



## SCHOOL CATALOG 2023

109 CRANE AVENUE SUITE #104  
SAN ANTONIO, TEXAS 78214  
(210)999-5994

[WWW.WARESTHETICSINSTITUTE.COM](http://WWW.WARESTHETICSINSTITUTE.COM)

ESTHETICS: 750 HOURS

EYELASH EXTENSIONS: 320 HOURS

**\*ALL PROGRAMS HAVE ORIENTATION VIA GOOGLE MEET THE FIRST WEEK OF SCHOOL\***

Our graduates of the Esthetics and Eyelash Extensions Courses can go on to work for doctors offices, medical spas, hotels, skin care companies, schools, etc. Many open their own businesses.

**Important Information:**

We communicate by email and text at WAR Esthetics Institute. It is **mandatory** that you have daily access to email and text so that you receive important updates and information.

Each Student is responsible for knowing the information in this catalog, WAR Esthetics Institute reserves the right to update policies and/or to revise the curricula.

**MISSION STATEMENT**

At WAR Esthetics Institute our goal is to redefine esthetic education as you know it. We stand by our promise to provide students with not only the highest quality education, but also hands-on training unlike any other. Disclaimer: Our school curriculum is NOT for the weak, as our courses and training are very intensive. Our esthetics educators intend to push our students to the best of their ability. We promise to provide our students with more than the normalized curriculum, in exchange for their time, dedication, and hard work. After graduating, students will leave WAR Esthetics and enter the workforce with ALL skills needed to be successful. WAR Esthetics is your all-in-one institute, because unlike other schools we come with it all; TDLR Licensing, Advanced Certifications, and an onsite Product Store. WAR Esthetics Institute is the place for students that want to gain an education they truly deserve, along with a lifetime mentorship and family.

**LICENSING BODY**

Texas Department of Licensing and Regulation  
920 Colorado Street Austin, Texas 78701 (512)463-6599

**NON-DISCRIMINATION STATEMENT**

WAR Esthetics Institute is an institute created for everyone. At WAR Esthetics Institute we do not discriminate and do not tolerate discrimination including and not limited to bullying, abuse or harassment, on the basis of actual or perceived race, color, religion, national origin, ancestry, age, gender, physical or mental disability, sexual orientation, gender identity or expression, HIV status, or based on association with another person on account of that person's actual or perceived race, color, religion, national origin, ancestry, age, gender, physical or mental disability, sexual orientation, gender identity or expression, or HIV Status.

## **IMPORTANT CONTACT INFORMATION**

WAR Esthetics Institute

Phone: (210)999-5994

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Website: [www.WarEstheticsInstitute.com](http://www.WarEstheticsInstitute.com)

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## **WAR ESTHETICS ORIGIN**

WAR Esthetics Institute is an esthetics school that was founded and created by Melissa Guerra-Vasquez in 2022. Melissa first entered the beauty industry in 1997 when she became a Licensed Massage Therapist at the age of 20. In the years to follow Melissa would become a Licensed Esthetician and Spa Owner. During her journey to pursue her esthetics license, she felt that the education she had paid for, was nothing more than the bare minimum. On top of paying for tuition, she also had to search for and pay out of pocket to receive hands-on training from other private businesses. Melissa went on to become an esthetics instructor, hoping that would allow her to make a difference for other students, however it took no time for her to realize that competing schools had no intentions of raising the standard for esthetic education. Melissa felt that the current education system was unacceptable and a change needed to be made. This is when she sought out to create her own institute that would not only redefine esthetic education, but also become an all-in-one institute for students. Since opening WAR Esthetics Institute, Melissa has already created numerous partnerships with major esthetic companies giving our students access to advanced certifications and advanced service training included in our curriculum. These companies include ColorUp CBD, Ellebanna, BKate Cosmetics, Mirabella Cosmetics, and HydraFacial! We take pride in announcing that WAR Esthetics Institute only works with the best products and companies in the esthetic industry!

## **STUDENT POLICIES AND EXPECTATIONS**

At WAR Esthetics Institute we are dedicated to providing students with the highest quality education and hands-on training they can receive. We promise to provide our students with more than the normalized curriculum, in exchange for their time, dedication, and hard work.

### **FACILITIES AND EQUIPMENT**

WAR Esthetics Institute is over 3600 square feet with state-of-the-art equipment and spacious areas for skin and lash instruction including classrooms, practice and office areas. We do not offer hair or nail programs at this time.

### **CLASS SIZE**

The class size is limited for all programs. Early enrollment is encouraged.

### **OPERATING HOURS**

Monday-Friday: 9:00am - 9:30pm

Saturday: 9:00am - 3:00pm

Sunday: CLOSED

*Hours of Attendance depend on the schedule and course selected.*

### **GRADUATE STATISTICS**

- Graduation rate-NEW SCHOOL, **Will be provided after first class graduates in 2023.**
- Placement rate-NEW SCHOOL, **Will be provided after first class graduates in 2023.**
- Licensure rate-NEW SCHOOL, **Will be provided after first class graduates in 2023.**

### **EDUCATIONAL REQUIREMENTS**

Students must have a high school diploma or G.E.D Certificate to enroll. WAR Esthetics Institute does not admit ability-to-benefit students.

