



# **Diamonds College**

**A Brighter Future Starts Here!**

**School Catalog 2020 - 2021**

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[www.DiamondsCosmetology.com](http://www.DiamondsCosmetology.com)

# DCC School Catalog

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# WELCOME!

*Our mission at Diamonds College is to prepare students for rewarding careers in the beauty industry through salon-modeled and student-centered training and development of the highest caliber. Our faculty has work experience in the beauty industry and work closely with industry advisors to assure our school reflects the professional environment you will encounter. Our facilities, equipment, curriculum, and policies strive to provide a realistic reflection of the career you plan to enter.*

*Diamonds' faculty and staff are here to help you. We understand and assist you with the challenges that accompany the busy student life. Our Financial Aid advisor will continue to guide you step-by-step and help you manage your educational investment.*

*I am very happy that you are interested in Barbering & Cosmetology.*

*Choosing a school to attend is an important decision, on your way to a new career. At Diamonds College, through years of experience and tested results, I believe you will find the educational experience you are looking for.*

*As a prospective student, you should have available to you, information sufficient to fully examine the services and training offered. I hope that you will find in this catalog, the answers to any questions you might have and the information you will need to understand all the details of being a student before you enroll. After successfully completing our program, you will not only be prepared for the basic fundamentals of barber and cosmetology, but also you will have all of the tools necessary to build a rewarding career.*

*Our team looks forward to helping you. Our standard of performance are high, but success will be achieved if you bring the energy and commitment. We are here to help you succeed.*

*Sincerely,*

*Michelle Ritchie*

*Diamonds College Owner*

## **Our History**

Diamonds Cosmetology College was founded in 2005 by Patsy Stengel and is recognized as one of the top cosmetology and instructor schools in North Texas with a strong focus on career development and job placement. She was a successful hairstylist, salon owner and cosmetology instructor for many years in this area. Her passion and dedication to cosmetology prompted her to want to help others reach their career goals. She owned and operated Diamonds Cosmetology College for 10 years and is proud of her many successful graduates.

In 2019, Michelle and Chris Ritchie bought Diamonds College from Ms. Stengel. Diamonds is a family run business with the Ritchie's purchasing the business from their aunt and continuing their vision for Diamonds and its students success.

## **Our Mission Statement**

The mission of Diamonds Cosmetology College (DCC) is to educate individuals to develop the knowledge and skills that will enable them to achieve their professional goals, improve the productivity of their organizations, and provide leadership and services to their communities. Through this education, we will prepare each student to be employable in the job market.

## **Our Vision**

We envision that all DCC students will complete their training and will be able to demonstrate the skills necessary to obtain employment and succeed in the career they choose. To also be able to contribute to the community as responsible ethical members.

## **Ownership and Location**

Diamonds Cosmetology College (DCC) is owned by Michelle Ritchie. Located at 3321 Loy Lake Road, Sherman, TX. 75090 phone (903) 891.0758 fax 1(800) 783.8498 Administration Hours: Hours are 9:00 am to 5:00 pm Monday –Friday.

## **Accreditation and Licensure**

### **DCC Licensure**

Diamonds is licensed and regulated by the:  
Texas Department of Licensing and Regulation (TDLR)  
P.O. Box 12157  
Austin, Texas 78711  
1-800-803-9202 [www.license.state.tx.us](http://www.license.state.tx.us)

### **Accreditation:**

Diamonds is accredited by the Accrediting Commission of the Council on Occupational Education (COE)  
784 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350  
(800) 917-2081 [www.council.org](http://www.council.org)

COE is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and programs of career arts and sciences.

### **Approved by:** The Texas Veterans Commission

P.O. Box 1127 Austin, TX 78711-2277 (512) 463-6564]

All licenses and certifications may be reviewed at the campus during regular business hours. Certain disclosures and information may be viewed on the website [www.DiamondsCosmetology.com](http://www.DiamondsCosmetology.com).

## Admissions Information

### Admissions Requirements

Are you ready to begin? If you're excited about the prospect of training at Diamonds Cosmetology, here's all you have to do to get started.

An applicant must meet the following admission requirements

- Be at least 17 years old
- High School diploma or GED Certification or official transcript.
  - Please note: The College verifies transcripts and GEDs that do not show proper integrity.
- Acceptable accredited home school program. Home school students must provide documentation stating learning outcomes and high school completion equivalency.
- Complete and return all admissions required forms including enrollment form, student profile and submit a \$125 registration fee
- Applicants with transfer hours must submit transcripts from previous schools.
- Provide valid photo identification – State or Government issued ID.
- Be able to speak, read, and write in English (all classes are taught in English).

### Title IV Eligibility Admission Requirements

- In order to determine eligibility for Title IV Federal Funds students must comply with the SAP Policy included in this Catalog.
- Students must be enrolled at least half time to receive assistance from the Federal Student Loan Programs. Students must certify they have not defaulted on a previous Title IV loan, have not exceeded the annual and/or aggregate loan limits, and do not have property subject to a judgment lien for a debt owed to the United States and is not liable for a grant of Federal Perkins Loan overpayment.
- Student has verifiable Social Security Number, and is a citizen or national of the United States; or the student must provide evidence from the U.S. Immigration and Naturalization Service that he or she is a permanent resident of the United States, or is in the U.S. for other than a temporary purpose with the intention of becoming a citizen or permanent resident.
- All male students age 18 and older (born after 1/1/1960) must complete Selective Service Registration.
- Student does not have a Drug Conviction for any offense, during a period of enrollment for which a student was receiving Title IV program funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance.

A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/her ineligible again. A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company
- Be administered or recognized by federal, state or local government agency or court.
- Be administered or recognized by federally, or state-licensed hospital, health clinic, or medical doctor.

### Documents needed to register

- Proof of education - high school diploma or transcript - G.E.D. certificate
- Proof of age - birth certificate or driver's license
- Registration fee of \$125.00 (non-refundable)
- Transfer students will be evaluated upon student request and must show proof of prior hours.
- The above documents are needed approximately two weeks prior to the class start dates shown below.

**Diamonds is a private school and may refuse admission to an applicant for any reason not protected by state or federal law.** The College does not actively recruit students already enrolled in or attending another institution offering similar programs.

## Enrollment Start Date Policy

Students can enroll up to the start date of the program in which they wish to enroll. Prior to signing the enrollment contract, students must provide the admissions team with all of the documents required for admission into the program. Students cannot begin class until they sign the enrollment contract.

## Transfer Prior Hours Policy

In order for a student to transfer to Diamonds Cosmetology College, the following procedures will be followed:

- Normal enrollment procedures including presentation of proper identification documents, and completion of enrollment forms and personal information data sheet.
- Student must submit their certified transcripts as well as official documents showing hours completed. Documents certifying hours must come directly from the Texas Department of Licensing and Regulations (TDLR) or the college issuing the hours. All documentation pertaining to previous training is kept in the students' file.
- DCC will only accept up to 750 transfer hours for cosmetology training. The student must complete the freshman program before advancing to the clinic floor. No transfer hours will be accepted for the Instructor Training Program.
- Students will pay the cost of education on a prorated basis.
- The only allowed variance from this policy is for students eligible for VA education benefits. Because of federal guidelines relating to previous training for Veteran students and those that are eligible, students may receive education benefits for hours that have been previously certified with a passing grade. Students eligible for VA education benefits who have had previous training may receive more than the Institute's allowed transfer hours. Credit will depend on the student's ability to perform practical work and his/her theoretical knowledge. The school must receive a certified detailed transcript of previous hours and grades from all areas of study prior to the scheduled start date to receive any credit and to allow adequate time for testing. There is no transfer of hours between programs within the school due to the Texas State Board regulations.

## Re-Enrollment Policy

Former Diamonds Students who have withdrawn or dropped and wish to re-enter, must request approval from the School Director. The request will be reviewed and a decision made within 21 days of the request. A student may be accepted for re-entry on probation with specified criteria required. A reentry request will be denied if the SAP calculation concludes that the student cannot accomplish the remaining program hours within the maximum time frame (based on the student's former and projected scheduled hours). A student will re-enter in the same SAP status they earned at the time of his or her withdrawal.

All Re-entering Students will be charged a \$50 re-entry fee. The settlement calculation for the former enrollment will be adjusted to reflect charges for actual hours attended. The student will be responsible for any balance owed from the former enrollment. Students who re-enter more than 30 school days after the original exit date may be evaluated scholastically in the same manner as a transfer student to determine class level assignment. Tuition rates will remain the same as when withdrawn if student re-enters within 180 days. Students who re-enter after 180 days will re-enter at the current tuition rate at time of re-enter. Arrangement for satisfactory payment of any applicable balance owed under the previous enrollment(s) must be made prior to re-entry. Students who have withdrawn or have been terminated twice within the first 50% of the program may not be considered for re-enrollment. If student has withdrawn or has been terminated after completing 50% of the Program, the student will be allowed to re-enter any time during the forty-eight (48) month period following the date of withdrawal or termination. However, students who have been terminated may be required to wait 30 days. Any re-entering student may be accepted for Re-entry on probationary terms.

## Student Orientation

All incoming students will receive an orientation either prior to the beginning of class or on their first day of school. This orientation is required for all incoming students and will discuss our mission, values, student policies, and curriculum, how you will progress, and meet key school personnel.

## Non-Discrimination

### Americans with Disabilities Act (ADA)

Diamonds does not discriminate in admission or access to our Programs on the basis of age, race, color, sex, disability, religion, sexual orientation, gender identity, and gender expression, national or ethnic origin. Students request for accommodations will be considered under the Reasonable Accommodation Policy and in compliance with the ADA as amended and Section 504 of the Rehabilitation Act of 1973 without discrimination. The need for Reasonable Accommodations depends upon the student's disability and is determined by the needs of the student, and documentation from supporting professionals.

Reasonable accommodations will be made on an individual basis. However, it is the responsibility of persons with disabilities to seek available assistance and make their needs known at the time of enrollment. Documentation to support the disability must be provided to the College at the time of the request. Information pertaining to an applicant's disability is voluntary and confidential. If this information is supplied, it will be used to overcome the effects of conditions that limit the participation of qualified disabled students. If applicants or students feel that they have been the subject of unlawful discrimination, they may notify the College director by phone, in person, or in writing. Prompt action will be taken to resolve the conflict.

The request should be made at least four (4) weeks in advance of the date needed. The School Director will respond within two (2) weeks of receiving the request. The school complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. The school will provide reasonable modifications and/or accommodations for students with disabilities depending on the student's need.

Schedule a meeting with the owner and bring copies of current documentation of a disability. Documentation must be provided by a medical expert within the last three years and include:

- a diagnosis of the disability
- How the diagnosis was determined (what tests were given and the results)
- A clinical summary, which includes an assessment of how the disability will impact the individual in a college environment and what accommodations are recommended.
- Able to benefit from training

Upon completion of the initial meeting, a formal request for the accommodation must be submitted in writing to the school. The school will respond to the request within 15 days of receipt. During this 15-day time frame, the school will consult with State Board of Cosmetology IN order to ensure the accommodation can be granted during the state board-licensing exam. The initial meeting, formal request, and response from the school must take place prior to the pre-enrollment process.

