



**S T U D E N T C A T A L O G**  
**2023-2024**

**Meraki Institute of Beauty and Wellness**  
**1200 W. Polk Road Ste. L-N**  
**Pharr, Texas 78577**  
**Ph: (956) 782-2577**

Effective Date: July 1, 2023

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## Welcome

**Dear Student,**

Welcome to **Meraki Institute of Beauty and Wellness** and thank you for selecting us to assist you in obtaining your desired educational training. You are now entering into a field experience that will hopefully provide you with the opportunity for a successful future in cosmetology and related industries.

At **Meraki Institute of Beauty and Wellness**, our prime objective is to offer training that prepares students to acquire the knowledge and skills necessary to further assist you in becoming a successful professional in your desired field of work.

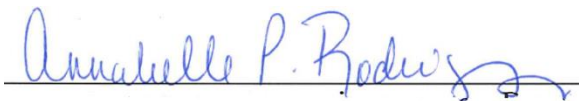
Our prime vocational objective is to train and produce graduates sufficiently knowledgeable to seek and find employment in the beauty industry. The successful student should be able to function effectively in one of the many specialty areas such as: Cosmetology, Barber, Esthetician, Manicurist, Instructor and Cosmetology-Barber Crossover program.

The training at **Meraki Institute of Beauty and Wellness** encompasses the spectrum of training in the beauty industry. Our instructors create a learning environment designed to maximize the student's preparation and opportunity for success in one of today's most exciting career fields.

**Meraki Institute of Beauty and Wellness** is committed to the personal, intellectual and professional growth of its students, faculty and staff. Our goal is to inspire and empower a diverse population with a lifelong passion for learning, the knowledge to succeed and to serve the community. The degree of your success will depend on the effort you are willing to make during the entire course of your training.

It is a pleasure to have you join us at **Meraki Institute of Beauty and Wellness**.

Sincerely,

A handwritten signature in blue ink that reads "Annabelle P. Rodriguez". The signature is written in a cursive style and is positioned above a horizontal line.

**Dr. Annabelle P. Rodriguez,**  
**CEO**

## **HISTORY**

The thought of Meraki Institute of Beauty and Wellness was established in 2016 with the purpose of providing a unique education to the Rio Grande Valley community in the beauty industry. The beauty industry is vast growing in South Texas and will continue to grow, therefore creating more opportunities for individuals to establish themselves in a beauty and wellness profession. Meraki Institute of Beauty and Wellness will provide affordable training that will enable a person to enter the work force and contribute to the community in any branch of the beauty industry.

## **APPROVALS/AFFILIATIONS**

Meraki Institute of Beauty and Wellness is approved and regulated by the **Texas Department of Licensing and Regulations** as a Cosmetology and Barber School.

920 Colorado  
Austin TX 78701

P O Box 12157  
Austin TX 78711-2157

Telephone : (512) 463-6599  
Toll Free (800) 803-9202  
Relay Texas-TDD: (800) 735-2989

Meraki Institute of Beauty and Wellness applied for Candidate Status with the National Accrediting Commission of Career Arts & Sciences (NACCAS) and was granted Candidate Status in accordance with Section 2.2 of the NACCAS *Rules of Practice and Procedures* on November 21, 2021. Candidate Status NOT an accredited status, it is a technical assistance period during which the school applies for initial accreditation.

## **MISSION, PURPOSE AND OBJECTIVES**

Meraki Institute of Beauty and Wellness is committed to the personal and professional growth of its students, faculty and staff. Our goal is to inspire and empower individual creativity with a lifelong passion for wellness, beauty and the knowledge to succeed and serve the community.

Meraki Institute of Beauty and Wellness makes the learning experience platinum and provides the stepping stones to lead the students in the right direction.

Meraki Institute of Beauty and Wellness is an institution that provides a successful environment for its employees and its students. By maintaining strong growth as a provider of high-quality professional beauty educational programs and services to our students, we strive to consistently be perceived as a professional, trustworthy, and a leader in a cosmetology related career. Meraki will offer innovative vocational education to students that will reach their desired vocational careers and personal financial goals.

Meraki realizes that the Rio Grande Valley, although predominately Hispanic, is, however, diverse and will not discriminate against other races, creeds, sexual orientation, disability or gender. All who attend are encouraged to strive for a higher education to achieve their optimal potential as a person. Instructional methods are created to enhance each student's thinking abilities. When applicable, all programs will implement active student participation, group discussions, homework, and laboratory work, interview training strategies, guest speakers and lectures. The instructors will emphasize: work ethics, accountability, professionalism and self- development.

Meraki Institute of Beauty and Wellness is supportive of its students and promotes positive self-esteem, self- image and provides services to students in guiding them to be successful academically, vocationally and personally.

To provide the finest education possible, Meraki Institute of Beauty and Wellness has hired experienced faculty and staff. They are passionate, dedicated, and eager to work together to assist students meet their career goals.

Meraki Institute of Beauty and Wellness not only assists students in reaching their educational goals but prepares them for other aspects of life. Faculty and staff will prepare them to successfully participate in society by equipping them with knowledge necessary to succeed in a competitive job market, and by encouraging them to become involved in professional organizations that will promote their learning and professional skills. Meraki Institute of Beauty and Wellness also provides assistance to eligible graduates in obtaining employment during the duration of the program. Advisory sessions, classes and workshops will be provided to teach and guide them through the process of securing and maintaining employment.

## **Facilities and Equipment**

Meraki Institute of Beauty and Wellness is located at 1200 W. Polk Road Ste. L-N Pharr TX 78577. The complex where the institute resides is owned by Magana Construction Co. The location of the school is a prime area in Pharr TX. With close proximity to Expressway 281 north and Expressway 83, right in between Jackson Rd and Sugar Rd. Being in this particular complex makes Meraki Institute of Beauty and Wellness in close proximity to a variety of venues that will be essential to the faculty and students. Supply

stores, grocery stores, gas stations, shopping complexes and banks are minutes away. Also, several restaurants are in close proximity for students and staff to get breakfast, lunch, or dinner.

The square footage of the school is approximately 10,200 square feet. All classrooms are equipped with stationary projectors and work areas where students can mount their mannequins for the practical portion of the instruction. Meraki Institute is equipped with state-of-the-art equipment salons areas for the Cosmetology and Barber programs, an esthetician room, pedicure area, nail salon and shampoo area. The student lounge is also centrally located for student use and is fully equipped with refrigerators, microwaves and beverage/snack dispensing machines. Meraki Institute has Wi-Fi access throughout the facility.

### **Ownership**

Meraki Institute of Beauty and Wellness is owned by Annabelle P. Rodriguez and Annika Rodriguez.

### **Staff and Faculty Listing**

A listing of Meraki Institute of Beauty and Wellness Staff and Faculty is included as an addendum to the School Catalog.

### **Tuition and Fees**

A Schedule of tuitions, books, supplies, and fees for all programs is available as an addendum to this School Catalog.

### **School Calendar**

Meraki Institute program start date calendar is included as an addendum to this catalog. The scheduled program starts are subject to change at the school's discretion.

### **School Holidays and Vacations**

A copy of scheduled vacations and holidays is included as a supplement to the school catalog.

### **Hours of Operation**

Hours of operation for Meraki Institute are Monday thru Friday 8:30 am to 5:30 pm. Campus doors open at 8:00 am.

### **Admissions Requirements**

Meraki Institute of Beauty and Wellness requires that each student enrolling each program must:

- 1) Be at least 17 years of age, under age 18 requires parental permission. Age will be verified with individual's ID, if no ID is available then a Birth Certificate will be required.
- 2) Have a High School Diploma or High School Transcript showing a graduation date; or
- 3) Possess a recognized equivalent of a High School Diploma such as a home-schooled certificate by the state where the student resided during their home schooling or a General Education Diploma (GED). Texas law exempts home school students from compulsory age requirements; or
- 4) Individuals who completed High School outside the United States are responsible for providing the school with an English translation of a document that confirms the academic equivalency by a qualified outside agency.
- 5) In the absence of a high school diploma or GED, the applicant may take and pass an approved ability-to-benefit test administered according to the test publisher's guidelines by an approved Independent Test Administrator
- 6) Students must complete the required admissions documents, sign the Enrollment Agreement (must be signed by a parent, if under the age 18), and submit the necessary fees.

### **Applicants with Criminal Convictions**

If you have ever been convicted of a felony or misdemeanor (other than a minor traffic violation) or pleaded guilty or no contest (resulting in a deferred adjudication) to any in-state, out-of-state or federal criminal offense, you must provide a completed *Criminal History Questionnaire* along with your Application for Admission. A copy of the Questionnaire is available on the TLDR website <https://www.tdlr.texas.gov/cosmet/individuals/apply-operator.htm>

Licenses may be denied based on the nature of the conviction and how long prior to the application the conviction occurred. Depending on your criminal history, a review can take from one to six weeks to complete.

Individuals may request TLDR review their criminal background before actually applying for a license. TLDR uses the same process for this pre-application evaluation as the process described below.

Please see the Guidelines for License Applicants with Criminal Convictions, which describe the process that TLDR uses to determine whether a criminal conviction renders an applicant an unsuitable candidate for the license, or whether a conviction warrants revocation or suspension of a license previously granted.

## **Admissions Procedure**

Prior to admission, a representative in the admissions department will meet with prospective students for an interview. The interview will elaborate on course description, the career opportunities, and physical demands of the job, the school and State Board requirements. An explanation on attendance and academic requirements will be given to the prospective student and how those requirements can affect the student's satisfactory performance requirements. The prospective student will be informed that attendance hours may be withheld for non-payment of tuition. The admissions representative will give the prospective student a tour of the school facilities. Any questions from the prospective student will be answered truthfully, promptly and in sufficient detail to eliminate confusion.

If the prospective student is a returning student, they must meet the following additional criteria:

- Tuition charges will be prorated for the remainder of instruction hours needed to complete the course as offered by the school.
- Remaining tuition charges for the course along with enrollment fees will be charged accordingly.
- Any and all previous tuition balance must be tenured before being allowed to re-enroll and/or complete the remainder of required hours.

## **Applicants with Disabilities**

Meraki Institute of Beauty and Wellness complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. If enrolled under training with a government agency, institution district, and/or other entity, students must meet the admission requirements set out in the Enrollment Agreement and/or applicable state licensing or certification requirements. The facility is equipped with ramps access from the parking lot, extra wide hallways and doors, A.D.A. required door handles and a restroom to accommodate disabled students.

## **Notice to Veterans Students**

Veteran students must provide official academic transcripts from all post-secondary institutions and/or college prior to being enrolled and may be required to show proof of Military identification.

## **Transfer Students**

All transfer hours are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted.

## **Transfer Policy**

Coursework completed at Meraki Institute of Beauty and Wellness may not be transferable to other institutions. Acceptance of coursework is determined by the receiving institution. Meraki Institute of Beauty and Wellness strongly recommends that students inquire with the receiving institution regarding their transferability policy.

Meraki Institute of Beauty and Wellness accepts academic transfer credit and/or hours for all courses that have been completed by the transferring school. These credits and/or hours must be taken at an accredited, licensed cosmetology/ barber institute. Meraki Institute of Beauty and Wellness assumes responsibility for the academic quality of any course work or credit and/or hours recorded on the institution's transcript.

## **Transfer of Hours of Instruction (TDLR Section 1602.455):**

- (a) A student at a private beauty culture school or a vocational cosmetology program in a public school may transfer completed hours of instruction to a private beauty culture school or a vocational cosmetology program in a public school in this state.
- (b) In order for the hours of instruction to be transferred, a transcript showing the completed courses and number of hours certified by the school in which the instruction was given must be submitted to the executive director.
- (c) In evaluating a student's transcript, the executive director shall determine whether the agreed tuition has been paid. If the tuition has not been paid, the executive director shall notify the student that the student's transcript cannot be certified to the school to which the student seeks a transfer until proof is provided that the tuition has been paid.
- (d) On evaluation and approval, the executive director shall certify in writing to the student and to the school to which the student seeks a transfer that:
  - (1) the stated courses and hours have been successfully completed; and
  - (2) the student is not required to repeat the hours of instruction.
- (e) If a private beauty culture school license has expired for more than 30 days, a student of that school may not transfer hours of instruction the student completed at that school.

## **83.74 Responsibilities – Withdrawal, Termination, Transfer, School Closure**

- (a) A student desiring to transfer from one school to another must withdraw from the first school prior to the transfer. Enrollment in two or more schools at the same time is prohibited.