### **ADMISSIONS REQUIREMENTS**

The following are required for admission to all programs at WAR Esthetics Institute:

- Down payment for in house payment plans and a credit card on file for automatic payment withdrawal for bi weekly payments.
- Copy of student's high school transcript or diploma with the graduation date or G.E.D certificate. The transcript must be on file by the day of enrollment
- Copy of student's valid government issued ID (i.e. drivers license, passport)
- Social Security Number

### **HOW TO ENROLL**

1. Make sure you meet our Standard Admission Requirements
2. Schedule a campus tour by phone or online, or submit an information request form on our website. During your tour speak with our admissions team to discuss enrollment.
3. Discuss finance options and payment plans with our financial team
4. Complete our student application in office. There is no fee for submitting this application. Once the application is submitted, our admissions team will schedule a phone interview with our WAR President to ensure WAR is the correct fit for you.
5. Once the phone interview with our WAR President is completed, our administration will alert students of their acceptance or rejection.
6. Upon acceptance, students will set up an enrollment meeting in which the student will sign a school contract. A payment plan will also be set up at this time if the tuition is not paid in full or covered by financial aid funding.

### **TRANSFERS**

A transfer student may be accepted after careful evaluation of the student's academic records. Each transfer is evaluated individually. We do not recruit students who are already attending or have been admitted to other schools offering similar programs.

## **RE-ENTRY POLICY**

In the event a student wishes to re-enroll. It is determined how many hours the student has left to complete, they are re-enrolled with a new contract, tuition is prorated at the current tuition rate, and they are re-enrolled with TDLR. The student will be re-enrolled in the same satisfactory progress status at which he or she departed. Students must pay a re-entry fee of \$125 to re-enroll.

## **2022-2023 HOLIDAYS & SCHOOL CLOSURES**

We are closed for school holidays/breaks on the following dates:

Veterans Day- November 11, 2022  
Thanksgiving Break- November 19-27, 2022  
Winter Holiday Break- December 17, 2022-January 3, 2023  
Martin Luther King Jr. Day- January 16, 2023  
Presidents Day- February 20, 2023  
Spring Break- March 11-19, 2023  
Easter Break- April 7-10, 2023  
Fiesta Break- April 28- 29, 2023  
Instrutor & Staff Prep Day- May 1, 2023  
Memorial Day- May 29, 2023  
Juneteenth Day- June 19, 2023  
Summer Break- July 1-10, 2023  
Labor Day- September 4, 2023  
Indigenous People Day- October 9, 2023  
Veterans Day- November 10, 2023  
Thanksgiving Break- November 20-27, 2023  
Winter Holiday Break- December 18, 2023- January 2024

The Institute may also close for administration days or severe weather. Students will be notified of school closures via text and email.

## **STUDENT TIPS**

Students may keep the tips that they earn during their treatments. Students may receive cash tips directly from their clients.

## **PHOTO RELEASE**

Students' photos may be used in marketing including signs, flyers, websites, and emails. If you do not wish to be in such materials, please select no in our student enrollment agreement.

## **DISABILITY SERVICES**

We are committed to providing a quality education to all students, including those with disabilities. For more information on disability services, please contact our administrative staff at (210)999-5994

## **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 the School Director to review their file. 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. WAR Esthetics Institute requires that a release form be completed for each third party request of information. WAR Esthetics Institute provides access to student records without written consent to its accrediting agency, the United States Department of Education, the State Licensing Agency and any other school official. The school maintains a record of all release forms and requests for information.

## **GRADUATION REQUIREMENTS**

The school will grant a diploma of graduation for the applicable program of study when the student has successfully completed all levels of study, required tests, practical assignments, treatment logs and passed a final written and practical examination; completed the required hours; completed exit paperwork; and made satisfactory arrangements for payment of all debts owed to the school. Students with unsatisfied balances will not be allowed to graduate and will not receive their diploma and/or any additional certificates received until the balance is paid in full.

## **EMPLOYMENT ASSISTANCE**

The school will assist graduates in finding suitable employment by posting area employment opportunities and teaching job readiness classes, but placement is not guaranteed.

## **DRESS CODE**

All students are responsible for looking their best. Students should reflect the beauty industry that they are studying to become a part of. Students are required to wear grape/purple scrubs or school shirts when allowed. Shoes should be "spa shoes", meaning no heel with soft and quiet soles (think Crocs or Toms slip-ons). They must have closed toes with a back and can be any color. Nails need to be neatly groomed at a reasonable length. Male students must keep facial hair trimmed. Students should be prepared to remove makeup for practice facial treatments when necessary. Receiving facials enriches learning and is just as important as giving facials. Students may be asked to leave for the day resulting in loss of hours if they break dress code. Students are considered beauty professionals and should look the part at all times!!

## **TIME CLOCK POLICY, PERMITS, & HOURS**

All students will be given a student permit. This is part of your dress code and must be worn every day while in the building. TDLR (Texas Department of Licensing and Regulation) requires all students to clock in and out daily. Clocking in is the first thing that each student should do upon arrival. If a student leaves the campus for lunch or personal reasons, **THEY MUST CLOCK OUT**. If hours are missed by missing clock-in, please let a manager know immediately. Hours are crucial for each student to successfully complete the program and graduate with the hours required by the state of Texas.

## **RULES ABOUT CLOCKING HOURS**

1. Students must clock in and out any time they enter or leave the building. Students clock in or out with a personal pin and a sign in sheet.
2. A 30 minute break is required for any student who is at school 8 hours or more any given day.
3. Students can be at school a maximum of 12 hours per day and 48 hours per week.
4. Students who forget their permit must clock in and come directly to a manager to receive a temporary permit.
5. Students must **ALWAYS** have their permit and TDLR Rules & Regulations book when they are at school. Inspectors will be checking for these two things.
6. Hours are turned into TDLR at the beginning of every month for the previous month (i.e. all hours for May will be turned in at the beginning of June).
7. Students will get an email from TDLR when their hours have been posted each month.

## **PARKING**

Students may park in our parking lot or off Crane Ave not occupying any spaces in front of South China. If parking off Crane Ave, please be aware of where you are parking and any signage that include: no parking, fire lanes, tow zones, etc. WAR Esthetics Institute is not responsible for personal belongings, theft, vandalism, any fees or damages should your vehicle be towed and/or involved in an accident in our parking lot or off Crane Ave.

## **GRADES**

All training must be completed with an overall 75% grade average. The grading scale is A= 90-100; B= 80-89; C=70-79; F (FAILING) = 0-69. Students must achieve a 90% on Practical test to show mastery before they work on clients.

## **MISSING SCHOOL**

Everyone gets sick, has car troubles, runs late, gets stuck in traffic, or needs a personal day off, and here at WAR Esthetics Institute we understand this. Any time a student feels they may miss a day, they must contact administration no later than one hour prior to class time. For example, if class begins at 9:00 a.m. students should contact their instructor or call the school no later than 8:00 a.m. This is especially crucial for students who are taking client appointments, as we will need to call clients to reschedule. Failure to give proper notice will result in a write up, subject to instructor approval. Repeat write ups can result in an expulsion or suspension.

Students may not miss more than 7 days in a 10-week period. If a student misses any days during a 10-week period, those days are considered unexcused unless documentation for the following can be provided:

***Documented Car Accident***

***Documented Doctor/Hospital/ER Stay***

***Documented Contagious Illness***

***Documented Death of a Family Member***

***Documented Military Deployment***

***Documented Loss of Child Care (Child Care provider must be provided at enrollment and updated with admissions as necessary to receive this excused absence)***

Once documentation is provided for any of the above reasons, the absence will be considered excused. Your contract end date will be extended one day for every excused absence day. Admissions reviews absences every 10 weeks to determine the status of your absences.

7 days missed in a 10-week period will result in an evaluation of the attendance and pink slips will be written with disciplinary action taken, whether it be a warning, out of school suspension or a termination.

A students' class work must be caught up to move on to the next status of their program, whether the absence is excused or unexcused.

You will be automatically dropped from the program if you miss more than 7 days in a row without submitting a leave of absence for the 7 days.

Federal Financial Aid attendance policies override our school attendance policy for those that are receiving Title IV funding. Be advised that taking the maximum amount of days allowed by the school may result in failing out of compliance with the Department of Education or with your enrollment contract completion date.

**TARDY POLICY-** Students are allowed a 30 minute grace period. For example, if class begins at 9:00 a.m. students have until 9:30 to arrive at class. However, students are still responsible for notifying their instructor if they will be arriving past 9 a.m. If a student arrives at 9:30, but did not notify their instructor of their tardiness, this will result in a write up, subject to instructor approval. If a student arrives at class past 9:30 a.m., they will not be allowed to enter class unless they had prior approval from their instructor. Repeat write ups can result in expulsion or suspension.

**ATTENDANCE POLICY FOR VA STUDENTS (\*WAR Esthetics Institute is not eligible for such funds at this time).**

Students using veterans' benefits to attend WAR Esthetics Institute will have attendance monitored until the time the student drops, graduates, or completes the program. Unsatisfactory attendance will be reported to the DV A even if the VA student has completed the required number of hours and no refund is due the student and/or refund sources. Therefore, the attendance policy (20% of the total program and/or being absent five [5] consecutive days) will apply throughout the student's stay in school. All violations of the attendance policy will be reported to DV A on VA Form 22-I 999b within 30 days at such time the student exceeds the allowed number of absences.

## **VACATION**

Students who have a planned trip should let student administration know in writing (e-mail is acceptable). Failure to follow this attendance policy may result in a student review. In most cases a LOA will be required of the student. We encourage you to avoid vacation or absence during your time in school, however scheduling this during your senior status will be the most ideal time within your course.

## **LEAVE OF ABSENCE**

Students who anticipate missing 7 or more calendar days must apply in writing for a leave of absence. Students must follow this policy in requesting a Leave of Absence. The application must be received in advance of the leave. Leaves of absence will only be granted for extenuating circumstances, such as medical issues. The reason for the request of the Leave of Absence must be included by the student and contain the student's signature and date of the request. In the event that a student is unable to provide the request in advance, the school may determine that a Leave of Absence should be granted. The school shall document why the Leave of Absence was warranted (such as a car accident). The school will gather the documentation necessary to have granted such a leave at a later date. The start date of the Leave of Absence will be the first date that the student was absent as a result of the event. ***Administration will determine the best day to reenter the school.*** Leaves of absence will extend a student's contract



period by the same number of days taken in the leave. A contract addendum is used to document the change in contract end date. Signatures and dates will be required of the student, and the school to document the revision. Leaves of absence may not exceed 180 days in any twelve-month period. A student granted a Leave of Absence is not considered to have withdrawn, and therefore no refund calculation is performed. If a student does not return from a leave on the scheduled return date, he or she will be dropped with the withdrawal date being the student's last day of physical attendance. No additional charges will be assessed as a result of a student's leave.

### **OVER CONTRACT FEE**

All students receive a contracted end date tailored to their schedule. It is important that students commit to the schedule that they choose in order to receive the best education possible. If you go over your contract date you will be responsible for paying out of pocket the hourly rate of **\$25.00** per hour to complete your course.

### **LATE FEES/NSF FEES**

There will be a \$50 Late Fee for all payments made after the payment due date. There will be a \$50 NSF Fee for all returned checks. If a payment NSF's after the payment due date, the \$50 Late Fee will also be applied.

### **APPOINTMENT SCHEDULE (TBD)**

Students are responsible for maintaining their schedules in our appointment software, (TBD) by letting the supervisor know of any upcoming absences. Students' schedules must be correct for each day that they are in school.

### **THEFT**

Any student found stealing property from other students or WAR Esthetics Institute will be expelled immediately.

### **SMOKING/ILLEGAL DRUGS**

**ABSOLUTELY NO DRUGS OR SMOKING ON CAMPUS!** This is a rule that is part of the dress code and professional etiquette. Students must leave the campus area to smoke and must not return smelling of smoke. This also applies to vapes and/or electronic smoking devices. If you are suspected or found under the influence you will be asked to clock out and go home which could lead to being suspended or expelled.

### **WEAPONS**

**ABSOLUTELY NO WEAPONS ON CAMPUS!** No firearms or any other weapon(s) are allowed on this property, including concealed.

### **CELL PHONES**

Please keep phones on silent, as this is a spa setting and we want to respect other students as well as our clients. Students are allowed to use and check their phones as long as they are on break or lunch and it is not disruptive to others.

### **ATTITUDE**

We hope that all students will have a professional and positive attitude while attending WAR Esthetics Institute. We want this to be a fun, exciting learning environment, but we need students to have the same upbeat attitude to help maintain morale and keep everyone happy. 😊

### **STUDENT DISAGREEMENTS**

If a student has a problem with another student or staff member, he or she must fill out a Grievance Form and turn it in to management. We want this to be a mature and nurturing environment, so please help us make that happen!

### **SPA ATTENDANT DUTIES**

Spa duties are mandatory for all students. Having a clean environment for clients to see when they walk through the door is a must! Maintaining cleanliness throughout the day is important due to walk-in clients. ***All equipment must be turned off at the end of the day to avoid fire hazards.*** Spa Attendant duties are the foundation for repeat clientele and compliance with sanitation regulations. Students are required to know the set-up and demonstrate the ability to turn over a room in an appropriate amount of time. Changing the sheets, emptying the garbage and linen bins, restocking the back bar and retail. Maintaining gowns/robes, hot towel cabinets, candles, equipment sanitization, and much more goes into being prepared for each client. You are not limited to any thing that is required to maintain the "WAR Standard".

## **MARKETING STUDENT SERVICES**

Students will find that most clients do not book without some kind of message being sent to them about available services. We are fortunate to have a list of people to call who have shown an interest in getting a spa treatment. We consistently send out mass emails to help book appointments, but students must also do their best to bring in clients to work on.

## **STUDENT CLINIC RESPONSIBILITIES**

Students may be given appointments on any day that they are scheduled to be here. They will also be asked to fill in as Spa Attendant or Reception Greeter if needed. Shift work in the reception area will be performed by all students. Please do not give instructors a hard time if assigned to shift work. These are real-world skills that can help you in your future job. You must maintain your schedule and once you are in Student Clinic status you must keep your schedule open to attend school. You will be required and responsible for completing your 200 hours in “hands on”. Once you get to phase 3, “Student Clinic” your current school schedule will be altered to Tuesday thru Saturday and no longer be Monday thru Friday.

## **RESPECT YOUR INSTRUCTORS AND THEIR TIME**

Instructors have scheduled classes that they must teach on time. Students who are in the class and if they have already attended the class and are practicing something else, they should refrain from interrupting an instructor while he/she is teaching. Instead, students should work with the instructor on a time that he/she can answer questions or help. We offer a friendly, easy-going, and self-paced atmosphere, but students are required to follow directions from their instructors. Please pay attention when taking a class and participate. It is important to remember all of these rules. Failure to comply could result in expulsion as we have complete confidence in our staff’s etiquette, knowing that they truly have students’ best interests at heart. They wouldn’t be WAR Esthetics Institute material if they didn’t!

## **EMPLOYMENT OPPORTUNITIES AT WAR ESTHETICS INSTITUTE AFTER GRADUATION**

We have a thriving spa with an established clientele treated by successful Estheticians. We are constantly looking for students who are a perfect fit to share our philosophy and mission. Only a few have earned the title of being a WAR Esthetics Employee, but you can be one of them! You are basically in a 750-hour job interview during your time in school. We are looking for people who have a gifted skill set, are hard-working, and above all have a positive attitude. We only consider students who are kind, supportive, and active in carrying out our WAR Esthetics mission.

## **WORK HOURS AND ENVIRONMENT**

Professionals in esthetician-related fields work in clean and sterile environments. They must frequently sterilize equipment and organize their environment for safety and work efficiency. They may also wash their hands frequently or wear masks and gloves, depending on the procedure. Some estheticians work in spas where the atmosphere is calm and pleasant, often with relaxing background music. Other estheticians work in salons, but are often placed in private rooms. Evenings and weekends work hours are common. They may stand on their feet for long periods or may have the option to sit, depending on the treatment they are providing. They can work full-time or part-time. Some even work more than 40 hours a week.

## **SCHOLARSHIPS (Coming Soon)**

All employees/independent contractors of WAR Esthetics Institute are eligible for a scholarship at WAR Esthetics Institute upon approval from management. If their employment at WAR Esthetics Institute ends, the student may remain enrolled on a cash pay basis.

## **DISCIPLINARY POLICY**

**Please be advised that any incidents or any general misconduct of WAR Esthetics Institute policies or TDLR policies, or your enrollment agreement could result in a pink slip and any of the following disciplinary actions: COUNSELING/WARNING, SUSPENSION, OR TERMINATION.**

Disciplinary action can be taken in the building, in our outdoor areas, and on all field trips. A student cannot receive more than three warnings before action is taken, however any single incident may result right away in a suspension or a Dismissal/Termination.

- a) **WARNING:** A counseling/disciplinary form is given, and the student may return to class with a warning.
- b) **SUSPENSION:** A disciplinary/reprimand form is given, and enrollment may be immediately suspended for three [3] days at the discretion of the school
- c) **DISMISSAL/EXPULSION/TERMINATION:** Enrollment may be terminated at the discretion of school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the institution. Disciplinary decisions may be appealed, if permitted in your Termination Letter, by submitting a written statement containing as much detail and information as you can within 10 days of your termination. The appeal will be reviewed by the school administration and the student will be notified of the decision within 30 days of the receipt of the appeal. Students are encouraged to voice their grievances with school management or the corporate office by means of the Institution's Grievance Procedure. Students terminated for conduct violations may be readmitted at the discretion of school management or owner however **IMPROPER Conduct** generally results in a low chance for re enrollment.

### **GROUND FOR IMMEDIATE EXPULSION/TERMINATION DUE TO IMPROPER MISCONDUCT & POLICY NON COMPLIANCE:**

Alteration of Grade Reporting  
Breaking and Entering School Property  
Any Criminal Act, Including one that causes Bodily Harm or Stealing  
Reckless Endangerment  
Fighting with an Instructor or Manager with or without Bodily Harm  
Disruption of Client Treatments  
Sexual Harassment/Harassment  
Illegal Drugs/Smoking/Vaping anywhere on school premises including the Outdoor Areas  
Misappropriation (Stealing) Client Lists  
Any Non-Compliance of our Disciplinary Policy that management deems grounds for Expulsion  
Breaking TDLR Rules  
Going over your Max Time Frame

All students sign a copy of the Disciplinary Policy in orientation and it is retained in your student folder as acknowledgement of your understanding. WAR Esthetics Institute does not require additional signatures on each slip to take action. We hold our students to a very high standard and do not tolerate threats or verbal/physical attacks that will hinder the learning environment for the rest of the currently enrolled students and staff.

## **SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

### **\*\*WAR ESTHETICS INSTITUTE IS NOT ELIGIBLE FOR SUCH FUNDS AT THIS TIME\*\***

1. All students, regardless of course or attendance schedule are required to maintain satisfactory progress throughout their training to be in compliance with institutional policy and to remain eligible for HEA, Title IV federal student financial assistance. Satisfactory progress is measured in both quantitative terms (attendance), as well as qualitative terms (academics/grades). Students must meet the school's attendance standard and the academic standard on a cumulative basis (start date to evaluation date) to be considered as making satisfactory progress unless the student is on probation as defined in this policy. This policy is available so applicants can understand the requirements prior to enrollment.

#### **2. ATTENDANCE STANDARD**

Students must maintain an attendance rate of 67% at the evaluation point to be considered to be in satisfactory academic progress.

#### **3. ACADEMIC STANDARD**

All training must be completed with an overall 75% grade point average. The grading scale is:

A= 90-100; B= 80-89; C= 70-79; F (FAILING)= 0-69.

*(However, please note that students must achieve a 90% on the Practical test to show mastery before they work on clients.)*

Students must maintain an academic average of at least 75% (C) or higher to meet this policy.

#### **4. EVALUATION PERIODS**

Progress will be evaluated at the following ACTUAL hour intervals:

Esthetics: 375 hours, 750 hours

Eyelash Extensions: 160 hours, 320 hours

Students who meet the 67% attendance standard and the 75% academic standard will be considered to be making satisfactory progress until the next scheduled evaluation. Students will receive a hard copy of their satisfactory academic progress determination at the time of each evaluation. Students deemed not maintaining satisfactory academic progress may have their Title IV\* funding interrupted unless the student is on warning or has prevailed upon appeal resulting in a status of probation (*\*WAR Esthetics Institute is not yet eligible for such funds at this time*).

#### **5. WARNING**

Students who fail to meet the minimum requirements for attendance or academic progress are placed on **warning and are not considered making Satisfactory Academic Progress (SAP)**. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation, which is normally at the end of the current payment period.

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

During this period, the student will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment should be completed before the student resumes classes.

#### **6. FINANCIAL AID PROBATION**

A student can be placed on Financial Aid Probation for one payment period only if their appeal is granted as outlined by the appeal process.

Any student that prevails upon the appeal process shall be placed on Financial Aid Probation and will be eligible to receive Title IV, HEA during this period. A student placed on Financial Aid Probation may receive Title IV, HEA program funds for that payment period. While on Title IV, HEA Financial Aid Probation, the student must meet the institution's SAP standards by the end of the payment period.

Students placed on Financial Aid Probation with an academic plan must complete the requirements of the Academic Improvement Plan by the end of the payment period. The Academic Improvement Plan is developed by the institution to assist the student in regaining their Title IV, HEA eligibility by regaining SAP. The student's approval email/letter will explain all requirements that must be met during his/her probationary period to continue to receive financial aid.

***A student who fails to complete a single course or has a complete withdrawal from WAR Esthetics Institute after receiving financial aid may be automatically placed on suspension.***

## **7. TITLE IV, HEA APPEAL PROCEDURES OF SUSPENSION**

A student who loses their financial aid eligibility due to not making SAP at the end of a financial aid warning has the right to file an appeal regarding their SAP evaluations.

A student who wishes to appeal his or her ***Financial Aid Suspension*** and loss of Title IV, HEA eligibility, and has extenuating circumstances may appeal a financial aid suspension by submitting a written appeal to the Financial Aid Director within 5 calendar days of a negative progress determination. Appeals must explain ***in detail*** why the student failed to meet the minimum academic standards, what extenuating circumstances caused the failure, and how the situation has since improved.

Examples of extenuating circumstances include illness, medical issues with immediate family members, or a death in the family. ***Personal or financial issues with family, friends, or roommates are not considered extenuating circumstances.***

## **8. RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS/REINSTATEMENT OF FEDERAL FINANCIAL AID**

Students must re-establish satisfactory academic progress and Title IV eligibility by the end of the warning/probationary period in order to regain Title IV, HEA funds. If the student does not reach satisfactory academic progress by the next payment period, the student will remain ineligible for Title IV, HEA funding.

## **9. LEAVE OF ABSENCE AND WITHDRAWALS**

Students must submit a written request for a leave of absence in advance that includes the reason for the leave, the dates of the desired leave, and the student's signature. WAR Esthetics Institute may grant a leave of absence to a student who did not apply in advance for the leave due to unforeseen circumstances (i.e car accident or injury) that prevent the student from doing so. In this case, the beginning date of the leave is determined by the institution to be the first date the student was unable to attend school because of the accident or injury. If enrollment is temporarily interrupted for a leave of absence. Hours elapsed during a leave of absence will extend the student's contract and maximum time frame period by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. There is a maximum of 180 days of leave of absence for a 12 month period. No additional charges will be assessed as a result of a student's leave. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. A student who withdraws from a class prior to its completion is permitted to repeat that class at a later date.

## **10. COURSE INCOMPLETES, REPETITIONS AND NON-CREDIT REMEDIAL COURSES**

Course Incompletes, Repetitions and Non-Credit Remedial Courses do not apply to this institution and therefore, these items have no effect upon the school's satisfactory academic progress standards.

## **11. TRANSFER HOURS**

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame (150% Title IV, HEA requirements) has been exhausted.

SAP evaluation periods are based on actual contracted hours at the school.

## **12. MAXIMUM TIME FRAME**

Students who maintain satisfactory progress in attendance will complete the program during the allowable maximum time frame of 150%. Students who have not completed the course within the maximum time frame may continue as a student at the institution on a cash pay basis.

## **ADDITIONAL POLICIES**

### **SECTION 1602.457 CANCELLATION AND SETTLEMENT POLICY**

The holder of a private beauty culture school license shall maintain a cancellation and settlement policy that provides a full refund of money paid by a student if the student:

1. Cancels the enrollment agreement or contract no 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.

### **SECTION 1602.458 REFUND POLICY**

The holder of a private beauty culture school license shall maintain a refund policy to provide for the refund of any unused part of tuition, fees, and other charges paid by a student who, at the expiration of the cancellation period established under Section 1602.457:

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
  - c) written notice of withdrawal; or
  - d) 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 fails to withdraw from the course of training before the cancellation period expires

## **SCHOOL CLOSURE/COURSE CANCELLATION**

In the event that WAR Esthetics Institute cancels the course in which a student is enrolled or permanently closes the school *before* instruction has begun, students will be refunded the full amount paid. In the event that WAR Esthetics Institute cancels the course or permanently closes the school *after* instruction has begun, students will receive a prorated refund of tuition.

**SECTION 1602.459 WITHDRAWAL OR TERMINATION OF STUDENT**

If a student begins a course of training at a private beauty culture school 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:

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

If a student begins a course of training at a private beauty culture school 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:

- a) 90 percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the course, whichever period is shorter;
- b) 80 percent of any outstanding tuition for a withdrawal or termination that occurs after the first week or first one-tenth of the course, whichever period is shorter, but within the first three weeks of the course;
- c) 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
- d) 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.

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



## 2023 COURSE CURRICULUM



## **ESTHETICIAN LICENSING PROGRAM**

### **COURSE DESCRIPTION**

The purpose of this course is to prepare the students to perform exceptional skin care services and educate clients as well as inform them of basic theories and principles of the profession by using both academic learning and hands-on practical experience. The students are educated in the structure and function of skin, bones, nutrition, removal of superfluous hair, sanitation, sterilization, sales of retail products, and electricity, product knowledge and chemistry, professional ethics, and business within the industry. The minimum course length, as mandated by the State of Texas, is 750 clock hours.

### **COURSE OBJECTIVE**

Upon successful completion of the course, the student will have acquired technical abilities, academic theories, and business skills in compliance with the requirements of the Texas Department of Licensing and Regulations. The skills and theories are presented progressively. This approach permits each student to attain the maximum degree of technical and academic ability, as well as the safety measures, and professional procedures to obtain gainful employment.

### **INSTRUCTION**

*Full Time- 40 Clock hours a week; Part Time- 20 clock hours a week*

- I. ORIENTATION- 50 hours**
  - a. School Catalog
  - b. Infection Control
  - c. TDLR Laws & Regulations
  - d. Life Skills
  - e. Professional Image
  - f. Communicating for Success
  - g. Career Opportunity & History of Esthetics
- 2. BASIC FACIAL- 150 HOURS**
  - a. Anatomy & Physiology
  - b. Physiology & Histology of the Skin
  - c. Disorder & Diseases of the Skin
  - d. The Healthy Professional
  - e. Skin Analysis
  - f. Chemistry & Chemical Safety
  - g. Skin Care Products
  - h. The Treatment Room
  - i. Facial Treatment
  - j. Massage Facial
  - k. Product Knowledge & Ingredients
  - l. TDLR Rules & Regulations
- 3. ADVANCED ESTHETICS- 150 HOURS**
  - a. Facial Devices & Technology
  - b. Hair Removal
  - c. Advanced Topics & Treatment

- d. Client Consultations
- e. Product Knowledge & Ingredients
- f. TDLR Rules & Regulations
- 4. THE WORLD OF MAKEUP- 50 HOURS**
  - a. Analyzing Features and Face Shapes
  - b. Artificial Lashes
  - c. Semi-Permanent Eyelash Extensions
  - d. Implements for Makeup Applications
  - e. TDLR Rules & Regulations
- 5. STATE BOARD EXAMINATION- 70 HOURS**
  - a. PSI Candidate Information Bulletin
  - b. Written Examination
  - c. Practical Examination
  - d. TDLR Rules & Regulations
- 6. CAREER PLANNING- 30 HOURS**
  - a. Resume
  - b. Job Interview
  - c. Job Board
- 7. STUDENT TRAINING- 200 HOURS**
  - a. Practical
  - b. Salon Sanitation
  - c. Salon Inventory
  - d. TDLR Rules & Regulations
- 8. SALON FRONT DESK ETIQUETTE & PHONE CALL- 50 HOURS**
  - a. Client Consultations
  - b. Rebooking Clients
  - c. Retail Sales

**TOTAL HOURS.....750 HOURS**  
***COURSE FORMAT & INSTRUCTIONAL METHODS USED TO TEACH THE PROGRAMS.***

**EVALUATION PROCEDURES:**

**1. THEORY & PRACTICAL EXAMS**

Students will be evaluated periodically on academic and practical skill development. Practical learning is evaluated using written criteria. The institute utilizes assessment tools with specific criteria for grading or scoring practical skills and evaluations results are provided to students. Practical skills evaluations may be performed on patrons according to the course.

**2. GRADING SCALE**

93-100	Excellent
85-92	Very Good
75-84	Satisfactory
74 and Below	Unsatisfactory

**3. TESTING PROCEDURES**

Instructional staff will follow the testing procedures guidelines by the Institute, ensuring that all academics are correct and concise, by Milady's Course management guide and the Institutes may provide the additional exam

#### **4. REFERENCE**

- a. Milady's Standard Esthetic, 12th Edition Mindtap or Textbook
- b. TDLR Administrative Rules & Regulations & Cosmetology Laws
- c. PSI-CIB: Esthetician License Examination

#### **5. EDUCATIONAL GOALS**

After the Esthetic Program, the student would have learned technical abilities, be prepared for the state exams and licensing, obtain retail experience and learn to build their business, to obtain gainful employment.

## **EYELASH EXTENSION SPECIALTY LICENSING PROGRAM**

### **COURSE DESCRIPTION**

The primary purpose of this course is to prepare students to perform semi-permanent eyelash extension services to clients as well as inform them of basic theories and principles of the profession by using both basic theories and principles of the profession by using both academic learning and hands-on practical experience. The student is educated in eye shapes, consultation, proper technique of application and removal of semi-permanent eyelash extensions, sanitation, disinfection, sterilization, sales of retail products, product knowledge and chemistry, professional ethics, and business with the industry. The minimum course length, as mandated by the State of Texas, is 320 clock hours.

### **COURSE OBJECTIVE**

Upon successful completion of the course, students will have acquired technical abilities, academic theories, and business skills in compliance with the requirements of the Texas Department of Licensing and Regulations. The skills and theories are presented in a progressive manner. This approach permits each student to attain the maximum degree of technical and academic ability, as well as safety measures, and professional procedures required in order to obtain employment.

### **INSTRUCTION**

*Full Time- 30 clock hours a week; Part Time- 20 clock hours per week*

- 1. ORIENTATION- 40 HOURS**
  - a. School Catalog
  - b. Infection Control; Principal & Practices
  - c. TDLR Rules & Regulations
  - d. Autoclave/Sterilization Procedures
  - e. First Aid & Safety
- 2. SEMI-PERMANENT EYELASH EXTENSION- 100 HOURS**
  - a. Client Consultation
  - b. Preparation, Health & Safety
  - c. Eyelash Growth
  - d. Procedure
  - e. Supplies, Tools & Product Selection
  - f. Technique & Application Variations
  - g. Lash Removal
  - h. After the Procedure Care
- 3. STATE OF EXAMINATION- 30 HOURS**
  - a. PSI Candidate Information Bulletin
  - b. TDLR Laws & Rules
  - c. Written Examination
  - d. Practical Examination
- 4. STUDENT TRAINING- 120 HOURS**
  - a. Practical
  - b. Salon Sanitation
  - c. Salon Inventory

- d. TDLR Rules & Regulations
- 5. SALON FRONT DESK ETIQUETTE & PHONE CALL- 30 HOURS**
  - a. Client Consultations
  - b. Rebooking Clients
  - c. Retail Sales

**TOTAL HOURS.....320 HOURS**

***COURE FORMAT & INSTRUCTIONAL METHODS USED TO TEACH THE PROGRAM.***

**EVALUATION PROCEDURES:**

**1. THEORY & PRACTICAL EXAMS**

Students will be evaluated periodically on academic and practical skill development. Practical learning is evaluated using written criteria. The Institute utilizes assessment tools with specific criteria for grading or scoring practical skills and evaluations results are provided to students. Practical skills evaluations may be performed on patrons according to the course.

**2. GRADING SCALE**

93-100	Excellent
85-92	Very Good
75-84	Satisfactory
74 and Below	Unsatisfactory

**3. TESTING PROCEDURES**

Instructional staff will follow the testing procedures guidelines by the Institute, ensuring that all academics are correct and concise, by Milady’s Course management Guide and the Institutes may provide the additional exam.

**4. REFERENCE**

- a. The Essential Guide to Lash Extension Technology Textbook
- b. Milady’s Standard Esthetic, 12th Edition Mindtap or Textbook
- c. C. TDLR Administrative Rules & Regulations & Cosmetology Law
- d. D. PSI - CIB: Eyelash Extension Specialist License Examination

**5. EDUCATIONAL GOALS**

After the Eyelash Extension Specialty Program, the student would have learned technical abilities, be prepared for the state exams and licensing, obtain retail experience and learn to build their business, to obtain gainful employment.