
Distance Education Grading Procedures	22
Model Requirements	22
Satisfactory Academic Progress	22
Probation And Dismissal	23
Attendance Policy	24
Leave Of Absence	24
Make-Up Work	25
Requirements For Graduation	25
FINANCIAL INFORMATION	25
Cosmetology Operator	25
Esthetician	25
Tuition Protection Account	26
Refund Policy – Student's Right To Cancel	27

GENERAL INFORMATION

Mission Statement

The mission of the Dallas Skin Institute (DSI) is to create an environment where students feel supported in success. DSI's objective is to teach professional standards and ensure students are highly skilled and prepared to pass state licensure exams to work as a Cosmetologist or Esthetician. DSI is committed to providing effective, engaging education, highly qualified faculty, and hands-on skills using industry-standard equipment and respected brands. Every day, in every class, DSI teaches current and up-to-date methods and techniques so that graduates enter their careers with confidence.

Beliefs

Excellence in Education:

- DSI believes in providing top-tier education that meets and exceeds industry standards, empowering our students with the skills and knowledge needed for success in the beauty industry.

Creativity and Innovation:

- DSI believes in fostering a culture of creativity and innovation, encouraging our students to explore their artistic potential and stay abreast of the latest trends and techniques in the beauty industry.

Student-Centric Approach:

- Students are at the heart of everything DSI does--today and in the future. DSI believes in prioritizing their learning experience, personal growth, and success, by supporting the individual and guiding them throughout their journey.

Inclusivity and Diversity:

- DSI believes in celebrating and embracing diversity and fostering an inclusive environment where students, staff, and faculty from all backgrounds feel welcome, respected, and valued.

Industry-Relevant Training:

- DSI believes in collaborating with proven brands and industry professionals to ensure that students receive training that is not only comprehensive but also reflective of the current demands and trends in the cosmetology field.

Ethical and Professional Standards:

- DSI believes in providing students with a strong sense of ethics, professionalism, and responsibility, preparing them not only for employment as cosmetologists but also as positive representatives of the beauty industry.

Community Engagement:

- DSI believes in engaging with the local community and beauty industry, creating partnerships that provide our students with real-world experiences, networking opportunities, and a deeper connection to the broader beauty and wellness community.

Continuous Learning and Development:

- DSI believes in the ongoing development of our faculty and staff, ensuring that they stay abreast of industry changes and advancements, and are equipped to deliver up-to-date education to our students.

State-of-the-Art Facilities:

- DSI believes that the school environment should mirror the work environment. The DSI campuses are furnished with modern, state-of-the-art equipment, similar to professional salons, providing students with the tools and resources they need to excel in their training and enter employment with confidence.

Graduate Success:

- DSI believes that the ultimate measure of success is the achievements of its graduates: program completion, state licensure, and in-field employment. DSI is dedicated to providing the resources, support, and training that enable our students to become successful graduates and to thrive in their careers.

Profile Of A Graduate

Graduates of the Dallas Skin Institute will

- Gain training-related employment and begin fulfilling careers in the beauty industry.
- Demonstrate proficiency in various cosmetology or esthetics services, such as hair cutting, coloring, styling, skincare treatments, makeup application, and nail services.
- Have a solid understanding of anatomy, physiology, and the science behind beauty treatments.
- Think creatively and stay up to date on the latest in the beauty industry, while staying true to the fundamentals.
- Show a keen eye for aesthetics and the ability to translate creative ideas into practical and appealing services.
- Use effective communication with clients to understand their needs and preferences, and to provide clear instructions or advice.
- Build positive relationships with clients, fostering trust and loyalty.
- Adhere to ethical standards in all professional interactions, respecting client confidentiality and maintaining a high level of integrity.
- Maintain a mindset of continuous learning and professional development to stay current with industry advancements.
- Know their products, ingredients, and their appropriate use to prevent adverse reactions and provide the best treatments and outcomes for their clients.
- Work collaboratively with colleagues, salon or spa staff, and other professionals in the beauty industry.
- Maintain a positive attitude, even in challenging situations, to create a welcoming and enjoyable atmosphere for clients.

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 offers classes in Lash Extensions, Spray-tanning, Permanent Cosmetics, Esthiology and Cosmetology.

Disclosure Statement

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

Financial Disclosure

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.).

Licensure And Accreditation Statement

Dallas Skin Institute is a private institution approved to operate by the Texas Department of Licensing & Regulation (TDLR). Approval to operate means that the institution is compliant with the minimum standards contained in the 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 Hours (Dallas and Amarillo campuses)
Cosmetology Operator 1000 Hours (Dallas campus only)

All programs are approved to be taught in English only.

As a TDLR-approved institution, graduates of the Dallas Skin Institute qualify to sit for the Texas state licensing exams for Cosmetologists and Estheticians. State licensure as a cosmetologist and/or an Esthetician is required for employment

For questions, TDLR may be contacted using the following options.

<p>Main Office – Austin</p> <p>Texas Department of Licensing and Regulation 920 Colorado Austin, Texas 78701</p> <p>TDLR’s 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>Texas Department of Licensing and Regulation P.O. Box 12157 Austin, Texas 78711</p> <p>Telephone: (512) 463-6599 Toll-Free (in Texas): (800) 803-9202 Relay Texas-TDD: (800) 735-2989</p> <p>TDLR’s hours of operation by phone are 8 a.m. to 5 p.m. Monday through Friday excluding holidays.</p>
---	--

Dallas Skin Institute is not accredited and is not eligible to participate in federal or state financial aid programs.

Catalog Responsibilities

This School Catalog includes policies, procedures, and requirements for students attending the Dallas Skin Institute. Prospective and enrolled students are responsible for reading, understanding, and following the information contained in the Catalog. The Dallas Skin Institute reserves the right to revise policies and/or information in the Catalog. The curriculum may also be revised to meet regulatory or licensing requirements. If changes affect current students, notification will be provided, as needed, and the curriculum as deemed necessary.

Grants, Scholarships, And Financial Aid

MyCAA

Dallas Skin Institute (Dallas Campus) is approved for participation in the Military Spouse Career Advancement Account (MyCAA) Scholarship. The MyCAA scholarship program provides up to \$4,000 for eligible military spouses in the pursuit or maintenance of a license, certification, or associate's degree necessary to gain employment in an occupation or career field. For more information please visit mycaa.militaryonesource.mil.

Beauty Changes Lives

Beauty Changes Lives awards over \$500,000 in scholarships each year. For more information and to view all open opportunities please visit beautychangeslives.org.

Dallas Skin does not offer Federal or State Financial Aid at this time.

Please contact the Dallas Skin Institute for more information about available scholarships and grants.

Facilities & Equipment

Dallas Skin Institute offers facilities that are safe, accessible, and comfortable for students and clients. Students learn using modern, well-functioning equipment in line with what they will use in medspas or wherever their career takes them!

All facilities and equipment comply with state and local ordinances and regulations, including fire, building, and health safety requirements.

Dallas Campus

Dallas Skin Institute's Dallas campus is located in a medical office building. The campus is 4000 square feet and contains one classroom for theory, and one classroom for practical training, equipped with facial beds in an esthetics setting. There is a small area for guests, as well as a student break/lounge area available for snacks.