- (b) A student transferring to a school who desires to claim credit earned must inform the school transferred to prior to enrollment of the student's prior attendance and must furnish to that school and the department a record of credit claimed. This record may be in the form of a transcript from the prior school or an extract from the records of the department.
- (c) Upon withdrawal, and provided that the agreed tuition and fees have been tendered, a student is entitled to an official transcript of credit earned at the school withdrawn from. The transcript must be ready for pickup or, if mailed, postmarked within ten calendar days of the school's receipt of notice of withdrawal. A copy of the transcript must be kept in the student's file for 48 months and the copy must be made available at the request of the department.
- (d) A student who withdraws from a school is entitled to a refund in accordance with Texas Occupations Code, Chapter 1603 and this chapter.
- (e) Withdrawal or termination must be defined by the number of hours scheduled according to the enrollment agreement or contract the student has signed with the school or other document acceptable to the department and not the clock hours the student has earned during class attendance.
- (f) If a school closes or ceases operation before the class credit is earned, the student is entitled to a tuition refund in accordance with Texas Occupations Code, Chapter 1603.
- (g) Any student of an out-of-state private or public school may submit a request to the department to transfer the completed credit to a Texas school. A transcript must be submitted on the prescribed form and certified by the school in which the instruction was given. Portions of the curricula of the department not taught in another state must be taken in an approved Texas school prior to taking the Texas examination.
- (h) A student enrolled for a class A barber, operator, or specialty course may withdraw and transfer hours acquired to another course not to exceed the amount of hours of that subject in the applicable curriculum standards.

### **Statement for Non-Discrimination**

Meraki Institute of Beauty and Wellness is an equal opportunity employer and follows the same policies in accepting applications from potential students. The school does not discriminate on the basis of race, color, religion, sex, creed, origin, sexual orientation, disability or marital status.

### **Equal Opportunities Statement**

Meraki Institute of Beauty and Wellness admits students of any race, color, sex, and national or ethnic origin. Meraki Institute of Beauty and Wellness does not discriminate in any way with respect to: employment of faculty and staff, student rights or privileges, admission policies, awarding of scholarships or other financial assistance, educational policies, use of the school's facilities, or any other regular or extracurricular activity.

### **Tuition Payment Arrangements**

Students will be required to sign an Institutional Promissory Note. The terms of the institutional promissory note become due on the 1<sup>st</sup> of each month depending on the first day of class. Failure to make on-time monthly payments may result in the following sanctions:

- 1) Late fee of \$25.00 will be assessed (within five (5) business days of payment due date);
- 2) Termination from the program.

Please notify the Business Office before your monthly payment due date if you are unable to make payments to avoid a late fee. Postponement of a monthly payment is at the discretion of the Business Office and will only be granted under special circumstances.

Meraki Institute of Beauty and Wellness accepts payment by the following methods: Check, Cashier's Check, non-international Money Orders, Visa, MasterCard, and Discover Cards.

### **Enrollment Status**

Full-time students are required to attend a minimum of 30 hours per week and Part-Time students are required to attend a minimum of 15 hours per week.

## **CANCELLATION & REFUND POLICY**

### **Cancellation Policy (TDLR Section 1602.457)**

A full refund will be made to any student who cancels their enrollment agreement or contract no later than midnight of the third day after the date the agreement or contract is signed by the student, excluding Saturdays, Sundays, and legal holidays. A full refund will be made if the student entered into the enrollment agreement or contract because of misrepresentation made in advertising or promotional materials of the school or by an owner or representative of the school.

### **Refund Policy (TDLR Section 1602.458):**

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

- (1) fails to enter the course of training;
  - (2) withdraws from the course of training; or
  - (3) is terminated from the course of training before completion of the course.
- (b) The refund policy must provide that:
- (1) the refund is based on the period of the student's enrollment, computed on the basis of course time expressed in scheduled hours, as specified by an enrollment agreement, contract, or other document acceptable to the department;
  - (2) the effective date of the termination for refund purposes is the earliest of:
    - (A) the last date of attendance, if the student is terminated by the school;
    - (B) the date the license holder receives the student's written notice of withdrawal; or
    - (C) 10 school days after the last date of attendance; and
  - (3) the school may retain not more than \$100 if:
    - (A) tuition is collected before the course of training begins; and
    - (B) the student fails to withdraw from the course of training before the cancellation period expires

## **WITHDRAWAL POLICY**

### **Section 1602.459. Withdrawal or Termination of Student.**

(a) If a student begins a course of training at a private beauty culture school that is scheduled to run not more than 12 months and, during the last 50 percent of the course, withdraws from the course or is terminated by the school, the school:

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

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

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

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

### **Section 1602.460. Interest on Refund.**

(a) If tuition is not refunded within the period required by Section 1602.459, the school shall pay interest on the amount of the refund for the period beginning the first day after the date the refund period expires and ending the day preceding the date the refund is made.

(b) If tuition is refunded to a lending institution, the interest shall be paid to that institution and applied against the student's loan.

(c) The commissioner of education shall annually set the interest rate at a rate sufficient to deter a school from retaining money paid by a student.

(d) The department may exempt a school from the payment of interest if the school makes a good faith effort to refund the tuition but is unable to locate the student. The school shall provide the department on request documentation of the effort to locate the student.

### **“Official” Voluntary Withdrawal**

A student is considered to be “Officially” withdrawn on the date the student notifies the Director of the School in writing of their intent to withdraw. The date of determination for return and refund purposes will be the earliest of the following for official withdrawals:

1. Date student provided official notification of intent to withdraw, in writing, or
2. The date the student began with withdrawal from the school’s records.

A student will be permitted to rescind his notification in writing and continue the program, if so chosen. However, if the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the withdrawal information the school will complete the follow:

1. Determine the student's last date of attendance as of the last recorded date of academic attendance on the school's attendance records, and
2. Perform calculations:
  - a. Calculate the school's refund requirement (see school refund calculation).
3. The student's grade record will be updated to reflect his/her final grade.
4. If applicable, the school will provide the student with a letter explaining the steps for withdrawal.
5. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement indicating he/she is continuing his or her program of study and intends to complete the payment period. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

#### **Section 1602.461. Reentry of Student After Withdrawal or Termination.**

If a student voluntarily withdraws or is terminated after completing 50 percent of the course at a private beauty culture school, the school shall allow the student to reenter at any time during the 48-month period following the date of withdrawal or termination.

#### **Section 1602.462. Effect of Student Withdrawal.**

(a) A private beauty culture school shall record a grade of incomplete for a student who withdraws but is not entitled to a refund under Section 1602.459(a) if the student:

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

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

#### **Unofficial Withdrawal**

Any student that does not provided official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the school's attendance and/or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the school contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Within two weeks of the student's last date of academic attendance, the following procedures will take place.

1. The education office will make three attempts to notify the student regarding his/her enrollment status.
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record.
3. The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence.
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment.
5. Calculate the school's refund requirement (see school refund calculation).
6. If applicable, the school will provide the student with a letter explaining the steps for withdrawal.
7. Supply the student with final student ledger card showing outstanding balance due the school and available methods of repayment.
8. A copy of the completed worksheet, check, letter, and final ledger cards will be kept in the student's file.

The school measures progress in credit hours and uses the enrollment period for the period of calculation.

#### **Institution Responsibilities**

The school's responsibilities in regard to funds that have been paid are as follow:

- Providing students information with information in this policy.
- Identifying students who may or may not have an additional charge that will be due at the withdrawal of the student as official or unofficial.
- Returning any funds that may have been overpaid to Meraki Institute of Beauty and Wellness

## **Student Responsibilities**

- All tuition that has been paid to Meraki Institute of Beauty and Wellness will be charged according to enrollment agreement and must be paid on the date that all monies are due.
- Any notification of withdrawal should be in writing and addressed to the appropriate institutional official.
- A Student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either this notification, to withdraw or rescind to withdraw must be made to the official records/registration personnel at your school.

**\*This policy is subject to change at any time, and without prior notice.**

## **Appeal process for Termination**

Students who receive notice of termination have the right to appeal the decision. To initiate the appeal process, the student must submit a written appeal, accompanied by any relevant supporting documentation, to the Director for evaluation. The appeal must reach the Director within five (5) business days from the date of notification of the proposed termination. Failure to submit an appeal within this timeframe will result in the termination decision being upheld.

The Director will make a decision on the student's appeal within three (3) business days, and the outcome will be conveyed to the student in writing. The appeal hearing will involve the participation of the student, Director, and Instructor.

If the appeal is successful, the student may be allowed to return to school, subject to a monitoring period of (30) days. At the conclusion of this monitoring period, students may be relieved of Disciplinary Probation. However, failure to adhere to the conditions set by the school during this period may lead to termination.

## **Re-admittance Policy**

Students seeking re-admission at Meraki Institute of Beauty and Wellness shall meet all admission and re-admission requirements. The same procedure will apply for potential transfer students. Acceptance shall be considered on a space-available basis. Please allow for ample time for processing of requests.

Requests for re-admission may be automatically denied due to withdrawal or termination related to unsafe practice, dishonesty, and/or unethical behavior. Re-admission requests may also be denied due to withdrawal or termination from a program twice, regardless of the reason.

## **Procedure for Re-Admissions**

- 1) The student provides a petition letter in writing for re-admission consideration to the Director. The student shall include reasons for their withdrawal or failure in the program and why they should be considered for re-admission.
- 2) The initial review process may take up to 10 business days. Please allow ample time for review and consideration for re-admission.
- 3) The student's file undergoes an initial review that may include the following: financial review, academic review, attendance, disciplinary action, criminal background check, and other required documentation as specified by the school and affiliates.
- 4) If the student is found to be in academic and good professional standing, the re-admission committee will meet to make a decision regarding the student re-admission. The student may be asked to sit before the re-admission committee for a formal interview. The re-admission committee meets on an as needed basis. Please allow for ample time for scheduling, review, consideration for re-acceptance and re-admittance.
- 5) Upon acceptance the following will apply to conditionally accepted students:
  - a) Determination of re-start date.
  - b) Restart assigned course(s) in their entirety for failed course(s).

## **ATTENDANCE POLICY**

All students enrolled at Meraki Institute must maintain an attendance rate of 75% or above, as specified in the enrollment contract. Full-time students must attend a minimum of 30 hours per week and part-time students must attend a minimum of 15 hours per week to complete the program requirements within the contract end date. **Failure to complete the contract hours by the contract end date may be subject to additional tuition charge at an hourly rate based on the tuition contract amount.**

## **Tardies**

Students will be considered tardy if they arrive past their scheduled class time and will NOT be permitted into class. Students must report back to class after one (1) of the schedule class time. If the student does not return to class past the one (1) hour, they must come back to class on the next scheduled school day. Continued tardiness may result in disciplinary action up to and including termination from the program.

Students who are going to be absent are expected to call their instructor prior to the beginning of class. A student that is absent 14 consecutive days will be terminated from the program unless they notify administration or request a Leave of Absence (LOA).

**It is important to note that any absences or tardiness may be subject to an additional charge for every hour attended past the contract end date.**

### **Time Clock**

Texas Department of Licensing and Regulation (TDLR) Requirements **83.72. Responsibilities of Beauty Culture Schools**

Schools must use a time clock to track student hours and maintain a daily record of attendance with each student personally punching the time clock.

(1) Each student must clock in/out for himself/herself.

(2) No credit shall be given for any times written in, except in a documented case of time clock failure or other situations approved by the department.

(3) If a student is in or out of the facility for lunch, he/she must clock out.

(4) Students leaving the facility for any reason, including smoke breaks, must clock out, except when an instructional area on a campus is located outside the approved facility, that area is approved by the department and students are under the supervision of a licensed instructor.

Note: Problems in clocking in/out report to the school Director.

### **Leave of Absence Policy**

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. The school may allow more than one LOA at its discretion. Students must request a Leave of Absence in advance unless unforeseen circumstances prevent the student from doing so, and that:

- The request must be in writing.
- The request must include the student's reason for the LOA; and
- The request must include the student signature.

The reasons for which a leave of absence may be approved include:

- Personal and/or family medical issues
- Death in the family
- Other mitigating circumstances

The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if:

- The institution documents the reason for its decision.
- The institution collects the request from the student at a later date; and
- The institution established the start date of the approved LOA as the first date the student was unable to attend.

If approved, the official Leave will extend the contract period by the same number of days designated in the leave document or actually used by the student. No additional charges will be assessed as a result of an LOA. A student granted an LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required at this time.

The Leave of Absence and any additional approved leaves of absence may not exceed a total of 180 days in any twelve-month period. For federal aid recipients, the student's payment period is suspended during the LOA and no federal financial aid will be disbursed to students while on a Leave of Absence. Upon the student's return, the student will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed. If the student is a Title IV loan recipient, the student will be informed of the effects that the student's failure to return from a leave may have on the student's loan repayment terms, including the expiration of the student's grace period. A contract addendum will be completed and signed by all parties upon return from the LOA to extend the ending date by the applicable number of days.

