

COURSE CATALOG

2022/2023



CREATING BEAUTY "BOSSSES" IN THE INDUSTRY.



JOIN A SOCIETY
OF BEAUTY
PROFESSIONALS
WHO SUCCEED!

Wink Studios Lash Academy
1601 E. Lamar Blvd. Suite 219A
Phone: (817) 274 – WINK
Fax: (817) 284 – 9465
Email: wslallc@yahoo.com
www.winkstudioslashacademy.org

Wink Studios Lash Academy

History

Since 2010, we have provided students with the education to pursue their dreams. We provide our students the education in excellency with tremendous encouragement throughout all programs. At Wink Studios Lash Academy, our students are our #1 priority. The entire staff at our school is committed to making education the most enjoyable and successive learning experience for our students. Our school specializes in Esthetics, Eyelash Extensions, and certifications.

Vision Statement

Wink Studios Lash Academy (WSLA) will be an internationally recognized beauty school of successful and professional training.

Mission Statement

At WSLA, we are vested in empowering individuals to become dedicated, well-educated professionals who are leaders in their field – creatively and financially.

Values

Politeness – politeness is the prerequisite to learning Honesty – honesty is the key to success.

Description of Courses

Esthetics – 750 Program hours. A person who holds a specialty license and who is authorized to practice the application of facial cosmetics, manipulations, eye tabbing, arches, lash and brow tints, and the temporary removal of hair using depilatory, mechanical tweezers, or wax. *Texas Cosmetology Laws and Rules Book. Sec. 1602.002(1), 1602.257(7).*

Eyelash Extension – 320 Program hours. A person holding a specialty license in eyelash extension application may perform only the practice of applying semi-permanent, thread-like extensions composed of single fibers to a person's eyelashes. *Texas Cosmetology Laws and Rules Book. Sec. 1602.002(1), 1602.2571(7).*

Manicurist – 600 Program hours. A person holding a specialty license in manicuring perform only the practice of treating a person's nails by cutting, trimming, polishing, tinting, coloring, cleansing, or manicuring; or attaching false nails; massaging, cleansing, treating, or beautifying a person's hands or feet. *Texas Cosmetology Laws and Rules Book. Sec. 1602.002(1), 1602.2571(7).*

Ownership

WSLA, also known as Winks Studios Lash Academy, LLC, is owned and operated by Mrs. Neia Selmon. The contact number is 817-274-WINK (9465). The school is located at 1601 E Lamar Blvd., Ste. 219A, Arlington, TX. 76011.

Facilities & Equipment

- WSLA was designed to simulate the salon environment, and is fully equipped with a classroom, 12 working stations for eye lash extensions. Each station is equipped with table trolleys, hand sanitizer, acetone Barbicide, and lamps. Our esthetics are equipped with a facial machine, towel warming cabinet and other supplies for advanced training such as waxing and make-up application. Our manicurist area is equipped with 6 stations with acetone/polish remover, cuticle cream, lotion, nail brushes, cuticle pusher, cuticle scissors, and nippers.

The classrooms are equipped with whiteboards and a television, projector, and a DVD player. A break room with one microwave and one refrigerator is located adjacent to the classrooms.

Men's and women's rest rooms, and vending machines with drinks and snacks are available to clients as well as students.

Length of Programs and Units Taught

Esthetician Course 750 Hours

Unit	Hours
Facial Treatment, Cleansing, Masking, Therapy	225
Anatomy and Physiology	90
Electricity, Machines, and Related Equipment	75
Makeup	75
Nutrition	10
Aroma Therapy	15
Orientation, Rules and Laws	50
Chemistry	50
Care of Client	50
Sanitation, Safety, and First Aid	40
Management	35
Superfluous Hair Removal	25
Color Physiology	10

Eyelash Extension Course 320 Hours

Unit	Hours
Orientation, Rules, and Laws	10
First Aid and Adverse Reactions	15
Sanitation and Contagious Disease	20
Safety and Client Protection	10
Eyelash Growth Cycles and Selection	20
Chemistry of Products	5
Supplies, Material and Related Equipment	10
Eyelash Extension Application	190
Eyelash Extension Isolation and Separation	15
Eye Shapes	15
Professional Image/Salon Management	10