The Dallas Skin Institute has on-site audio and visual equipment and other learning aids. The lecture and laboratory areas have all the necessary equipment for the instructional programs, including dispensaries, make-up chairs, a TV, rolling carts, lighted magnifying glasses, a Woods lamp, dry sanitizers, a steamer machine, a brush machine for cleaning, a vacuum, high-frequency galvanic machines, waxing station, mannequin heads, wet sanitizer, restrooms,

facial chairs, facial beds, student desks, and tables with chairs.

Amarillo Campus

Dallas Skin Institute's Amarillo campus is located in a medical office building. The campus is 2300 square feet and contains one classroom for theory, and one classroom for practical training, equipped with facial beds in an esthetics setting. There is a small area for guests, as well as a student break/lounge area available for snacks.

The Dallas Skin Institute has on-site audio and visual equipment and other learning aids. The lecture and laboratory areas have all the necessary equipment for the instructional programs, including dispensaries, a TV, rolling carts, lighted magnifying glasses, a Woods lamp, dry sanitizers, a steamer machine, a brush machine for cleaning, a vacuum, high-frequency galvanic machines, waxing station, mannequin heads, wet sanitizer, restrooms, facial chairs, facial beds, student desks, and tables with chairs.

School Office Hours Of Operation

The administrative hours of operation for both the Dallas and Amarillo Campuses are listed below. Dallas Skin Institute is open outside of these hours for instruction only.

Dallas Campus

Monday	9 am – 2 pm
Tuesday	9 am – 2 pm
Wednesday	9 am – 2 pm
Thursday	9 am – 2 pm
Friday	9 am – 2 pm

Amarillo Campus

Wednesday	9 am – 2 pm
Thursday	9 am – 2 pm
Friday	9 am – 2 pm

Observed Holidays And Scheduled Breaks

The Dallas Skin Institute observes the following holidays:

- Martin Luther King Jr Day - January 20, 2025
- Spring Break – March 11, 2025 through March 15, 2025
- Easter break – March 29, 2025 - April 1, 2025
- Memorial Day – May 27, 2025
- Independence Day - June 30 - 5, 2025
- Labor Day - September 1, 2025
- Thanksgiving Break - November 24, 2025 - November 29, 2025
- Christmas Break - December 22, 2025 - January 2, 2026

Administration

Patsy Charles	Founder and Sr. Director – All Campuses
Lili Lukose	Dir. of Operations & Head of EDU – All Campuses
Alicia Flores	Admissions Director

Advisor

Dr. Claudia Castino
Dr. Brandon Mack

Medical Director for Dallas
Medical Director for Austin and Amarillo

Instructors

Faculty at Dallas Skin Institute are hired based on their industry experience and qualifications. To keep up with the current methodologies and styling trends, all faculty regularly complete continuing education and professional development.

Patsy Charles, Director of Education

TDLR Licensed Cosmetologist

Patsy is an innovator in the beauty & esthetic fields and has dedicated more than 15 years to passing her skills and knowledge on as an Esthetics & Cosmetology instructor.

Elisa "Lili" Lukose, Lead Instructor

TDLR Licensed Esthetician

Lili brings 5+ years of experience as an instructor, having successfully conducted multiple courses. She actively pursues continued education, completing numerous courses to remain abreast of the latest development in the industry. Developing systems, frameworks, and comprehensive curricula for all the campuses.

Mojca "Mo" Jackson, Instructor

TDLR Licensed Cosmetologist

Mo has been in the beauty & esthetic fields for more than 35 years as an Esthetician and has been an instructor for 5 years.

Alicia Flores, Instructor

TDLR Licensed Esthetician

TDLR Licensed Cosmetologist

Alicia has been in the beauty & esthetic fields for more than 14 years as a Cosmetologist and has taught more than 10 different courses.

Statement Of Non-Discrimination

The Dallas Skin Institute encourages diversity and welcomes applications from all minority groups. The school does not discriminate on the basis of race, color, religion, ancestry, national origin, age, non-disqualifying disability, gender, sexual orientation, marital status, or veteran status in the recruitment of students, or in the implementation of its policies, procedures, and activities.

Information pertaining to an applicant's disability is voluntary and confidential. Information obtained that includes disclosure of a disability will be used to overcome the effects of conditions that limit the participation of qualified disabled students. If you believe that you have been discriminated against, please promptly notify the Director.

Accommodations Policy

It is the policy of Dallas Skin Institute to comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act which are Federal laws that prohibit discrimination on the basis of disability. Dallas Skin Institute does not discriminate on the basis of disability against a qualified person with a disability in regard to application, acceptance, grading, advancement, training, discipline, graduation, or any other aspect related to a student's participation in a program at Dallas Skin Institute. This policy applies to all students and applicants for admission to the school.

Dallas Skin Institute will provide reasonable accommodations to students with disabilities. It is the student's responsibility to request reasonable accommodations (including academic adjustments, auxiliary aids, or modifications) by contacting the Director. Students must provide documentation of disability from an appropriate professional. Reasonable accommodations may include:

- A student with an orthopedic disability may need cushioned floor mats and scheduled times to sit down.
- A student with a learning disability may need to take their tests in a location that is quiet and has no distractions, such as an office rather than the classroom.
- A student with a hearing impairment may need instructors to use voice amplification systems.
- A student with diabetes may need periodic breaks to check his or her blood sugar level.

Admission Requirements And Procedure

Requirements

Applicants must:

- be at least 18 years of age and have a high school diploma, GED, or the equivalent.
- read, write, and understand English at a 10th grade level (minimum), as the programs are taught in English; and
- have the hardware and technical skills to be successful in a hybrid program.

Applicants are encouraged to attend an open house or schedule a tour before submitting an application.

Procedure

The first step in the admission process is to tour the school and speak with a DSI team member. During the tour, the applicant has the opportunity to walk through the campus, meet staff, faculty, and potentially other students, and receive information about the school, programs, licensure, and employment opportunities, as well as the costs and payment options.

If the potential student believes the program is a good fit, the next step is to submit an application to the Dallas Skin Institute by email, mail, or in person. The following must be included in application, in order to be considered for enrollment:

- Enrollment application;
 - Must include Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN),
- Two (2) letters of recommendation (cannot be from a family member or relative);
- Personal Bio (1-2 paragraphs)

- Paragraph 1 – about yourself;
- Paragraph 2 – why did you choose DSI and what you want to do as an Esthetician);
- Copy of a government-issued photo ID (ex: driver's license or passport);
- Proof of High School Completion
 - High School diploma or transcript;
 - GED or equivalent;
 - College transcript;
- Three (3) Passport-size profile photos;
- Five (5) service hours of volunteering or community service; and
- \$649 Application Fee (payable by credit card or cashier's check or certified check)

After the application has been received by Dallas Skin Institute, it is reviewed to ensure that it is complete and that the applicant meets all admission requirements. Admission to Dallas Skin Institute is based on the application and interview. Applicants are notified of acceptance or denial by a school official.

Accepted applicants make financial arrangements to pay for training. They sign an enrollment agreement and make their initial payment. All students receive a copy of the fully executed enrollment agreement.

Finally, the newly enrolled student is scheduled to attend an orientation before the start of class.

Dallas Skin Institute does not offer student visas or ESL classes.

Additional Requirements for Transfer-in Students

In addition to the admissions requirements listed in this Catalog, individuals wishing to transfer into Dallas Skin Institute **must submit proof of training completed or a transcript** with the rest of the items in the application package. Transfer students will be required to take an evaluation test to determine proper course placement and the number of training hours that Dallas Skin Institute will accept into the program of enrollment. Please note, **the maximum number of hours that Dallas Skin Institute will accept is 200 clock-hours.**

Requests to transfer into Dallas Skin Institute are evaluated on an individual basis. An additional transfer of credit evaluation fee of \$500 is due at the time of application. There is never any guarantee of transfer credit being accepted by Dallas Skin Institute. Applicants should be aware that there is a possibility that no transfer hours will be credited.