A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

**Excused Absence Policy**

Meraki Institute of Beauty and Wellness does not have an excused absence policy for students enrolled. Attendance is a crucial aspect of these programs, as it directly impacts the learning experience and the development of necessary skills. It is imperative for students to attend all scheduled classes and practical sessions to ensure they receive comprehensive instruction and hands-on training. Any deviation from the established attendance expectations may hinder a student's progress and overall success of the program. However, occasionally an absence from coursework will be unavoidable and circumstances beyond our control may happen, therefore students are encouraged to meet with your assigned instructor and director.

**Make-Up Hours Policy and Procedures**

Students can make up for hours daily. In order to make up hours, students must have reported to school at their schedule time or one (1) hour late (Tardy Policy). No office or director's approval is required.

**Student Responsibility:**

- Report to the Student Salon area to the Student Salon Instructor.
- Students are required to bring their student kits to the Student Salon area and engage in client interactions or complete assigned tasks.

**Lunch Break:**

A lunch break is scheduled at the discretion of the instructor for students making up hours.

**Maximum hours per day:**

Students may make up 28 hours weekly if they are part time or 18 hours weekly if they are full time, maximum combined scheduled and make up of 12 hours a day; combined not to exceed 100% of attendance.

NOTE: It is the responsibility of the student to sign in and out.

**PRACTICAL POLICIES**

Practical experiences are an integral part of every program which enables students to work with clients to apply the competencies and practices learned in the classroom. Students participating in practical experiences work under the supervision of a qualified professional as determined by the institution. Students are evaluated by supervisory personnel and evaluations are placed in the students' permanent records. Practical guidelines and requirements for each program may be obtained from the instructor.

The following applies to all students who are required to complete practical requirements:

1. Students are expected to meet all requirements according to school policies and procedures.
2. Students may be suspended from the program if they refuse the practical assignment.
3. Safety requirements must be followed during each service that will be practiced includes but not limited to:
  - a. Sanitation
  - b. Disinfection
  - c. Sterilization
  - d. Chemical safety
  - e. Physical safety

**Physical Demands of the Profession:**

The successful practice of cosmetology and its related industries usually requires careful eye and hand coordination. Cosmetologists and other related professionals will work on an average of 8 hours per day, most of the time on their feet and with arms extended performing or demonstrating and correcting practical services.

**SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Meraki Institute of Beauty and Wellness regardless of the source of funding, enrollment status (full-time or part-time). It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

**Qualitative Requirement**

The qualitative element used by the institution to evaluate that each student is meeting SAP requirements is determined at the end of each payment period. Students must maintain a cumulative grade point average (GPA) of 2.0 on all coursework in their respective programs.

## EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress at the completion of the following evaluations periods:

Cosmetology Operator	12 credits hours and 16.5 weeks
Manicure Technician	8 credit hours and 10 weeks
Esthetician	10 credit hours and 12.5 weeks
Class A Barber	12 credit hours and 16.5 weeks

\*Transfer Students - Evaluation periods will be based on actual contracted hours at this institution.

SAP evaluations are conducted at the end of each module and are documented in the student file. This process is to determine if the student has met the minimum requirements for satisfactory academic progress.

## ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to maintain satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

## Quantitative Requirements

All students must complete their educational program within 150% of the length of the program. A leave of absence will extend the student's contract period, and maximum time frame, by the same number of days in the leave of absence.

All credit hours at the institution and transfer hours must be counted towards the 150% eligibility whether a student received Title IV federal student aid or not in order to graduate within the maximum time frame.

Students must also meet the attendance requirements as outlined in this catalog.

## MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Cosmetology Operator (Full time, 30 hrs./wks.) - 1000 Hours	49.5 Weeks	1500
Cosmetology Operator (Part time, 15 hrs./wks.) – 1000 Hours	100.5 Weeks	1500
Esthetician (Full time, 30 hrs./wks.) – 600 Hours	37.5 Weeks	900
Esthetician (Part time, 15 hrs./wks.) – 600 Hours	75 Weeks	900
Manicure Technician (Full-time, 30 hrs./wks.) -600 hours	30 Weeks	900
Manicure Technician (Part-time, 15 hrs./wks.) -600 hours	60 Weeks	900
Class A. Barber (Full-time. 30 hrs./wks.) – 1000 hours	49.5 Weeks	1500
Class A. Barber (Part-time. 15 hrs./wks.) – 1000 hours	100.5 Weeks	1500

The institution operates all programs according to the following academic year: 24 credits hours to be completed in 26 academic weeks.

The maximum time allowed for transferring students who need less than the full course requirements or part-time students will be determined based on 75% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe may remain in school and will be placed on a cash pay basis.

All students must comply with the following standards:

1. All students must maintain a cumulative academic average of "C" (75% or better) for all programs on all required course work.
2. All students must maintain an attendance rate of 75% or above.

- All students must complete the program within one and one-half (1½) times the normal length of time required to complete the program as defined in the enrollment agreement contract which is 133% (100%/75%).

Regardless of the average level of attendance, this standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 14 or more days are encouraged to request a Leave-of-Absence. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the School Catalog.

### Grading Requirement

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned theory study. Theory is evaluated after each unit of study. Students must maintain a cumulative grade average of at least 75% GPA in all courses of study.

Students must make up missed tests and incomplete assignments. Practical skills performances are counted toward course completion only when considered satisfactory or better and are therefore, not a component of satisfactory progress. If performance does not meet satisfactory academic requirements, it is not counted, and the performance must be repeated until a satisfactory level of performance is achieved.

### Grading System

Letter Grade	Percentage	GPA
A	100-90	4.00
B	89-80	3.00
C	79-70	2.00
D	69-60	1.00
F	59	0

**May round up to move Letter Grade from “C” to “B”, “B” to “A”. May NOT round up any grade less than a 75.**

A final theory and/or clinical grade below 75% will result in a grade of “D” or “F” for the course. Individual course syllabi/guides will identify additional grading parameters.

**“W” Withdrawal** – A **“W-Withdrawal”** grade will be given to students who withdraw from a course(s) and will not be counted towards their qualitative requirement but will be counted towards the quantitative requirement.

**“I” Incomplete** - An **“I-Incomplete”** grade will be given at the discretion of the instructor to students who demonstrate that he/she could not complete the requirements of the course due to circumstances beyond the student’s control and not reasonably foreseeable. Students will have one (1) week from the end of the course to complete the work required for that course(s). Failure to do so will result in a grade of “F” which will be averaged into the GPA and counted towards the qualitative and quantitative requirements.

**“WM” Withdrawn Military** – Students who are members of the U.S. armed forces and withdraw in the middle of a course, called to active duty, specialized training or as part of a relief effort disaster with little notice. This does NOT pertain to initial active-duty training (i.e. basic training). Students must provide a copy of their orders to the Director of the School along with a signed note asking to be withdrawn. A “WM” grade will not be counted towards the qualitative and quantitative requirement.

**“R” Repeat Courses** – Student who earns a “W”, “I” or “F” on any course(s) in the will be required to repeat those course(s) prior to externship. The failing grade and the passing grade for the course being repeated will be recorded on the student’s academic record. Repeating a course more than once requires approval by the Director of the School and the student will be responsible for the cost of repeat course(s). The higher grade of the two courses taken will be posted on the student transcript and will be counted toward the qualitative and quantitative requirements.

**“TR” Transfer Credits** – Credits completed at another institution nationally accredited and recognized by the Texas Department of Licensing and Regulation

The students who have failed to meet the Qualitative standards are placed on **Warning**; if no improvement has been made until next progress period, then the student will be placed on **Academic Suspension**. Please review the appeal and probation requirements stated in this policy for guidance on the process. The Institution’s Director in coordination with the Registrar’s Office monitors qualitative progress.



## **Academic Year Definition**

Meraki Institute of Beauty and Wellness academic year is defined as no less than 12 credit hours and no more than 24 credit hours and 26 weeks. Students must meet both credit hours and weeks of instruction to comply with Satisfactory Academic Progress.

## **Evaluation Periods**

Evaluations are conducted at the end of each payment period to determine if the student has met the minimum SAP requirements. Evaluations are based on completed credit hours and contact hours. An evaluation of the cumulative attendance from the beginning of the course will indicate that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### **Examples:**

For the 1000 contact hours/26.67 credit hours Cosmetology Operator program, a student will be evaluated at the increments in which the student is scheduled to reach 12 credit hours/15 weeks.

For the 600 contact hours/16 credit hours Manicure Technician program, a student will be evaluated at the increments at which the student is scheduled to reach 8 credit hours/15 weeks.

## **Non-credit and Remedial Courses**

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

## **Warning/Development Status/Appeal/Probation**

Students who fail to meet minimum attendance and academic requirements for the cosmetology, barber, esthetics, manicuring, instructor and crossover programs at the end of a payment period will be placed on **Warning with a 30-day probation period**. Students who meet the minimum attendance and grade requirements are considered to be compliant with the Satisfactory Academic Progress policy.

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

## **Requirements for the Academic Improvement Plan**

- ◆ Maintain an attendance percentage that will ensure the student will meet Satisfactory Academic Progress by the next progress period
- ◆ Maintain an 75% grade point average for all cosmetology related courses
- ◆ Attend theory class regularly/ preform all assigned practical applications.
- ◆ Complete all required test and projects assigned (test and projects must be completed and turned in when requested).
- ◆ The academic improvement plan will be monitored by the instructor and academy director
- ◆ The school will notify the student each month on their academic improvement status during the monthly progress report/advising session. Status of the students report will be written on the progress report form for the student to sign.
- ◆ Students choosing to remain in school while requesting an appeal will be responsible for charges accrued whether or not the appeal is granted.

**The student must describe any unusual circumstance(s)** that the student believes deserve special consideration. The basis on which a student may file an appeal: death of a relative, an injury, or illness of the student or **other special circumstance**. The student must provide supporting documents and describe in writing the unusual circumstance(s) that the student believes deserve special consideration. The student must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

Once the Director of the School has received the appeal, they will evaluate the appeal and provide a decision within ten (10) business days. The Director of the School will notify the students in writing of the decision and all decisions are final.

## **Returning Student from a Leave of Absence or a Withdrawal**

All students who have withdrawn or taken a leave of absence and choose to re-enter into a course, will be placed under the same satisfactory or unsatisfactory progress status prevailing at the time of the prior withdrawal or leave.

### **Re-establishment of Satisfactory Academic Progress**

Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements at the next evaluation point.

### **Reinstatement before 180 days**

Students who withdraw prior to completion of the course and wish to re-enroll within six months (180 days) of the original official withdrawal date will return in the same satisfactory academic progress status as at the time of withdrawal.

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment.

Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay a \$100 application fee and will be charged for contracted hours at the current tuition rate. All re-enrolling student will be provided the school's re-enrollment policy and will be evaluated by the Director of the School. Students applying for re-entry or transfer-in from other schools will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

### **Interruptions, Course Incompletes, Withdrawals**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

### **Disclosure of Education Records**

Students and parents of minor students have the right to inspect, review, and challenge information contained in their educational records. The parents of tax dependent students are only allowed to access to the proof that their children are attending school for tax purposes, not the remainder of the student's records. Once the student reaches the age of 18, they become a legal adult and must give a written consent for their records to be released, even to their parents. However, a staff member must be present. Educational records are defined as files, materials, and documents, which contain information directly, related to the students and are securely maintained by the school. The school will maintain students' files for three (3) years. Students are not entitled to inspect the financial records of their parents. Before publishing the directory information, the school will give the students and the guardians of dependent minor students the chance to deny the authority to publish the directory information. Written consent is required before educational records may be disclosed to third parties with the exception of Accrediting Commissions or Governmental Agencies as authorized by law.

## **FAMILY EDUCATION RIGHTS AND ACT (FERPA) POLICY**

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of education records. The Act grants students the right to:

- Inspect and review their education records
- Request a correction to those education records
- Control the disclosure of certain aspects of their education records
- File a complaint with the U.S. Department of Education

### **What is an Education Record?**

As defined by FERPA, an education record is information about a student that is maintained by the institution as part of the educational process. Education records include files, documents, and materials in any medium such as, emails, computer files, computer screens, printouts, tapes, disks, film, and microfilm/microfiche. Education records do NOT include private notes of instructors or staff members (sole possession records), campus police records, medical records, or aggregate (statistical) data that contains no personally identifiable information about any students.

### **What is Directory Information?**

Under the terms of FERPA, the institution is permitted to disclose "Directory Information" without the student's consent. Meraki Institute of Beauty and Wellness has established the following as Directory Information:

- The student's name
- School and home addresses
- Meraki Institute of Beauty and Wellness email address
- Telephone number
- Program of study
- Dates of attendance

- Full- or part-time status
- Classification
- Degrees, honors, and awards received and date granted
- Anticipated graduation date
- Most recent previous educational agency or institution attended
- Participation in officially recognized activities and sports
- For members of athletic teams, weight and height

Information **not** included in the list above is considered confidential and **may not be released to anyone**, including parents of the student, without written consent from the student. Meraki Institute of Beauty and Wellness staff may only have access to this information if they have a legitimate need to use it in the fulfillment of their professional responsibilities.