**Note:** In order to be eligible for Title IV, you must be able to benefit from the reasonable accommodations and be able to take the state board-licensing exam.

## Ability to Benefit

Diamonds does not accept Ability to Benefit students.



## Academic Calendar

### Program Schedules & Class Starts

Classes start the first week of each month. DCC reserves the right to change entrance dates and class schedules within the limitation of our facilities. Every effort is made to follow the schedules listed.

Instructor Training Classes begin based on need and availability. Contact the College for exact starting dates.

### Class Schedule

The following schedules apply to Cosmetology and Instructor students.

- 30 - 35 hours per week Full Time – 40 hours per week on accelerated schedule

**Schedule A** Monday, Tuesday, Wed, and Thursday 8:00 a.m. - 4:00 p.m. **Schedule B**

Tuesday, Wed, Thurs and Fri 8 am to 4:00 pm

## Academic Calendar

Diamonds Cosmetology College operates year round and observes the following holidays:

• New Year	• Memorial Day
• Independence Day	• Labor Day
• Thanksgiving Day and the following Friday	• Christmas through Jan 2

- **Constitution Day** - DCC observes Constitution Day on or near September 17 of each year as required. A highlight of education regarding the United States Constitution will be celebrated. We are not closed on Constitution Day.

## School Delays & Cancellations

### College Closing due to Weather

Students are advised to tune to Channel 12 KXII to obtain information regarding unexpected school closures or delayed opening that are posted due to weather or other extenuating circumstances. When Sherman / Denison schools are closed or delayed, we are also. Contract end dates will be adjusted when unexpected school closure days arise.

Diamonds also sends a text from school administrators regarding special events and/or closings or changes to normal operating hours.

### Programs:

<b>Cosmetology Operator</b>	31.25 weeks / 1000 clock hours
<b>Cosmetology Instructor</b>	25 weeks / 750 clock hours
<b>Cosmetology Instructor</b>	17 weeks / 500 clock hours
<b>Class A Barber</b>	31.25 weeks / 1000 clock hours
<b>Cosmetology Crossover to Class A Barber</b>	10 weeks / 300 clock hours.

# DCC School Catalog

All Programs and schedules are available on a minimum class start. The school reserves the right to reschedule, postpone, or cancel classes. All education and learning environments in our school is conducted in English, to include classroom activity and clinic floor education.

## **Cost of Education Tuition, Fees & Payments**

Cosmetology Operator (1000 hours)	\$11,650 Tuition \$100 Application fee (non-refundable) \$25 Permit Fee (non-refundable) \$275 Books (non-refundable) \$750 Kit <b>Total \$12,800</b>
Cosmetology Instructor (750 hours)	\$4575 Tuition \$100 Application fee (non-refundable) \$25 Permit Fee (non-refundable) \$275 Books (non-refundable) <b>Total \$4975</b>
Cosmetology Instructor (500 hours)	\$2640 Tuition \$100 Application fee (non-refundable) \$25 Permit Fee (non-refundable) \$275 Books (non-refundable) <b>Total \$3450</b>
Barber Class A (1000 hours)	\$11,650 Tuition \$100 Application fee (non-refundable) \$25 Permit Fee (non-refundable) \$275 Books (non-refundable) \$750 Kit <b>Total \$12,800</b>
Cosmetology Crossover to Class A Barber	\$2630 Tuition \$100 Application fee (non-refundable) \$25 Permit Fee (non-refundable) \$275 Books (non-refundable) <b>Total \$3030</b>

## **Payment Terms & Extra Charges.**

Payment accepted include full payment at time of signing the Enrollment Agreement or through an approved payment plan by cash, check, or Title IV Federal Financial Aid if qualified. Students are responsible for paying the tuition, fees, other stated costs and for repaying any applicable loans plus interest.

The student will meet with the Financial Aid Consultant to create a personalized financial plan before orientation outlining payments to cover tuition and fees.

Tuition and fees must be paid before completing 900 hours unless other payment arrangements are made and agreed upon by all parties. The College may, at its option and without notice, prevent the student from attending class until the balance is paid. If a student has not completed training on the final day of his contract end date, an additional instructional charge of \$10.00 per hour subject to individual evaluation determination by the director.

Late payment fee	<b>\$25</b>	Returned Check fee	<b>\$25</b>	Name Change	<b>\$5</b>
Withdraw Fee	<b>\$150</b>	Re-admit Fee	<b>\$50</b>	Fax per page	<b>\$1</b>
Transcript copy Fee	<b>\$5</b>	Replace lost TDLR Permit fee	<b>\$5</b>		

## ***Financial Aid Planning***

### **Financial Aid Department**

Our Financial Planning Department is open to students during normal business hours. Students are encouraged to call if they have any questions or need help regarding their financial planning.

### **Financial Assistance Programs**

Diamonds provides financing plans for students who wish to pay on a payment plan and will assist students in developing financial plans to pay for their education through United States Department of Education's Federal Student Financial Assistance Programs (Title IV funding), Department of Assistive and Rehabilitative Services (DARS) and Veterans Education Benefit. The Financial Planning staff will assist students in developing financial plans to pay for their education through a combination of student/family contributions and financial assistance, if eligible.

### **Payment Agreement**

All payments are the responsibility of the student and are payable as stated on the Student Account Payment Contract. Students may be required to make monthly payments while attending school. Payment amounts are based upon the Program in which the student is enrolled. Any change in financial situations which may affect a student's ability to make scheduled payments must be discussed with the Business Office.

## ***Federal Assistance Programs***

The packaging of financial assistance is determined according to guidelines set by the U.S. Department of Education. A variety of programs are available for students qualifying for assistance:

### **Federal Pell Grants:**

Federal Pell Grant: Intended to be the basis of the financial aid package and may be combined with other aid to meet the full cost of attendance. The Federal Pell Grant is a need-based aid program in which an eligible recipient does not have to repay the funds received.

**Federal Direct Loan Program:** These are low interest loans for undergraduate and graduate students that are made available through the Federal Government. This program includes the Federal Direct Subsidized, Federal Direct Unsubsidized and Federal Direct Plus loans. There are grade level progressions and loan limits used for the administration of these loans.

The following Direct Loans are made through the William D. Ford Federal Direct Loan (Direct Loan) Program, which is administered by the U.S. Department of Education:

**Federal Direct Subsidized Loan:** This is a need-based-loan for which the Federal government subsidizes the interest until repayment begins and during any period of deferment. This is a loan and recipients must begin making payments at the end of their six-month grace period.

**Federal Direct Unsubsidized Loan:** This is a non-need-based loan for which the Federal Government does not pay the interest subsidy. Interest accrues during all periods. The recipient has the option to pay the interest or to defer payment of the interest for the grace period. This is known as capitalization. This is a loan and recipients must begin making payments at the end of their six-month grace period.

## Veterans Benefits

Selected programs at Diamonds Cosmetology College are approved by the Texas Veterans Commission for enrollment of those eligible to receive benefits under Section 3676, Chapters 30 or 32, Title 38. Students who are eligible to receive military benefits should visit the Department of Veterans Affairs at <http://www.benefits.va.gov/benefits> and obtain the authorization document for enrollment.

**Covered Individual** is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

- Any **covered individual** may attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – e-Benefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
  1. The date on which payment from VA is made to the institution.
  2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- DCC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other school facilities, or be required to borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the school due to the delayed disbursement funding from VA under chapter 31 or 33.

## Eligibility for Education Benefits from the Department of Veterans Affairs

If you served on Active Duty, you might be eligible for education benefits offered by the Department of Veterans Affairs. For example, the Post-9/11 GI Bill® provides financial support for educational and housing expenses to individuals with at least 90 days of aggregate service after September 10, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible.

If you are currently serving in the military, you may be eligible for funding offered through the Department of Defense Tuition Assistance program. Check your eligibility status and the amount for which you qualify with your Service prior to enrolling.

If you are the spouse or child of a service member who is serving on active-duty Title 10 orders in the pay grades of E1-E5, O1-O2, or W1-W2, you may be eligible for financial assistance from the Department of Defense for education, training, and/or the occupational license and credentials necessary for a portable career. If you are the spouse or child of a service member, you may be eligible for transfer of the service member’s Post-9/11 GI Bill® benefits to you.

Maintaining eligibility for DVA funds depends upon a student’s compliance with the V.A. Attendance Policy set forth below in this handbook.

## Attendance Policy for VA Students

For Department of Veterans Affairs (DVA) purposes, monitoring of attendance will be subject to the following policy: Students using GI Bill® educational benefits to attend DCBC will have attendance monitored until the time that the student drops, graduates, or completes the program. Unsatisfactory attendance will be reported to the Department of Veterans Affairs (DVA).

The attendance policy (20% of the total program or ( 5 ) consecutive days) will apply throughout the VA student’s program. A student who is absent for 20% of the total program or for 5 consecutive days will not be certified to receive VA funds for that month. Monthly evaluations conducted by the Financial Aid office will determine if the student has met these minimum requirements. To maintain an acceptable attendance percentage, students must have an attendance rate of at least 70 %. Attendance will be evaluated according to hours (scheduled and completed) at the end of each month. At the end of each month, the Financial Aid office performs an evaluation to determine if a student has maintained at least an 70 % attendance percentage for that month. If a VA student’s attendance percentage for the month is less than 70 % or if the student missed 5 consecutive school days during that month, he/she will lose certification to receive VA funds. In the event a VA student has not met the attendance requirements for a certain month, he/she can recover previously denied benefits from the VA if he/she increases his/her attendance in the following month(s) to meet the above requirements. All violations of the attendance policy will be reported to the DVA on VA Form 22-1999b within 30 days of the date the VA student exceeds the allowed number of absences.

### ***Cancelation Policy***

A full refund will be made to any student who cancels the Enrollment Agreement or contract within 72 hours (until midnight of the third day excluding Sundays, and School Holidays) after the enrollment contract is signed by the prospective student. If tuition is collected in advance of entrance, and if, after expiration of the 72 hours cancellation privilege, the student does not enter College, not more than \$100.00 shall be retained. A full refund will be made if student is not accepted by the College.

### ***Return to Title IV Federal Student Aid***

If a student withdraws or is dismissed from Diamonds, the School and/or the student may be required to return a portion of the Federal Student Aid received. The last date of attendance is used to calculate the amount of any federal student aid that must be returned. The amount of Federal Student Aid a student has earned at the time of withdrawal is equal to the percentage of the payment period completed. The percentage of the payment period completed is determined by dividing the number of hours the student was scheduled to complete in the payment period, as of the last date of attendance, by the total number of clock hours in the payment period.

For that payment period, if the number of hours scheduled to complete in the payment period is greater than 60% of the clock hours in the payment period, the student has earned 100% of the Federal Student Aid, no return is due. If the number of clock hours scheduled to complete in the payment period is less than 60% of the clock hours in the payment period, a return of Federal Student Aid may be necessary. The amount of Federal Student Aid to be returned is calculated by subtracting the amount of earned Federal Student Aid from the total amount of Federal Student Aid received.

The student is required to return any unearned Federal Student Aid less the amount returned by Diamonds. If a student needs to return loan funds, the funds are repaid as required by the normal loan repayment phases. If the student is required to return Federal Student Aid, Diamonds will notify the student of the repayment amount within thirty days of determining the student withdrawal. If the student fails to return the grant aid as instructed, the student is considered to be in overpayment and thus ineligible for any additional Federal Student Aid at any school until that amount is repaid to the U.S. Department of Education or satisfactory repayment arrangements are agreed to by the student and the U.S. Department of Education.