Before any transfer hours can be officially accepted by Dallas Skin Institute after the evaluation, they must be approved by TDLR. It is the prospective student's responsibility to obtain a transcript from TDLR and provide a copy to the Dallas Skin Institute.

The accepted applicant's program length and cost will be adjusted according to transfer credit accepted by Dallas Skin Institute on the enrollment agreement.

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

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

Transfer of Credit

Acceptance of credit that students earn at Dallas Skin Institute is at the complete discretion of the receiving institution. Acceptance or recognition of the certificate a student earns in the educational program is also at the complete discretion of the receiving institution. If the credits or certificate are not accepted by the receiving institution, that institution can require the student to repeat some or all of their coursework. For this reason, students should make certain that transferring out of Dallas Skin Institute and into another institution will still allow them to obtain their educational goals. Students are advised to contact the institution into which they seek to transfer, prior to withdrawing from Dallas Skin Institute to determine if their credits or certificate will transfer.

Hardware Requirements

Dallas Skin Institute's programs are delivered in a hybrid format. In order to be accepted, prospective students must have access to the hardware and software needed to complete the program successfully.

Students can use a computer, tablet, or smartphone with a mic, speakers/headphones, and camera to attend online lecture sessions.

To complete program activities, students need regular access to a computer or laptop with the following:

- A processor of 2 GHz or faster.
- 4 GB RAM or greater.
- Current OS (Windows or Mac).
- Speakers/headphones, microphone, and camera.
- Modern web browser.
- Gmail and Google Workspace (free accounts).
- PDF reader.
- A high-speed internet connection with a connection speed of 1.5 MBs or better.

Technical Skills Requirements

All prospective students must possess the following technical skills:

- Ability to use email to correspond with faculty, staff, and students.
- Ability to access, create, and save documents using Google Workspace (preferred) or similar productivity suite, such as Microsoft Office. Google Workspace, including Google Docs and Google Sheets, will be used during training.
- 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.

Licensing Disclosure

Dallas Skin Institute's curriculum is designed to meet the Texas Department of Licensing & Regulation (TDLR) requirements for Cosmetology and Esthetician licensing. Licensing requirements are shared with prospective students during the admissions process. They can also be found on the TDLR website.

Should a student move out of state during training, it is up to the student to contact the agency which licenses Cosmetology or Esthetician in that state to determine if the training hours completed at Dallas Skin Institute will be accepted toward that state's education requirements.

Further, if a student moves out of state after completion of training and passing the TDLR Cosmetology or Esthetician licensing exam, it is up to that graduate to contact the agency which licenses cosmetologists or estheticians in that state to determine if reciprocity is offered for the Texas License and/or what steps need to be taken to obtain a Cosmetology or Esthetician License in that state.

License Requirements

In order to receive a license to practice cosmetology or esthetics in the state of Texas, students must:

- Complete the required training hours
 - 1000 Cosmetology Operator
 - 750 Esthetician
- Graduate from a TDLR approved school
- Pass the state board licensing exams, written and practical.

License Procedure & Background Check

Prior to seeking employment or working as a cosmetologist or esthetician, graduates must sit for and pass the Texas Department of Licensing and Regulation (TDLR) written and practical exams in order to receive a license. This license is required by the state of Texas.

To register for the TDLR licensing exams, Dallas Skin Institute must provide Proof of Training. Dallas Skin Institute will provide Proof of Training for each graduate who has met the following requirements:

- Completed all required program assessments with a minimum grade of at least 70% or Pass;
- Obtained all required program hours; and
- Has paid, or has made arrangements to pay, all tuition and fees due.

Once completion of these requirements has been verified, Proof of Training will be submitted to the board with the graduate's application for the required examinations. Once the graduate passes the state exams and is eligible for employment, Dallas Skin Institute will provide placement assistance services.

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 <https://www.tdlr.texas.gov/>.

STUDENT SERVICES AND POLICIES

Student Code of Conduct

Students at Dallas Skin Institute are expected to adhere to the following code of conduct to maintain a positive learning environment and uphold professional standards within the cosmetology industry:

1. Professionalism:

- Demonstrate professionalism in all interactions with instructors, staff, fellow students, and clients.
- Respect the diverse backgrounds, beliefs, and perspectives of others within the school community.

2. Attendance and Punctuality:

- Follow the attendance policy published in this Catalog.
- Attend all scheduled classes and practical sessions, online and on campus.
- Notify instructors promptly in case of unavoidable absences or tardiness.

3. Violence and Threatening Behavior:

- Rudeness, foul-language, or threats of harm/violence to other students, faculty, or staff will not be tolerated. Police will be called depending on the level of the threat.
- Assault and/or physical fighting will not be tolerated. Police will be called, if needed, to take a report.
- Carrying a concealed weapon is prohibited on all Dallas Skin Institute campuses, even if the student has a permit to do so. The campuses are private property.

4. Academic Integrity:

- Uphold academic honesty and integrity in all coursework and assessments.
- Refrain from cheating, plagiarism, or other forms of academic dishonesty.

5. Safety and Sanitation:

- Follow all safety and sanitation protocols established by the school and regulatory agencies.
- Handle equipment and chemicals responsibly to maintain a safe and hygienic work environment.

6. Confidentiality:

- Maintain the confidentiality of client information and school-related matters.
- Respect client privacy and refrain from discussing confidential information outside of the

school setting.

7. Professional Conduct with Clients:

- Provide exceptional customer service and demonstrate active listening skills with clients.
- Obtain informed consent for all services and respect client preferences and boundaries.

8. Use of School Facilities and Equipment:

- Use school facilities, equipment, and resources responsibly and in accordance with established guidelines.
- Report any damage or malfunction of equipment to instructors or staff promptly.

9. Drug and Alcohol Policy:

- Prohibit the use or possession of drugs and alcohol on school premises or during school-sponsored activities.
- Understand that violation of this policy may result in disciplinary action, up to and including dismissal from the program.

10. Code of Ethics:

- Adhere to a code of ethics that promotes honesty, integrity, and professionalism in the practice of cosmetology.
- Commit to maintaining competency through continuing education and promoting the well-being of clients.

11. Consequences of Violations:

- Understand that violations of the code of conduct may result in disciplinary action, including:
 - a verbal warning, which can include removal from class;
 - a written warning, which can include suspension;
 - a written probation notification, which can include a suspension and/or immediate escalation of consequences if an offense is repeated; or
 - dismissal from the program.

By adhering to this code of conduct, students demonstrate their commitment to Dallas Skin Institute, to excellence in cosmetology education, and to preparation for a successful career in the beauty industry.

All violations of the Dallas Skin Institute Code of Conduct are documented in the student's record.

Dress Code & Appearance

Students are expected to arrive groomed, in uniform and in compliance with all rules of the dress code. Students are asked to wear either solid 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. Students may not wear wraps in the school, unless they are receiving treatment in the clinic. Solid black or white shoes (soles may be a neutral color) are required. The student will be sent home if their appearance

does not conform to the standards in the opinion of the staff.

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.

Termination

The Dallas Skin Institute 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 must terminate a student's enrollment, a refund, if any, will be determined at the discretion of the Dallas Skin Institute following the Withdrawal Policy. The Dallas Skin Institute 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.