**FERPA permits students to inform Meraki Institute of Beauty and Wellness that Directory Information is not to be released.** A student may restrict the release of Directory Information by submitting the Exclusion of Directory Information Form to the Office of the Registrar. A copy of this form can be requested at the Registrar's Office.

If the student restricts the release of Directory Information, a privacy warning message will display on the Institution's student information system, and class rosters that are emailed to faculty will have the word "INVOKED" under the "PRIVACY" heading. No information can be released on that student without written consent of that student. The institution will respond to inquiries regarding students who have requested exclusion of Directory Information as follows:

**"We have no information to release on that individual. Please contact the person directly."**

**To whom and under what conditions can Meraki Institute of Beauty and Wellness disclose non-directory, personally identifiable information without the written consent of the student?**

- School officials with legitimate educational interests (i.e., need to know to fulfill their professional responsibilities)
- A person or company with whom the Institution has officially contracted
- A person serving on the Board of Trustees
- Officials of another school in which a student seeks or intends to enroll
- In the event of a health or safety emergency, to appropriate persons as required to protect the safety of students

**Can parents have access to children's education records?**

At the postsecondary level, parents have no inherent right to inspect the education records of their sons or daughters. Meraki Institute of Beauty and Wellness policy requires that students provide written authorization in order for parents to access their education records. With appropriate documentation, the institution may disclose education records to parents of students who are claimed as dependents for federal income tax purposes without the student's written authorization.

**What are some specific examples of FERPA violations?**

- Publicly posting grades by student name or any part of the Meraki Institute of Beauty and Wellness ID number without the student's written permission
- Leaving graded tests or papers in a stack for students to pick up by sorting through the papers of all students
- Circulating a printed class roster with names and any part of Meraki Institute of Beauty and Wellness ID, SSN, or grades as an attendance sheet
- Discussing the student's progress or records with anyone other than the student (including parents) without the student's written consent, with the exception of the institution officials who have a legitimate educational interest in order to fulfill their professional responsibilities
- Sending a letter of recommendation that includes information from a student's record, such as grades, GPA, or course attendance, without explicit written permission of the student to release that information
- Sending a letter of recommendation for a student, employee, graduate assistant, or teaching assistant that provides details about that student's employment (i.e., wages, dates of employment) without written permission of the student
- Providing lists of students enrolled in class to a third party for any commercial purpose
- Providing student schedules or assisting anyone other than institution employees in finding a student on campus
- Permitting unauthorized use of any information in the files maintained, stored, or processed by the office in which you are employed. This includes copies of permission, registration, or add/drop forms
- Releasing confidential student information to another student, institution organization, or outside entities
- Distributing a student's transcripts. Transcript requests must be submitted to the Registrar's Office
- Leaving reports or computer screens with student information in view of others or leaving your terminal unattended
- Allowing another person to access student records because you permit him or her to use your access code

- Inappropriately disposing of paperwork containing confidential student information (i.e.ID number, GPA or grades) by placing it in the trash or recycle bin, rather than shredding the information
- Giving out Directory Information if the student has submitted the Exclusion of Directory Information Form (i.e., has a privacy warning message displayed on the institution's student information system).

Any knowledge of a violation must be immediately reported to a supervisor.

### **What are the responsibilities as a Meraki Institute of Beauty and Wellness employee?**

As an employee of Meraki Institute of Beauty and Wellness, you may have access to student records. Their confidentiality, use, and release are governed by FERPA. You have a responsibility to protect all education records in your possession. These include records relating to students who have business with your department, any documents from the Registrar's Office, computer printouts in your office, name lists, and official course or grade rosters. Your job places you in a position of trust and you are an integral part in ensuring that student information is handled properly. In general, all student information must be treated as confidential. Even public or Directory Information is subject to restriction on an individual basis.

### **What happens if the institution does not comply with FERPA?**

The Department of Education may issue a notice to cease the practice complained of. Depending on the type of record and the nature of the disclosure, other penalties could be imposed.

### **Where can I find out more information about FERPA?**

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html?src=rn>

## **CONDUCT POLICIES**

### **Student Conduct Policy**

Students are expected to conduct themselves with acceptable behavior and appearance, as defined in this catalog and by consultation of the Director of the School. Those who do not conduct themselves in this manner may be subject to disciplinary action, up to, and including termination. Violation of the civil law will be reported to the appropriate authorities.

Incidents which may result in disciplinary action being taken by school authorities may include, but not be limited to, the following:

1. Disruption of classroom or student salon activities.
2. Cell phone or unauthorized electronic devices must be turned off during class time (will be sent home immediately).
3. Failure to wear clean and stain free uniform.
4. Using the school telephone without permission.
5. Smoking inside the building.
6. The unlawful possession, use or distribution of illicit drugs or alcohol by students on school premises or as part of any of its activities.
7. Committing extortion, coercing, or black mail, i.e., obtaining money or other objects of value from an unwilling person, or forcing and individual to act through the threat of force.
8. Exhibiting disrespect or directing profanity, vulgar language, or obscene gesture towards students, coaches, instructors, administrators, school personnel, or any other person.
9. Loitering in unauthorized areas, such as the reception area, hallway, within fifteen feet of outside entrance, etc.
10. Wearing inappropriate attire in classroom and student salon. Violating dress code such as: Sweatshirt and/or sweatpants, jogging suits, shorts, miniskirts, soiled uniform, any attire not deemed appropriate by Instructor and/or Staff member.
11. Refusing to service a client or student salon assignment.
12. Engaging in verbal abuse, slanderous remarks, making derogatory statements about the institution or violations towards others or the institution that may be considered a serious offense and may precipitate substantial disruption of the school program or incite violence.
13. Committing arson.
14. Bringing guests and visitors into clinic classroom areas without permission.
15. Maintaining improper sanitation and cleanliness of stations, equipment, break areas, and restroom facilities.
16. Committing robbery or theft.
17. Cheating on tests, assignments, or examinations.
18. Any other actions deemed as inappropriate behavior by instructors and/ or staff member.
19. Students are not allowed to bring their children to class.
20. Students must bring a student kit to practice in class and student salon on a daily basis.
21. Not maintaining satisfactory progress in attendance.
22. Not complying with monthly payments toward tuition.
23. Campus disruptive activities that interfere with instructional activities or the functions that support instruction.

24. Video and still photography is prohibited without advance permission of the institution. Taking pictures or videotaping in violation of this policy may result in disciplinary action.
25. Video and still photography is prohibited against each other. FOR EXAMPLE: One student is taking video of another student. There will be consequences.

NOTE: Students terminated for Conduct Violations will not be able to return.

### **Dress Code**

Dress Code policies are in place to maintain a professional and safe learning environment. Students will wear a uniform while on the clock. Uniforms must be kept clean and neat. Shoes must be worn for safety purposes, standing for long period is required.

#### Classroom Uniform:

- School Logo t-shirt with below the knee pants of any color non-torn denim, jeans, polyester blend pants, dockers, leggings or jeggings/ knee length skirts or dress.
- Student ID's must be worn at all times visible at eye level during classroom and salon training.

#### Student Salon Uniform:

- School logo Smock-buttoned up, with below the knee pants of any color no torn denim jeans, polyester blend pants, dockers, leggings or jeggings/ knee length skirts or dress.
- Classroom students making up hours must wear Classroom Uniform.
- Female students must have hair styled and make up done.
- Male students must keep facial hair neatly trimmed. If wearing longer-style hair, must be kept neat and styled.
- Light foundation, eyeliner and powder makeup and lip gloss and nail polish are allowed discreetly.

Additional Apron uniform(s) and t-shirts may be purchased. No windbreakers or jogging suits allowed.

### **Spirit Shirt Days**

- a) Fridays are designated as a spirit shirt day
- b) Students may dress **ONLY** in jeans (not torn and in good repair), and spirit shirt of their choosing (shall have school logo or name). Shoes may be of the students' choosing but no greater than 2 inches in height. Students may wear their hair down. All other attire policies apply. Spirit shirts may be purchased from the school. Due to temperature changes, Navy lab coat may be worn. Administration will notify the student's when the school is participating in awareness days or months and if other t-shirts may be worn.

If the student opts not to participate in Spirit Shirt Friday, they shall wear their school uniform. All attire policies apply. If the student is scheduled for clinical or in school clinical, white uniform and all attire policies apply.

### **Plagiarism**

Plagiarism is the act of taking another person's writing, conversation, song, or even idea and passing it off as your own. This includes information from web pages, books, songs, television shows, email messages, interviews, articles, artworks or any other medium. Whenever you paraphrase, summarize, or take words, phrases, or sentences from another person's work, it is necessary to indicate the source of the information *within your paper* using an internal citation. It is not enough to just list the source in a bibliography at the end of your paper. Failing to properly quote, cite or acknowledge someone else's words or ideas with an internal citation is plagiarism.

### **Food and Drinks**

No food or drinks are allowed in the classrooms, clinical area and any common areas of the building such as hallways or lobbies. All drinking and eating at the school should be done in the student lounge or designated areas. Students who do not adhere to this regulation can be subject to disciplinary action.

### **Cell Phone and Electronic Items**

Electronic items such as cell phones are to be turned off while in the classroom, computer lab, student resource center and hallways. The use of blue tooth and wired earpiece devices are not allowed and must be removed while on campus. The use of cell phones shall be for emergency use only and restricted to the inside and outside student break areas. Tablets and laptops may be used in the classroom for note-taking and educational purposes with instructor approval only.

### **Unauthorized Recordings Policy**

Meraki Institute of Beauty and Wellness prohibits unauthorized or secret audio and /or video recording; but not limited to, a conversation, phone calls or meetings with faculty or staff. While some states permit audio recording by one party to a conversation, this policy

prohibits such recording without the consent of all parties to the conversation, regardless of the location of each party. Students found in violation of this policy may be terminated from the institution.

### **Copyright Infringement Policy**

No part of the textbooks/workbooks shall be reproduced, transmitted, or used in any form or by any means graphic, electronic, or mechanical, including but not limited to photocopying recording, scanning, digitizing, taping, web distribution, information networks or information storage and retrieving systems, excepted as permitted under Section 107 or 108 of the 1976 United State Copyright Act, without the prior written permission of the publisher.

### **Summary of Civil and Criminal Penalties for violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

### **DRUG AND ALCOHOL POLICY**

In accordance with the requirements of the Drug-Free Schools and Communities Act of 1989 (Public Law 101-226), and the Drug-Free Workplace Act of 1988 (Public Law 101-690), our school provides all students and employees with the following information concerning school policies and the consequences of the manufacture, distribution, possession, or use of illicit drugs or alcohol on an annual basis.

Students and employees are prohibited from the unlawfully manufacturing, distributing, possessing, or using illicit drugs or alcohol while on school property or participating in any school activity. Violation of this policy will subject students or employees to disciplinary action up to and including expulsion or termination from employment. In addition, violation may result in local, state, and and/or federal criminal charges.

Legal sanctions under local, state, and federal laws may include:

- Suspension, revocation, or denial of a driver's license
- Loss of eligibility for federal financial aid or other federal benefits
- Property seizure
- Mandated community service
- Felony conviction that may result in 20-50 years imprisonment at hard labor without benefit of parole
- Monetary fines

In addition to local and state authorities, the federal government have four agencies (the Drug Enforcement Agency, U.S. Customs Services, Federal Bureau of Investigation, and the U.S. Coast Guard) engaged in combating illicit drugs. Once should be aware that:

- It is a crime to hold someone else's illicit drugs
- It is a crime to sell fake "dope"
- It is a crime for being in a house where people are using illicit drugs, even if you are not using them
- It is a crime if drugs are in your locker, car, purse, or house which is considered "constructive possession"

Drug abuse, which can affect ones physical and emotional health and social life, is the utilization of natural and/or synthetic chemical substances for non-medical reasons to affect the body and its processes, the mind and nervous system and behavior. Drugs can be highly addictive and injurious to the body. Among the manifestations may be loss of sense of responsibility and coordination, restlessness, irritability, anxiety, paranoia, depression, acting slow-moving, inattentiveness, loos of appetite, sexual indifference, come, convulsions, and death.

There are classic danger signals that could be indicative of drug use. These danger signals include:

- Abrupt changes in mood or attitude
- Continuing slump at work or school
- Continuing resistance to discipline at work or school
- Cannot get along with family or friends
- Unusual temper flare-ups
- Increased borrowing of money
- Heightened secrecy
- A complete new set of friends

Information regarding the effects of commonly abused drugs may be found on the internet at [www.nida.nih.gov/DrugsofAbuse.html](http://www.nida.nih.gov/DrugsofAbuse.html).

Drug and alcohol abuse education programs are offered by local community agencies. The school will post information about such education programs in the Student Lounge and Resource Area.

While care must be taken to ensure that a person is not wrongly accused of drug use, it is recommended that anyone who notes danger signals in either a student or employee contact the Director of the School’s Office. If it is determined by the Director of the School that a student or employee is in need of assistance to overcome a drugs problem, he/she may be counseled on the need to seek assistance. The cost of such assistance or treatment will be the responsibility of the student or employee. Records of such counseling will remain confidential.

In certain instances, students and employees may be referred to counseling and/or a substance abuse help center. If such a referral is made, continued enrollment or employment is contingent upon attendance and successful completion of any prescribed counseling or treatment. Students or employees who are seeking treatment for a substance abuse problem may contact the Director of the School’s Office. Confidentiality will be maintained. In addition, students or employees who believe they have a substance abuse problem may find sources of treatment or advice by referring to the section of the local telephone book headed “Drug Abuse & Addiction Information and Treatment.”

There are also national organizations that may be contacted for help, such as:

- The Alcoholism and Drug Abuse Hotline 1-800-ALCOHOL (1-800-252-6465)
- National Drug Abuse Helpline 1-866-874-4553
- The National Institute on Drug Abuse Treatment Referral Hotline 1-800-662-HELP (4357) or <http://findtreatment.samhsa.gov/>
- Al-Anon for Families of Alcoholics 1-800-344-2666

Student and employees must notify the Director of the School, in writing, within five days of being convicted of a criminal drug statute at the school.

**Conviction for possession or sale of illegal drugs**

A federal or state drug conviction can disqualify a student from enrollment at Meraki Institute of Beauty and Wellness.

A conviction that was reversed, set aside or removed from the student’s record does not render a student ineligible for enrollment, nor does a conviction that was received when the student was a juvenile, unless he or she was tried as an adult.

The chart below illustrates the period of ineligibility for enrollment, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs)

	<b>Possession of illegal drugs</b>	<b>Sale of illegal drugs</b>
1 <sup>st</sup> offense	1 year from the date of conviction	2 years from the date of conviction
2 <sup>nd</sup> offense	2 years from the date of conviction	Indefinite period
3+ offenses	Indefinite period	

If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

A student regains eligibility the day after the period of ineligibility ends or when he or she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him or her ineligible again.

When student regains eligibility during the award year, the institution may allow the student to enrollment during the current enrollment period.

**Standards for a qualified drug rehabilitation program**

A qualified drug rehabilitation program must include at least 2 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 a federally or state-licensed hospital, health clinic or medical doctor.

**CAMPUS CRIME AND ANNUAL SECURITY REPORT**

The Jeanne Clery Act requires that all institutions of higher education to publish an annual report of security policies and crime statistics. Information contained in this report was also solicited from the local police department for the purpose of identifying crimes that occurred on the city streets and property adjacent to Meraki Institute of Beauty and Wellness. The school prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). This report is prepared in cooperation with local law enforcement agencies. Nothing in the law shall be construed to permit a school to retailers, intimidate, threaten, coerce, or otherwise discriminate against any individual with respect to the implementation of the Clery Act.

This report is made available to all employees, current and prospective students on the institute’s website [www.MerakiInstitute.com](http://www.MerakiInstitute.com) for a printed copy of this report visit with the institution Director. The annual report is published by October 1<sup>st</sup> of each year and must contain certain crime statistics for the most recent year reporting period. In addition to the report Meraki Institute of Beauty and Wellness reports its crime statistics to the Department of Education, which posts the information to their website at <http://www.ope.ed.gov/security/InstList.aspx>

Meraki Institute of Beauty and Wellness policies and procedures have been in force to comply with The Violence Against Women Act (VAWA) in compliance with the requirements set forth by The Violence Against Women Act (VAWA) of 1994, and its reauthorization in 2000, 2005 and again in 2013.

The Consumer Information is a Guide that provides updates on specific policies. These policies are made available to new employees and to students upon enrolling. Training is provided to current employees on an ongoing, yearly basis. Resources and contact information for organization that provide professional assistance are provided throughout the Consumer Information Guide located in the Meraki Institute of Beauty and Wellness website [www.MerakiInstitute.com](http://www.MerakiInstitute.com).

Our school attempts to provide students and employees with a safe and secure environment in which to study and work. The school is open during post-hours. School facilities are secure during times the school is not open.

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution’s crime statistics for the period between 7/1/2022 and 6/30/2023 (THREE MOST COMPLETED CALENDAR YEARS).

**The following criminal offenses, published each year and must be report no later than October 1 of each year, include any crime statistics that occurred ON CAMPUS or PUBLIC PROPERTY during the previous three calendar year periods.**

Date updated as of 9/01/2023

Report Distribution Date: October 1, 2023

Criminal Offenses	Total Occurrences		
	2020	2021	2022
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravates Assault	0	0	0
Burglary	0	0	0



Motor vehicle theft (does not include theft from a motor vehicle)	0	0	0
Arson	0	0	0
<b>Violence Against Women Reauthorization Act (VAWA) Offenses</b>	<b>Total Occurrences</b>		
	<b>2020</b>	<b>2021</b>	<b>2022</b>
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
<b>*On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4). The HEA defines the new crime categories of domestic violence, dating, violence, and stalking in accordance with section 40002(s) of the Violence Against Women Act of 1994.</b>			
<b>Arrests</b>	<b>Total Occurrences</b>		
	<b>2020</b>	<b>2021</b>	<b>2022</b>
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
<b>Disciplinary Action</b> (Does not include disciplinary actions that were strictly for school policy violations)	<b>Total Occurrences</b>		
	<b>2020</b>	<b>2021</b>	<b>2022</b>
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

**Hate Offenses:**

The school must report by category of prejudice the following crimes reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability, as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.

Hate Crime Occurrences	Total by Year			Category of Bias for Crimes Reported in 2022							
	2020	2021	2022	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0	0	0
Aggravates assault	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0	0	0

**Contact Information**

<b>Office Responsible to provide a copy of the Campus Security information</b>	Belinda Ibarra, Director of Compliance
<b>Campus Safety Officer</b>	Martha Maldonado, Director
<b>Campus Security Supervisor/Title IX Coordinator</b>	Rene Mendoza, Human Resource Director

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not be waited upon on to report to the Human Resource Director, Institution’s Official but rather contact the appropriate agency by calling (911).

<b>Martha Maldonado</b> Institutional Official	<b>1200 W Polk Avenue, Suite L-N, Pharr TX 78577</b> Address	<b>956-782-2577</b> Phone number
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## **SEXUAL HARASSMENT POLICY**

### **Policy against Discrimination**

To be in compliance with Title IX once available, it is the policy of Meraki Institute of Beauty and Wellness not to discriminate against any individual with respect to their education, entitlement, programs, scholarships, and other terms, conditions and privileges of student's educational opportunities because of the person's race, color, national origin, religion, disability, age or sex.

### **Policy against Sexual Harassment and Sex Discrimination**

Meraki Institute of Beauty and Wellness pursuant to the guidelines on sex discrimination issued by the Equal Employment Opportunity Commission fully supports the rights and opportunities of all students to seek, obtain and secure the full rights, benefits, and opportunities for their education without subjection to sexual harassment or discrimination of any kind. It is the school's policy to provide an educational environment free of sexual harassment of any type.

### **Policy on Sexual Harassment**

Sexual Harassment is a violation of Titles VII and IX of the Civil Rights Act of 1964 and it is against the policies of the school for any employee, male, female, volunteer worker or any student to sexually harass another student by:

- Making unwelcome sexual advances innuendos or requests for sexual favors or other verbal or physical conduct of a sexual nature, a condition of a student's education, or
- Making submission to or rejection of such conduct the basis for educational decisions affecting the student, or
- Creating an intimidating, hostile or offensive educational environment by such conduct.

### **Behavior Which May Constitute Sexual Harassment**

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome that is personally offensive, that fails to respect the rights of others, that lowers morale and/or that, therefore, interferes with workplace effectiveness. Sexual harassment may take different forms. One specific form is the demand for sexual favors. Other forms of harassment include:

**Verbal:** A sexual innuendo, suggestive comments, jokes of a sexual nature, sexual propositions, and threats.

**Non-Verbal:** Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures.

**Physical:** Unwanted physical contact, including touching, pinching, brushing the body, coerced sexual intercourse, assault. Sexual harassment may be overt or subtle. Some behavior which is appropriate in a social setting may not be appropriate in the work place. But, whatever form it takes, verbal, non-verbal or physical, sexual harassment is insulting and demanding to the recipient and cannot be tolerated in the workplace. Sexual harassment by any student, employee, faculty member, supervisor or administrative staff, is unacceptable. Appropriate disciplinary action will be taken against any employee or student who violates this sexual harassment policy. Persons found to have engaged in sexually harassing conduct will be appropriately sanctioned depending upon the nature of the conduct involved. Such sanctions may include oral reprimands (and a copy of the reprimands filed in the person's personnel file), leave without pay, suspension, and in severe cases, termination.

Both men and women can be victims of sexual harassment from either gender.

Making employment decisions based on sexual favoritism or on the basis of gender is strictly prohibited.

Retaliation against any person making a sexual harassment complaint, assisting, or testifying in a sexual harassment investigation is strictly forbidden and will not be tolerated.

For persons who think they are victims of sexual harassment, the goal should be to establish integrity and documentation. The following steps should be taken:

1. Confront the harasser. Say that the behavior (be specific) makes you uncomfortable. Tell this offender to stop the behavior.
2. Document all incidents, actions and conversations related to the problem. Keep a dated diary.
3. If the offensive behavior persists, speak candidly to your counselor about the problem. If the offender is your counselor, speak to that individual's supervisor.
4. If nothing is done or if the sexual harassment continues, file a complaint in accordance with the paragraph below.

All complaints or claims of sexual harassment will be taken seriously and will be thoroughly investigated. Persons are encouraged to communicate directly with one another about the conduct they find offensive. Some instances of “harassment”: may simply result from one person honestly not realizing that his/her remarks or conduct are offensive. In the event that direct communication does not result in a resolution of any inappropriate conduct, the following formal procedures must be followed:

1. Complaints regarding sexual harassment should first be made to the school counselor.
2. Complaints may be made either in writing or orally.
3. Every effort will be made to conduct an investigation into claims of sexual harassment in a manner that will protect the confidentiality of any witness interviewed in connection with sexual harassment claim. However, because of the need to conduct a fair and objective investigation confidentiality cannot be guaranteed.
4. If the complaint involves students only, the school counselor or program supervisor will investigate the matter and follow the due process guidelines.

Upon receipt of any oral or written claim of sexual harassment involving an employee of Meraki Institute of Beauty and Wellness the claim will be referred to the Director who will order prompt investigation. The Director will appoint a person to conduct an investigation into any complaint of sexual harassment. The investigator appointed will conduct a prompt and thorough investigation of the complaint and make a written report to the supervisor or director who apprise the alleged harasser(s) of the investigators, the Director will make a determination as to the appropriate sanctions, if any, to be imposed in the case. Both the complaint and the alleged harasser will be promptly advised of this decision.

In the event that the one making the complaint, or the alleged harasser disagrees with the Directors decision, that individual may appeal the decision by making a written appeal to the Meraki Institute of Beauty and Wellness Board. The board may:

1. Review the written finding and recommendations of the investigators and affirms the decision of the Director of the School.
2. Review the written finding and recommendations of the investigators and change or modify the decision of the director or,
3. Direct that additional investigation be conducted, and make a final decision based upon the finding and recommendations resulting from the new or additional investigation. If such a new additional investigation is required, the director may appoint the investigators who conducted the initial investigation or appoint new investigators of his choice.

This policy rescinds and supersedes any previous policies dealing with sexual harassment. In the event any conflicts occur in the provision of this policy with the provisions of any other school policy and/or procedures, the provisions of THIS policy are controlling.

Each staff/faculty shall signify that he/she has read the foregoing policy and that they agree to abide by the policy.

Each student will be provided a copy of this policy and shall signify that they have read the same while a student at Meraki Institute of Beauty and Wellness.

It is the policy of Meraki Institute of Beauty and Wellness to resolve any such dispute that otherwise cannot be resolved through the use of mediation and/or binding arbitration.

Each employee, including faculty member and student, by their continued involvement as an employee or student, agrees to participate in this process.

**Emergency Response and Evacuation Procedures**

In the event of emergencies such as health-related, threat, fire, explosion, chemical release or other related threats, the Campus Personnel at **Meraki Institute** will issue an alert in a timely manner to the school community via the school emergency notification system. The Campus Personnel is also responsible for communicating with the local police department, ambulance, fire fighters and other response agencies by dialing **911**. Campus safety alerts can be distributed in various ways, as deemed appropriate for the situation. Most commonly, upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty and staff, an announcement will be sent to the school community in multi modal format (Intercom Phone System) with the **Emergency Response Codes**.

In the event of an actual or threatened safety or security incident, it is imperative that students, faculty and staff stay calm, maintain control and strive for their safety and that of other fellow students, faculty and staff.

The following **Emergency Response Codes** will be utilized at Meraki Institute of Beauty and Wellness:

Emergency Codes	
Aqua- Flood	Orange- External disaster
Black- Bomb threat/ suspicious object	Purple- Hostage taking

Emergency Codes	
<b>Blue</b> - Cardiac arrest/ medical emergency	<b>Red</b> - Fire/ smoke
<b>Brown</b> - Hazardous spill	<b>Silver</b> - Shooting incident/ active shooter
<b>Green</b> - Evacuation	<b>White</b> - Violent situation
<b>Gray</b> - Infrastructure loss or failure	<b>Yellow</b> - Missing/ abducted person

Document the exact words of the caller. Notify the Director immediately.

**Emergency Response Codes will be issued to employees and students with ID badges.**

**Fire safety** protocols will be utilized to prevent endangerment of all employees and students.

**1) R.A.C.E. Drill**

- a) All students, faculty and staff should:
  - 1) be familiar with the Fire Plan and know the location of the closest fire extinguisher;
  - 2) Always remain calm;
  - 3) If you do discover a fire, utilize the R.A.C.E. Drill.
    - Rescue** – Move any visitor/student in immediate danger to the nearest safe location.
    - Alarm** – Activate the nearest fire pull alarm station.
    - Contain** – Confine the fire (close door of affected room/area)
    - Extinguish/Evacuate** – If a fire is small and confined to its area of origin, extinguish it.
- b) In the case of a fire in the facility, the person who finds the fire will follow the R.A.C.E and P.A.S.S. process and either call 911-Fire Department or call the receptionist to make the call.
- c) Always remain calm.
- d) Ensure electrical equipment is operating correctly. An electrical spark could cause a fire.
- e) Smoking is not permitted within the school.
- f) All employees have a shared responsibility to politely inform any visitors seen smoking inside the school of our non-smoking policy.
- g) Report all fires, no matter how small.

**2) P.A.S.S. Drill**

- a) Meraki Institute of Beauty and Wellness advocates the use of the P.A.S.S. fire extinguisher.
- b) If you discover a fire, use the P.A.S.S. Drill.
  - P** Pull the pin between the two hands
  - A** Aim the nozzle at the base of the fire
  - S** Squeeze the handles together
  - S** Sweep from side-to-side

**Drill explanations will be placed on employees and students ID badges for quick reference.**

The Campus Security Supervisor will be the designated person to the following responsibilities:

- ✓ Obtain contact information of nearest relative for victim to notify them of the situation,
- ✓ Ensure that all firefighting equipment is inspected on a regular basis to ensure that the equipment is serviceable and ready for use,
- ✓ Insuring that first aid supplies are well stocked and available;
- ✓ Provide training to all students and employees on reporting emergency procedures;
- ✓ Location and the use firefighting equipment;
- ✓ Evacuation procedures

The Director is responsible for the annual review of the existing Emergency Response program to determine areas of needed improvement. This review must be documented, and any changes noted will be updated on the written program. Plan updates can be made as a result of drills and tests indicating deficiencies in the program.

**GENERAL INFORMATION**

**Placement Assistance**

While we cannot guarantee employment for our graduates, our commitment is to support you in finding suitable opportunities. Job openings are shared on a bulletin board located in the student lounge for you to explore. Our curriculum focuses on teaching professionalism, job search skills, resume writing, completing applications, and preparing for interviews.

Staying connected is important; we encourage graduates to keep in touch and update us on their employment status or needs. We have a network of professionals and employers who are always looking to hire recent graduates. Any available job referrals are shared with interested graduates.

Job placement assistance is provided at no cost to graduates. Typically, placement occurs after successful licensure examinations, but we also assist early leavers in their job search. Our Placement Office guides students in completing applications, crafting resumes, finding job leads, and refining interviewing techniques. We maintain records of all student placements, and we appreciate your cooperation in sharing your placement information with us."

### Requirements for Graduation

To qualify for graduation from Meraki Institute of Beauty and Wellness, students enrolled in any program of study must meet the following criteria:

- Students must successfully complete all coursework with a 75% or better. This includes passing all required tests, completing practical projects, and fulfilling assigned guest services as part of the curriculum;
- Students must complete the state mandated program hours within the normal length of time required; and
- Students must fulfill all financial obligations to the school, which includes tuition, fees, and any other financial commitments incurred during their course of study.

Upon satisfying these graduation requirements, graduates will be awarded a Meraki Institute of Beauty and Wellness Diploma for their specific program of study. Graduates will then be eligible to pay the necessary examination fee and file an application for the State licensing exam. Successfully obtaining a valid license allows the graduate to professionally engage in their chosen field for compensation.

This policy ensures that graduates from Meraki Institute of Beauty and Wellness are thoroughly prepared, both academically and practically, to embark on successful careers in the cosmetology and barbering industries, adhering to the highest standards of professional competence and ethical practice.

### Program Outcomes

Meraki Institute is dedicated to fostering an educational environment that promotes excellence, professionalism, and the highest standards in the beauty and wellness industry. Our programs are designed to meet and exceed the criteria established by NACCAS, aligning with their mission to ensure quality education in the programs offered at Meraki Institute.

The table below illustrates the program outcomes for the 01/01/2022 thru 12/31/2022 reporting period.

PROGRAM	GRADUATION RATE	LICENSURE RATE	PLACEMENT RATE
Cosmetology Operator	100%	100%	100%
Esthetician	100%	100%	100%
Manicure Nail Technician	100%	100%	100%
Eyelash Technician	Not Data	Not Data	Not Data
Class A Barber	Not Data	Not Data	Not Dat

At Meraki Institute, we believe in transparency and accountability, and we encourage prospective students to reach out with any questions or requests for additional information.

### Extra Instructional Charge

The school will charge extra tuition for hours remaining after the contract expiration date at an hourly rate based on the contract tuition charge, or any portion thereof, payable in advance until graduation.

### Student Parking

Students are able to park in front of the building within the row of spaces facing the main street. Front parking is assigned to customer parking.

### Transcript Request

Official transcript requests must be submitted in writing to the Director, please allow five (5) business days. A \$5.00 fee is required for all transcript requests.

Student must have met all obligations to the institution in order to have an official/unofficial transcript released. The obligations include but are not limited to financial, academic, attendance and practical applications.

### **Name Change**

All names change requests must be submitted in writing to the Director. Valid documentation for name changes request includes marriage license, social security cards, passport, divorce decree or court order.

### **Academic Advising**

The school staff and faculty welcome the opportunity to assist students in working out solutions to problems impeding educational success. School faculty and staff are always available to provide academic counseling when necessary. The institution is committed to helping you achieve educational goals. Students requiring other type of professional counseling will be referred to outside counselors or agencies.

### **Tutoring Services**

Students who need extra assistance because of academic difficulties may arrange for tutoring through their instructor. Study groups are encouraged. In certain situations, the school will make a study period available to students. Course credit is not granted in these cases.

### **Textbooks, Equipment and Supplies**

Textbooks will be issued on the 3<sup>rd</sup> day of class for most programs or during orientation for students who have met all admission and financial requirements. All needed supplies and equipment will be discussed during this time. The institution is not responsible for a student's equipment or personal belongings not issued by the school, either lost or stolen.

### **First Aid Kit**

The first aid kit is conveniently situated in the reception area for prompt access during minor emergencies. If medical attention is required, please dial 911.

### **Inclement Weather Days**

Meraki Institute of Beauty and Wellness typically closes only when inclement weather is severe enough to cause local businesses to close. The school may also choose to delay opening rather than close for the entire day. Information on school closings and delayed openings will be available by tuning into Channel 5 Eyewitness News or by accessing [www.MerakiInstitute.com](http://www.MerakiInstitute.com). Class time lost due to school closing may be made up on the next available non-school day. Weather days determined by Meraki Institute of Beauty and Wellness are set for April and November of each year.

### **Student Records**

Student permanent educational records and necessary financial records containing student's name, address, telephone number, social security number, date of birth, program of study, start date, completion or withdrawal date, clock hours and grades are maintained securely either on computer or in locked file cabinets for a period of six years.

### **Incarcerated Applicants**

A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in a halfway house or home detention or is sentenced to serve only weekends. Our attendance policy specifies that all classes and practical studies are done at the school's physical location; therefore incarcerated students are not eligible for admissions.

### **Student Grievance Policy and Procedure**

In accordance with Meraki Institute's mission statement, we will make every attempt to resolve any student grievance that is not frivolous or without merit. Grievance procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a grievance at any time. Evidence of final resolution of all grievances will be retained by the school in order to determine the frequency, nature, and patterns of grievances for the institution. The following procedure outlines the specific steps of the grievance process.

1. Prior to filing a formal grievance, the student should notify any staff member of the situation. If the staff member is unable to resolve the grievance, the student shall notify the Director. If the Director is unable to resolve the grievance, the student should then file a formal grievance as stated below.

2. The student should register the grievance in writing on the designated form provided by the institution within 15 days of the date that the act which is the subject of the grievance occurred.
3. The grievance form will be given to the Director.
4. The grievance will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the grievance. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the grievance.
5. If the grievance is of such nature that it cannot be resolved by the management, it will be referred to the Texas Department of Licensing Regulation.

**Texas Department of Licensing and Regulation**

920 Colorado  
Austin, Texas 78701 (see a map)  
Telephone: (512) 463-6599

P O Box 12157  
Austin, Texas 78711  
Toll-Free (in Texas): (800) 803-9202  
Relay Texas-TDD: (800) 735-2989

6. Depending on the extent and nature of the grievance, interviews with appropriate staff and other students may be necessary to reach a final resolution of the grievance.
7. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the grievance. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the grievance or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.

**To Report Complaints Regarding Licenses, Sterilization, or Sanitation, contact:**

Texas Department of Licensing & Regulation  
P.O. Box 12157  
Austin, Texas 78711  
(800) 803-9202  
[www.license.state.tx.us/complaints/](http://www.license.state.tx.us/complaints/)



## **PROGRAMS**



# Cosmetology Operator

## Program Description:

This is a 1000 hour / 26.67 credit hours (33 Weeks Full-Time/67 Weeks Part-Time) Cosmetology Operator program. This program utilizes the most comprehensive up-to-date principles of understanding the cosmetology industry and becoming a licensed cosmetologist. It offers a step-by-step practical development of the subject matter to help lay the foundation for a better understanding of hair, skin and nails. This particular training will give you advancement by understanding the foundation of product knowledge and recommendation to clients. It is a study that is designed to prepare students for the state licensing examination and for entry level employment. With many job opportunities, the knowledge and skills will help prepare our graduating students to keep pace with the new techniques which are developed and to prepare the students for work as a hair designer, salon manager, hair colorist salon owner, product demonstrator. The institute does not guarantee that any student will be placed in a training related job or at all.

## Program Objective:

Upon successful completion of the program requirements and meeting all financial obligations, the student will be eligible to sit and take state examination required by the Texas Department of Licensing and Regulation and receive a diploma from Meraki Institute of Beauty and Wellness. Graduates of this program may find employment as Cosmetologists in hair salons, hotel/resorts or become salon owners.

## Admission Requirements:

- 1) Be at least 17 years of age. Age will be verified with individual's ID, if no ID is available then a Birth Certificate will be required;
- 2) Have a High School Diploma or recognized equivalency such as a General Equivalency Diploma); or pass an independently administered ability to benefit Wonderlic Basic Skills Examination (211 Verbal Skills/227 Quantitative Skills).

**Method of Delivery:** Blended\*

<u>Course #</u>	<u>Course Description</u>	<u>Hours</u>	<u>Credit Hours</u>
PCOS100	Hair Care I: Styling/Cuts/Extensions	150	4.0
PCOS101	Hair Care II: Chemicals	150	4.0
PCOS102	Skin Care	120	3.2
PCOS103	Nail Care	120	3.2
PCOS104	State Board	150	4.0
PCOS105	Salon Training	310	8.27
	TOTAL HOURS	1000	26.67

*\*All courses are approved by TDLR for Distance Education*

- PCOS100**                      **Hair Care I: Styling/Cuts/Extensions**                      **150 Hours**                      **4.0 Credit Hours**  
 Upon successful completion of this course, students will be introduced to the first phase of Hair Care which will focus on different types of hair styling, haircuts, braids, extensions, and wigs. The student will learn the fundamentals of styling aids for all types of hair. They will understand how to analyze the hair for many techniques used in wet and dry cutting, sectioning techniques, and guides and angles for the various face shapes. The student will perform different scalp manipulations and techniques, proper techniques of shampooing and scalp massage and identify ingredients of products and learn proper selections for the various hair types. Learn to recognize scalp and hair disorders commonly seen in a salon and proper treatment.
- PCOS101**                      **Hair Care II: Chemicals**                      **150 Hours**                      **4.0 Credit Hours**  
 This course is the second phase of Hair Care which will consist of hair coloring and chemical texture services. Students will understand consultation and safety precautions for coloring procedures, color formulation technology, mixology, bleaching, highlights/low lights techniques and color correction. Students will also learn all aspects of chemical hair procedures and chemistry of products and the effects on the hair as well as permanent waving, chemical straightening, wraps and relaxing for all hair types.
- PCOS102**                      **Skin Care**                      **120 Hours**                      **3.2 Credit Hours**  
 Upon successful completion of this course, students will be able to identify the anatomy and physiology related to skin, skin structure and growth, skin disease and disorders, basic electricity, hair removal, facials and facial makeup and client consultation.
- PCOS103**                      **Nail Care**                      **120 Hours**                      **3.2 Credit Hours**  
 Upon successful completion of this course, students will learn the nail structure and growth, and nail disease and disorders. The student will also learn nail tip application and nail wraps, liquid, polymer powder and light cured gel nail enhancements, as well as its maintenance, nail repair and enhancement nail removal.
- PCOS104**                      **State Board**                      **150 Hours**                      **4.0 Credit Hours**  
 Upon successful completion of this course, students will prepare for licensure and employment by reviewing rules and regulations, infection control, principles of prevention, universal precautions, sanitation, disinfection and safety procedures, written and practical examination preparation.
- PCOS105**                      **Salon Training**                      **310 Hours**                      **8.27 Credit Hours**  
 Upon successful completion of this course, students will be able to demonstrate professionalism and management skills that will be helpful in running a successful salon. Students will develop client relations, client lists, retail skills, salon techniques, shampooing, hair sets, comb out, blow drying, tints, hair lightening, haircuts, conditioning treatment, skin care treatments, facial hair tin, make-up applications, artificial eyelash application, relaxers and perms, nail treatments including manicure, pedicures, acrylics, gels, wraps and back fills.

# Manicure Technician Program

## Program Description:

This is 600 hours / 16 credit hours (20 Weeks Full-Time/40 Weeks Part-Time) Manicure Technician Program. This Manicure Technician Program will train students to render quality manicuring services to clients, as well as inform them of basic theories and principles of the profession by using both classroom theory and hands on practical experience. The students are trained in diligent studies and constant practice as well as on the importance of sanitation for the protection of his/her own health as well as that of the client and the necessary science of bacteriology and its importance. As mandated by the Texas Department of Licensing and Regulations.

## Program Objective:

Upon successful completion of the program requirements and meeting all financial obligations, the student will be eligible to sit and take state examination required by the Texas Department of Licensing and Regulation and receive a diploma from Meraki Institute of Beauty and Wellness. Graduates of this program may find employment salons, nails salons, spas and become salon owners.

## Admission Requirements:

- 1) Be at least 17 years of age. Age will be verified with individual's ID, if no ID is available then a Birth Certificate will be required;
- 2) Have a High School Diploma or recognized equivalency such as a General Equivalency Diploma); or pass an independently administered ability to benefit Wonderlic Basic Skills Examination (211 Verbal Skills/227 Quantitative Skills).

## Method of Delivery: Blended\*

<u>Course #</u>	<u>Course Description</u>	<u>Hours</u>	<u>Credit Hours</u>
MANI300	Orientation	120	3.2
MANI301	Manicuring & Pedicuring	90	2.4
MANI302	Nail Enhancement	120	3.2
MANI303	Creative Touch	90	2.4
MANI304	State Board/Salon Business	120	3.2
MANI305	Salon Training	60	1.6
	TOTAL HOURS	600	16.0

*\*All courses are approved by TDLR for Distance Education*



# Esthetician Program

## Program Description:

This 750 hour / 20 credit hours (25 Weeks Full-Time/50 Weeks Part-Time) program utilizes the most comprehensive up-to-date principles of becoming a licensed esthetician. It offers a step-by-step practical development of the subject matter to help lay the foundation for a better understanding of skin care. The students will be well educated in the structures and function of the skin, bones, nutrition, skin treatments, removal of superfluous hair and all levels of sanitation. This particular training will give you advancement by understanding the foundation of product knowledge and recommendation to clients. It is a study that is designed to prepare students for the state licensing examination and for entry level employment. With many job opportunities, the knowledge and skills will help prepare our graduating students to keep pace with the new techniques which are developed and to prepare the students for work as an esthetician, salon manager, educator and product demonstrator. The institute does not guarantee that any student will be placed in a training related job or at all.

## Program Objective:

Upon successful completion of the program requirements and meeting all financial obligations, the student will be eligible to sit and take a theory and practical examination required by the Texas Department of Licensing and Regulations and receives a diploma from Meraki Institute of Beauty and Wellness. Graduates of this program may find employment in salons, spas, dermatology clinics and become a salon owner.

## Admission Requirements:

- 1) Be at least 17 years of age. Age will be verified with individual's ID, if no ID is available then a Birth Certificate will be required;
- 2) Have a High School Diploma or recognized equivalency such as a General Equivalency Diploma); or pass an independently administered ability to benefit Wonderlic Basic Skills Examination (211 Verbal Skills/227 Quantitative Skills).

## Method of Delivery: Blended\*

<u>Course #</u>	<u>Course Description</u>	<u>Hours</u>	<u>Credit Hours</u>
EST400	Orientation	90	2.4
EST401	Skin Care - Facials	140	3.73
EST402	Skin Care – Hair Removal and Machines	80	2.13
EST403	Skin Care - Makeup	60	1.6
EST404	State Board/Business Skills	130	3.47
EST405	Salon Training	250	6.67
	TOTAL HOURS	750	20.0

*\*All courses are approved by TDLR for Distance Education*

<b>EST400</b>	<b>Orientation</b>	<b>90 Hours</b>	<b>2.4 Credit Hours</b>
<p>Upon successful completion of this course, students will gain an understanding of the institution's and TDLR Rules and Regulations, history and career opportunities in esthetics, life skills, professional image, and effective communication for success. Students will apply principles and practices for infection control which include proper sterilization procedures with autoclave, disinfecting non-electrical tools and equipment. Students will understand the importance of preparing and maintaining a treatment room prior to and after each service.</p>			
<b>EST401</b>	<b>Skin Care-Facials</b>	<b>140 Hours</b>	<b>3.73 Credit Hours</b>
<p>Upon successful completion of this course, students will gain an understanding of the anatomy &amp; physiology, basics of chemistry, basics of electricity, basics of nutrition, physiology &amp; histology of the skin, skin disorders and diseases, skin analysis and skin care products. Students will understand the importance of the facial treatment benefits, esthetician skills and techniques, treatment and client preparation, treatments for different skin types and conditions, acne facials and men's skin care and procedures. Students will understand the importance of facial massage's and it's benefits by incorporating them to facial treatments, massage contradictions, type of massage movements, the Dr. Jacquet movement, alternative massage techniques and basic facial techniques.</p>			
<b>EST402</b>	<b>Skin Care – Hair Removal and Machines</b>	<b>80 Hours</b>	<b>2.13 Credit Hours</b>
<p>Upon successful completion of this course, students will gain an understanding of hair removal which includes eyebrow tweezing, eyebrow waxing, lip and chin waxing and the full face. Students will gain knowledge of the use and benefits of the facial machine and all its accessories. Students will gain an understanding of advanced treatments such as chemical exfoliation, microdermabrasion, laser technology, light therapy, spa body treatments, cellulite, manual lymph drainage and medical aesthetics.</p>			
<b>EST403</b>	<b>Skin Care - Makeup</b>	<b>60 Hours</b>	<b>1.6 Credit Hours</b>
<p>Upon successful completion of this course, students will be introduced to the world of make-up as well as gain an understanding of makeup products and formulations, makeup tools, client consultation, makeup colors, makeup application techniques, face shapes and proportions, corrective makeup, special occasion makeup and many more. The course will also cover eyelashes as well as lash and brow tinting and other eyelash services. Students will become familiarized with the benefits of a career in freelance makeup artistry and retailing.</p>			
<b>EST404</b>	<b>State Board/Business Skills</b>	<b>130 Hours</b>	<b>3.47 Credit Hours</b>
<p>Upon successful completion of this course, students will prepare for licensure by reviewing TDLR rules and regulations, infection control, principles of prevention, universal precautions, sanitation, disinfection and safety procedures, written and practical examination preparation. Aside from preparing for the state board examination, the students will gain an understanding of business skills that include career planning, the skin care business and selling products and services for themselves or for an employer.</p>			
<b>EST405</b>	<b>Salon Training</b>	<b>250 Hours</b>	<b>6.67 Credit Hours</b>
<p>Upon successful completion of this course, students will be able to demonstrate professionalism and management skills that will be helpful in running a successful business by incorporating safety precautions, sanitation and disinfection, client consultation, treatment room setup, product setup, machine setup, facial treatments, general waxing, makeup applications, retailing, promoting product recommendations, rebooking client service, etc.</p>			

# Cosmetology High School Operator

## Program Description:

This is a 1000 hour / 26.67 credit hours (33 Weeks Full-Time/67 Weeks Part-Time) Cosmetology Operator program. The primary purpose of this course is to train students to render quality cosmetology services to clients, as well as inform them of basic theories and principles of the profession by using both classroom theory and hands on practical experience. The students are trained in the structures and functions of the hair, face and nails. Students will also receive an understanding of product knowledge and professional ethics within the industry. The minimum course length, as mandated by the Texas Department of Licensing and Regulations is 1000 Hours / 26.67 Credit Hours.

## Program Objective:

Upon successful completion of the course the student will have acquired technical abilities and academic theories, in compliance with the requirements of the Texas Department of Licensing and Regulation. The skills and theories are presented in a progressive manner from the simplest to the most complex. This approach permits each student to attain the maximum degree of technician and academic ability, as well as professional procedures and safety measures required.

**Method of Delivery:** Blended\*

<u>Course #</u>	<u>Course Description</u>	<u>Hours</u>	<u>Credit Hours</u>
HPCOS100	Hair Care I: Styling/Cuts/Extensions	150	4.0
HPCOS101	Hair Care II: Chemicals	150	4.0
HPCOS102	Skin Care	120	3.2
HPCOS103	Nail Care	120	3.2
HPCOS104	State Board	150	4.0
HPCOS105	Salon Training	310	8.27
	TOTAL HOURS	1000	26.67

THE STUDENT IS CONSIDERED TO BE IN A SATISFACTORY PROGRESS ACADEMICALLY IF HE/ SHE MAINTAIN AN OVERALL AVERAGE OF 75% OR MORE.

*\*All courses are approved by TDLR for Distance Education*

**HPCOS100                      Hair Care I: Styling/Cuts/Extensions                      150 Hours                      4.0 Credit Hours**

Upon successful completion of this course, students will be introduced to the first phase of Hair Care which will focus on different types of hair styling, haircuts, braids, extensions, and wigs. The student will learn the fundamentals of styling aids for all types of hair. They will understand how to analyze the hair for many techniques used in wet and dry cutting, sectioning techniques, and guides and angles for the various face shapes. The student will perform different scalp manipulations and techniques, proper techniques of shampooing and scalp massage and identify ingredients of products and learn proper selections for the various hair types. Learn to recognize scalp and hair disorders commonly seen in a salon and proper treatment.

**HPCOS101                      Hair Care II: Chemicals                      150 Hours                      4.0 Credit Hours**

This course is the second phase of Hair Care which will consist of hair coloring and chemical texture services. Students will understand consultation and safety precautions for coloring procedures, color formulation technology, mixology, bleaching, highlights/low lights techniques and color correction. Students will also learn all aspects of chemical hair procedures and chemistry of products and the effects on the hair as well as permanent waving, chemical straightening, wraps and relaxing for all hair types.

**HPCOS102                      Skin Care                      120 Hours                      3.2 Credit Hours**

Upon successful completion of this course, students will be able to identify the anatomy and physiology related to skin, skin structure and growth, skin disease and disorders, basic electricity, hair removal, facials and facial makeup and client consultation.

**HPCOS103                      Nail Care                      120 Hours                      3.2 Credit Hours**

Upon successful completion of this course, students will learn the nail structure and growth, and nail disease and disorders. The student will also learn nail tip application and nail wraps, liquid, polymer powder and light cured gel nail enhancements, as well as its maintenance, nail repair and enhancement nail removal.

**HPCOS104                      State Board                      150 Hours                      4.0 Credit Hours**

Upon successful completion of this course, students will prepare for licensure and employment by reviewing rules and regulations, infection control, principles of prevention, universal precautions, sanitation, disinfection and safety procedures, written and practical examination preparation.

**HPCOS105                      Salon Training                      310 Hours                      8.27 Credit Hours**

Upon successful completion of this course, students will be able to demonstrate professionalism and management skills that will be helpful in running a successful salon. Students will develop client relations, client lists, retail skills, salon techniques, shampooing, hair sets, comb out, blow drying, tints, hair lightening, haircuts, conditioning treatment, skin care treatments, facial hair tin, make-up applications, artificial eyelash application, relaxers and perms, nail treatments including manicure, pedicures, acrylics, gels, wraps and back fills.



# Class A Barber

## Program Description:

This is a 1000 hour / 26.67 credit hours (33 Weeks Full-Time/67 Weeks Part-Time) Class A Barber to Operator program. This program utilizes the most comprehensive up-to-date principles of becoming a licensed barber. It offers a step-by-step practical development of the subject matter to help lay the foundation for a better understanding of primarily cuts and styling of hair with the initial care for skin and nails. This particular training will give you advancement by understanding the foundation of product knowledge and recommendation to clients. It is a study that is designed to prepare students for the state licensing examination and for entry level employment. With many job opportunities, the knowledge and skills will help prepare our graduating students to keep pace with the new techniques which are developed and to prepare the students for work as a barber, salon manger, plat form barber, educator and product demonstrator. The institute does not guarantee that any student will be placed in a training related job or at all.

## Course Objectives:

Upon successful completion of the program requirements and meeting all financial obligations, the student will be eligible to sit and take a theory and practical examination required by the Texas Department of Licensing and Regulations and receives a diploma from Meraki Institute of Beauty and Wellness. Graduates of this program may ONLY practice their profession in barbershops, specialty shops and a barber shop owner.

## Admissions Requirements:

- 1) Be at least 16 years of age. Age will be verified with individual's ID, if no ID is available then a Birth Certificate will be required;
- 2) Pass an independently administered ability to benefit Wonderlic Basic Skills Examination to determine 7<sup>th</sup> grade level equivalency.

## Method of Delivery: Blended\*

<u>Course #</u>	<u>Course Description</u>	<u>Hours</u>	<u>Credit Hours</u>
BAR900	Orientation	125	3.33
BAR901	Haircare: Haircuts and Hair Treatments	275	7.33
BAR902	Facial Care: Shaping and Beard Design	125	3.33
BAR903	Advance Care Treatments: Haircuts, Chemical Treatments And Nail Care	175	4.67
BAR904	State board and Business Management	100	2.68
BAR905	Salon Training	200	5.33
	TOTAL HOURS	1000	26.67

*\*All courses are approved by TDLR for Distance Education*



# Eyelash Extension

## Program Description:

This is 320 hours / 8.53 credit hours (11 Weeks Full-Time/21 Weeks Part-Time) Eyelash Extension Program. The Eyelash Extension Program is designed to meet the growing demand for skilled and licensed technicians in the beauty industry. This comprehensive program equips students with the knowledge and hands-on experience necessary to become proficient in the art of eyelash extensions. This program combines theory, practical training, and client interactions to ensure that students are well-prepared to provide high-quality eyelash extension services. The curriculum covers a wide range of topics, including state regulations, safety and sanitation, client protection, and the application of eyelash extensions. Students will also gain insight into the chemistry of products, equipment usage, and salon management.

## Program Objective:

Upon completion of this program, students will be well-prepared to take the state board examination and embark on a fulfilling career as licensed eyelash extension technician. Students must fulfill all program requirements and financial obligations to be eligible to sit and take the state examination required by the Texas Department of Licensing and Regulation and receive a diploma from Meraki Institute of Beauty and Wellness. Graduates of the Eyelash Extension Technician Program opens up various exciting employment opportunities in the beauty and wellness industry.

## Admission Requirements:

- 1) Be at least 17 years of age. Age will be verified with individual's ID, if no ID is available then a Birth Certificate will be required;
- 2) Have a High School Diploma or recognized equivalency such as a General Equivalency Diploma); or pass an independently administered ability to benefit Wonderlic Basic Skills Examination (211 Verbal Skills/227 Quantitative Skills).

## Method of Delivery: Blended\*

<u>Course #</u>	<u>Course Description</u>	<u>Hours</u>	<u>Credit Hours</u>
EYE200	Orientation	50	1.33
EYE201	Introduction to Eyelashes	50	1.33
EYE202	Application Eyelash Extension	100	2.67
EYE203	State Board/Salon Business	50	1.33
EYE204	Salon Training	70	1.87
	TOTAL HOURS	320	8.53

*\*All courses are approved by TDLR for Distance Education*

**EYE200                      Orientation    50 Hours                      1.33 Credit Hours**

Upon successful completion of this course, students will gain an understanding of the institution's and TDLR Rules and Regulations. This course is the foundational component of the program designed to provide students with essential knowledge and skills required for success in the program and their future careers. This course also serves as the initial steppingstone into the exciting work of eyelash extension, laying the groundwork for a comprehensive understanding of the beauty industry and the art of enhancing eyelashes. Students will be introduced to the anatomy of the eye, eyelashes, and their growth cycles.

**EYE201                      Introduction to Eyelashes    50 Hours                      1.33 Credit Hours**

Upon successful completion of this course, students will gain an in-depth understanding of eyelashes, their anatomy, disorders, diseases, allergies of the eye area, eyelash growth cycles, and the essential skills required to embark on the journey of enhancing and beautifying eyelashes through extensions. Students will understand the properties and safe usage of adhesives and glues in eyelash extension applications, including drying times and potential allergic reactions. Students will explore various types of lash extensions, including materials, lengths, curls, and diameters, to gain proficiency in selecting and customizing lash extensions for clients. The students will develop practical skills in lash extension application, including isolation, separation, and attachment, ensuring precision and artistry in the process.

**EYE202                      Application Eyelash Extension    100 Hours                      2.67 Credit Hours**

Upon successful completion of this course, students will demonstrate proficiency in the practical aspects of applying eyelash extensions with precision and artistry by equipping students with the hands-on skills required. Students will develop proficiency in preparing natural lashes for extension application, ensuring a clean and optimal canvas for lash enhancement. They will master the techniques for isolating individual natural lashes and separating them to prevent clumping and ensure a seamless application. Understand the properties of lash adhesives, including drying times, and apply adhesive with precision to securely attach extensions to natural lashes. Students will gain expertise in selecting the most suitable lash extensions for clients based on their preferences, eye shape, and desired look. They will learn and practice various application techniques, such as classic, hybrid, or volume lashes, depending on client preferences and program curriculum. Students will ensure client comfort and safety during the application process, addressing any concerns or discomfort promptly. Understand the importance of maintenance appointments and refills, including scheduling and client education for long-lasting results.

**EYE203                      State Board/Salon Business    50 Hours                      1.33 Credit Hours**

Upon successful completion of this course, students will gain insight into the state board examination requirements, including content areas, format, and practical skills assessment, to prepare effectively for licensure. The course will also include Salon Business education which is a vital component of the Eyelash Extension Program, designed to provide students with a comprehensive understanding of the state board examination requirements and essential business aspects of establishing and managing a successful eyelash extension business or working within a salon environment.

**EYE204                      Salon Training    70 Hours                      1.87 Credit Hours**

Upon successful completion of this course, students will be able to bridge the gap between classroom learning and industry practice, allowing students to apply their eyelash extension skills, build confidence, and gain valuable insights into the day-to-day operations of a salon or spa. Students will learn techniques for building and maintaining a loyal client base through excellent service and client relations. They will implement strict sanitation and hygiene practices to maintain a clean and safe environment for clients and technicians. Gain insights into the day-to-day operations of a salon or spa, including appointment scheduling, inventory management, and retail sales. Students will ensure the quality of eyelash extension services and client satisfaction through thorough application and adherence to salon protocols.

**TRUE AND CORRECT STATEMENT**

I certify that the information contained in this student catalog is true and correct to the best of my knowledge.

Signature: Annabelle P. Rodriguez  
Dr. Annabelle P. Rodriguez, School Director

## **INSERTS**

# OBSERVED HOLIDAYS

Classes and lectures will be adjusted to accommodate the holidays that fall on a class day. (Monday thru Friday).

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Spring Break	<b>All Students</b>	3/13/2023 thru 3/18/2023
Good Friday		04/07/2023
Memorial Day		05/29/2023
Independence Day		07/04/2023
Labor Day		09/04/2023
Thanksgiving Day		11/23/2023
Christmas Holiday	<b>All Students</b>	12/18/23 thru 12/30/23

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New Year's Day		01/01/2024
Spring Break	<b>All Students</b>	3/11/2024 thru 3/15/2024
Good Friday		03/29/2024
Memorial Day		05/27/2024
Independence Day		07/04/2024
Labor Day		09/02/2024
Thanksgiving Day		11/28/2022
Christmas Holiday	<b>All Students</b>	12/23/24 thru 1/3/2025

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Spring Break	<b>All Students</b>	3/10/2025 thru 3/14/2025
Good Friday		04/18/2025
Memorial Day		05/26/2025
Independence Day		07/04/2025
Labor Day		09/01/2025
Thanksgiving Day		11/27/2025
Christmas Holiday	<b>All Students</b>	12/22/25 thru 1/2/2026

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## TUITION AND FEES

### Cosmetology Operator

**1000 Contact Hours/26.67 Credits**

Tuition	\$ 3892.79
Registration Fee	100.00
Textbooks	540.22
Kit	1342.99
Uniform	60.00
Permit Fee/ID	40.00
State Exam Fee	122.00

<b>TOTAL COST</b>	<b>\$ 6098.00</b>
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### Manicure Technician

**600 Contact Hours/16 Credits**

Tuition	\$ 3996.25
Registration Fee	100.00
Textbooks	302.00
Kit	579.75
Uniform	60.00
Permit Fee/ID	40.00
State Exam Fee	122.00

<b>TOTAL COST</b>	<b>\$ 5200.00</b>
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### Eyelash Extension

**320 Contact Hours/8.53 Credits**

Tuition	\$ 2883.33
Registration Fee	100.00
Textbooks	135.00
Kit	459.67
Uniform	60.00
Permit Fee/ID	40.00
State Exam Fee	122.00

<b>TOTAL COST</b>	<b>\$ 3800.00</b>
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### Barber Program

**1000 Contact Hours/26.67 Credit Hours**

Tuition	\$ 3601.48
Registration Fee	100.00
Textbooks	606.86
Kit	1367.66
Uniform	60.00
Permit Fee/ID	40.00
State Exam Fee	122.00

<b>TOTAL COST</b>	<b>\$ 5898.00</b>
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### Esthetician Program

**750 Contact Hours/20 Credit Hours**

Tuition	\$ 4193.00
Registration Fee	100.00
Textbooks	517.90
Kit	765.10
Uniform	60.00
Permit Fee/ID	40.00
State Exam Fee	122.00

<b>TOTAL COST</b>	<b>\$ 5798.00</b>
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**PAYMENT TERMS:** The student agrees to pay the school's tuition and fees for the program chosen in accordance with the above-mentioned authorized payment plan. At its discretion and without notice, the school may prohibit the student from attending class until any related unpaid balance or obligations are fulfilled. The school will charge extra tuition for hours remaining after the contract expiration date at an hourly rate based on the contract tuition charge, or any portion thereof, payable in advance until graduation. Payment methods include full payment at the time of signing the Enrollment Agreement or an approved payment plan as specified herein. Payments may be made by check, money order, credit card or through non-federal agency or loan programs. Students must pay the whole tuition and fees two months before the expected completion date. Prices are subject to change without notice.



# SCHOOL CALENDAR

New classes begin on Mondays of each week throughout the year, except for weeks that include a School Holiday.

## DAILY CLASS SCHEDULE

<b>DAY SCHEDULE</b>	
<b>Monday thru Friday</b>	
9:00 am – 12:00 pm	Morning Session
12:00 pm – 12:30 pm	Lunch Break
12:30 pm – 3:30 pm	Afternoon Session
<b>EVENING SCHEDULE</b>	
<b>Monday thru Friday</b>	
5:30 pm – 9:30 pm	

## **Corporate Office Listing**

Annabelle P. Rodriguez, CEO/Owner

Annika Rodriguez, Owner

## **Staff and Faculty Listing**

Martha Maldonado, Director/Instructor

Belinda Ibarra, Compliance Director

Gabriela Gomez, Instructor

Flor Balderas, Instructor

Paola Antonio, Receptionist/Instructor

Rosemary Cruz, Office Coordinator

Basilía Cantu, Maintenance