Diamonds returns unearned Federal Student Aid within forty-five (45) calendar days of the date the School becomes aware the student is no longer enrolled.

If a student has earned more Federal Student Aid than has been posted to his/her account, the student may be entitled to a post withdrawal disbursement of Federal Student Aid. The post withdrawal disbursement is first used by the School to pay outstanding charges; any remaining amount is offered to the student or parent borrower.

Diamonds will send the borrower a written notice of any loan funds returned to the lender because of the withdrawal calculation. A student borrower who fails to attend in-person exit counseling prior to or at the time of withdrawal will be mailed loan counseling materials. The borrower should complete the exit counseling form and return it to the School.

The Return of Federal Student Aid Policy applies only to the Federal Student Aid Programs. Assistance received from other aid programs will be returned to those programs in accordance with the funding source's refund policies. The Return of Federal Student Aid calculation is performed to determine the amount of Federal Student Aid that must be returned to the U.S. Department of Education. It is not used to calculate the amount of tuition and fees a student will owe the School upon withdrawal. A separate refund policy is provided to assist students in determining the amount of tuition and other charges owed to Diamonds.

If the student has a remaining balance owed to Diamonds after all refund calculations are completed, whether the student withdraws or the School withdraws the student, there may be a 15% interest fee added to the owed remaining balance. Diamonds will send an invoice to withdrawn students if a balance is owed the School. Any balance due will be calculated by determining earned charges using the institutional refund policy, and then subtracting the amount of earned aid as determined using the return to federal student aid policy.

### ***Diamonds Refund Policy***

The refund policy applies to all withdrawals and terminations for any reason by either party who signs the enrollment contract. To terminate the enrollment contract, either party must send written notice to the other through the mail or in person. The failure of a student to immediately notify the school in writing of the student's intent to withdraw may delay a refund of tuition to the student policy is as follows:

The following Refund Policy is the same or less strict than the relevant Title IV refund policy and shall apply, after the Return of Title IV Funds calculation has been made, if applicable, to remaining tuition payments once the Student has started actual class attendance. The following refund policy is for all Students, including persons enrolled under provision of Title 38, United States Code (Veterans).

**Application Fee:** This fee is not refundable except as provided in paragraph 1, above.

**Registration Fee:** This fee is not refundable except as provided in paragraph 1, above.

**Tuition:**

PERCENTAGE OF ENROLLMENT TIME TO TOTAL TIME	AMOUNT OF TUITION SCHOOL SHALL RETAIN
.001% to 9.99%	10% Retained
10% to 19.99%	20% Retained
20% to 29.99%	30% Retained
30% to 39.99%	40% Retained
40% to 49.99%	50% Retained
50% and above	100% Retained

Enrollment Time means the number of scheduled hours between the students' first day of attendance in the Program to the last day the Student actually attended class. Refunds are calculated based on student's last day of attendance. Total Time means the total hours of instruction for the Program in which the Student is enrolled. Any refunds due to the Student shall be refunded within thirty (30) days of formal cancellation as defined or formal termination by the School, which shall occur no more than fourteen (14) consecutive calendar days from the last day of physical attendance or the date that the Student contacts the institution that he/she will not be returning. School Officials monitor Student attendance every day.

Where required all refunds due will first be made to the source that provided funding before any refund will be paid to Student.

If the selected Program is cancelled after Student's enrollment, but before the Student started class attendance, the School shall provide Student with a full refund of all monies paid by Student or provide alternative means for the Student's completion of the Program.

The Student shall be entitled to a prorated refund of tuition paid if the School permanently closes and no longer offers instruction after Student begun classes.

If the School cancels a course and/or program and ceases to offer instruction after the Student has enrolled and instruction has begun, the school shall provide a completion of the course and/or program; or provide a pro-rata refund for all Students transferring to another school based on the hours accepted by the receiving school.

## Program Description

**Cosmetology Operator** - Students will receive training in the art and science of cosmetology.

**Program Length:** 1000 Clock Hours to be completed in not less than 25 weeks, no more than 37 weeks. Full time students with 32 hours a week completion is 31.25 weeks.

**Instructional Method:** Lectures, demonstrations, and student participation are the primary teaching methods. Students demonstrate their competency in theory and practice with mannequin repetitions and clinic activities.

### Grading Procedures

Class attendance and participation are mandatory. Students will demonstrate their competency in theory and practice through mannequin repetitions and clinic activities. Instructions will be supplemented with visual aids, student presentation and other techniques. Although instructors and assignments may vary based on program requirements, numerical grades are considered according to the following scale:

WRITTEN and PRACTICAL	90 - 100	EXCELLENT
80 - 99	VERY GOOD	70 - 79
69 - Below	NEEDS IMPROVEMENT; DOES NOT MEET STANDARDS	

**Program Content:** (State required minimum hours in each subject)

	Theory	Practical
<b>Orientation</b> Rules and Regulations of School; Professional & Personal Development; Professional Ethics; Texas Department of Licensing & Regulations Rules & Regulations; Safety	10	
<b>Hair Cutting and Styling</b> Finger waving; Pin curls; Roller curls; Style patterns; Artistry in Hairstyling; Comb-out techniques; thermal iron curling; Blow-dry styling; Practical Procedure of each; Safety & Sanitation; Introduction to Hair shaping; Types of haircuts; Implements used; Scissors, Razor, Thinning shears; Electric clippers	25	150
<b>Hair Coloring</b> Color Theory; Chemistry; Preliminary Procedures of Hair Coloring; Client Consultation; Hair Coloring Procedures; Hair Lightening; Special Effects; Corrective Procedures	20	80
<b>Chemical Reformation, Cold Waving</b> Procedure-Normal Hair; -Tinted & Bleached Hair; Problem Hair; Re-curling Cold Wave Chemistry; product knowledge of Chemicals; knowledge and analysis of hair; and safety & sanitation	50	150
<b>Nail Care &amp; Procedures</b> Nail Structure; Nail Disorders and Diseases; Nail Shape and Color Analysis; Basic Manicuring and Pedicuring; Manipulations of the Hand, Arm, Leg and Foot; Nail Tip Application; Nail Wrap Application; Liquid and Powder Nail Extensions	20	80
<b>Shampoos, Rinses, Conditioners, Treatments</b> Client Preparation, Analysis, and Consultation; Hair Analysis Instruments and Equipment; Shampooing Products, Composition and Procedures; Rinsing Products, Composition, and Procedures; Conditioning Products, Composition and Procedures; Procedures for Hair and Scalp Disorders; Scalp Manipulations	20	80
<b>Chemistry as Applied to Cosmetology</b> Forms and Properties of Matter; Elements, Compounds, and Mixtures; Chemical Reactions and Solutions; the pH Scale; FDA Laws Governing Hair Care Products and Product Safety	10	65
<b>Salon Management and Practices</b> The Salon Industry; Job Search; Professional Relationships; Salon Ownership Salon Retailing; Resume' Writing; Code of Ethics	10	65
<b>Hair &amp; Scalp Treatment</b> Scalp Treatments and Manipulations & their Procedures; Hair Treatments & their Procedures; Related Knowledge, the Skin & Scalp; Disorders of the Skin, Scalp & Hair; Chemistry of Hair; Safety & Sanitation	5	50
<b>Chemical Hair Relaxing</b> Procedure-Normal Hair; Tinted Hair; Problem Hair; Knowledge and Analysis of Hair; Methods of Chemical Hair	5	50
<b>Facials &amp; Skin Care Procedures</b> Structure and Function of the Skin; Skin Conditions and Disorders; Facial and Body Procedures; Wet and Dry Exfoliations and Applications; Use of Various Products to Enhance the Appearance of the Skin; Discussion for Further Temporary Methods of Hair Removal; Make-Up Application	5	50
<b>Total Hours</b> The above hour requirements must be met by each student in each category.	<b>180</b>	<b>820</b>

As an integral part of training, students will be taught the theory and practice the behaviors and people skill concepts such as: attitude, communication, salesmanship, success psychology, job readiness and professionalism.

**Program Reference Materials:** Milady (Cosmetology)



## Barber Class A

The 1000 clock hour Class A Barber Program consists of two types of training, 180 hours of theory class that includes orientation and 820 hours of practical services training. Students attend theory class 5 hours each week and will normally be given a quiz/test on the material covered. Theory is taught on a modular basis to accommodate weekly start dates should the school so choose. A description of services that students will perform on actual customers while in training is listed below under “Practical Training” in the Barber Curriculum.

### Grading Procedures

Class attendance and participation are mandatory. Students will demonstrate their competency in theory and practice through mannequin repetitions and clinic activities. Instructions will be supplemented with visual aids, student presentation and other techniques. Although instructors and assignments may vary based on program requirements, numerical grades are considered according to the following scale:

<u>WRITTEN and PRACTICAL</u>		90 - 100	EXCELLENT
80 - 99	VERY GOOD	70 - 79	SATISFACTORY
69 - Below	NEEDS IMPROVEMENT; DOES NOT MEET STANDARDS		

**Program Length:** 1000 Clock Hours to be completed in not less than 25 weeks, no more than 37 weeks. Full time students with 32 hours a week completion is 31.25 weeks.

**Instructional Method:** Lectures, demonstrations, and student participation are the primary teaching methods. Students Demonstrate their competency in theory and practice with mannequin repetitions and clinic activities.

### COURSE TEXTBOOK:

*Milady's Standard Professional Barbering 5<sup>th</sup> edition*, by Maura T. Scali-Sheahan, Cengage Learning.