Requirements 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.

Grievances And Complaints

Dallas Skin Institute is dedicated to the fair treatment of and professional conduct with students. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or administrator. That instructor or administrator will engage in an informal process to settle the dispute in good faith. That informal process will involve three steps:

1. An effort to define the problem;
2. An effort to identify acceptable options for resolution; and
3. An attempt to resolve the conflict through the application of one or more of those options.

If the grievance is not resolved, the student may file a formal written complaint directly with the Director of Education. The formal process will require the student's submission of a written complaint, including the specific allegations and the desired remedy, accompanied by any available documentation. The Director of Education will investigate the formal complaint and attempt to resolve it. The Director of Education will notify the student of the decision in writing within three (3) business days of the complaint submission. All formal complaints and details of its resolution will be maintained in the student's file

Please note that Dallas Skin Institute may dismiss a complaint if the student informs the Director of Education in writing that they wish to withdraw the formal complaint, if the student is no longer enrolled at the school, or if specific circumstances prevent the school from gathering sufficient evidence to reach a determination.

If a complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with TDLR. TDLR has a comprehensive enforcement program that investigates and resolves complaints against individuals and entities under its jurisdiction. The fastest way to file a complaint is through the [online complaint system](#).

Complaints filed online:

- are received immediately
- do not require downloading of complaint forms
- may be completed during a time convenient for the complainant

Anyone requiring assistance with filing a complaint online may contact a TDLR customer service representative by phone at 1-800-803-9202. Complaints can also be submitted by mail to:

Enforcement Division
P.O. Box 12157
Austin, Texas 78711

Please download and complete a [complaint form](#) when submitting by mail.

Once a complaint is received, TDLR will evaluate it to determine if the complaint is within its jurisdiction. Within two working days of receiving a complaint, a confirmation notice will be sent to the complainant (the person filing the complaint). While the complaint is under investigation, the complainant will be apprised of TDLR's progress at least periodically.

[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.

Dallas Skin Institute maintains the the following documents for a period of the student's enrollment through 48 months after the student completes the curriculum standards, withdraws, or is terminated:

1. Daily record of attendance
2. All other relevant documents that account for a student's credit

Privacy Policy

Dallas Skin Institute's student privacy and confidentiality policy follows the Family Educational Rights and Privacy Act (FERPA) guidelines.

FERPA was designed to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading information through informal and formal hearings.

Dallas Skin Institute will not disclose students' education records without obtaining prior written consent, except in certain instances where a student's educational records may be disclosed to school administrators with a legitimate interest. These individuals may include persons whom Dallas Skin Institute has employed or contracted with, whose responsibility justifies access to all or part of an educational record for legal, educational, or administrative functions.

Students may inspect and review their own records pertaining to academic standing and other information at any time. Students may also seek amendment of inaccurate or misleading information in their education records.

Dallas Skin Institute depends on the accuracy of the records submitted by its students. False information on an application as well as any act to intentionally mislead or misinform instructional personnel or administrators is grounds for disciplinary action, including dismissal from the school. Students seeking access or amendment to their educational records should contact the Director.

Placement & Employment Preparation

Dallas Skin Institute provides employment assistance to all program graduates. Training in preparation for employment is an integral part of the program curriculum, and guest speakers are brought in to discuss employment options throughout the programs. Students also participate in field trips where they can view potential workplaces and ask questions about employment opportunities. Additionally, placement assistance may include resume writing, job leads, and mock interviews.

Formal job search assistance is not provided until the graduate has passed the TDLR licensure exams for their program and is eligible for employment. Dallas Skin Institute may offer employment referrals depending on student performance.

Dallas Skin Institute cannot and does not guarantee employment.

Housing

Dallas Skin Institute does not provide student housing, nor does it have a formal program to assist a student in locating and/or securing housing. However, staff may be able to connect students who have made inquiries about roommates or answer questions related to the safety of certain areas.

Academic Information

Orientation

Orientation is required for all programs. It takes place prior to the first day of class and all enrolled students are required to attend. The staff member conducting the orientation will provide general information about Dallas Skin Institute, along with the educational objectives of the program, school expectations, rules and regulations. New students must bring their School Catalog, note paper and pencil or pen for note taking.

Class Size

In order to provide personal attention to students and facilitate their learning, Dallas Skin Institute maintains a small class size of no more than 25 students.

Classes for each of Dallas Skin Institute's programs are filled on a first come, first serve basis. Interested individuals are encouraged to apply early.

Academic Calendar

Dallas Campus

Program	Start Date	Completion Date
Esthetics (Twilight/Evening)	1/13/2025	6/5/2025
Esthetics	2/10/2025	7/3/2025
Esthetics (Twilight/Evening)	2/10/2025	6/5/2025
Esthetics	8/11/2025	12/13/2025
Esthetics (Twilight/Evening)	8/4/25	12/20/2025

Amarillo Campus

Program	Start Date	Completion Date
Esthetics	1/13/2025	7/3/2025

Esthetics	2/24/2025	7/3/2025
Esthetics	8/11/2025	12/13/2025

Austin Campus

Program	Start Date	Completion Date
Esthetics	2/24/2025	6/26/2025
Esthetics	8/11/25	12/13/25

If the Dallas Skin Institute cancels or changes a class start date, the student may request that any money paid be transferred to the new start date. The student may also withdraw from the program and receive a refund per the terms of the policy in this Catalog.

DALLAS		
A Day Schedule	B Day Schedule	Twilight Schedule
<u>Monday:</u> In Person 8:15am - 4:30pm	<u>Monday:</u> Virtual Podcast 8:15am - 12:00pm	<u>Monday:</u> Virtual Podcast 8:15am - 12:00pm In Person 5pm - 9pm
<u>Tuesday:</u> Virtual Podcast 8:15am - 12:00pm	<u>Tuesday:</u> In Person 8:15am - 4:30pm	<u>Tuesday:</u> In Person 5pm - 9pm
<u>Wednesday:</u> In Person 8:15am - 4:30pm	<u>Wednesday:</u> NO CLASS	<u>Wednesday:</u> In Person 5pm - 9pm
<u>Thursday:</u> NO CLASS	<u>Thursday:</u> In Person 8:15am - 4:30pm	<u>Thursday:</u> In Person 5pm - 9pm
<u>Friday:</u> In Person 8:15am - 3:30pm (Every Other Friday)	<u>Friday:</u> In Person 8:15am - 3:30pm (Every Other Friday)	<u>Friday:</u> NO CLASS
<u>Saturday:</u> In Person 8:15am - 3:30pm (2x a month)	<u>Saturday:</u> In Person 8:15am - 3:30pm (2x a month)	<u>Saturday:</u> In Person 8:00am - 3:30pm (3x a month)

Amarillo Schedule	Austin Schedule
<u>Monday:</u> <ul style="list-style-type: none"> Virtual Podcast 8:15am - 12:00pm In Person 5pm - 9pm 	<u>Monday:</u> Daytime <ul style="list-style-type: none"> In Person 12:00 PM - 4 PM
<u>Tuesday:</u> <ul style="list-style-type: none"> Virtual Podcast 8:15am - 11:00am In Person 12pm - 4pm 	<u>Tuesday:</u> Daytime <ul style="list-style-type: none"> In Person 8:15 AM - 4 PM
<u>Wednesday:</u> <ul style="list-style-type: none"> In Person 8:15am - 4pm 	<u>Wednesday:</u> Evening <ul style="list-style-type: none"> In Person 5 PM - 9 PM
<u>Thursday:</u> <ul style="list-style-type: none"> In Person 8:15am - 4:00pm 	<u>Thursday:</u> Evening <ul style="list-style-type: none"> In Person 5 PM - 9 PM
<u>Friday:</u> <ul style="list-style-type: none"> In Person 8:15am - 4:00pm (Every Other Friday) 	<u>Friday:</u> <ul style="list-style-type: none"> No Class
<u>Saturday:</u> <ul style="list-style-type: none"> NO CLASS 	<u>Saturday:</u> Daytime <ul style="list-style-type: none"> In Person 8:15 AM - 4 PM 2x a month

Tools And Equipment

Dallas Skin Institute tools and equipment may not be removed from the campus or borrowed by students for personal use or at-home practice. Students are advised that all property of the school must remain on the premises at all times.