Manicurist

Unit	Hours
Theory of manicuring, Texas law and rules Practical Manicuring and Practical Theory	100
Extensions, Wraps and Overlays: Includes tip application, silk wraps, fiberglass wraps and acrylic overlays.	100
Nail Sculpturing: Includes application of acrylic nails using free form.	160
Manicuring: Includes plain, hot oil and deluxe paraffin manicuring.	70
Pedicuring: Includes plain, sea salt, deluxe paraffin, and special pedicuring.	60
Massage on hands, arms, legs, and feet: Includes proper techniques used in massage.	20
Monitor Duties: Includes daily application of disinfection and sanitation procedures.	20
Creative Preference: Includes all forms of nail art.	20
Disinfection Procedures: Includes all disinfection and sanitation.	20

Costs of Each Course: Tuition, Fees & Other Costs

<u>Course</u>	<u>TDLR Permit Fee</u>	<u>Registration Fee</u>	<u>Mandatory Supplies</u>	<u>Tuition</u>	<u>Total Cost</u>
Esthetics	\$25	\$500	\$1,250	\$9,250	\$11,025
Eye Lash Extension	\$25	\$500	\$1,050	\$5,450	\$7,025
Manicurist	\$25	\$500	\$2,250	\$8,250	\$11,025

Each course requires Milady course materials, “the Premier Source for Education Resources in Cosmetology, Esthetics, Barbering, Nail Technology, Makeup, Massage Therapy, Salon & Spa Management and Business Training,”¹ a uniform, and a supply kit, which must be purchased from WSLA.

Before becoming a licensed cosmetologist, manicurist, or instructor - it is mandatory that students pass a written exam (\$50), practical exam (\$74) and pay a license fee of \$50, which must be renewed every two years. Continuing education is required.

Wink Studios Lash Academy accepts payments by check, money order or credit card. Extra instructional charges may be charged by WSLA for training extending past the contracted completion date. The fee is \$7.00/hour for the Cosmetology program, \$6.83/hour for the Manicuring Program and \$6.13/hour for the Instructor Program.

Admission Requirements

Wink Studios Lash Academy requires its students to meet the following criteria:

- ☐ Registration: Submit WSLA Registration on our website at www.winkstudioslashacademy.org
- ☐ Age Requirements: Submit documentation (birth certificate, driver’s license, state issued ID or passport) showing that you are at least 17 years of age or older.
- ☐ Re-enrolling: WSLA maintains written records of the previous education and training of each student enrolled at this institution for up to seven years. Students re-enrolling will complete a new enrollment agreement, which may reflect any applicable tuition increases or other program changes and will remain in the same satisfactory academic progress status applicable at the time of their previous withdrawal.
- ☐ Non-Discrimination: Wink Studios Lash Academy does not discriminate based on sex, age, disability, race, color, ethnic origin, religion, creed, national origin, marital status, sexual orientation, or membership in other protected groups, as defined by local, state, or federal law.

Paying for Your Education

Payment Plans

Monthly payments for students making payments out of pocket are due by the 15th of each month, and payment terms must be approved by a member of the Administrative Staff. See the page titled.

GI Bill®

WSLA is also approved for Veteran’s training. Please note: The Veterans Administration will not pay benefits to Veteran students past 750 scheduled hours for the Esthetician course or 320 scheduled hours for the Eyelash Extension.

Texas Workforce Commission

WSLA accepts certain Texas Workforce Commission Programs, including the Vocational Rehabilitation Program (formerly the Texas Department of Assistive and Rehabilitative Services, "DARS").

Scholarships

Wink Studios Lash Academy accepts other scholarships and fee waivers applicable to private, for-profit institutions.

School Calendar

New classes begin twelve times a year on the Monday of the week of the 15th. The registration process should be completed at least one week prior to starting.