### CLASS A BARBER COURSE UNITS THEORY

**180 Hours**

Theoretical knowledge of the practice of barbering services

(A) anatomy physiology and histology consisting of the study of (50 hours)	
(1) Hair (2) Skin (3) Muscles (4) Nerves (5) Cells (6) circulatory system (7) Digestion (8) Bones	
(B) Texas barber law and rules	35 hours
(C) bacteriology, sterilization, and sanitation,	30 hours
(D) disorders of the skin, scalp, and hair,	10 hours
(E) Salesmanship,	5 hours
(F) barbershop management,	5 hours
(G) chemistry,	5 hours
(H) Shaving,	5 hours
(I) scalp, hair treatments and skin,	5 hours
(J) Sanitary professional techniques,	4 hours
(K) professional ethics,	4 hours
(L) Scientific fundamentals of barbering,	4 hours
(M) cosmetic preparations,	3 hours
(N) shampooing and rinsing,	2 hours
(O) cutting and processing curly and over-curly hair,	2 hours
(P) haircutting, male and female,	2 hours
(Q) theory of massage of scalp, face and neck,	2 hours
(R) hygiene and good grooming,	1 hour
(S) barber implements,	1 hour
(T) honing and stropping,	1 hour
(U) mustaches and beards,	1 hour
(V) facial treatments,	1 hour
(W) electricity and light therapy,	1 hour
(X) history of barbering,	1 hour



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### PRACTICAL 820 HOURS

INSTRUCTION IN PRACTICAL WORK, CONSISTING OF THE STUDY OF:

(A) Dressing The Hair, Consisting Of:	300 Hours
(1) Men's Haircutting (2) Children's Haircutting (3) Women's Haircutting	
(4) Cutting And Processing Curly And Over-Curly Hair (5) Razor Cutting	
(B) Shaving	80 Hours
(C) Styling,	55 Hours
(D) Shampooing and Rinsing,	40 Hours
(E) Bleaching and Dyeing of The Hair	30 Hours
(F) Waving Hair	28 Hours
(G) Straightening	25 Hours
(H) Cleansing	25 Hours
(I) Professional Ethics	22 Hours
(J) Barbershop Management	22 Hours
(K) Hair Weaving and Hairpieces	17 Hours
(L) Processing	15 Hours
(M) Clipping,	15 Hours
(N) Beards and Mustaches	15 Hours
(O) Shaping	15 Hours
(P) Dressing	15 Hours
(Q) Curling	15 Hours
(R) First Aid and Safety Precautions	11 Hours
(S) Scientific Fundamentals of Barbering	10 Hours
(T) Barber Implements	10 Hours
(U) Haircutting or The Process of Cutting, Tapering, Trimming, Processing, Molding and Scalp, Hair Treatments, and Tonics	10 Hours
(V) Massage and Facial Treatments	10 Hours
(W) Arranging	10 Hours
(X) Beautifying	10 Hours
(Y) Singeing	7 Hours
(Z) Manicuring	8 Hours
Total Hours Class A Barber Course	1000 Hours

## Instructor

The primary purpose of the Instructor Program is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level employment as an Instructor or related career avenue.

**Program Length:** 500 clock hours with two years' experience in a salon or 750 clock hours with no experience.

### Instructional Method:

The program is presented through comprehensive lesson plans that reflect effective educational methods. Clinic equipment, implements, and products are comparable to those used in the industry. Subjects are presented by lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for program delivery.

**Program Goals:** The objective is to train the graduate for an entry-level position as Instructor in the field of cosmetology. To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communications skills and teaching methodologies to improve teaching skills.

**Curriculum:** Instructor 750 Hours (State required minimum hours in each subject)

Upon completion of the Program, a successful board exam and subsequent licensing, the former student becomes a licensed Instructor in the field of cosmetology. **Program Reference Materials:** Milady Master Educator

<b>Basic Principals of Student Teaching.....</b>	<b>350</b>
Psychology As Applied To Cosmetology.....	50
Business Experience or Management .....	50
Practice Teaching.....	300
<b>Total.....</b>	<b>750</b>
Instructor 500 Hours	
Lesson Plans .....	120
Methods of Teaching.....	120
Classroom Management.....	60
Evaluation Techniques.....	60
Visual Aid Preparation and Use.....	60
Learning Theory .....	60
Orientation, Rules, and Laws .....	20
<b>Total.....</b>	<b>500</b>

## General Information:

- Each student will provide approved textbooks.
- Instructor trainees are assigned practice teaching under supervision of a licensed Instructor.
- Instructor trainees are not allowed to do patron services. Said instructor may only demonstrate for or otherwise assist student under their supervision.
- Instructor trainees will be required to develop Lesson Plans.
- Total hours required may be reduced at the discretion of the Texas State Board of Cosmetology. In general, the hours required may be reduced 100 hours for every year of work experience, up to 300 hours maximum (3 years). Other college hours are considered.
- The student must maintain a passing score of 70% and complete all practical and written exams.
- All learning components and practical/written examinations must be completed satisfactorily.
- All fees must be paid before the student completes the Program hours.

## Cosmetology Operator to Class A Barber

### Program Description:

The primary purpose of the Cosmetology Crossover course is to train individuals who hold a cosmetology operator license in the State of Texas to provide the services of a Barber. The course consists of 25 hours in theory and 275 hours in practical training. The subjects covered include History of Barbering, Shaving, Men's Haircutting and Tapering, Beard and Mustache Trimming and Design, and Hair Color Review.

### Program Goals:

To provide the student with the skills, information and training through thorough and reliable theoretical and practical instruction to successfully complete the program and pass the licensure exam required by the state of Texas, and to educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

### Program Format

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state exam preparation. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career-oriented activities. The course is presented through well-developed lesson plans which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation.

### Program Evaluation

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a theory grade average of 70% and pass a final written and practical exam prior to graduation. Numerical grades are considered according to the following grading scale:

**COURSE TEXTBOOK:** *Milady's Standard Professional Barbering 5th edition*, by Maura T. Scali-Sheahan, Cengage Learning

## COSMETOLOGY CROSSOVER TO CLASS A BARBER Program Units

<b>THEORY</b>	<b>25 Hours</b>
(A) History of Barbering	1 hour
(B) Barber Laws and Rules Review	1 hour
(C) Implements Honing and Stropping	5 hours
(D) Shaving	5 hours
(E) Men's Haircutting and Tapering	5 hours
(F) Beard and Mustache Trimming and Design	1 hour
(G) Hair Color Review	1 hour
(H) Permanent Waving and Relaxing Review	1 hour
(I) Manicuring and Nail Care Review	1 hour
(J) Facial Treatments and Skin Care Review	1 hour
(K) Anatomy and Physiology Review	1 hour
(L) Blow-dry Styling Review	1 hour
(M) Shampooing and Conditioning Review	1 hour
<b>PRACTICAL</b>	<b>275 hours</b>
(A) Men's Haircutting and Tapering	
B) Shaving, Mustache and Beard Trimming	85 hours
(C) Hair Coloring	5 hours
(D) Permanent Waving and Relaxing	5 hours
(E) Facial Treatments	5 hours
(F) Shampooing and Conditioning and Blow-dry Styling	5 hours
(G) Manicuring	5 hours
<b>Total Hours for Cosmetology Crossover Course</b>	<b>300 Hours</b>

## Career Opportunities

### CURRENT WAGE INFORMATION

The US Department of Labor Standard Occupational Classification (SOC) code for the Cosmetology Program is 12.0401 and can be reviewed at

<http://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cip=12.0401>

Instructor Program is 12.0413 and can be reviewed at

<http://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cip=12.0413>

Hairstylist and Cosmetologist found at [www.careeronestop.org](http://www.careeronestop.org):

*The beauty and hair world is bigger than ever and the need for trained hair designers, manicurists, estheticians and instructors is greater than ever. DCC uses a bulletin board, where we post the salons asking for our graduates.*



# DCC School Catalog

## Career Opportunities

STYLIST  
HAIR COLOR TECH.  
ARTIFICIAL NAIL TECH.  
REFLEXOLOGIST  
PERM TECHNICIAN  
COLOR ANALYST  
SCHOOL OWNER

MANICURIST  
PEDICURIST  
NAIL SALON OWNER  
COLOR TECHNICIAN  
WIG SPECIALIST  
MANUFACTURERS REP.  
MASSAGE THERAPY

ESTHETICIAN  
HAIR DESIGNER  
INSTRUCTOR  
SALON MANAGER  
SALON OWNER  
MAKEUP ARTIST  
SALON SUPERVISOR

## Training Overview

Diamonds compares the content of our Programs and the needs and demands of business and the cosmetology industry by feedback from regulatory agencies and our Advisory Committee.

### Training Breakdown Training is broken down in 3 parts:

1. **Discovery** - Basic training through classroom theory, mannequin & live model practice with emphasis on procedure, skill development, client relations, and sales and marketing techniques.
2. **Skill Development** - Continuing education through clinic activities, classroom theory, mannequin & live model practice with the objective being skill development, client satisfaction, salon operations, time management, communication, and people skills.
3. **Career Readiness** - Refining skills for job readiness & career placement focusing on client relations, technical competency, time efficiency & sales and marketing techniques.

## Grades, Transcripts & More

### Grades and Progress Report

As an integral part of the learning process, Instructors are required to critique and/or grade the student's work. Diamonds Grading System is intended to assist Instructors in motivating and evaluating students, determining progress and achievement in the mastery of knowledge and skills.

A Grade Report is a current record of a student's academic progress and are distributed monthly. A student may request a Grade Report if the original has been lost or the determination of grade point average. Grade Reports can be requested verbally or in written format from the Financial Aid Administrator and will be processed within 24 hours of the request.

If the student believes there is a discrepancy with a grade, he or she should see the Instructor of the class in question within 10 days of the distribution of the grade report. If a discrepancy has been verified, the instructor will contact the Financial Aid administrator to change the grade. A corrected grade report will be issued.

### Academic Grades.

A student's grade average is determined by;

- a. Theory exams
- b. Practical exams
- c. Practice activities

### Grade Definition Percentage

A	90-100	Excellent
B	80-89	Very Good
C	70-79	Passing
D	69	Below Standards Unsatisfactory

## Transcripts

A transcript is an official document on the educational work of a student which lists the student's subjects; grades received, enrollment date range, and status of the student. Official transcripts are issued by the Financial Aid Office.

Transcript requests may be made for the following reasons:

- Submission to other institutions of higher education for the purpose of transfer of clocked hours,
- Certification to an employer summarizing a student's enrollment and academic progress,
- Replacing a lost official transcript of the graduate.

Students/graduates must submit a request in writing to the Financial Aid Office. The student/graduate may submit a letter of request that includes the following information:

- Student's name
- A copy of their VALID form of government-issued identification (driver's license, state ID, passport), which bears their printed name, photograph, and date of birth.
- Purpose of the transcript request
- Name and address of the recipient
- The student's signature and the date

Transcript requests will be processed within 48 hours after receiving the written request from the student.

## Entrance / Exit Counseling

All first-time Federal Student Loan borrowers will be required to complete entrance counseling online at [www.studentloans.gov](http://www.studentloans.gov) prior to class commencement. A Federal Student Loan borrower who is graduating, leaving school, or dropping below half-time enrollment will be required to complete exit counseling online at [www.studentloans.gov](http://www.studentloans.gov).

## Graduation Requirements

To graduate from the Program, the student must:

- Complete all required Program work and final exams
- Complete scheduled agreement Program hours
- Meet all tuition and fee requirements
- Maintain an acceptable level of compliance with all student policies
- Complete required graduation paperwork and documents
- Student must complete Exit Counseling if receiving federal student loans Student will be awarded a Diamonds Cosmetology Diploma.

## Requirements for TDLR Licensure

To be eligible for an Operator/Cosmetology license, an applicant must do the following:

- Pass a written and practical examination
- Submit a completed application on a TDLR approved form
- Pay the TDLR fees required in section 83.80 in the rules and regulations book
- Be at least 17 years of age
- Have a high school diploma, or high school diploma Equivalent (GED)
- Have completed 1000 instruction of cosmetology curriculum in a beauty school:

To be eligible for an Operator/Cosmetology Instructor license, an applicant must do the following:

- Pass written examination and practical demonstration of teaching skills required by TDLR
- Be at least 18 years of age
- Have a high school diploma, or high school diploma equivalent (GED)
- Pay the required TDLR fees
- Hold an Operator/Cosmetology license AND have completed the following:
  - 500 hours in methods of teaching the student, if the applicant can verify one year of working experience in a licensed beauty salon (experience must be related to the specific area of Instructor license you are obtaining)
  - 750 hours if no work experience

To be eligible for a Class A Barber license, an applicant must do the following:

- Pass a written and practical examination
- Submit a completed application on a TDLR approved form
- Pay the TDLR fees required in section 83.80 in the rules and regulations book
- Be at least 17 years of age
- Have a high school diploma, or high school diploma Equivalent (GED)
- Have completed 1000 instruction of cosmetology curriculum in a beauty school:

## Licensure Exam Requirements

TDLR has contracted with PSI Licensure: certification (PSI) to deliver its examinations. Once the student has been approved by TDLR for testing, the student is responsible for contacting PSI to register and schedule an appointment to take the examination.