Books and working supplies must be paid for before starting a program at Dallas Skin Institute. Students are required to have these items with them at each class session, in order to do all practices assigned.

Library & Other Learning Resources

Dallas Skin Institute maintains a student library at each campus, containing books related to cosmetology and esthetics. The library includes TDLR's *Barbering and Cosmetology Law and Rules Book*, which is on campus at all times.

Additional learning resources are available to students online through the Milady CIMA portal. Through the CIMA portal, students can access a virtual resource center that contains all the books needed for their program of enrollment.

All students receive a hard copy textbook for their program upon enrollment.

Programs

Cosmetology Operator

Length: 27 Semester Credit Hours (1000 Clock Hours)

Delivery Method: Hybrid (500 Clock Hours Online/500 Clock Hours In-Person)

Location: Dallas Campus

Award: Certificate of Completion

Licensing: Prepared for TDLR Cosmetology Operator Exam (Written & Practical)

Description:

Cosmetologists provide personal care services that include caring for people's hair, skin, and nails. Beauty professionals employed in the cosmetology industry include hair stylists, barbers, and estheticians, also called skin care specialists. Dallas Skin Institute's Cosmetology Operator program offers comprehensive training in nails, skin, and hair with an emphasis on cosmetic treatments to improve the health and appearance of skin and hair including:

- Presentations on mannequin
- Practical cut, color and blow-out sessions
- Combining classic manicure + pedicure protocols
- Classic LASH outline techniques and lecture
- Theory and Milady CIMA lecture
- Freehand Beauty shows (self-reliant day)
- Suitability TDLR practical & written state board exam routines
- Introduction to savvy business ideas

This program prepares graduates to sit for and pass the TDLR Cosmetology Operator Exam (Written & Practical). Passing both parts of the exam is required to receive a Cosmetology Operator license and work as a cosmetologist in the state of Texas.

Program Objectives

Upon completion of this program, students will be able to:

- Perform a range of cosmetology techniques including hair cutting, styling, coloring, chemical treatments (such as perms and relaxers), skincare, makeup application, nail care
- Use various cosmetic products, tools, and equipment used in the cosmetology industry.
- Adhere to proper sanitation and safety protocols to ensure the health and well-being of clients and oneself
- Follow the regulations and licensing requirements set forth by the Texas Department of Licensing and Regulation (TDLR) for cosmetology professionals
- Communicate effectively with clients, understand their needs and preferences, and provide appropriate recommendations and services
- Identify proper application techniques for different hair, skin, and nail treatments, as well as understanding product ingredients and their effects
- Use salon management principles, including appointment scheduling, inventory management, retail sales, and financial management
- Implement business practices relevant to cosmetology professionals, such as marketing,

- client retention, and legal considerations
- Demonstrate ethical conduct, integrity, and professionalism in the cosmetology profession
- Pass the Texas cosmetology licensing examination administered by TDLR
- Gain entry level employment in the cosmetology industry

Program Materials

- Milady Standard Cosmetology, 13th Edition, Milady Publishing Corporation, 2020
- Texas Barbering and Cosmetology Law
- Texas Barbering and Cosmetology Rules
- Instructor Handouts
- Cosmetology Kit

Methods Of Instruction

This program includes lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids, and 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.

Program Outline

Modules	Material Covered	Clock Hours	Weeks	Credit Hours
Weeks 1-2	Orientation Into Cosmetology School & Classroom Policies, Sanitation & disinfection, Infection Control, History & Career Opportunities, Draping Techniques, Basics of Shampooing	Sanitation & Disinfection/ Related theory 40 hours Draping Techniques & Shampooing 20 hours Career Opportunities 15 hours Total Hours: 75	2	2

Modules	Material Covered	Clock Hours	Weeks	Credit Hours
Weeks 3-6	<p>Fundamentals of Cosmetology</p> <p>Communicating for Success, Client Consultation, Scalp Care, Shampooing & Conditioning,</p>	<p>Client Consultation 30 hours</p> <p>Scalp Care/ related theory 80 hours</p> <p>Shampooing & Conditioning 40 hours</p> <p>Total Hours:150</p>	4	4
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 25 hours</p> <p>Haircutting & related theory 125 hours</p> <p>Total Hours:150</p>	4	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 45 hours</p> <p>Facial Makeup 25 hours</p> <p>Total Hours:150</p>	4	4

Modules	Material Covered	Clock Hours	Weeks	Credit Hours
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 25 hours</p> <p>Hair Color & Related theory 125 hours</p> <p>Total Hours:150</p>	4	4
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 50 hours</p> <p>Total Hours:150</p>	4	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 80 hours</p> <p>Business Skills 20.12 hours</p> <p>Total Hours:100.12</p>	3	2.67

Modules	Material Covered	Clock Hours	Weeks	Credit Hours
Week 26-28	Business Skills State Board Preparation, Develop resume & Portfolio, Explore the job market	State Board Review & Preparation 50 hours Resume & Portfolio 25 hours Total Hours: 75	3	2
<u>Program Totals:</u>		1,000 Clock Hours	28 Wks	26.67

Esthetician

Length: 20 Semester Credit Hours (750 Clock Hours)

Delivery Method: Hybrid (375 Clock Hours Online/375 Clock Hours In-Person)

Location: Dallas Campus & Amarillo Campus

Award: Certificate of Completion

Licensing: Prepared for TDLR Esthetician Exam (Written & Practical)

Description:

Dallas Skin Institute offers a unique skin care training experience, focused on medspa services and treatments. Students will not only learn esthetics, but also leadership and a sense of purpose alongside beauty pioneers who are changing the cosmetic world. Dallas Skin Institute provides a proven mix of classroom learning and hands-on experience, in a vibrant student community setting. Dallas Skin Institute builds a foundation for a life of professionalism and impact for an exciting career in the esthetics industry. All around the world Dallas Skin Institute's alumni are making a difference in people's lives, confidence, and health. Dallas Skin Institute's Esthetics program offers comprehensive training in advanced esthetics treatments to improve the health and appearance of skin including:

- Hydrafacial®
- Microcurrent "Guinot Hydradermie Lift®"
- Galvanic - "Guinot Hydradermie®"
- Body waxing
- Sugaring by Mo
- Microdermabrasion
- Peels
- European facials
- Back and neck treatment
- Eyelash extensions
- Lash lift
- Spray tanning

- Business

This program prepares graduates to sit for and pass the TDLR Esthetician Exam (Written & Practical). Passing both parts of the exam is required to receive an Esthetician license and work as an esthetician in the state of Texas.

