



**Academy Catalog**  
117 E Market St.  
Mabank, TX. 75147  
903-887-0350

**Volume 4.0**  
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## Contents

Mission Statement .....	3
Affiliation .....	3
History .....	3
Community .....	3
Licensure.....	3
Facilities and Equipment Policy .....	3
Student Catalog Responsibility Policy .....	3
Non-Discrimination Policy .....	4
Certification of Graduation Policy .....	4
Family Educational Rights and Privacy Policy .....	4
Code of Conduct Policy .....	5
Dress Code .....	6
Tardiness policy .....	6
Licensing Eligibility and Criminal Background Checks .....	6
Admissions.....	7
Policy For Students with Disabilities.....	7
Admissions Requirements .....	7
Admission Process.....	8
Post-Admission Orientation.....	8
Books and Kits .....	8
Class Size.....	9
Academic Policy .....	10
Suspensions.....	11
Cancellation of Enrollment Policy .....	14
Program Measurement Policy.....	16
Programs of Study.....	16
Program Title: Cosmetology/CTE HS 1000 Hours.....	16
Program Title: Esthetics Program 750 Clock Hours .....	19
Program Title: Barber 1000 Hours .....	21
Student Agreement and Signature Page .....	24

## **Mission Statement**

**Summit Salon Academy**'s mission is to produce highly trained and well-prepared graduates for salons and spas. We are committed to excellence in cosmetology, arts, and sciences. Educational systems and programs are updated constantly to keep the students' interests first and our educational quality high and to prepare the student to pass Texas State Boards.

## **Affiliation**

**Summit Salon Academy** is a Redken Premier School. The Academy uses Redken 5<sup>th</sup> Avenue NYC retail and professional products. Redken provides education for the staff and students. The Academy has a licensing agreement with Summit Salon Business Center, which provides our name, education, business products and consulting. Redken and Summit Salon Business Center do not have an ownership interest in The Academy. The Academy's corporate name is Summit Salon Academy Mabank LLC.

## **History**

**Summit Salon Academy** in Mabank TX was founded and hopes to be considered under the laws of Texas as a for-profit educational institution in 2023. The first cosmetology class is expected to start August 2023. The first esthetician class is expected to start August 2023. The Academy owners have owned a Salon Company in the Mabank area for 16 years.

## **Community**

**Summit Salon Academy** is in Mabank TX. This thriving community has a family feel that sits on a beautiful lake and is located about an hour from Dallas and has popular shopping and dining experiences. The area offers a lot of opportunities for growth.

## **Licensure**

**Texas Department of Licensing and Regulation**  
P.O. Box 12157  
Austin, TX 78711-2157  
[education@tdlr.texas.gov](mailto:education@tdlr.texas.gov)  
[www.tdlr.texas.gov](http://www.tdlr.texas.gov)

## **Facilities and Equipment Policy**

**Summit Salon Academy** is a 937 square foot facility. It includes a salon, nail area, skin care department, classroom, learning resource system and office located in downtown Mabank, address. Our telephone number is 903-880-0350.

## **Student Catalog Responsibility Policy**

Each student is responsible for knowing the information in this catalog (signature required). Summit Salon Academy reserves the right to change policies and/or to revise the curriculum.

## Non-Discrimination Policy

Summit Salon Academy admits students without regard to race, age, sex, gender, sexual preference, creed, religion, color, citizenship, national origin, ethnic origin, genetic information, or disability.