### Contact Information

The student's license application and documentation must be sent to:

Texas Department of Licensing and Regulation  
P. O. Box 12088 Austin, TX 78711-2157  
(512) 463-6599 or (800) 803-9202

[www.license.state.tx.us](http://www.license.state.tx.us) Email: [cosmetologists@license.state.tx.us](mailto:cosmetologists@license.state.tx.us)

All questions and requests for information pertaining to the examination should be directed to PSI.

PSI licensure: certification 3210 E. Tropicana Las Vegas, NV 89121

(800) 733-9267 Fax (702) 932-2666 [www.psiexams.com](http://www.psiexams.com)

## Required Identification at Examination Site

The student must provide one (1) form of identification. The identification must be a VALID form of government-issued identification (driver's license, state ID, passport), which bears their printed name, photograph, and date of birth.

Identification provided must match the name provided by TDLR, as listed on your Student Permit, to PSI upon eligibility.

Failure to provide the required identification may result in forfeiting the examination fee.

## School Policies and Professional Standards

The cosmetology & barbering students of today are the hairdressing stars of tomorrow- but only when talent and technique combine with first-class professional habits. WE set the highest standards of professionalism so you can practice these habits from the outset of your career. Do the right things every day and success will follow.

## Attendance

### Time Clock & Clock Hours

Diamonds is a clock hour institution; therefore, we are required to track students' hours. Student hours are recorded on a time clock each day and recorded in their file monthly. It is the responsibility of students to use the time clock correctly.

Failure to do so may result in loss of clock hours. To receive full clock hour credit, a student must clock IN when beginning the day, when returning from breaks and returning from lunch AND clock OUT when leaving for a break, leaving for lunch and/or ending the day. Students may not clock more than their scheduled hours on any given scheduled Program day, with

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the exception of approved field trips, unless prior approval is given by the School Director or designate earning clock hours. Students that are on break or at lunch must be clocked out. Any student found to be not engaging in a learning activity, in the break room or outside the facility while clocked-in or in violation of any part of 16 Texas Administrative Code, Chapter 83.72(i) (1-4), as posted at the time clock, may be subject to corrective action up to and including immediate dismissal from Diamonds. Instructors and/or the School Director (or designate) will notify students of their earned clock hours each month. If students have questions about total time, they should speak with the Financial Aid office

Students are required to attend a minimum of 70% of the scheduled hours to maximize their program, meet SAP requirements and complete the program within the maximum time frame. The school does not add or deduct hours as a penalty. Students unable to attend classes must contact the school a minimum, of one hour before the scheduled start time.

## Late Arrival Policy

All students are expected to arrive at the school prior to scheduled start time and be prepared and present in the classroom for the scheduled start of the session. Any student who is not in class at the start of the program is considered late and can be written up on a Corrective Action form or sent home.

## Breaks

Each student is required to take a 30-minute lunch and two (2) 15-minute breaks as scheduled throughout that day. Students must be “clocked-out” when taking a lunch or outside of the building for other breaks.

## Student Break Areas

No eating or drinking is permitted anywhere in the School other than assigned break areas.

## Absence

A student is considered to be absent during any unattended portion of their regular schedule. Any absence will interfere with your learning process. Students must inform the School of any planned absence by contacting the financial aid department prior to the date of the planned absence. In cases of illness, emergency or other unforeseen absence, the student is required to send a Remind app message to the director no later than thirty (30) minutes prior to their program’s scheduled start to notify Diamonds of their absence.

Students absent ten (10) consecutive regularly scheduled Program days without contact will be immediately dismissed from Diamonds on the 11th scheduled day of non-attendance.

Our internal Attendance Policy is defined as 70% or higher of scheduled hours as per enrollment agreement. If a student is in jeopardy of going below 70% attendance, the student will receive a written notice. Students with an attendance percentage below 70% will be placed on advisory (final notice) for the current phase. Students absent ten (10) consecutive regularly scheduled Program days with contact will be immediately dismissed from Diamonds Cosmetology on the 11th scheduled day of nonattendance.

The student withdrawal date for any student that withdraws or is dismissed from Diamonds will be the last date of attendance. Attendance Percentage is calculated by taking the total hours attended divided by the scheduled hours.

Examples:

a)	b)
Hours Attended= 97.88	Hours Attended= 505.57
Absent Hours= 17.90	Absent Hours=37.68
Scheduled Hours= 110.00	Scheduled Hours= 520.00
Attendance Percentage= 88.98%	Attendance Percentage= 97.23%
$97.88/110.00=88.98\%$	$505.57/520.00=97.23\%$



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## Excused/Unexcused Absences

Absences caused by non-routine medical, legal or military necessity will be excused if acceptable documentation, i.e. date(s) of absence, on letterhead, signed by an official and containing a telephone number for verification, is

provided to the administration staff within 3 business day after return from absence. Routine absences such as registering to vote, dental/medical checkups, public agency appointments, etc.; are ***not excusable and should be scheduled for non-school days.***

- Please note: any absences (whether excused or unexcused; including UN-scheduled School holidays) utilized by the individual student will extend their original contract date by a like number of hours.
- Students are required to make-up for the lessons and exams, if missed, students are to see their Instructor for makeup tests, exams, and work assignments. Any operational and exam made-up work by the student will not provide credit for hours or operations if not physically performed within the school premises. If the student is absent for ten (10) consecutive scheduled days without contacting the school, the school may withdraw him/her.
- The Director will review excessive tardiness or absences with the student to determine possible corrective action to the issue on hand. Student hours and operations once properly earned by the student will not be taken away from the student records based on disciplinary actions by the school. Clock- in time is rounded to the nearest one forth hour.

## Extra Instructional Charges

We believe the best interests of students are served when they attend School regularly, receive a consistent education, graduate as scheduled and begin timely employment. Therefore, Diamonds will take all persuasive steps within its rightful authority to promote regular student attendance.

- Students with less than 70% cumulative attendance will be advised of probable extra instructional charges.
- The hourly rate for the Cosmetology and Barber Programs is \$11.60 per hour.
- The hourly rate for the Instructor Program is \$6.33 per hour.
- All accrued extra instructional charges are due and payable the day following the End Date of the Student's Enrollment Agreement. The School reserves the right to dismiss and/or withdraw a student from participating in School until all extra instructional charges are paid.

## Make Up Work

We place a heavy emphasis on regular attendance. However, if students, due to absenteeism or other factors, are not able to complete assigned work when due, it is the student's responsibility to schedule make-up activities with their Instructor.

- All assignments and tests are required to be completed and handed in on time. If late, a 10-percentage point reduction in grade is made.  
Students missing examinations with an excused absence (Doctor's note, Jury Duty, Court date), will be permitted to make-up the exam on the regular scheduled test day. See your Instructor for the schedule. It is the student's responsibility to arrange testing time with their Instructor.

## Leave of Absence (LOA)

A student may request an emergency leave of absence not to exceed a cumulative total of 180 days in a 12-month period as prescribed by the state of Texas. The student, prior to the start of the LOA must request the leave in writing. This leave is granted at the discretion of the administrative staff. The request for leave must be signed and accompanied by documentation supporting the need for the leave of absence. Such documentation will include an explanation of existing circumstances from a doctor, lawyer, or counselor citing need for the leave of absence. Financial hardship classes will be determined by the financial aid office. A student who has been absent and has been granted a LOA by the College is not considered to have withdrawn from College. The LOA involves no additional charges by the College to the student.

The contract will be automatically extended the length of the LOA (minimum 1 week/maximum 30 days), and the student agrees to re-enter on the designated date. The student will be dropped if they fail to return from the LOA. Circumstances will be considered by the College Director if more time is required. The College's refund policy will be in effect, and any outstanding balance due the College will be due immediately.

## Electronic Devices

Diamonds encourages students to use electronic communication devices for educational purposes. These devices include but are not limited to the following: cell phones and other electronic devices. Students may utilize electronic communication devices at School and at School activities when the Instructor deems appropriate for educational purposes. Personal, non-educational use of electronic devices is permitted during breaks or lunch only in designated break areas.

## Social Media

Diamonds respects the rights of students and staff to use social media during their personal time. Social media includes all forms of online publishing and discussion, including but not limited to Facebook, Instagram, Twitter, YouTube, file-sharing and user-generated video and audio. Diamonds' students are personally responsible for the content that they publish on social networking sites. Be mindful that what you publish will be public for a long time. Respect your audience. Diamonds does not permit ethnic slurs, personal insults, obscenity, and intimidation, cyber bullying or engaging in conduct that would not be acceptable in Diamonds' facilities on any of our social media sites. Diamonds reserves the right to remove any posts at its discretion and take necessary disciplinary action as appropriate. It is the duty of Diamonds to protect itself from undue harm related to information that is shared on social networking sites.

## Physical Demands

Cosmetologists, Barbers, and Instructors can expect to stand for long periods. Since so many of their activities involve the use of arms and hands, professionals should take steps to ensure proper physical conditioning and rest periods. Further, career Cosmetologists, Barbers and Instructors may find it necessary to work long hours, sometimes missing breaks, and meals. It is not unusual for Cosmetologists, Barbers and Instructors to work more than 8 hours a day and/or more than 5 days a week – although these are the exceptions rather than the rule.

## Safety Requirements

The importance of Safety and Sanitation cannot be stressed enough. Therefore throughout your program, you will be learning and practicing:

- Disinfecting of individual workstations, individual equipment and tools and proper use and storage of linens.
- Safety including proper use and storage of chemicals, implements and electrical appliances.
- Diseases and disorders of the scalp, hair, skin, and nails.
- First aid as it relates to cosmetology, manicuring, and esthetics.

The first 150 hours of your program will set the groundwork for the craft of hair cutting while here at the college. You will learn about shampooing, draping, brushing, scalp manipulations, conditioning and rinsing. Learning scalp and hair analysis will be important as you move into hair cutting and trimming techniques.

## Change Requests

### Name Changes

Students who wish to make a name change in their Diamonds record must submit the request in writing and include copies showing the legal name change. Proof of legal name change can be a copy of a driver's license, social security card, marriage certificate, divorce decree, or other legal documents showing the name change.

### Address / Phone number changes

Students are asked to notify the Financial Aid Office when any information regarding their address or phone number changes. Notification can be made by submitting a written request to make the changes.

**Schedule Changes** Students who wish to change their schedule must make their request in writing to the school director, Ms. Morales. After meeting with the student, a determination will be made when the change can be accommodated based on education, schedules, and class availability.

## Classroom and Clinic Assignments

Students are required to remain with their Instructor in their classrooms or assigned work areas unless a scheduled lunch or break.

There will be a charge for all services and products provided to clients unless otherwise approved in advance by the School Director (or designate). Stations are assigned at the beginning of each client service, for the duration of that service and may be reassigned at the discretion of School Staff. All equipment and personal belongings must be stored in the student's assigned locker.