Program Objectives

Upon completion of this program, students will be able to:

- Explain the structure and function of the skin, including its layers, appendages, and related systems
- Identify common skin conditions, disorders, and diseases, as well as factors affecting skin health
- Use a variety of skincare treatments and techniques, such as cleansing, exfoliation, extraction, facial massage, mask application, and specialized treatments like chemical peels, microdermabrasion and other advanced treatments.
- Perform various facial and body treatments, including but not limited to facials, masks, aromatherapy, hair removal (waxing, sugaring), and brow and lash treatments (tinting, shaping)
- Demonstrate knowledge of skincare products, including ingredients, formulations, and their effects on different skin types and conditions
- Analyze product labels and recommend appropriate products based on client needs
- Adhere to strict sanitation and sterilization protocols to maintain a clean and safe environment for clients and practitioners
- Use proper disinfection techniques for tools, equipment, and treatment areas
- Communicate effectively through client consultations, assess skin conditions, identify client concerns and goals, and customize treatment plans accordingly
- Maintain client records and track progress over time
- Apply basic business management skills necessary for establishing and operating a successful esthetics practice, including salon/spa operations, appointment scheduling, retail sales, inventory management, and marketing strategies to attract and retain clients.
- Demonstrate ethical conduct, integrity, and professionalism in the esthetics profession
- Pass the Texas cosmetology licensing examination administered by TDLR
- Gain entry level employment in the esthetics industry

Course Materials

- *Milady Standard Esthetics: Fundamentals, 11th Edition*, Milady Publishing Corporation, 2020
- Esthetician Kit
- Instructor Handouts

Methods of Instruction

This program includes lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids, and 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.

Program Outline

Modules	Material Covered	Clock Hours	Weeks	Credit Hours
Module 1 Intro to the Industry Week 1-5	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 Eyelash Extension Basics State Board Overview Hands on Training Complete Milady CIMA, Station Setup and cleaning protocols, Lash Practice	Orientation & Policies Hours: 8 Intro to the industry/ Sanitation & Disinfection/ Related theory Hours: 20.75 Lash Extensions practice/ Hands on facial Activities Hours: 65 Theory & Milady CIMA Hours: 93.75 Total: 187.5 hours	5	5
Module 2 Esthetics Prep Weeks 6-10	Chapter 2: Anatomy & Physiology 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 Extensions Training: Part 1 - 6 Functional Ingredients 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, Lash extension training.	Esthetics Prep/ Related theory Hours: 35.75 Lash Extensions practice/ Station Setup and Cleanup/ Stateboard Prep/ Understanding Facials Hours: 58 Theory & Milady CIMA Hours: 93.75 Total: 187.5 hours	5	5

Module 3 Facials & Advanced Training Weeks 11 – 15	Chapter 8: Facial Treatments 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 Skin Types & Condition Quiz State Board Prep Ingredients quiz A – Squalane Extensions Training: Part 7 – 10 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	Facials & Advanced Training/ Related theory/ Makeup essentials/ Hair removal Hours: 45.75 Station Setup and Cleanup/ Lash Extensions practice/ Hair Removal practice/ Makeup Basics/ Stateboard Prep/ Facials and Treatments Hours: 48 Theory & Milady CIMA Hours: 93.75 Total: 187.5 hours	5	5
Module 4 Walk to Success Week 16-20	Chapter 8: Career Planning Chapter 9: On the Job Chapter 10: The Beauty Business Ingredients Quiz Sulfur – W State Board Prep – Written & Practical Hands on Training Complete Milady CIMA, Facials and Treatments & services, Ingredients game, Facial recap quiz, Lash extension training, Resume prep, class recap	Walk to Success/ Related theory Hours: 43 Facials and treatments & services / Stateboard Prep/ Resume prep Hours: 50.75 Theory & Milady CIMA Hours: 93.75 Total: 187.5 hours	2-5	5
<div> <div>Total Clock Hours: 750</div> <div>Weeks: 17-20</div> <div>Credits Hours: 20</div> </div>				

Supply List

The following supplies are needed to successfully complete a training program at Dallas Skin Institute.

- Blue or Black Pens
- Red Pens (2)
- Pencils
- Highlighters
- White Three-Ring Binder – 3” size
 - Tabbed section dividers labeled with 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 vocabulary)
 - You may also use a notebook solely for vocabulary
- Disposable Masks
- Portable phone stand and portable phone light for content creating
- Flat Mannequin for lashing (discussed at orientation)

Grading Scale

Dallas Skin Institute utilizes the following grading scale for assessments in its programs

Type	Percentage	Letter Grade	GPA Points
Written Assessments	90% – 100%	A (Excellent)	4.0
	80% – 89%	B (Good)	3.0
	70% – 79%	C (Passing)	2.0
	60% – 69%	D (Needs Improvement)	1.0
	below 60%	F (Fail)	0.0
Practical Assessments	N/A	S (Satisfactory)	N/A
	N/A	U (Unsatisfactory)	N/A
Other	N/A	I (Incomplete)	N/A
	N/A	R (Repeat)	N/A
	N/A	W (Withdrawal)	N/A

Grading Procedures

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.

Practical skills are evaluated according to text procedures as set forth in the **Practical Skills Competency Evaluation Criteria**.

Students must achieve an overall 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.

Distance Education Grading Procedures

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

Model Requirements

Students are responsible for finding their own model. The procedure will take 60 to 90 minutes and the services will be provided at a discounted price. Requirements for the model include:

- Cannot be pregnant.
- Must be flexible, the time of day is not guaranteed.
- Must be 18 or older.
- Must provide a valid driver's license.

Satisfactory Academic Progress

The Satisfactory Academic Progress Policy is applied consistently to all students. Satisfactory Academic Progress is measured in two ways:

- **Qualitatively:** The Cumulative Grade Point Average (CGPA) is reviewed to ensure that the student is meeting a minimum of a 2.0 (equivalent to a 70% or C letter grade) average at the conclusion of each evaluation period.
- **Quantitatively:** The student must earn at least 67% of all credit hours attempted for each evaluation period, enabling completion within the maximum time frame of the program.*

**In order to graduate and be eligible to sit for the TDLR licensing exams, students must complete 100% of all hours in any program.*

A student must be meeting these standards to be considered meeting Satisfactory Academic Progress and in 'Good Standing.' Any student who has not achieved a minimum cumulative GPA of 2.0 or who has not successfully earned at least 67% at each required evaluation period is not considered in 'Good Standing' and is subject to the consequences outlined in this policy.

Maximum Time Frame

Students must complete their program within 150% of the normal program length. This length of time is considered the Maximum Time Frame. Students who have attempted over 150% of the total program credit hours and have not met the graduation requirements, will be withdrawn from the program.

Evaluation Periods

Students will receive a grade report at the end of each course which includes their final grade and credits earned, as well as the cumulative GPA and cumulative credits earned for all courses completed within the program. Formal evaluations will occur at the midpoint, end of the program, and, if needed, at the Maximum Time Frame based on credit hours attempted. Consistent with SAP measurements, the evaluations will assess each student's progress against the qualitative and quantitative standards previously identified.

Evaluation Table

The table below shows the total expected number of clock hours scheduled to be completed at each evaluation point:

Program Name	Program Credit Hours	Midpoint	End of Program	Maximum Time Frame
Cosmetology Operator	28 credit hours	14 attempted/ 9.3 earned	28 attempted/ 18.6 earned	42 attempted/ 28 earned
Esthetician	20 credit hours	10 attempted/ 6.6 earned	20 attempted/ 13.3 earned	30 attempted/ 20 earned

* All evaluation points are based on scheduled hours, which are the hours that the student should have completed based on his/her class schedule.