Class Schedule

Esthetics AM	Mon. – Thurs.	9:00 AM – 3:30 PM
Esthetics PM	Mon – Thurs.	4:30 PM - 9:30 PM
Eyelash Extension AM	Tue – Fri.	9:00 AM – 3:30 PM
Eyelash Extension PM	Tue – Fri.	4:30 PM – 9:30 PM
Manicuring	Mon – Fri.	8:00 AM – 4:30 PM

Below is a list of recognized school holidays:

- Martin Luther King Day
- Memorial Day
- Juneteenth National Independence Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- The week of Thanksgiving
- The week of Christmas
- The week of New Years

Attendance Policies, Tardies, Makeup Work & Leave of Absence Policy

The school maintains an exact attendance of all students through a computerized time clock system. Students are required to sign an attendance agreement stating the hours they intend to be present and must always adhere to such an agreement unless otherwise authorized by the Administration. Full-time enrollment is considered 20 hours per week and part-time enrollment is considered 10 hours per week. Unsatisfactory progress resulting from failure to meet attendance requirements may result in warning or probation status for that student. If the student still fails to meet satisfactory progress in attendance by the next evaluation point, the student may be dismissed from the program.

You must notify the school administration 30 minutes before if you are going to be absent or arrive later than your scheduled time. Tardiness will be subject to disciplinary action as it demonstrates a lack of consideration for your School, your clients, and your colleagues.

A student may have an absence excused, if they call 30 minutes before class start time and submit an excuse in writing from a doctor or other professional. A student is unexcused when he or she does not call or calls after the appropriate time, and disciplinary action may result.

Students missing assignments or tests are allowed to make up their work within five days of their return to school without being penalized. Points will be deducted for any work turned in incomplete.

Leave of Absence (LOA) Policy

A student can be granted a leave of absence from the program due to mitigating circumstances such as illness, a family members' death, or important business elsewhere, so long as the School is notified in advance in writing with the reason, the approximate length of the LOA and the student's signature (unless unforeseen circumstances prevent advance notification, and in such case the reason must be documented by the School, the written request must be collected at a later date, and the beginning date is the first date the student was unable to attend), and there must be a reasonable expectation that the student will return from the LOA. A student's leave of absence cannot exceed 180 days in any 12-month period. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. A student not returning from the LOA or taking an unapproved LOA will be withdrawn from the course, and the date of withdrawal determination for the purpose of calculating a refund shall be the last date of attendance.

If enrollment is temporarily interrupted for an LOA, the student will return to the school in the same progress status as prior to the leave of absence. Days elapsed during an LOA will extend the student's contract period and maximum time frame by the same number of days taken in the LOA and will not be included in the student's cumulative attendance percentage calculation. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. Additional institutional charges will not be assessed as a result of the LOA.

Graduation, Licensing & Placement

Graduation Requirements:

Students will be eligible for the State Board examination upon the following:

- Completion of the required hours of training: 750 hours for the Esthetics Course; 320 hours for the Eyelash Extension Course.
- Making satisfactory progress in their theory and practical grades.
- Payment in full of all out-of-pocket tuition and fees owed to the school.

Upon completion of the training and upon meeting all graduation requirements, a student will be given a diploma, which indicates that the program of training has been satisfactorily completed as described above. His or her hours will then be submitted by the Administration to the Texas Department of Licensing and Regulation. Graduates of our programs can find occupations in the following categories:

As a Eyelash Technician	As a Esthetician	As a Manicurist
Platform Artist	Esthetician/Makeup Artist	Professional Manicurist
Salon Manager or Owner	Print or Film Artist	Acrylic Nail Specialist
Beauty Supply Owner	Platform Artist	Pedicure Specialist
Educator	Salon Manager or Owner	Platform Artist and Educator

State Inspector	Esthetician Commissioner	Salon & Spa Owner/Manager/Coordinator
Manufacturer Representative	State Inspector	Salon Coordinator and Sales Consultant School Instructor or Beauty School Owner
Product Trainer	School Owner	Nail care Artist
School Owner	Distributor Sales Consultant	Medical Spa Technician
Distributor Sales Consultant		Resort Coordinator/Specialist
Print or Film Artist		Aroma therapist/Reflexologist
		Hotel or Cruise Salon Director/Specialist

Licensing Requirements:

An applicant for a license under the Texas Department of Licensing and Regulation requirements is entitled to the license if the applicant:

- (1) Meets the applicable eligibility requirements.
- (2) Passes the applicable written and practical examinations.
- (3) Pays the required fees.
- (4) Has not committed an act that constitutes a ground for denial of the license; and
- (5) Submits an application on a form prescribed by TDLR.