## Certification of Graduation Policy

Summit Salon Academy is committed to providing the highest quality training for its students so that, upon program completion, they are not only thoroughly qualified to practice all aspects of the cosmetology, barber, and esthetics profession but are also well-trained in the operational aspects of working in or managing a salon/spa. For that reason, it will not compromise its standards of instruction and will not limit the training experience that students receive. Summit Salon Academy strictly adheres to the following standards to certify students as graduates:

- Every student must successfully complete all the clock hours required for the program in which he or she is enrolled. **No clock hours will be excused, and any clock hours missed must be made up.**
- Summit Salon Academy will not certify any student as a graduate until all required program hours have been successfully completed.
- As part of their clinical learning experiences, all students are required to perform those typical duties such as laundering, cleaning the salon, and performing product and supplies inventories that are normally required in an operating salon. **These learning experiences are part of the educational program and do not qualify students as employees or contract workers of Summit Salon Academy or of its salon clinics. Nor are students entitled to payment of any type for performing these experiences.**

Accepting an offer of admission into Summit Salon Academy by signing an Enrollment Agreement is considered the student's acknowledgement that he or she understands, accepts, and agrees to be bound by each of the above conditions.

## Family Educational Rights and Privacy Policy

Summit Salon Academy complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 which is designed to protect students' rights regarding educational records maintained by the school. Under FERPA, a student has the following rights:

1. The right to inspect and review his/her educational record(s) within 45 days (about 1 and a half months) after submitting a written request to the Authorized School Official to view those records. The Authorized School Official must arrange and notify the student when and where the records may be reviewed.
2. The right to make a written request for correction or amendment of any information that the student believes to be inaccurate.

3. The right to a hearing to appeal the school's denial of his or her request to amend or correct their records.
4. The right to have his/her records kept confidential and not released without the student's written consent, except for directory information which includes the student's name; program of study; dates of attendance; honors or awards received; and participation in school-sponsored activities.
5. The right to submit a written request to keep his/her director's information confidential.
6. The right to have confidential information from his/her file released directly to the student; and,
7. The right to file a complaint with the U.S. Department of Education (DOE) against Summit Salon Academy for claims that the school failed to comply with the provisions of FERPA, at DOE/Family Policy Compliance Office, 600 Independence Avenue, SW, Washington, DC 20202-4605.

Under FERPA, Summit Salon Academy has the following rights, without a student's consent:

1. The right to disclosure personally identifiable information contained in a student's education records to school officials with legitimate educational interests. A school official is a Summit Salon Academy employee in an administrative, supervisory, academic or research, and support staff position. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
2. The right to disclose personally identifiable information contained in a student's education records to people or organizations providing students financial aid, accrediting agencies carrying out their accreditation function, persons in compliance with a judicial order, and persons who, in emergency, seek to protect the health or safety of students or other persons; and,
3. The right, after making a reasonable attempt to notify students, to disclose the student's education records to officials of another school in which a student seeks or intends to enroll.

### **Code of Conduct Policy**

Disrespect for the Academy's instructional process and its learning environment by a student's misconduct will not be tolerated. Any student whose inappropriate behavior disrupts classroom instruction, salon training, clocks in and leaves campus, or any student who refuses to perform a skill when and as directed by the educator in the salon may be subject to suspension from the classroom or salon and will be sent home for the remainder of the day. The hours that the student misses because of the suspension must be made up and the over-contract fee will be applied to those hours. Any student who commits a second instance of unacceptable behavior in either the classroom or salon area is subject to termination.

## **Dress Code**

Summit Salon shirts with black scrub pants or black scrub shirts and black scrub pants. Black sweaters and jackets only with a small logo. Tennis shoes only, no UGG slides or boots. Hair and makeup done every day \*3 items of makeup minimum. Black, white, grey or teal undershirts. Name badges must be worn at all times. On specific months you may wear different colored undershirts that the educators pick and approve to correlate with upcoming holidays. If out of the dress code, you will be asked to leave and go home to change and may return to the academy once in dress code. If you choose not to return you will be written up. After the 3<sup>rd</sup> occurrence you will be written up, after the 3 write up you will be subject to termination.

## **Tardiness policy**

The door will be locked at the time class will start and will not be unlocked until guests arrive for services.

- CTE morning class 7:15am
- Post secondary class 8:00am
- CTE afternoon class 1:00 pm
- No leaving school once clocked in
- No outside food or drinks can be delivered to school; you must have food/snacks and drinks in hand when arriving at school.
- No smoking / e-cigarettes inside or on school premises.

## **Licensing Eligibility and Criminal Background Checks**

In Texas, having a criminal background does not automatically disqualify someone from attending cosmetology school or barber college. However, the Texas Department of Licensing and Regulation (TDLR), which oversees licenses for cosmetologists and barbers, does conduct criminal background checks on applicants for licensure.

TDLR evaluates each applicant on a case-by-case basis. They consider the nature and severity of the crimes committed, how much time has passed since the offense, and whether the offense is directly related to the duties and responsibilities of the profession. Certain offenses, particularly those that are violent or sexual in nature, or involve fraud, can impact a person's ability to obtain a license.

Prospective students with criminal records are encouraged to file a "Criminal History Evaluation Letter" with the TDLR before enrolling in school. This allows individuals to find out if their criminal history would prevent them from obtaining a license upon completion of their program, helping them make an informed decision about pursuing education in these fields. [Criminal History Evaluation Letter](#)

## **Admissions**

### **Admissions Policy**

Students are admitted based on educational background, aptitude, and commitment. Summit Salon Academy does not admit ability-to-benefit students.

### **Policy For Students with Disabilities**

For people who otherwise meet the admissions requirements of Summit Salon Academy but who may have a physical disability that could impact their pursuit of an educational program at the school should consult with the Academy's Director before applying for admission by following the process below. The Director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990 (RA/ADA).

The fields of cosmetology/barber and esthetics require manual dexterity and the physical ability to move around. Summit Salon Academy will work with the applicant with a disability as defined by the RA/ADA, or a student who later becomes disabled, to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- Notify the Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. The Director is available by phone for questions or additional information at 813-908-8020 ext. 415.
- The Director will respond within two weeks of receiving the request.
- If the accommodation request is denied, reconsideration of the decision can be requested by contacting the Director within one week of the date of the response. A detailed statement of why and how you think the response should be modified.

### **Admissions Requirements**

The following are required for admission to all programs at Summit Salon Academy:

- Complete and submit an enrollment application.
- Pay the registration fee.
- Provide proof of U.S. citizenship or permanent residence status
- Provide a copy of a government-issued photo ID.
- Provide a copy of one of the following:
  - U. S. high school diploma or high school transcript with graduation date.
  - GED or its recognized equivalent.
  - home-schooled certificate or transcript that follows the appropriate State requirements and guidelines from the school district where the student was home schooled; or,
  - college diploma or official transcript of college studies.
- If any of the above documents is from a non-U.S. institution, additional verification of the credential and, if necessary, a certified translation will be required.

- Interview with the school's admissions director and complete an Academy tour; and,
- Complete and sign an Enrollment Agreement.

### **Admission Process**

Applicants are given an Academy tour and undergo an in-depth interview with the admissions director regarding the programs of study and the student services available for students. They are provided with a current Academy catalog and a student handbook that, among other information, contains the code of conduct for students, and consumer information and a campus/neighborhood crime report. The applicant is given an ample opportunity to ask any questions he or she may have about the programs, services, or other school-related topics.

Following their visit to the campus and a thorough review by the school of all documents required to determine that admissions criteria have been met, Applicants are notified as to whether they have been accepted for admission. During the admissions process they are notified of the date they should attend the required new-student orientation, class start date and projected graduation date.

### **Post-Admission Orientation**

All programs have a complete orientation for new students. Attendance at orientation is mandatory.

### **Books and Kits**

All students must purchase the books and supplies kit that are required for their program of study. Every student must have the required books and a complete supplies kit to begin their studies.

As a recognized and approved cosmetology arts school, Summit Salon Academy can buy these items at wholesale prices from suppliers who sell only to licensed professionals and cosmetology colleges. Savings from these purchases are reflected in prices students pay.

Students may elect to purchase their books and supplies kit from a source or sources other than Summit Salon Academy but, as mentioned above, will not be allowed to begin their studies without them. The cost of those materials will vary depending on where the student chooses to buy them. While the Academy cannot say so with any certainty, a reasonable purchase amount may be 15%-25% more than the Academy's charges.

With one exception, **textbooks and kit items are non-refundable if purchased through the Academy.** If a student cancels his or her enrollment during the cancellation period only and has not opened, used, or damaged the kit or textbook(s) in any way, these items may be refunded.

The Academy reserves the right to change books and kit items as needed. Costs for textbooks and kit items are listed under the cost of tuition and fees for each Program of Study.



## Class Size

To ensure that every student gets the time, attention, and experiences they need during their education and training, Summit Salon Academy limits the class size to 10 students per educator for all programs and limits the salon area to 10 students per educator.



## Academic Policy

### Make-up Hours Policy

Students who are behind in the number of hours completed or who have scheduled time off may come in during their unscheduled time to make up hours, if approval to do so has been given by their educator. Make-up work and assignments must be scheduled by the student with their educator. Students must comply with the conditions of the Attendance Policy.

Time can be made up in the student salon/spa only if a station is available. Any one of the following constitutes a station: styling station, manicure station, pedicure station, facial treatment table, front desk, dispensary, or laundry.

Time missed in a class can be made up if it does not interfere with the student's current class or student salon area schedule. The student's presence must be approved by the educator who is facilitating the class and is conditioned on the student's presence not exceeding the class-size limit.

If a student does not follow through with his or her commitment for the make-up hour(s), he or she may be denied future make-up hour requests.

### Grading Scale

The scale below is used by the Academy to evaluate the work of all students. Unless indicated otherwise, all grades earned are included in a determination of a student's cumulative grade point average, CGPA, and the clock hours for each course are included in a determination of the student's successful completion rate of all clock hours attempted (taken).

The CGPA is calculated by dividing the total grade points earned in the student's program to date by the total number of clock hours attempted. The completion rate is computed by dividing the total number of clock hours passed by the total number of clock hours attempted.

Percentage Value	Description
100 - 90%	Above Average
89 – 80%	Average
79 – 70%	Below Average
70% and below	Unsatisfactory

### Attendance Policy

Attendance is required of each student and is necessary for the successful completion of each program of study. Students are expected to attend 100% of all classes. The maximum percent of absences that may be made up according to the Academy's "Make-up Hours Policy" is 10% of the total clock hours needed for program completion.

Hours missed because of additional absences in excess of 10% will be treated as **over- contract** hours and must be made up at the cost of \$15 per hour as described in the Academy's "Over-Contract Hours Policy".

***Students should understand that, although they may be able to miss up to 10% of their regularly scheduled class and salon times for excused time only, they are still required to complete the total number of hours required for their program of study.***

## **Suspensions**

Summit Salon Academy will impose a 1-day suspension for each of the following events. A suspension day is treated as an over-contract day and the hours missed must be made up at the rate of \$15 per hour.

- A student will be suspended for 1 day, if tardy more than 3 times in one month.
- Students must be on time as tardiness inhibits the learning experience.
- A student's failure to call in prior to his or her scheduled class or clinic time or failure to submit an absence request in advance is considered a "no call/no show." A student who is a "no call/no show" will be suspended for 1 day.
- A student will be suspended for 1 day if an unexcused absence occurs more than 3 times in one month.
- A student will be suspended for 1 day if they have more than 3 warnings against academy policies in one month.

Excused absences include the following:

- Requested time off, submitted in writing 5 days in advance and approved by an educator.
- Students' illness or that of a student's child, provided that documentation from a physician, nurse practitioner, physician assistant or their medical professional is submitted.
- Documented serious illness or death of an immediate family member.
- Car accident.
- Jury duty; or,
- Documented mitigating circumstances beyond the student's control.

## **Students who accumulate 3 suspensions will be subject to termination.**

### **Leave of Absence Policy**

A student may be granted a leave of absence (LOA) in cases of extreme emergency such as serious personal or family health issues, death of an immediate relative, military, or jury duty, or financial hardship. Any student granted a leave of absence will have grades of "I" (Incomplete) assigned for each course and, after the approved leave expires, must return to completing all unfinished coursework and exams. Upon a student's completion of any outstanding work, the grade of "I" will be changed to the actual final grade earned for the course.

When the student returns from a leave of absence, his or her academic progress status prior to the LOA remains unchanged.

The LOA must be requested and approved in writing prior to LOA occurring. Emergency LOA, without prior written requests, may be granted provided the student completes the LOA form and

returns it to Summit Salon Academy via mail or in person within a reasonable resolution of the emergency.

The day the student returns from the LOA, the student is required to inform the financial aid education office of his or her return. The student's contract will be extended for the same number of days that the student was on LOA without any penalty to the student.

The maximum amount of time allowed for one or more LOAs in a 12-month period is 180 calendar days. Summit Salon Academy permits more than one LOA provided the total number of leave days does not exceed the 180-day maximum.

#### RE-ENTRY POLICY

All academically dismissed students who are approved for readmission will enter with the same satisfactory academic progress status as when they were terminated, withdrew, or did not return from an approved leave of absence regardless of how long they were gone.

#### WITHDRAWAL POLICY

When a student withdraws from Summit Salon Academy, either officially or unofficially or is administratively withdrawn (dismissed) by the school, the Academy uses the student's last day of attendance as the basis to compute any refund that may be due to the student or the amount of tuition and fees the student owes to the Academy.

The definitions of official, unofficial, and administrative withdrawals are provided below.

##### Official withdrawal

If a student decides to withdraw from the Academy and notifies the School Director or other school administrator in writing, that withdrawal is considered an **official withdrawal**. The effective date of the withdrawal will be the date the student indicates or, if no date is stated, it will be the date the Academy receives the withdrawal request.

##### Unofficial Withdrawal

A student who fails to notify Summit Salon Academy of his or her intent to withdraw and stops attending classes is considered an **unofficial withdrawal**. The effective date of the drop is the student's last known day of attendance at any class, lab, or salon session. If the Academy's attempts to reach the student are unsuccessful after 14 consecutive calendar days, the withdrawal will be processed.



### Administrative Withdrawal

Any student who is dismissed from the program by the school for academic or disciplinary reasons is considered an **administrative withdrawal**. The effective date of the administrative withdrawal will be the date the student was dismissed.



## Cancellation of Enrollment Policy

This Summit Salon Academy policy complies with any mandated state or federal policies related to enrollment cancellation. **Any cancellation request by a student must be made in person or in writing.**

### NOTICE OF CANCELLATION or WITHDRAWAL/ REFUND POLICY

This refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or Academy closure. This policy complies with any mandated state or federal policies for each student. All refund calculations are performed, and refunds are made in a timely manner.

If the student (or parent or guardian if the student is a minor) cancels the registration in person or in writing within three business days of the execution of this agreement, all monies paid herein, including the registration fee, shall be refunded by the Academy to the Student. This policy applies regardless of whether or not the student has actually started training.

Should the student be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

- Cancellation must be made in person or by mail.
- All monies will be refunded if the academy does not accept the applicant or if the student cancels within three (3) business days after signing the Enrollment Agreement and making initial payment.
- Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, **with the exception of the registration fee.**

**NOTE: IF TEXTBOOK(S) AND THE SUPPLIES KIT WERE PURCHASED FROM SUMMIT SALON ACADEMY, USED BOOKS and/or OPENED KITS ARE NON-REFUNDABLE.**

Withdrawal after attendance has begun, but prior to 50% completion of the program, will result in a pro rata refund computed on the number of scheduled hours to the total program hours, **with the exception of the registration fee and the books and kits fee.**

**NOTE: USED BOOKS and/or OPENED KITS ARE NON-REFUNDABLE.**

- Withdrawal after completing 50% of the program's scheduled hours **will result in no refund.** After this point, students are responsible for the entire cost of the program.
- Termination Date: The termination date for refund computation purposes is the date the institution has determined that the student has withdrawn unless written notice has been received.
- All institutional refunds will be made within 30 days of termination or receipt of cancellation notice.
- A student can be dismissed, at the discretion of the Director and consistent with Academy policy, for insufficient progress, non-payment of costs, or for failure to comply with rules and policies established by the institution as outlined in its catalog and this agreement.

The minimum State of Texas refund of the remaining tuition and fees for all courses will be calculated as follows:

Percentage of time to total time of course	Amount of total tuition owed to the school
0.01-2%	10%
2.01-6.2%	20%
6.21-24.9%	25%
25-49.9%	50%
50% and over	100%



## Program Measurement Policy

### Clock Hour

Summit Salon Academy uses clock hours to measure the length of its courses and programs. A clock hour is defined as a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

### Normal Completion Time

Students who remain on track with their studies and do not fail or drop any courses normally complete the program within the following timeframe:

PROGRAM OF STUDY	Normal Completion Time (Full Time Students)	Normal Completion Time (Part Time Students)
Cosmetology/ Cos HS	6-7 Months	11-12 Months
Esthetics	5-6 Months	8.5-9 Months
Barber	6-7 months	11-12 Months

## Programs of Study

### *Program Title: Cosmetology/CTE HS 1000 Hours*

Total Investment	\$16,625
Breakdown of Cost	
TDLR FEE	\$25.00
Registration FEE	\$100.00
Tuition	\$13,800
Books & Kit	\$2,700
Program Length	
Full Time	6-7 Months
Part Time	11-12 Months
Payment Plan	Available with Down Payment

### Description

The 1000-hour Cosmetology training at Summit Salon Academy includes theory and practical instruction that prepares the student to perform all aspects of the cosmetology program. The training includes two types of learning: theoretical knowledge and practical experience to build the skills needed to be successful in the profession.

### Program Objective

To provide students with the knowledge and skills needed to pass the State exam and that of other states to practice as licensed cosmetology professionals and to teach them the business aspects of salon operation, management, and ownership.



**Program Outline:**

<b>Course</b>	<b>Class Description</b>	<b>Total Hours</b>
<b>Orientation</b>	<b>Life Skills/Orientation</b> Life skills provide instruction in Healthy Body & Mind, Ergonomics, communicating with confidence, Human Relations and how to create Resilience in Cosmetology.	10
<b>Shampoo Hair and Scalp Treatment and related theory</b>	<b>Science</b> Science includes instruction in Safety, Sanitation, Electricity, Hair Chemistry, including Scalp and Hair Analysis, pH, Shampooing and Conditioning, Microbiology, Infection Control and Anatomy.	40
<b>Salon Management</b>	<b>Business:</b> Business provides comprehensive instruction that includes Goal Setting, Resumes, Professional Relationships along with Salon Ownership, Operations and Retail Sales requirements that give the Cosmetology student tools to be successful.	10
<b>Haircutting, Hairstyling and Related theory</b>	<b>Client centered design:</b> Client Centered Design provides instruction in the art of consultation, including identifying face shapes using art and design with cultural aspects to the art and implementation of the service. <b>Sculpture:</b> Instructions in hair cutting, sculpture forms, and the various implements and supplies used. Shears, Razors, thinning shears, clippers. <b>Styling:</b> Styling includes instruction for hair wet styling, roller setting, finger waving, thermal iron styling, blow dry styling molding and shaping techniques. <b>Long hair design:</b> Styling includes instructions for long hair design. This includes braiding, up styling and other useful techniques for long hair styling.  Practical Procedures for each, safety, and sanitation.	450

<b>Hair Coloring and related theory</b>	<b>Color</b> To achieve hair color through the use of semi-permanent, permanent, and lightning procedures. Corrective color, analysis of hair, safety, and sanitation	200
<b>Cold Waving and related theory</b>	<b>Cold Waving</b> The use of professional cold wave chemistry to curl the hair. Product knowledge of chemicals and analysis of hair, safety, and sanitation	50
<b>Chemical Hair Relaxing and related theory</b>	<b>Chemical hair relaxers</b> The use of professional chemicals and implements in relaxing the hair to make it manageable and durable. Safety and Sanitation.	40
<b>Facials and related theory</b>	<b>Facials:</b> The proper use of chemicals and treatments such as facial massage, creams lotions, make-up, and other preparations to properly protect the skin. Methods and techniques of hair removal utilizing waxing, lash and brow tint and eyelash app. & manual extractions. Skin disorders, related anatomy, practical procedures for each. Safety and sanitation.	100
<b>Manicuring and related theory</b>	<b>Manicuring</b> Manicuring, pedicuring, nail extensions Professional manicuring implements, supplies, and procedures utilized in shaping and polishing nails and the application of all aspects of nail enhancements. Nail disorders, safety, and sanitation	100
	<b>Total</b>	<b>1000</b>

**Program Title: Esthetics Program 750 Clock Hours**

Total Investment	\$13,530
Breakdown of Costs	
TDLR Fee	\$25.00
Registration Fee	\$100.00
Tuition	\$11,325
Books & Kits	\$2,080
Program Length	
Full Time	5-6 Months
Part Time	8.5-9 Months
Payment Plan	Available with down payment

**Description**

Esthetics training at **Summit Salon Academy** includes theory and practical instruction that prepares the student to perform advanced skin care services on the public.

**Program Objective**

The objective is to prepare the student to qualify for state registration and to become a Licensed Skin Care Specialist and enter the field of beauty and wellness.

**Program Outline:**

Course	Class Description	Hours
<b>Orientation</b>	<b>Orientation and Professional Ethics:</b> Overview of Summit Salon Academy's skin care program and general ethics. <b>Laws and Regulations:</b> An overview of Texas law and rules and regulations in relation to consumer protection for both health and economic matters.	30
<b>Sanitation and Safety</b>	<b>Bacteriology, Sanitation and First Aid</b> The use of chemical agents and ultraviolet rays to sanitize implements and equipment in the salon and promote and protect good health in the community. Infection control	40
<b>Anatomy and Physiology</b>	<b>Cells, Tissues, Organs, &amp; Systems:</b> The study of cells, tissues, organs, hormones, and systems affecting skin.  Structure and function of skin, bones, muscles and nerves in the face and upper body.	90
<b>Chemistry</b>	<b>Chemistry:</b>	50

	Techniques and procedures used in achieving the proper chemistry service following acceptable safety precautions. Explains properties of skin and effect of products and treatments	
<b>Client Care</b>	<b>Practices and Procedures:</b> Interpersonal consultation exercises. Facial manipulations, analysis, masques, lash tinting, brow tinting, eye lash application, and manual extractions.	50
<b>Hair Removal</b>	<b>Hair Removal:</b> identification of acceptable techniques involved in waxing, permanent removal, temporary removal, electrical devices.	25
<b>Facial Treatment</b>	<b>Facial Treatments:</b> Procedures to cleanse, tone, and treat the skin through facials, massage, body wraps, microdermabrasion, and reflexology.	245
<b>Make-up</b>	<b>Make-up Application:</b> The art of facial analysis, skin tones, color theory, techniques for day, evening, photographic, and formal makeup; safety and sanitation	75
<b>Management</b>	<b>Salon Management:</b> The basic principles needed to manage a salon/spa as a successful business. Interview training, salon and medical office visits and resume preparation.	35
<b>Electricity and Machines</b>	<b>Electricity, Machines and Related Equipment:</b> laser light frequency, advanced facial devices, pharmacology, galvanic high frequency electric currents in skin care treatments to improve skin tone and muscle tone. Working in medical settings, the esthetician's role in pre- and post-surgical, medical intervention, and plastic surgery procedures.	75
<b>Aroma therapy and other related theory</b>	<b>Advanced Skin Care:</b> Skin typing, disorders, techniques and massage spa treatment, aromatherapy, complimentary wellness, nutrition, and histology.	35
	<b>Total</b>	<b>750</b>

**Program Title: Barber 1000 Hours**

Total Investment	\$16,425
Breakdown of Costs	
TDLR Fee	\$25.00
Registration Fee	\$100.00
Tuition	\$13,800
Books & Kits	\$2,500
Program Length	
Full Time	6-7 Months
Part Time	11-12 Months
Payment Plan	Available with down payment

**Description**

The 1000-hour barber course curriculum is based on the barbering techniques prescribed by the State of Texas for a barber license. The course includes all facets of barbering techniques using clippers, razors and shears. The course includes the applications of all chemical services, and the art of arranging hair. Training includes two types of learning: theoretical knowledge and practical experience to build the skills needed to be successful in the profession.

**Program Objective**

To prepare the students to become barbers, to prepare them to take the Texas licensing exam, and to prepare them to be successful in the field.

**Program Outline**

Course	Class Description	Total Hours	Allocation of Clock Hours		Services
Allocation of Clock Hours Key: * = program course is offered on-ground (at the Academy) or on-line (via Zoom) # = program course is offered on-ground only (at the Academy)			Theory*	Lab#	
<b>B 101</b>	<b>HIV/AIDS:</b> Modes of transmission and use of barriers.	6	6	0	0
<b>B 102</b>	<b>Classroom Theory on Sanitation, Orientation, Client Protection, Texas Laws, Hair Structure and Chemistry, Anatomy, History of Barbering:</b> Safety and sanitation techniques and requirements, orientation which outlines the policies of the Academy and the laws of Texas, in relation to consumer protection for both health and economic matters. Barber implements chemistry including scalp and hair analysis, bacteriology, infection control	325	325	0	300

	and preparing students for State Boards.				
<b>B 103</b>	<b>Shampooing and Rinses/ Scalp Treatments and Hair styling:</b> Selecting product analysis, procedures, and techniques, draping for wet and dry chemical services. The use of conditions that maintain, improve, and correct the condition of the hair. Blow drying, curling.	50	25	25	300
<b>B 104</b>	<b>Hair Shaping:</b> Hair cutting and shaping, implements and techniques, sectioning, scissors, clippers, razors, client consultation. Training in the service of freehand, shear over comb, clipper over comb and men women and children style cuts. The art of shaving, trimming mustaches, and beards.	200	50	150	325
<b>B 105</b>	<b>Skin care, Facials and Hair removal:</b> Skin care products, the manipulations for basic facial, Methods and techniques of hair removal utilizing a straight razor. Using the proper chemical for the protection of the skin.	40	10	30	25
<b>B 106</b>	<b>Chemical Waving and Relaxing:</b> History of permanent waving, permanent restructuring, and chemical relaxing. Chemistry of solutions and neutralizers. Pre- service analysis, wrapping selection, and chemical blow outs.	130	30	100	60

<b>B 107</b>	<b>Hair Coloring:</b> Color theory, classifications of hair color, product analysis, corrective coloring, contemporary techniques, one-dimensional and multi-dimensional, foils, bleach, and tone.	140	40	100	25
<b>B 108</b>	<b>Retail &amp; Marketing:</b> Basic retail knowledge and marketing implementation.	15	15	0	0
<b>B 109</b>	<b>Barber Shop Business, Resumes, Guest Handling and Professional Development:</b> The basic principles needed to plan and operate a successful business. Interview training, resume preparations and vocabulary building and guest handling.	94	94	0	0
<b>TOTALS</b>		<b>1000</b>	<b>595</b>	<b>405</b>	<b>1035</b>

***Students are encouraged to complete additional services to enhance their practical experience.***

**Summit Salon Academy Mabank Staff**

Owner/Director/Instructor	Imelda Gonzalez
Owner/Admissions Director/ Instructor	Edgar Gonzalez
Instructor	Haylee Holubur
Instructor	Whitney Wartchow



## **Student Agreement and Signature Page**

Date:\_\_\_\_\_ Student Signature:\_\_\_\_\_

Date:\_\_\_\_\_ Director Signature:\_\_\_\_\_