Daily sanitation is a part of students' learning program and must be completed each day to the satisfaction of their Instructor before student departs for the day. Students must adhere to all TDLR Health and Safety Standards as outlined in the published rules and regulations. Students may be required to perform additional cleaning and sanitation duties within the establishment to maintain a clean and safe environment for all students, staff, and clients. Those duties may include sweeping, mopping, wiping down surfaces and walls, laundry, and emptying trash containers. Duties may vary by campus and program. Students are responsible for keeping stations, mirrors, lockers, roll-arounds, chairs, clinic, classroom, and public areas in a neat and sanitary condition always. Implements must be sanitized before and after every use. Students must sanitize workstations and remove hair by sweeping before they style.

## Equipment and Personal Belongings

Each student is responsible for his or her own equipment, books and personal belongings and is provided a locker or roll-around for storage of these items. Purses, coats, bags, backpacks, and other personal belongings must be kept in a locker or roll-around at all times during School hours. Diamonds is not responsible for lost or stolen items and it is the student's responsibility to replace any missing equipment or supplies at his or her own expense. Students are required to have the equipment they need to complete services and assignments. If a student chooses to take these items home, it is the student's responsibility to bring them back to School. Students who do not come to School with their equipment will not be allowed to attend until they bring their equipment.

## Lockers and Roll Arounds

Each student is assigned a locker or roll-around at Program commencement. Students assigned a locker must use a combination lock to secure equipment and personal belongings within their locker and provide the Student Service Coordinator with the lock's combination. Students assigned a roll-around will be provided with a key to secure equipment and personal belongings within their roll-around. Lockers and roll-arounds are for use by current, active students only. Students must remove all belongings from their assigned locker or roll-around immediately upon graduation, termination, or withdrawal from Diamonds. Items found to be stored longer than 30 days since the student's last day of attendance or in unassigned lockers or roll-arounds will be discarded. Lockers and roll-arounds are the property of Diamonds and may be formally inspected at any time. Students are required to organize, clean, and sanitize their lockers and roll-arounds daily. Care must be taken not to mix unsanitary personal belongings (food, money, and clothing) with sanitized implements and equipment. Students who damage lockers and roll-arounds will be required to pay the cost of repairing or replacing the locker or roll-around. Students may not remove School equipment from the School at any time.

**Non-Smoking** - While on School property students may smoke in designated student outdoor smoking areas only. Smoking is prohibited in the School.

## Financial Progress

Students must meet or be current with all financial obligations to Diamonds Cosmetology as specified in their payment plan prior to graduation. It is expected that the student will comply by providing all necessary requested information and/or forms. Also, if monthly payments are budgeted, they are to be submitted on or before the statement due date to maintain satisfactory financial progress. If a student fails to meet his or her financial obligation, he or she will receive a warning. If the financial situation is not satisfied, the student will be dismissed. The student may appeal his or her dismissal and/or request readmission per Diamonds Cosmetology's Appeals Board Policy.

## Satisfactory Academic Progress

Students meeting the minimum requirements (70%) for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students deemed not maintaining Satisfactory At each evaluation point, the attendance for the period will be added to the attendance from the preceding periods to determine whether the student will complete the Program within the maximum time frame established in this policy. Total hours earned beginning the first day of Program commencement and ending the last day of the completed period (phase) divided into the student's scheduled hours beginning the first day of Program commencement and ending the last day of the completed period (phase). Student's Actual Hours Attended ÷ Scheduled Hours = Cumulative % of Attendance

If the student's attendance and/or academics fall below 70%, they will be placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met the attendance and academic requirements, he/she will be dismissed from the program.

If the student withdraws, or other official interruption, the student, upon returning to School, maintains the status as of the time of departure.

Withdrawals and incompletes have no effect upon the School's qualitative Satisfactory Academic Progress standard. All hours attempted within a progress report period are used in assessing if the student meets quantitative Satisfactory Academic Progress standard.

With regard to Satisfactory Academic Progress, a student's transfer hours accepted by Diamonds will be counted as both attempted and earned hours for purpose of determining when the allowable maximum timeframe has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

The intent of Diamonds' Satisfactory Academic Progress Policy (SAP) is to be fair, reasonable, and consistent in effectively evaluating the Student's measurable progress toward successful completion of their Program instructing them to be successful in their chosen career. The policy complies with the guidelines established by the Council on Occupational Education (COE) and the federal regulations established by the United States Department of Education. The training will include attendance, dependability, organizational skills, professional image, conduct, teamwork, and cooperation. Student training is measured and communicated by; 1) Attendance, and 2) Academic Grades.

1. Satisfactory Academic Progress is a requirement for all students enrolled in Diamonds. All students must maintain an academic grade (grade point average) and average cumulative attendance of 70% to be considered making satisfactory academic progress and to complete the scheduled Program within the maximum timeframe.
2. The maximum time a student has to complete is 143% of the Program length. All minimum Program lengths are determined by The Texas Department of Licensing and Regulation

PROGRAM	MAXIMUM TIME	ALLOWED WEEKS	SCHEDULED HOURS
Cosmetology	(Full time, 30 hrs. / wk.)	33 Weeks	1000 hours
Instructor	(Full time, 30 hrs. / wk.)	20 Weeks	500 hours
Barber Class A	(Full time, 30 hrs. / wk.)	33 Weeks	1000 hours
Cosmetology Crossover to Barber	(Full time, 30 hrs. / wk.)	10 Weeks	300

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3. The maximum time allowed for transfer students who need less than the full Program requirements will be determined based on 70% of the scheduled hours. Students are evaluated for Satisfactory Academic Progress (SAP) as follows:

a) Cosmetology	500 hours & 16 weeks
b) Instructor	250 hours
c) Barber Class A	500 hours & 16 weeks

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the Program. Evaluations periods are based on actual hours completed.

### Extra Instructional Charges

We believe the best interests of students are served when they attend School regularly, receive a consistent education, graduate as scheduled and begin timely employment. Therefore, Diamonds will take all persuasive steps within its rightful authority to promote regular student attendance.

- Students with less than 70% cumulative attendance will be advised of probable extra instructional charges.
- The hourly rate for the Cosmetology and Barber Programs is \$11.60 per hour.
- The hourly rate for the Instructor Program is \$6.33 per hour.
- All accrued extra instructional charges are due and payable the day following the End Date of the Student's Enrollment Agreement. The School reserves the right to dismiss and/or withdraw a student from participating in School until all extra instructional charges are paid.

### Make Up Work

We place a heavy emphasis on regular attendance. However, if students, due to absenteeism or other factors, are not able to complete assigned work when due, it is the student's responsibility to schedule make-up activities with their Instructor.

- All assignments and tests are required to be completed and handed in on time. If late, a 10-percentage point reduction in grade is made.

Students missing examinations with an excused absence (Doctor's note, Jury Duty, Court date), will be permitted to make-up the exam on the regular scheduled test day. See your Instructor for the schedule. It is the student's responsibility to arrange testing time with their Instructor.

### Students receiving Title IV Financial Aid and SAP

If a student does not meet Satisfactory Academy Progress at the evaluation period check points, they will be provided with one of the following notices:

- A Financial Aid Warning letter
- A Financial Aid Suspension letter
- A Financial Aid Probation Letter (if the student's appeal for Financial Aid suspension is approved).

#### Financial Aid Warning

Students failing to meet requirements for attendance or academic progress at any evaluation period checkpoint will be placed on Financial Aid Warning until the end of the next scheduled evaluation point. During the Financial Warning period, students are considered to be making Satisfactory Academic Progress and students who receive federal funds may continue to be funded. If the student is meeting minimum requirements at the end of the Financial Aid Warning period, the student will be determined as making Satisfactory Academic Progress. If the student fails to meet requirements at the end of the Financial Aid Warning period, **the student will be suspended from receiving Title IV funds**, unless the students appeal the finding that they are not meeting the Satisfactory Academic Policy and prevails on the appeal. A student cannot have successive periods of Financial Aid Warning status.

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## Financial Aid Suspension

Students that are determined not to be making Satisfactory Academic Progress at an evaluation period checkpoint following an evaluation period in which they were in Financial Aid Warning status, will have their Financial Aid suspended. The student will be ineligible to receive any Title IV Financial Aid that was to be credited to their account for tuition or any other school charges, or that was to be disbursed to the student for education related living expenses. The suspension will be imposed until the next evaluation period checkpoint, **unless the student appeals the suspension**, and the appeal is approved by the school.

## Appeal Policy

If a student is determined NOT to be making Satisfactory Academic Progress at the end of the Financial Aid Warning period (the next evaluation period checkpoint) the student may appeal the negative determination. The appeal must be based on the following: The death of a relative, an injury or illness of the student, or other special circumstances. The Student must submit his/her written appeal notice to the school administration with supporting documentation including reasons why the determination should be reversed, and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation period checkpoint. The written appeal will be reviewed within 5 business days by the school. administration and the student will be notified of the results in writing. The results of the appeal review are final and not appealable. After the appeal is reviewed by the school, the appeal will either be denied or approved. If denied, the student will be put on Financial Aid Suspension status as stated above. If the student's appeal is approved by the school, the **student will be placed on Financial Aid Probation** as stated below. A copy of the appeal documents along with the appeal determination record will be maintained in the student's file.

## Financial Aid Probation

If the student prevails on their appeal, the student will be placed on Financial Aid **Probation** and will be considered making Satisfactory Academic Progress until the end of the next evaluation period. The school will only allow the status of Financial Aid Probation for students who are not considered meeting the minimum standards for Satisfactory Academic Progress, if the school determines that the student could actually meet the required standards by the end of the next evaluation period.

Students cannot have successive periods of Financial Aid Probation status. A student may have only **one** Financial Aid Probation during the student's enrollment at Diamonds Cosmetology College. As the student's first possible probation status would be at the end of the student's second evaluation period, the next point at which the student could possibly not be making satisfactory academic progress and appeal, would be the student's third and final evaluation period checkpoint. An appeal approval at the third evaluation checkpoint would mean the student would have back-to-back probations at the second and third evaluation checkpoints which is NOT allowed.

## Re-Establishment of Status

A student determined NOT to be making Satisfactory Academic Progress at any evaluation period checkpoint may re-establish Satisfactory Academic Progress by:

- Making up missed tests and assignments and increasing cumulative grade point average to a minimum of 70% and increasing cumulative attendance to a minimum of 70%.

## Reinstatement of Financial Aid

Title IV aid will be reinstated to students who have prevailed upon appeal regarding the status of Satisfactory Academic Progress or who have reestablished Satisfactory Academic Progress



## **Corrective Action Policy**

Our goal is to provide clear direction and feedback on your performance. When you choose to perform or behave outside of the school policies and guidelines, corrective action will be taken. A student may be provided a written warning for any infraction of the Professional Guidelines.