Notwithstanding any other law, TDLR may determine that a person is not eligible for a license based on his or her criminal history or other information that indicates that the person lacks the honesty, trustworthiness, and integrity to hold a license issued by TDLR. If you feel this may be an issue, you may ask a member of the Administration for a TDLR form that you can send to TDLR to find out in advance if you will qualify.

Employment Assistance Policy:

Although WSLA cannot guarantee employment after graduation, we offer employment assistance to all graduates seeking employment in occupations related to their course of training. At a student's request, we will assist our students in contacting employers.

Termination Policy

In the event of a termination for any reason, the school will perform a Title IV refund calculation for any excess Federal Student Aid received by the student, if any, and calculate any refunds owed the student or any balance owed the School in accordance with the Refund Policy listed on Page 14 of this Catalog.

Attendance:

A student with unexcused absences for ten (10) consecutive business days will be dropped from the program.

Conduct:

Any action by a student that interferes with normal classroom activity or clinic operation will be cause for dismissal. The student dismissed shall be furnished a written statement that outlines reasons for such action. A student dismissed for misconduct will not be permitted to re-enroll. You will be issued a copy of the complete rules and regulations of the school during your first day of orientation. The Texas Department of Licensing and Regulation issues each enrolled student a copy of the complete TDLR rules and regulations by mail.

By Student:

If a student feels that he or she cannot continue his or her course of training for any reason, the student should discuss the matter with the Administration. Terminations by students must be done in writing. Students who withdraw prior to completion of the course and wish to re-enroll will return to the same satisfactory academic progress status as at the time of withdrawal.

Course Cancellation and School Closures:

If a course is no longer offered, or the school is permanently closed, students enrolled shall be entitled to a prorated refund according to the Refund Policy listed on Page 14 of this Catalog. Students shall be notified well in advance to make other arrangements.

Right to Privacy & Release of Information

Student files are private, and no information contained in such files will be released to any person that is not authorized by law to access these files. This authorization includes representatives from the Texas Department of Licensing and Regulation, the Texas Workforce Commission and the Veteran's Administration.

Wink Studios Lash Academy guarantees the student the right to see his or her files in private, in the presence of one of the administrators. The parent or guardian of a dependent minor shall also have the right to see the student's file in the presence of the student and one or more administrators.

Wink Studios Lash Academy requires written consent each time from the student or guardian of a dependent minor before releasing any student information in response to a third-party request, other than as outlined above.

Addresses of Agencies

Texas Department of Licensing & Regulation (TDLR)
920 Colorado St.
Austin, Texas 78701
P: (512) 475-2871

Wink Studios Lash Academy Enrollment Agreement

This Enrollment Agreement (this "Agreement") is entered into by and between Wink Studios Lash Academy (the "School"), and _____ ("Student") on _____, 202__.

(name) (date)

NOW, THEREFORE, for and in consideration of the premises described below, and other good and valuable, consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. **Programs; Required Hours/Weeks; Tuition & Fees. Hours to Train:** _____

<u>Course</u>	<u>Length of Program</u>	<u>TDLR Permit Fee</u>	<u>Registration Fee</u>	<u>Books & Supplies</u>	<u>Tuition</u>	<u>Total Cost</u>	<u>Check Appropriate Box</u>
Esthetics	750 hrs.	\$25	\$500	\$1250	\$9250	\$11,025	<input type="checkbox"/>
Eye Lash Extension	320 hrs.	\$25	\$500	\$875	\$4,100	\$7,025	<input type="checkbox"/>
Manicurist	600 hr.	\$25	\$500	\$2250	\$8250	\$11,025	<input type="checkbox"/>

- Extra Institutional Charges.** Each course has been scheduled for completion within an allotted time frame. A grace period of approximately 10% has been added to the calculated completion date for each course. The school has reserved space, equipment, and licensed instructors for each student and course. The student agrees that course hours required more than the Contract Term (Section 5) shall be paid at a cost of \$_____ per clocked hour.
- Testing and Licensing Fees.** Before becoming a licensed cosmetologist, manicurist or instructor, students must pass a written exam (\$50), practical exam (\$74) and pay a license fee of \$50 (Instructors: \$60), which must be renewed every two years. Continuing education is required.
- Tuition Payment Terms & Methods; Truth in Lending Statement.** Tuition is charged by the school according to payment period and the concentration and difficulty of instruction. The payment periods and percentage of tuition charged by the school are outlined below for students attending the full course. Transfer students' payment periods shall be modified in accordance with this schedule and the number of hours such students must obtain to graduate.

<u>Payment Period</u>	<u>Percentage of Tuition Charged by the School</u>
<u>Esthetics</u>	
1. 0 – 500 clocked hours/17 weeks	50%
2. 501 – 750 clocked hours/17 weeks	50%
<u>Eye Lash Extension</u>	
1. 0-299 clocked hours/10 weeks	60%
2. 300-320 clocked hours/10 weeks	40%
<u>Manicurist</u>	
1. 0 – 300 clocked hours/15 weeks	50%
2. 301 – 600 clocked hours/15 weeks	50%

SELF-PAY STUDENTS: Unless otherwise agreed in writing by the School, Student agrees to make payments to the School no later than the tenth (15th) day of each month hereafter in accordance with the following payment schedule (PLEASE INITIAL WHERE APPLICABLE):

_____ Esthetics Course (750 hours): \$1,000.00 down payment, with 6 or 12 equal payments of \$_____ each.

_____ Eye Lash Extension Course (320 hours): \$1,000.00 down payment, with 3 or 6 equal payments of \$_____ each.

_____ Manicurist Course (600 hours): \$1,000.00 down payment, with 4 or 8 equal payments of \$_____ each.

There are no interest or finance charges assessed on the sum being financed. The cost of credit is included in the price of the goods and services offered herein. Students understand that the school accepts payments in the form of cash, check, money order or credit card.

5. **Contract Term; Start Date and Completion Date.** (PLEASE COMPLETE)

- a. Student's starting date is _____, 202__.
- b. Student's calculated completion date is _____, 202__.

6. **Class Schedule.**

Esthetics AM	Mon. – Thurs.		9:00 AM – 3:30 PM
Esthetics PM	Mon – Thurs.		4:30 PM - 9:30 PM
Eyelash Extension AM	Tue – Fri.		9:00 AM – 3:30 PM
Eyelash Extension PM	Tue – Fri.		4:30 PM – 9:30 PM
Manicurist	Mon – Sat.		8:00 AM – 4:30 PM

- 7. **Equipment.** The school agrees to provide and furnish all necessary specialized equipment and instruments that are necessary for the student's course of training. Books and the supplies contained in the kit must be paid for by Student no later than the first day of training. Any lost equipment, books or uniforms must be replaced at the expense of the student.
- 8. **Graduation Requirements.** Student will be eligible for the State Board examination upon (a) completion of the required hours of training – 750 hours for Esthetics, 320 hours for Eyelash Extension Course, 600 hours for Manicurist (b) the attainment of satisfactory progress in his or her theory and practical grades, and (c) the payment in full of all out-of-pocket tuition and fees owed to the school. The written examination for Esthetics may be taken once Student completes 750 hours. The written examination for Manicurist may be taken once Student completes 600 hours.
- 9. **Employment Assistance.** The school offers no guarantee of placement after graduation but will assist Student in contacting employers, preparing resumes, and practicing for employment interviews when requested by Student.
- 10. **Rules and Regulations.** Student agrees to maintain regular attendance during the period of training in accordance with Student's Attendance Agreement and abide by all rules and regulations contained in the Student Handbook received on the first day of class, as amended from time to time. Student will be given reasonable extensions of time to report to the school in the case of illness or any act of God that would necessitate delay.
- 11. **Termination Policy.** The school may expel Student if Student is absent from the school campus for ten (10) consecutive days and not on a leave of absence approved by the School Administration. Any action by Student that interferes with normal classroom activity or clinic operation will also be cause for expulsion. Any student expelled shall be furnished a written statement that outlines the reasons for such action. Any student expelled for misconduct will not be permitted to reenroll.