Warning Period

If a student fails to meet the cumulative 67% of credits attempted earned, and/or the cumulative 2.0 grade average for any evaluation period, he or she will be placed on 'Warning' for the next evaluation period.

Students will be notified in writing when placed on 'Warning.' The notification will include the steps necessary to be removed from the 'Warning' status. In addition, students will receive attendance and/or academic advising from the Director. During this time, an academic improvement plan will be created to assist the student in achieving 'Good Standing' by the end of the 'Warning' period. If the student achieves 'Good Standing' by the end of the 'Warning' period, he or she will be removed from 'Warning' status.

If the student fails to achieve 'Good Standing' and meet satisfactory academic progress requirements at the end of the 'Warning' period, the student will be terminated from Dallas Skin Institute. The institution will notify the student in writing if he or she is being terminated for unsatisfactory academic progress. The student has the option to appeal termination by following the appeal process.

Appeal Process

The student may submit a written appeal of his/her termination within five calendar days of their receipt of the notice of termination. The appeal must be accompanied by documentation of mitigating circumstances that have prevented the student from obtaining 'Good Standing' and evidence that changes have occurred to allow the student to now meet standards of Satisfactory Academic Progress. Only extraordinary circumstances will be considered, such as, but not limited to, death or severe illness in the immediate family. Supporting documentation such as a physician's statement, accident report, or other such statements must be included as part of the appeal.

The Director will assess all appeals and determine whether the student may be permitted to continue in the program on a 'Probationary' status despite not meeting the Satisfactory Academic Progress requirements. The student will be sent a written decision within ten days of the receipt of the appeal. The decision of the Director is final.

In cases where an appeal is accepted, the student is placed on 'Probation' status through the next evaluation period. During this time, an academic improvement plan will be created to assist the student in achieving 'Good Standing' by the end of the 'Probation' period.

Probation Period

If a student fails to meet the Satisfactory Academic Progress standards at the end of the 'Warning' period and successfully appeals the termination, he or she will be placed on 'Probation' status.

Students will be notified in writing when placed on 'Probation'. Any student on 'Probation' will receive attendance and/or academic advising from the Director that will be documented in an academic improvement plan. The academic improvement plan will assist the student in achieving 'Good Standing' by the end of the 'Probation' period. If the student fails to meet the Satisfactory Academic Progress requirements at the end of the 'Probation' period, the student will be terminated from the school.

Transfer and Readmitted Students

Transfer students from outside the institution will be evaluated qualitatively only on the work completed at the Dallas Skin Institute. The maximum time frame is reduced for transfer students based on the remaining length of the program in which they enroll.

A student who voluntarily withdraws or who is administratively withdrawn from the institution and is accepted for readmission must meet maximum time frame requirements for completion with all periods of attendance counted regarding hours attempted versus hours earned. Students readmitted into the same program within 180 days from the last date of attendance will receive academic credit for all previously completed courses.

Incomplete Courses

A grade of Incomplete is not included in the calculation of the cumulative grade point average. However, the final grade issued three (3) days after the end of the course, whether or not the

incomplete coursework was completed, is calculated in the cumulative grade point average. The course hours count as hours attempted for the purpose of calculating progress toward the maximum time frame.

Remedial Courses

Dallas Skin Institute does not offer any remedial courses.

Course Repeat Policy

A failed course may be repeated in an attempt to earn a passing grade. Each attempt counts as credit hours attempted toward the Maximum Time Frame. Only the highest grade earned will be included in the computation of the cumulative grade point average. The student transcript will list each course in which a student has enrolled and earned a grade. The failing grade will be changed to a grade of R on the transcript indicating that a particular course has been repeated. Fees will apply if course needs to be redone.

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" (70%) 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 14 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.

Attendance Policy

Students are expected to be in class on time every day in order to achieve the learning goals for their program of study, whether that class is delivered in person or online. Students, whether present or absent from class, are responsible for knowing all that is announced, discussed, and/or lectured upon in class or laboratory. In addition, students are responsible for submitting on time all assignments and examinations as required in the class. Students are expected to attend all class hours. However, students must have a cumulative attendance rate of 85% or higher at each evaluation point to remain in good standing. (See Satisfactory Academic Program policy.)

Attendance rates will be provided to students at each scheduled evaluation point. If a student's attendance rate is under 85%, the student will complete an advising session to create a plan to improve attendance, which may include scheduling make-up hours.

As all program hours must be completed for a student to graduate and be eligible to sit for the TDLR licensing exam, overtime will be charged to any student who has not completed 750 hours at the end of the Esthetician program enrollment period or 1,000 hours at the end of the Cosmetology Operator program enrollment period (per the enrollment agreement). The hourly tuition rate for the student's program will be charged for each hour needed to complete the program.

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. Students' hours are calculated weekly by a supervisor.

Tardiness and Early Departure

Students should be on time for class and remain for the entire class period. Excessive tardiness will affect a student's academic progress.

Tardiness and Early Departures will be recorded as follows:

Arriving up to 15 minutes late, missing up to 15 minutes of class after a break, or leaving up to 15 minutes early	1 hours of absence
Arriving up to 1 hour late, missing up to 1 hour of class after a break, or leaving up to 1 hour early	2 hours of absence
Arriving more than 1 hour late, missing more than 1 hour of class after a break, or leaving more than 1 hour early	Partial day absence (4 hours)

Excused and Unexcused Absences

All absences count against a student's attendance rate. However, for the purposes of make-up hours, Dallas Skin Institute recognizes excused and unexcused absences.

Excused absences are defined as absences related to illness, family emergencies, bereavement, jury duty, court appointments, or similar. Students must provide documentation verifying the reason for the absence to Dallas Skin Institute staff or faculty to have an absence documented as excused, seventy-two hours prior to the absence and or twenty hours post not attending class.

Any other type of absence is considered unexcused. Or, if documentation cannot be provided supporting an excused absence, it will be considered unexcused.

Make-up hours for excused absences are scheduled at no additional charge to the student.

Make-up hours for unexcused absences are charged at the hourly tuition rate for the student's program.

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

Students must maintain a minimum attendance rate of 85% in each evaluation period to be in good academic standing. Additionally, students must complete 100% of the required program hours in order to graduate and be eligible to sit for the TDLR licensing examination. Students who miss required hours are required to complete 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.

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 higher.
- Complete 100% of required program hours successfully.
- Pay (or have made approved arrangements to pay) all tuition and any fees in full.

FINANCIAL INFORMATION

Cosmetology Operator

Refer to your student contract for the most updated information.

* Non-refundable

**Fee is estimated and based on current cost and subject to change. Please allow 2 weeks for the kit & supplies to be provided. It is non-refundable upon receipt by the student.

Esthetician Program

Refer to your student contract for the most updated information.

* Non-refundable

**Fee is estimated and based on current cost and subject to change. Please allow 2 weeks for the kit & supplies to be provided. It is non-refundable upon receipt by the student.

Payment Methods

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

Refund Policy – Student's Right To Cancel

CANCELLATION AND SETTLEMENT POLICY (Sec. 1603.3601) Dallas Skin Institute provides a full refund of money paid by a student if the student:

- (1) cancels the enrollment agreement or contract not later than midnight of the third day after the date the agreement or contract is signed by the student, excluding Saturdays, Sundays, and legal holidays; or
- (2) entered into the enrollment agreement or contract because of a misrepresentation made:
 - (A) in the advertising or promotional materials of the school; or
 - (B) by an owner or representative of the school.

REFUND POLICY (Sec. 1603.3602). Dallas Skin Institute provides for the refund of any unused parts of tuition, fees, and other charges paid by a student who, at the expiration of the cancellation period established under Section 1603.3601:

- (1) fails to enter the course of training;
- (2) withdraws from the course of training; or
- (3) is terminated from the course of training before completion of the course.

The refund policy must provide that:

- (1) the refund is based on the period of the student's enrollment, computed on the basis of

- course time expressed in scheduled hours, as specified by an enrollment agreement, contract, or other document acceptable to the department;
- (2) the effective date of the termination for refund purposes is the earliest of:
 - (A) the last date of attendance, if the student is terminated by the school;
 - (B) the date the license holder receives the student's written notice of withdrawal;
or
 - (C) 10 school days after the last date of attendance; and
 - (3) the school may retain not more than \$100 if:
 - (A) tuition is collected before the course of training begins; and
 - (B) the student does not begin the course of training before the cancellation period established under Section 1603.3601 expires.

WITHDRAWAL OR TERMINATION OF STUDENT (Sec. 1603.3603). If a student at Dallas Skin Institute begins a course of training that is scheduled to run not more than 12 months and, during the last 50 percent of the course, withdraws from the course or is terminated by the school, the school:

- (1) may retain 100 percent of the tuition and fees paid by the student; and
- (2) is not obligated to refund any additional outstanding tuition.

If a student at a private postsecondary school begins a course of training that is scheduled to run not more than 12 months and, before the last 50 percent of the course, withdraws from the course or is terminated by the school, the school shall refund:

- (1) 90 percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first 10 percent of the course, whichever period is shorter;
- (2) 80 percent of any outstanding tuition for a withdrawal or termination that occurs after the first week or first 10 percent of the course, whichever period is shorter, but within the first three weeks of the course;
- (3) 75 percent of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the course but not later than the completion of the first 25 percent of the course; and
- (4) 50 percent of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the course.

A refund owed under this section must be paid not later than the 30th day after the date the student becomes eligible for the refund.

INTEREST ON REFUND (Sec. 1603.3604).

- (a) If tuition is not refunded within the period required by Section 1603.3603, the private postsecondary school shall pay interest on the amount of the refund for the period beginning the first day after the date the refund period expires and ending the day preceding the date the refund is made.
- (b) If tuition is refunded to a lending institution, the interest shall be paid to that institution and applied against the student's loan.
- (c) The commissioner of education shall annually set the interest rate at a rate sufficient to deter a school from retaining money paid by a student.
- (d) The department may exempt a school from the payment of interest if the school makes a good faith effort to refund the tuition but is unable to locate the student. The school shall provide to the department on request documentation of the effort to locate the student.

REENTRY OF STUDENT AFTER WITHDRAWAL (Sec. 1603.3605). If a student voluntarily withdraws or is terminated after completing 50 percent of the course at a private postsecondary school, the school shall allow the student to reenter at any time during the 48-month period following the date of withdrawal or termination unless the student presents a danger to the other students or staff of the school.

EFFECT OF STUDENT WITHDRAWAL (Sec. 1603.3606). Dallas Skin Institute shall record a grade of incomplete for a student who withdraws but is not entitled to a refund under Section 1603.3603 if the student:

- (1) requests the grade at the time the student withdraws; and
- (2) withdraws for an appropriate reason unrelated to the student's academic status.

A student who receives a grade of incomplete may reenroll in the program during the 48-month period following the date the student withdraws and completes the subjects without payment of additional tuition.

Tuition Protection Account

The Barbering and Cosmetology School Tuition Protection Account helps students impacted by an unexpected school closure.

Students who are placed in another school with no significant changes in the quality of the training will not be entitled to a refund of tuition and fees, as these fees will transfer to the new school.

Students who cannot be placed in another school will have tuition and fees refunded in accordance with Occupations Code §1603.3602.

If you refuse enrollment in another school that is deemed reasonable and equivalent in quality of training, then your tuition and fees will be refunded under the withdrawal or termination of students refund policy of the closed school.

If funds are available in the *Barbering and Cosmetology School Tuition Protection Account*, all refunds due will be paid. Otherwise, TDLR will pay claims on a prorated basis from money available in the account. This account is not intended to pay for attorney's fees, court costs, or other damages.

Requesting a Refund from the Tuition Protection Account

A closed school has up to 30 days from your last date of attendance to issue refunds of tuition and fees to students.

If you were enrolled as a student at a closed school, and you also believe you are owed a refund of some or all of the tuition you paid to the closed school, then please contact the Education and Examination division.

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 Barbering and Cosmetology 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 Barbering and Cosmetology School Tuition Protection Account if:

- a. the student makes a claim for payment on a form approved by the executive director;
- b. a closed private 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;
- c. the executive director determines after investigation that the student is owed the refund; and
- d. 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 school from the Barbering and Cosmetology School Tuition Protection Account if:

- a. the school makes a claim for payment on a form approved by the executive director;
- b. the school has incurred expenses in providing training directly related to educating a student from a closed private school, including the applicable tuition for the period for which the student paid tuition;
- c. the executive director determines after investigation that the school is entitled to payment from the account; and
- d. 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.

The department will pay claims on a pro rata basis from appropriated money available in the account if:

- a. the account contains insufficient assets to pay all claims;
- b. insufficient money has been appropriated to the department from the account to pay all claims; or
- c. the total amount of claims against a single closed school exceeds the amount specified in Subsection (f).

The department will notify a closed private school of any claim made against the closed school under this section. Before the executive director may authorize any payment from the account, the school must have 20 days from the date of notice of the claim to dispute the claim and present evidence to the executive director in opposition to the claim.

If payment is made from the Barbering and Cosmetology School Tuition Protection Account on a claim against a closed private school:

- a. the school must reimburse the account immediately or agree in writing to reimburse the account, on a schedule to be determined by the executive director;
- b. the school must immediately pay the student any additional amount due to the student under the Act or agree in writing to pay the student on a schedule to be determined by the executive director;

- c. payments made by a school to the account under this subsection include interest accruing at the rate of eight percent a year beginning on the date the executive director pays the claim;
- d. the department must be subrogated to all rights of the claimant against the school to the extent of the amount paid to the claimant; and
- e. The department may assess administrative penalties or sanctions against the school and may deny an application for a license, certificate, or permit or an application for renewal of a license, certificate, or permit filed by the holder of the private school license.

For more information: [TDLR School Closure Information for Students](#)

Acknowledgments		
Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.		
I have received a copy of this enrollment agreement and current school catalog.		
<div style="border-top: 1px solid black; margin-top: 50px; text-align: center;"> Signature of Student </div>	<div style="border-top: 1px solid black; margin-top: 50px; text-align: center;"> Date </div>	<div style="border-top: 1px solid black; margin-top: 50px; text-align: center;"> Printed Name of Student </div>
<div style="border-top: 1px solid black; margin-top: 50px; text-align: center;"> Signature of Authorized Official </div>	<div style="border-top: 1px solid black; margin-top: 50px; text-align: center;"> Date </div>	<div style="border-top: 1px solid black; margin-top: 50px; text-align: center;"> Printed Name of Authorized Official </div>