## **Dress Code - Students**

The Diamonds Student Dress Code is based on industry standards in the careers for which our students are preparing and is intended to promote consistency and uniformity within the School. Students are expected to dress professional and fashionable, using good taste and judgment in matters concerning dress and appearance, with the following specific requirements:

- Students must be neat, clean, and always have a professional appearance.
- Barber students are required to wear black jeans or slacks with Diamonds smock.
- Cosmetology students' black scrubs (or denim jeans) with black aprons (in Kit)
- Diamonds T-Shirt (clean and no holes or stains).
- Denim jeans must be clean, without holes, with no skin showing. No undergarments visible.
- Skirt or shorts length must be to the knees or lower.
- Closed-toed and closed-back shoes of professional appearance must be worn. Open shoes and/or shoes with holes in them are not permitted.
- No excessive jewelry shall be worn at School. All chains, drops, symbols, medallions, etc. hanging from the neck shall be tucked under the student's shirt.
- NO HOODIES or PULLOVERS ALLOWED.
- Black or blue jackets with NO HOOD are optional (full zip front to show uniform).
- Long sleeve shirt under scrub top or Diamonds tee may be worn solid color no writing on sleeves.
- No leggings or jeggings

Students who do not adhere to the Student Dress Code must clock out and leave Diamonds until they are in compliance with the Student Dress Code.

## **Dress Code – Student Instructors**

Students are expected to use good taste and judgment in matters concerning dress and appearance. Neat, clean, and appropriate attire creates the PROFESSIONAL IMAGE that Diamonds wishes to always portray and your attire must reflect professionalism. To have all students present a consistent and professional appearance the following policy is to be followed:

- Casual business attire / shoes. Black vest to be worn when instructing.
- Skirts and/or dresses must be knee length or below; pants must be no shorter than mid-calf in length.
- Tattoos are allowed so long as they do not depict images of nudity, profanity, violence or are gang-related.
- Clothing must be of appropriate length and fit, showing no abdomen or cleavage.
- All hairstyling and make-up must be professional and completed before arriving at school.

## **Conduct Standards**

Appearance, attitude, and professional behavior are important elements of the student's career preparation and job success.

- When a student's appearance and/or attitude is in opposition to the career education goals to which the School's academic and placement assistance are dedicated, the student may be advised, dismissed for the day and/or placed on probation.
- If no progress is shown during the probation period, the student may be dismissed.
- When a student's behavior interferes with the rights of others, disrupts and/or prohibits the learning process of other students, or is in opposition to policies and rules of the classroom and the School, the student may be advised, dismissed for the day and/or placed on probation. If no progress is shown during probation period, the student may be dismissed.
- When a student is guilty of negligent and/or careless acts and/or omissions in the learning process to endanger or to cause injury to another person or property, the student may be advised, dismissed for the day and/or placed on probation or may be automatically dismissed.

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- Under certain circumstances, a student's conduct may warrant immediate dismissal. Examples of this include, but are not limited to:
  - Engaging in verbal threats, intimidation, use of foul or profane language, physical threats, sexual assault, physical violence, racial or sexual harassment in or around the School.
  - Possession of weapons, firearms, and knives while on School property or when involved in any School sponsored activity.
  - Possessing, distributing, or using alcohol and/or illegal drugs in or around the School.
  - Vandalizing, stealing or being in possession of stolen property.
  - Falsifying personal information on School documents and/or presentation of forged documents.

### Code of Conduct

#### Dismissal – Termination

Enrollment may be terminated at the discretion of College administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the institution or for any of the following reasons:

- Dishonesty
- Insubordination
- Possession of Or Drinking of Alcoholic Beverages
- Immoral Conduct
- Possession, Use, Selling, Making or Distributing of Non-Prescribed Controlled substances
- Cheating or Assisting to Cheat
- Destruction of Private College Property
- Use of Vulgar or Profane Language
- Willfully Engaging in Conduct That Is Detrimental to The Best Interest of Students, Clients, Or the Educational Program
- Failure to Obey All Cosmetology Laws
- Failure to Follow College Rules, Regulations And/or Policies
- Stealing
- Fighting
- Unsatisfactory Attendance or Grades

### Termination/Disciplinary Policy

- Students must understand that any infraction of the Standards of Conduct, General Policies or the Enrollment Agreement could result in any of the following disciplinary actions:
  - Enrollment may be immediately suspended for 1 to 30 days for an infraction of the Code of Conduct or General Policies at the discretion of the school administration. No adjustment of scheduled hours is made regarding contract dates or cumulative attendance percentages. Students who commit multiple infractions may be terminated from school.

### Violation Procedure

If any student is in direct violation of school policies or the Code of Conduct, the following actions may occur.

• Verbal Warning	• Written Warning
• 2nd Written Warning - meet with the Director	• 1 -5 Day out of school suspension
• Expulsion	



## **Confidentiality policy**

Information about contract, disciplinary actions, Infractions, etc., may not be shared with other parties. In addition, all student advisement or conversations between any student and administration is confidential and private. Do not discuss your contract or interaction with other parties among fellow students. Violation of this policy may lead to corrective action, up to and including termination.

## **Disciplinary Appeal Policies**

Disciplinary decisions may be appealed by submitting a clear, concise written statement containing all pertinent data and facts. 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. Concerns which are not made known to the Applicable management personnel cannot be effectively addressed in a timely manner.

## **Academic Dishonesty**

Academic Dishonesty is any incident whereby a student or group of students knowingly and willingly offers or seeks to gain an academic advantage by giving or receiving inappropriate assistance in the preparation and completion of assignments and evaluations. Students engaging in any form of Academic Dishonesty will be disciplined appropriately.

## **Non- Fraternization**

Instructor Program students are prohibited from fraternization with non-instructor students, either during regularly scheduled Program hours or at any other time. Under no circumstances will Instructor students provide or accept transportation from non-instructor students or provide their home phone or cell phone numbers to non-instructor students. This policy includes the use of School facilities designated for non-educational use, such as designated break and smoking areas. Instructor students must use facilities designated for Faculty and Staff. Fraternization with non-instructor students is considered unprofessional behavior and subject to corrective action up to and including dismissal from Diamonds.

## **Alcohol and Drug Prevention**

Diamonds policies supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol by anyone on Diamonds' property or as a part of any Diamonds' activity is prohibited. Students taking prescribed or over-the-counter medication which may affect functioning should inform the School Director.

## **Sexual Misconduct Prevention and Response**

If a final determination is made that any student of Diamonds is found to be abusing alcohol or using, possessing, manufacturing, or distributing controlled substances in violation of the law on Diamonds property or at Diamonds events, they shall be subject to, at a minimum, the referral to counseling and automatic and immediate suspension or dismissal from School. Diamonds imposed sanctions are additional to any legal actions taken by local, state, or federal authorities. Diamonds is committed to complying with all laws that prohibit discrimination based on sex in admission to, employment with, and otherwise in the operation of its educational program and activities. Among the applicable laws, Title IX of the Education Amendments of 1972 prohibits sex discrimination and sexual harassment in schools. In compliance with Title IX.

Diamonds is committed to ensuring that all its students have equal opportunity to benefit from our program and activities, and that all its employees enjoy equal employment opportunity, free from sex discrimination and sexual harassment. The protections of Title IX also extend to third parties. Diamonds has developed a Title IX policy and the associated processes (please view the full Title IX policy at <http://www.diamondscosmetology.com>) to ensure that all complaints of sex discrimination and sexual harassment—whether brought by students, employees, or third parties—are promptly investigated and, where a violation is found, that Diamonds takes action to end the conduct, prevent its recurrence, and address its effects.

Sexual harassment is unwelcomed advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person's employment or education, unreasonably interfered with a person's work or educational performance, or creates an intimidating, hostile or offensive working or learning environment.

Individuals who believe they are victims of sexual harassment should make it clear that such behavior is offensive to them. If the behavior continues, document the matter, and refer it to Campus Security Authorities. Responsible employees must promptly report sexual harassment that they observe or learn about.

Students who are found to be participating in any form of sexual harassment will be subject to disciplinary action, including but not limited to suspension or dismissal from school.

Any student, employee or other person who believes that he or she has been subjected to any form of sex discrimination, sexual harassment, or sexual assault in violation of this policy should make a complaint. Diamonds takes all such complaints seriously.

Diamonds strongly encourages any person who wishes to make a complaint under this policy to bring that complaint directly to Diamonds' Title IX Coordinator. However, a student may also bring such a complaint to an Admission Representative, Instructor, School Director, or staff member with whom he or she is comfortable. Likewise, an employee may bring such a complaint to their immediate supervisor, or another manager. In each case, the complainant should understand that the complaint will be forwarded to the Title IX Coordinator.

If you believe you have been sexually assaulted, your first priority should be to get to a place of safety. Diamonds strongly advocates that a victim of sexual assault report the incident in a timely manner. Please familiarize yourself with Diamonds' Title IX Policy & Procedures which can be found on our website at: <http://www.diamondscosemology.com>

## Student Records

### Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. It affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

- The right to inspect and review the student's education records within 45 days after the day the institute receives a request for access. The student should submit to the Student Services Manager, a written request that identifies the record(s) the student wishes to inspect. The Student Services Manager will then make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the institute to amend a record should write to the Director, identify the part of the record that the student wants changed, and specify why it should be changed. If the Director decides not to amend the record as requested, the institute will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before the institute discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The institute requires written consent from the student and parents or guardians of dependent minors (each time) before releasing any student information in response to a third-party request, unless otherwise required by law. The institute discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institute in an administrative, supervisory, academic, research, or support staff position (including law

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enforcement unit personnel and health staff). A school official also may include a volunteer or contractor outside of the institute who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the institute with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for the institute.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institute to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW Washington, DC 20202

FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student. FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose personally identifiable information from the education records without obtaining prior written consent of the student – • To other school officials, including teachers, within the institute whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(I) - (a)(1)(i)(B)(2) are met.

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

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- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a) (15))

## Disclosure of Directory Information

Under FERPA, the institute may disclose designated "directory information" without your written consent, unless you have advised the institute to the contrary. The institute has designed the following information as directory information:

• Student's name;	• Address;
• Telephone Listing;	• Electronic mail address;
• Photograph;	• Date and place of birth;
• Field of study;	• Grade level;
• Enrollment status;	• Dates of attendance;
• Participation in activities;	• Degrees;
• Honors and awards received; and	• Most recent institution attended.

If you do not want the institute to disclose directory information from your education records without your prior written consent, you must notify the Student Services Manager in writing at the start of a student's program.

## Transcripts

For students to receive a copy of their transcript, they must submit a written request to The request must include the following information:

- Student's full legal name;
- Current address, email, and phone number;
- Program attended;
- \$5.00 payable to Diamonds College by debit, check, money order, or in cash; and
- Addresses student would like the transcript sent to.

Official transcripts will be withheld if tuition or fees are owed.

## Record Retention Policy

Students' entire record shall be maintained for at least 7 years from the date of graduation, termination, or withdrawal. After that, the institute will maintain the following student records for 20 years from the date of graduation, termination, or withdrawal:

- Name, address, and date of birth;
- Date of enrollment;
- Program taken;
- Record of all final tests and grades;
- Date of graduation, withdrawal, or termination; and
- Notation whether a diploma was issued and the date issued.