Student agrees that if for any reason he or she cannot continue his or her course of training, Student will discuss the matter with the School Administration. At that time, the school agrees to issue Student a written release, provided Student has complied with the school's refund policy as stated in the Terms and Conditions attached to this Agreement. In no event shall Student be held liable for any amounts in excess of the tuition payments due representing Student's period of enrollment as determined in accordance with the attached Terms and Conditions.

- 12. **Terms and Conditions.** The Terms and Conditions attached hereto as Exhibit 1 are made a part of this Agreement.

- 13. **Law Governing.** This Agreement shall be governed by and construed in accordance with the laws of the State of Texas.

- 14. **Successors and Assigns.** This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, legal representatives, successors, and assigns.
- 15. **Severability.** This Agreement is intended to be performed in accordance with, and only to the extent permitted by, all applicable laws, ordinances, rules, and regulations. If any provision of this Agreement or the application thereof to any person or circumstance shall, for any reason and to any extent, be invalid or unenforceable, but the extent of such invalidity or unenforceability does not destroy the basis of the bargain among the parties hereto as expressed herein, the remainder of this Agreement and the application of such provision to other persons or circumstances shall not be affected thereby, but rather shall be enforced to the greatest extent permitted by law.

BY MY SIGNATURE BELOW, I HEREBY ACKNOWLEDGE THAT I HAVE RECEIVED, READ, AND UNDERSTOOD THIS AGREEMENT AND FURTHER ACKNOWLEDGE THAT I HAVE INITIALED (APPROVED) ANY CHANGES TO THIS AGREEMENT AGREED TO BY THE SCHOOL.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

(If Student is a dependent minor)

Not binding until accepted by an authorized representative of Wink Studios Lash Academy as follows:

Authorized Representative Date: _____

1601 E. Lamar Blvd. Suite 219A
Arlington, TX 76011
Phone: (817) 274 – WINK
Fax: (817) 274 – 9465
Email: Wslallc@yahoo.com
www.winkstudioslashacademy.org

1. These Terms and Conditions are attached to and made a part of the Enrollment Agreement (the "Agreement"). Student and the School have herein set out a complete description of services the School is to furnish and for which Student is to pay. Such descriptions as to classes and hours, conduct and schedule may be augmented by bulletins and other notices to Student by the School.
2. Student agrees to attend classes regularly on schedules as may appear on such bulletins and notices, to prepare all lessons and perform all duties incident there to and to abide by all rules of the School as may now exist or as may be changed or come into existence from time to time.
3. Student may be expelled or suspended for violation of any of these or the rules listed separately. No termination fee will be charged.
4. Any dependent minor will require a guarantor who will be liable to the School for the fees agreed to in this Agreement if Student should default in any payments thereof. This provision may be waived by written agreement between Student, such guarantor and the School.
5. This Refund Policy pertains to all students enrolled; some students may be eligible for pro-rata refunds; however, the policy that most benefits the Student is used. Please see Administration for further clarification, if needed.
 - (A) Wink Studios Lash Academy maintains a cancellation and settlement policy that provides a full refund of all money paid by Student if:
 - (1) Student cancels the enrollment agreement no later than midnight of the third business day after the date on which the agreement is signed by the prospective student, and demands his or her money back in writing, regardless of whether Student has started training. Notice of cancellation and the demand for refund must be in writing, and the cancellation date will be determined by the postmark of written notification or the date it is delivered in person to the School; or
 - (2) Student entered into the enrollment agreement because of a misrepresentation made in the advertising or promotional materials of the school or by an owner or representative of the School.
 - (B) Wink Studios Lash Academy maintains a refund policy for the refund of the unused part of tuition, fees, and other charges assessed Student if Student fails to enter the course of training, withdraws from the course of training or is terminated from the course of training after the expiration of the cancellation period established under Subsection (A) of this section. The policy provides that:
 - (1) A refund is based on the period of Student's enrollment computed on the basis of course time expressed in scheduled hours.
 - (2) All books, equipment, and prepayment items are the property of Student if they have been paid for by Student.
 - (3) If tuition has been collected before the course of training begins and Student cancels the enrollment agreement after three business days of signing such agreement but prior to entering classes, Student is entitled to a refund of all tuition paid to the School less the registration fee in the amount of \$150.
 - (4) The effective date of the termination for refund purposes is the earliest of:
 - a. The last date of attendance if Student is terminated by the School; or
 - b. the date the Student notifies the School of his/her withdrawal in writing, as determined by the postmark date or the date the notice is delivered to the School in person; or
 - c. the date that a student on an approved leave of absence notifies the School that he/she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date Student notifies the School that Student will not be returning.
 - d. 10 school days after the last date of attendance. Unofficial withdrawals for clock hour students are determined through monthly monitoring of our timeclock computer.
 - (C) TDLR Section 1602.459 states that if Student begins a course of training at a private beauty culture school that is scheduled to run not more than 12 months and, (i) during the last 50 percent of the course, withdraws from the course or is terminated by the School, the School may retain 100% in tuition and fees paid by Student and is not obligated to refund any additional outstanding tuition, OR (ii) before the last 50 percent of the course, withdraws from the course or is terminated by the School, the School shall refund the following percentages of any outstanding tuition to Student:

HOURS COMPLETED OF TOTAL PROGRAM HOURS

Time in Course	Amount of Total Tuition Refunded to Student
Less than 1 week	90%
1 week – 3 weeks	80%
3 weeks – 25%	75%
25% - 50%	50%
50.1% and over	0%

This policy is mandatory for all courses at Wink Studios Lash Academy

- (D) Students withdrawing after 50 percent of the course has been complete, the School must allow that student to re-enter at any time during the 48-month period following the date of withdrawal or termination; however, students expelled from the program for behavioral issues may not re-enter.
- (E) A refund owed under this section must be paid no later than the 30th day after the date on which Student becomes eligible to the refund. If a refund is not made within the period required by this policy, the School shall pay interest on the refund for the interval beginning with the first day following the expiration or the refund period and ending with the day immediately preceding the date the refund is made. The TDLR commissioners of education annually shall establish the level of interest at a level sufficient to provide a deterrent to the retention of student funds. The commission may exempt School from such payment of the interest if School makes a good faith effort to refund the tuition but is unable to locate the Student.
- (F) If the School cancels a course after instruction has begun, the students enrolled shall be entitled to a prorated refund based on the hours accepted by another school. If the School closes permanently after students have enrolled and instruction has begun, the students enrolled shall be entitled to a prorated refund based on this Refund Policy.

COMPENSATION AND PHYSICAL REQUIREMENTS

Compensation: When you become a licensed professional you will find that there are many ways a cosmetologist can be compensated. Many large chain salons will give the stylist a guaranteed minimum salary with a monthly commission after they cover their salary or draw. The percentage of commission can be from 40% to 60% of the gross production of the cosmetologist. For example, if you have a salary of \$1,000 a month and are paid 50% of your gross production of \$4,000, the commission percentage would be: $50\% \times \$4,000 = \$2,000.00$ Adding that to your monthly salary, your total wages for the month would be \$3,000.

Another way a licensed professional may be paid is a straight percent of their production. An example would be if they have a production of \$1,000.00 in a week and they are on a 50% commission rate then their salary for the week would be \$500.00. The salon takes out the tax withholding and the Social Security of .0765%.

Another alternative for the licensed professional is booth rental. The licensed professional makes arrangements to rent a station and pays a negotiated amount of rent per week. This can be a burden for a individual without a clientele because the rent is due regardless of the amount you make. You are also responsible for your own withholding, social security tax and self-employment tax.

Physical Requirement of the Profession: The cosmetology profession requires long hours and may be physically demanding. There are some physical ailments associated with this profession. They include Carpal-Tunnel Syndrome, which is the pinching of the nerves in your wrist, tendonitis, back strain, and muscle strain to name a few. More information on this subject can be obtained through your Cosmetology textbook.

Safety Requirements of the Profession: Comfortable shoes and clothing is a must. Wear a protective mask when filling your acrylic nail customers. Wear rubber gloves during some chemical services and some trimming of nails and feet with sharp instruments. Keep your shears and razor in good operation and use them with care. Any nicks or cuts should be medicated and protected immediately. The Texas Department of Licensing and Regulation (TDLR) oversees the cosmetology industry and sets standards for health, safety, and sanitation. TDLR performs periodic inspections of salons and will issue fines and penalties for any violations of its rules and regulations.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. 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 (NACCS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS

Students are evaluated for Satisfactory Progress as follows:

Esthetics 750 actual hours

Eyelash Extension 320 actual hours

☐ Transfer Students – Midpoint of the actual contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course or Academic Year, whichever comes first. An Academic Year is 900 clock hours in length.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% 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 67% 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.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the study. Practical skills are evaluated according to written procedures and set forth in the practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

- 93 - 100 EXCELLENT
- 85 - 92 VERY GOOD
- 70 - 84 SATISFACTORY
- 69 and below UNSATISFACTORY
- I – INCOMPLETE

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Progress Determination at the time of each of the evaluations and a monthly progress report so that they can monitor their progress before each evaluation point. Students deemed not maintaining Satisfactory Progress at any evaluation point may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and an academic plan, if necessary.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be notified in writing that they may be placed on probation and will only be making satisfactory progress 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. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the 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.

RE-ESTABLISHMENT OF SATISFACTORY PROGRESS

Students may re-establish satisfactory progress by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

INTERRUPTIONS, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to the 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 on 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 to the same satisfactory academic progress status as at the time of withdrawal.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory progress and is eligible for probationary status, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school within 10 days on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. Supporting documentation must include a narrative statement, a doctor's note, an obituary, a counseling record, or similar supporting documents. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed, the student will be placed on probation, and Title IV aid will be reinstated, if applicable.

INCOMPLETES, NONCREDIT AND REMEDIAL COURSES

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

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours from another institution that are accepted toward his or her educational program will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at

<https://www.benefits.va.gov/gibill>.

GI Bill® Trademark Terms of Use: https://www.benefits.va.gov/GIBILL/Trademark_Terms_of_Use.asp

School GI Bill® Resources Page: <https://www.va.gov/school-administrators/>

WINK STUDIOS LASH ACADEMY

Wink Studios Lash Academy
1601 E. Lamar Blvd. Suite 219A

Phone: (817) 274 – WINK

Fax: (817) 284 – 9465

Email: wslallc@yahoo.com

www.winkstudioslashacademy.org

HOURS OF OPERATION: 9:00am– 5:00pm | Monday – Friday

WHAT TO BRING WHEN YOU ENROLL:

- PROOF OF CITIZENSHIP
 - SOCIAL SECURITY CARD
 - DRIVER'S LICENSE OR TEXAS IDENTIFICATION
 - BIRTH CERTIFICATE
 - PERMANENT RESIDENT CARD IF AN ELIGIBLE NON-CITIZEN

- FEES TO START CLASSES
 - \$ _____

- TYPICAL PAYMENT PLAN FOR SELF-PAID STUDENTS (based on full time enrollment)
 - Esthetics Course - \$1,000.00 down (with 12 monthly payments of \$835.41)
 - Eyelash Course - \$1000.00 down (with 6 monthly payments of \$1,004.17)

ORIENTATION DATE: _____

START DATE: _____

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On Your First Day

- Be here at 9:00 am.
- Please reserve the front area of the parking lot for clients.
- Bring paper and a pen.
- Make sure we have your HS diploma or GED certificate, social security card, driver's license, permanent resident card, and your payment (if not previously provided).
- Plan to be here for the entire class schedule.
- Dress comfortably but in accordance with the WSLA Dress Code (below). You will be given your uniform during Orientation.

WSLA Dress Code:

- The WSLA uniform consists of the WSLA t-shirt and black pants or black skirts that are no shorter than below the knee. Blue jeans are not acceptable student attire.
OR
- You may wear a sleeved smock that is completely buttoned or zipped up with black pants or black skirts that are no shorter than below the knee.
- You may wear a black apron, vest, or smock over a black shirt to protect your clothing.
- For your protection and safety, you must wear comfortable, closed shoes with socks or hose.
 - No house slippers or high heels are permitted for safety reasons.
- Additional shirts may be purchased for \$16-\$20 each.
- Students should strive to look like a Professional Hairstylist, Manicurist, or Instructor. Looking and dressing professionally are an important part of feeling professional!