## Security & Annual Campus Security Report

The schools most current Campus Crime Report and statistics, can be found at the school's website, [www.DiamondsCosmetology.com](http://www.DiamondsCosmetology.com) (a hard copy of the report is also available by request to the school)

- DCC utilizes a security alarm system with an alarm button for emergencies.
- Recorded video surveillance system
- Lock any personal items you bring into the building in your station or provided locker.
- Lock your car in the public parking lot.
- Avoid being outside the building and in the parking lots by yourself.
- Report any suspicious activity in the building, outside the building, or the parking lots to Administration personnel

## Emergency Procedures

The College has two (2) fire extinguishers located in the lab and mannequin room.

- Exit doors are in the front and back of the College for the event of an evacuation. Students are advised to evacuate the premises in an orderly fashion and not to return until directed by College personnel. In the event of an emergency an instructor or staff will call 911 immediately.
- In the event of a tornado, if time permits, students and staff will exit the building if it is determined safe to do so.
- In the event of a fire, students will be directed to proceed to the nearest unobstructed exit.
- There is an evacuation diagram of the school located next to the front door of the building.

All students are encouraged to take an active role in maintaining a safe and secure environment while enrolled as a student as well as in the workplace after licensure. To avoid accidents and injuries, students are required to take preventative measures by:

- using equipment properly
- following manufacturer's directions when using chemicals and products
- immediately wiping spills found on the floor
- assisting elderly and disabled guests
- keeping all aisles and areas around work stations free from personal items and debris
- Immediately reporting building and equipment safety hazards and repair needs to Administration personnel.

## Student Resources

### Student Advising and Counseling

Diamonds' staff makes reasonable effort to maintain close communication with all students. Students have access to Faculty and Administrative Staff for both career and academic advising. Students experiencing personal problems that require professional help will be referred to the appropriate agency(s) or organization(s). Individual advising occurs periodically throughout the Program. These sessions help Instructors determine student progress and identify those students who may require additional assistance. Problems not resolved in Instructor-student sessions may be referred to the School Director. Students are encouraged to seek help whenever it is needed.

Formal academic advisement occurs when Grade Reports are issued. At any time, between Grade Reports, students may be formally advised; and all advisements are confidential. Whenever any staff member advises a student, the proceedings of that advisement are documented. All students will receive on-going, informal daily advisement in the areas of behavior, attitude, attendance, respect, cooperation, image, pride and professionalism. When a student's problems are beyond staff capability, the student will be referred to the appropriate professional.

### Personal Counseling Services

Diamonds does not offer on-campus counseling services. Contact the following off-campus organizations for counseling opportunities, alcohol and drug education, crime prevention education, and sexual assault prevention and response.

Grayson County Counseling 600 E Taylor St Suite 4004 Sherman, TX 75090 903.892.2874	Charles Keenan PhD 1600 Teague Dr. Suite 508 Sherman, TX 75090 903.813.4787	Sherman Family Counseling 210 S. Rusk St Suite 3 Sherman, TX 75090 903.893.4884
Child & Family Guidance Centers 8915 Harry Hines Blvd. Dallas, TX 75235 214-351-3490	Drug Prevention Resources, Inc. 1200 Walnut Hill Lane #1500 Irving, TX, 75038 972-518-1821	The Council on Alcohol/Drug Abuse 1349 Empire Central Drive, #800 Dallas, TX, 75247 214-522-8600
The National Women's Health Information Center, U.S. Dept. of Health and Human Services Office on Women's Health, 1-800-994-9662 <a href="http://womenshealth.gov">http://womenshealth.gov</a>	The National Domestic Violence Hotline 1-800-799-SAFE (7233) or 1-800-787-3224	National Sexual Assault Hotline 1-800-656-HOPE (4673)

## ***Student Assistance Policies***

### **Career Services**

Diamonds' Director, Ms. Morales plays a key role in helping students achieve their goals. She has been in the local cosmetology field as a salon owner, instructor, and school owner. She strives to connect our graduates with others in the beauty field to build strong relationships and create career opportunities.

### **Employer Relations**

Ms. Morales maintains a working relationship with employers to promote and enhance the visibility and effectiveness of Diamonds which enhances employment opportunities for our students.

### **Graduate Employment Assistance**

While the College cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings. Students also receive training regarding professionalism, portfolio and resume development, the application process, effective interview skills, and job search skills. The school encourages qualified students to obtain salon sponsors to mentor them throughout their program. This is an excellent opportunity for the student to obtain professional salon exposure, secure future employment and make the transition from school to work with ease.

### **Rights Reserved**

Diamonds reserves the right to add or withdraw any Program and to make changes in curriculum, tuition, regulation, or any other published information as conditions warrant.

Diamonds has no responsibility for loss of damage to student work, supplies or any other personal property. Students should keep personal items in lockers. Students are required to replace immediately any supplies or equipment that is lost, stolen, or broken.

## ***Adam Walsh Child Protection and Safety***

Diamonds supports The **Adam Walsh Child Protection and Safety Act**.

[https://en.wikipedia.org/wiki/Adam\\_Walsh\\_Child\\_Protection\\_and\\_Safety\\_Act\\_-\\_cite\\_note-USPL.7C109.7C248-1](https://en.wikipedia.org/wiki/Adam_Walsh_Child_Protection_and_Safety_Act_-_cite_note-USPL.7C109.7C248-1)

A federal statute that was signed into law by [U.S. President George W. Bush](#) on July 27, 2006. The Walsh Act mandates that offenders update their whereabouts with lifetime registration requirements. Failure to register and update information is a [felony](#) under the law. States are required to publicly disclose information of offenders. The Act also creates a national [sex offender registry](#) and instructs each state and territory to apply identical criteria for posting offender data on the internet (i.e., offender's name, address, date of birth, place of employment, photograph, etc.).<sup>[3]</sup> The Act was named after [Adam Walsh](#), an American boy who was abducted from a Florida [shopping mall](#) and later found murdered.

NSOPW.com (the US Department of Justice) is one site you can check by zip code to see a listing of all sex offenders in your area.





## **Student Responsibilities**

Time is a critical factor for evidence collection and preservation for the proof of a criminal offense. An assault should be reported directly to local police and/or Director. Upon request, Director will assist victims in reporting incidents of sexual assault to local police. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Diamonds seeks to handle each complaint and investigation with professionalism and discretion. A fair and effective investigation often requires that the details of the complaint and/or the identity of the complainant be shared with those individuals involved in and/or interviewed in the investigation. Such individuals will, however, be expected to maintain the confidentiality of the matter to the extent possible. You can obtain information about rape awareness and prevention, victim support, counseling and mental health from the Rape, Abuse, and Incest National Network, at 1-800-656-HOPE (4673) or their website: <http://www.rainn.org>. Diamonds does not offer on-campus counseling services. In the event a student has been apprehended for the violation of a law in the community, state or nation, the School will not request nor agree to special consideration for that individual because of his or her status as a student. The School will cooperate fully with law enforcement and other agencies in the enforcement of the law.

## **Student Concerns/Complaints & Grievance**

Students are always encouraged to communicate their concerns to members of the Faculty and administration. Suggestions concerns or complaints should be registered privately, never with fellow students or clients. If a situation arises in which a student has a complaint or grievance regarding grades, instruction or other topics related to their Program of study, the following procedure is in effect:

- Make an appointment to discuss the matter informally with your Instructor.
- If not resolved. Make an appointment to discuss the matter informally with the School Director (or designate).
- If not resolved; Request and complete a Student Complaint Form and submit it to the School Director (or designate). The School Director will verify that the student has tried to resolve the concern informally and will call a meeting with all individuals whose participation is warranted by the circumstances of the particular concern to seek to resolve the concern. The minutes of the meeting and any agreed upon resolution will be documented on the Student Complaint Form and communicated to the student.
- If not resolved; Student may submit a complaint to TDLR and/or COE only after the student has exhausted the institution's internal complaint process.

## **Compliance Hotline**

If you have concerns regarding the administration of Federal Student Aid Programs, possible violations of institutional accreditation standards; or violations of state regulatory requirements and choose to report anonymously call (800) 401-8004. This is an anonymous and confidential reporting line that is not affiliated with Diamonds. It is accessible 24 hours a day, 7 days a week. If you prefer to contact Diamonds' Compliance Department directly, please call 903.891.0758 and ask for Ms. Morales.

## **Student Grievance Procedure**

Student grievances should be handled promptly and in the following manner:

- Discuss the problem with the appropriate instructor or staff member.
- If unsatisfied, the student may appeal to the College Director.
- All appeals must be in writing. If all appeals have been exhausted, the student may contact:

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<p>Texas Department of Licensing and Regulations P.O. Box 12157 Austin, Texas 78711 (512) 463-6599 <a href="http://www.tdlr.texas.gov">www.tdlr.texas.gov</a></p>	<p>The Accrediting commission of the Council on Occupational Educational 784 Roswell Road, Building 300, Suite 325, Atlanta, GA 3050 Phone: (770) 396-3898 or 800-917-2081 <a href="http://www.council.org">www.council.org</a></p>	<p>U.S. Department of Education (D.O.E.) 1999 Bryan Street Dallas, Texas 75201 <a href="http://www.ed.gov">www.ed.gov</a></p>
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### Copyright and Computer Use Policy

- The College supports enforcement of copyright law for the protection of its employees as both creators and users of copyright protected works. The College requires that staff and students comply with federal law regarding the use of copyright protected materials. In addition, in the spirit of promoting "the progress of science and the useful arts," the College supports the fair use for such purposes as criticism, comment, news reporting, teaching scholarship or research and reproduction of copyrighted materials.
- Internet Options Internet access is available to students only for Financial Aid application and exitcounseling with the Financial Aid Director.
- Preservation of Rights No part of this catalog, curriculum or any written materials for Diamonds Cosmetology College may be reproduced or used in any other form or by any means, graphic, electronic, or mechanical, including photocopying, recording, taping, Web distribution, information storage or by retrieval system without written permission of the owners of Diamonds Cosmetology College



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# DCC School Catalog

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## Catalog Acknowledgement

This is to acknowledge that I have been advised that the catalog is available online at [www.diamondscosmetology.com](http://www.diamondscosmetology.com) and a hard copy of the Diamond's Cosmetology College Catalog can be found in the director's office to be reviewed.

In consideration of my enrollment, I agree to conform to the outlined rules and specific regulations communicated by Diamonds Cosmetology College. It is also understood that the Catalog provides general information on current guidelines covering educational related policies and procedures.

By signing this form, you are giving Diamonds permission to contact you via regular mail, email, phone and/or text messaging.

Diamonds may make changes to it at any time by adding to, deleting, revising, or totally revoking any information as it deems necessary without prior notice. Catalog addendums that effect the student enrollment contract will be provided to the student for signature.

Final interpretation of any policy, practice, procedure, etc. is at the discretion of the Director. Violations of these policies may result in disciplinary action, which could include immediate expulsion.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

## Publication Release

- I hereby grant Diamonds the right to use, to publish, or to distribute pictures. Testimonies or other likeness of me in which I may be included as well as my name for the advertising and promotion for public relations purposes on the Web site and /or Facebook page.
- I waive any right to inspect or approve any picture or likeness used for these purposes.
- It is understood that sufficient and valuable consideration is received by me by reason of the above-mentioned use of publication of my photos and that no other consideration or compensation is payable to me; and that such use or publication is made by Diamonds in reliance upon my signing this release.
- I am 18 years of age or over (need parental/ guardian signature if under 18)

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE