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Welcome to Wink Studio's Lash Academy,

About Us

For over the last 14 years, we have provided students the education to pursue their dreams. We provide our students the education in EXCELLENCY with tremendous encouragement throughout the programs. WINK STUDIO'S LASH ACADEMY.

At WINK STUDIO'S LASH ACADEMY, our students are our #1 priority. The entire staff at our school is committing to make education the most enjoyable and successive learning experience for our students. Our school specializes in Esthetics, Instructor, Eyelash Extension programs and certifications.

Vision Statement

WINK STUDIO'S LASH ACADEMY will be an international recognized beauty school of successful and professional training.

Mission Statement

We are committed to providing students the proper education to obtain employment and succeed in the Beauty field.

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 by the use of 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), 1602.257(7)

Instructor – 750 Program hours or 500 Hours. An individual authorized by the department to offer instruction in any act or practice of beauty.

Texas Cosmetology Laws and Rules Book. Sec. 1602.002(1), 1602.255(6)

Curriculum/Programs Offered

ESTHETICIAN CURRICULUM	750 HOURS
Facial treatment, cleansing, masking, therapy	225 hours
Anatomy, Fizzzylogy and physiology	90 hours
Electricity, machines, and related equipment	75 hours
Makeup	75 hours
Nutrition	10 hours
Aroma therapy	15 hours
Orientation, rules and laws	50 hours
Chemistry	50 hours
Care of client	50 hours
Sanitation, safety, and first aid	40 hours
Management	35 hours
Superfluous hair removal	25 hours
Color psychology	10 hours

EYELASH EXTENSION. CURRICULUM – 320 HOURS	
Orientation, rules and laws	10 hours
First aid and adverse reactions	15 hours
Sanitation and contagious diseases	20 hours
Safety and client protection	10 hours
Eyelash growth cycles and selection	20 hours
Chemistry of products	5 hours
Supplies, materials and related equipment	10 hours
Eyelash extension application	190 hours
Eyelash extension isolation and separation	15 hours
Eye shapes	15 hours
Professional image/salon management	10 hours

INSTRUCTOR CURRICULUM – 750 HOURS

Lesson plans	140 hours
Methods of teaching	180 hours
Classroom management	90 hours
Evaluation techniques	90 hours
State laws and forms	60 hours
Visual aids preparation and use	60 hours
Learning theory	100 hours
Orientation, rules, and laws	30 hours

INSTRUCTOR CURRICULUM 1YR- 500 HOURS

Lesson plans	90 hours
Methods of teaching	120 hours
Classroom management	60 hours
Evaluation techniques	60 hours
State laws and forms	40 hours
Visual aids preparation and use	40 hours
Learning theory	70 hours
Orientation, rules, and laws	20 hours

Payment Plans

Individual payment plans will be detailed on each individual student contract. We accept credit card, cash and check for payments.

Scholarship

Many businesses and corporations associated with the beauty industry provide scholarship opportunities to cosmetology students struggling to meet their tuition costs. These scholarships may be based on merit or need, and may include restrictions concerning the student's school of attendance. As with all scholarship programs, the first key to receiving any award is to apply early. These are career specific scholarships, and as such there will be a limited number of awards and large number of applicants.

The following is a sampling of cosmetology scholarships supported by corporations and businesses closely linked to the beauty and lifestyle industry.

- The [Alice Madden Barton Scholarship Program](#) is sponsored Great Clips, the national salon chain. Scholarship awards are available to all high school graduates who are interested in pursuing cosmetology or barbering as a career. Awards are given twice annually, in January and and July.
- The [Joe Francis Haircare Scholarship Foundation](#) was founded by one of the premier entrepreneurs in the haircare industry. The foundation provides \$1000 scholarships to eligible students applying to, or enrolled in, a barbering or cosmetology school. More than 20 scholarships are awarded annually.
- The [PBA/NCA Sally Beauty Scholarship](#) is sponsored by the Sally Beauty Store chain. Seven \$1000 scholarships are awarded annually to high school graduates pursuing a career in cosmetology. A further six \$500 scholarships are available to industry professionals who are returning to school for further training.

Scholarships Sponsored by Professional Associations

Professional associations and organizations often provide valuable scholarship opportunities for students pursuing careers in the industries they serve. Students interested in pursuing cosmetology as a career will want to look into the financial aid programs supported and promoted by professional associations that advocate for the beauty industry.

The following selection of scholarships are supported in whole, or in part, by professional associations connected with the cosmetology industry.

- The [Beauty Changes Lives Scholarship](#) is sponsored in collaboration with the **American Association of Cosmetology Schools**. \$2000 scholarships are available to students enrolled in esthetics, nails, barbering or massage at a participating school of cosmetology.
- The [NCEA Esthetician Scholarship](#) is supported by the **National Coalition of Estheticians, Manufacturers/Distributors and Associations**. The \$1000 scholarship is offered to students who can demonstrate the required level of academic achievement and financial need. Interested students must submit a 250 word essay with their application.
- The [Fred Luster Sr. Education Foundation Scholarship](#) is sponsored by the [American Health and Beauty Aids Institute](#). The foundation offers 12 annual \$250 scholarships for students pursuing cosmetology training. To be eligible, students must have an 85% or higher average in school, and must have a minimum of 300 hours of cosmetology training.
- The [Professional Beauty Association/National Cosmetology Association](#) sponsors a variety of scholarships for cosmetology students, including the [Minerva Beauty Scholarship](#) and the [Smooth and Shine Cosmetology Scholarship](#). To be eligible students must be enrolled in an accredited cosmetology program, must have a minimum 3.0 GPA, and must present a letter of recommendation from an industry professional. Fifteen \$1000 scholarships are awarded annually.

Scholarships From Colleges and Beauty S

Admission Requirements

Students must be at least 16 years of age (18 years of age for international students) Provide a Social Security Card or Tax I.D.

Students must provide a high school diploma or the equivalent of a high school diploma or have passed GED. In the case if a student does not have a high school diploma or an equivalent of a high school diploma. If foreign born, she/he may provide a self-certification of completion of secondary education.

Enrollment Dates

New class starts at the beginning of every month on Tuesday. Students must register 1-2 weeks before start date. International students would have enrolled at the beginning of each quarter (01/02, 04/01, 07/01, 10/01)

Absences

We require students to maintain a 70% rate of attendance. We build time into the contract for personal issues, but once they exceed the contract end date, an extra-instructional fee will go into effect.

Leave of Absence

We offer LOA, However it will be different for each program. If this situation arise it will be discussed.

Tardiness

If you are 10 minutes late for the start of theory class, you will not be allowed to clock in until after theory concludes.

Withdrawals

Academic Progress achieved will not be affected by withdrawals. Students considered not to be making satisfactory progress at the time of withdrawal may be re-enrolled and place on probation, if it is determined that circumstances existed at the time of the student withdrawal. However, satisfactory progress must be achieved by the first evaluation period or by the scheduled graduation date, whichever comes first.

Termination

After the probationary periods have been exhausted, the student will be terminated, unless the student can prove that uncontrollable circumstances have prohibited the student from meeting the satisfactory progress requirements otherwise.

Re-entry

If a student wishes to re-enter, he or she must pay a fee of \$25.00 and a new contract will be issued with a revised tuition amount based on how much they have paid to date. The student will re-enter at the same status at which he or she left.

Academic and/or Attendance Suspension

A Beauty school student will be allowed 3 probation periods of 30 days each to obtain satisfactory progress status, while all other courses will have 2 probation periods of 30 days each. If a student fails to obtain satisfactory progress in attendance and/or academics, he or she may be terminated. Please see complete satisfactory progress policy later in this catalog.

Attendance

Full-Time students must attend school from a minimum of 25 hours to a maximum of 30 hours.
Part-Time students must attend a minimum of 20 hours and up to 25 hours

Refund Policy

Students not accepted by the school and students who cancel this Contract by notifying the school within three (3) business days are entitled to a full refund of tuition paid. Students, who withdraw after three business days but before commencement of classes, are entitled to a full refund of all tuition paid minus a cancellation fee. In the case of students withdrawing after commencement of classes, the school will refund a percentage of the tuition paid minus a cancellation fee. The cancellation fee in both cases is \$100.00. The percentage of tuition refunded is based on the percentage of contract hours attended as indicated in the table below. The refund is based on the last day of recorded attendance.

If the student received a scholarship, there will not be a refund

Refund Table

<u>Student is entitled to upon withdrawal/termination</u>	<u>Refund</u>
Within first 10% of program	90% less \$100
After 10% but within first 25% of program	75% less \$100
After 25% but within first 50% of program	50% less \$100
After 50% but within first 75% of program	25% less \$100
After 75%	no refund

Kits And Books

Training kits, and books; are purchased by the student prior to enrollment at WINK STUDIOS LASH ACADEMY. These items are required for use throughout the program of study. All Lash kits and Esthetics kits are provided at the school for purchase and recommended to be brought to school during the course of study as it is a requirement for meeting program completion, as well as being prepared at all times to provide outstanding customer service to our clients. A Student is required to be prepared each day with their complete student kit. Refusal of a client due to not being prepared or missing kit items will result in being sent home for the day.

The school is not responsible for missing, lost, or stolen personal, kit or trolley items. Students are responsible for their kit and trolley items, and at any time if an item is missing a student has the following options:

Purchase a new or used item from the school if the school has one in stock. The item must be paid for at the time of purchase, no charges or postponement of payment is acceptable. Clock out. The student must obtain a replacement kit item (same brand or model) as the missing item and obtain instructor approval before clocking in (same day or following days).

Textbooks

The Essential Guide to Lash Extension Technology

Milady's Standard Esthetics Textbook/Workbook

Milady's Standard Master Educator Textbook/Workbook

Dress Code

Students of WINK STUDIOS LASH ACADEMY are professionals in training for a career in the beauty and image industry. The grooming and image habits developed now will impact your career success. It is essential that you practice professionalism at all times. The Administration reserves the right to determine if a student meets dress code requirements and projects a professional image. The Administration will make the final determination. Students who are not in dress code will NOT be allowed to clock in until compliance has been met. The dress code is as follows for all students:

TOP – Solid Black or white Any appliqué, sequins, embellishments, stitching, etc. must be black all layers must black or white or combination (including vests, sweaters, tank-tops and jackets)

BOTTOM- Solid Black Any appliqué, sequins, embellishments, stitching etc. must be black

All students must follow:

Bottom Length – All pants must be below-knee length. Skirts must remain at fingertip length (when bending over must not be exposed)*

No baggy pants with exposed underwear

No shorts

No sleeveless (cutouts in sleeves must still cover armpits)

Armpits, midriff, back and cleavage must be covered

YOGA PANTS/LEGGINGS – must be solid and not able to see through

SHOES – black, closed-toe

NAME TAGS - must be worn at all times while in the building

ACCESSORIES -jewelry, scarves, hats, belts, socks, etc may be any color. This does not include leggings, waistbands, etc. GROOMING – make-up applied and hair styled prior to clocking in

Image is a large part of the industry that we are proud to be a part of. Students are entrusted to exercise good judgment in dressing professionally. As instructors are responsible for teaching professionalism, if a student's choice in dress is inappropriate in the instructor's judgment, the student will be required to clock out and change.

Students may wear on their **Graduation Day** clothing in accordance with general dress code requirements with the exception of color requirements; students may wear open toed shoes and sleeveless tops or dresses on Graduation Day.

If the school policy is not followed and if there is a question about a student's attire and is deemed inappropriate the student may be sent home to change. The Administration reserves the right to make the final decision regarding any article of clothing that is deemed questionable.

Make-Up Policy

If a student is absent for a test or other evaluation, he or she must arrange to make up missed work with the instructor.

Satisfactory Progress Policy

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in this school. *Note: Students receiving funds under any Federal Title IV* financial aid program must maintain satisfactory progress in order to continue eligibility for such funds. (*School is not yet eligible for such funds)*

Maximum Course Completion Time Frame: All courses must be completed within one and one-half times the published course length (143% program maximum) at a 70% cumulative attendance rate. What this means is that in order to maintain funding, a student must complete the course in a reasonable amount of time. **Please note** that just because you are in satisfactory progress, this does not mean you are exempt from over contract fees. You can go over you contract and still be in satisfactory progress for funding eligibility, but you are still responsible for paying over-contract fees.

Attendance Progress Evaluations: Students will be evaluated as follows:

Esthetics and Instructor (750/500 hours): every 2 months (end of February, end of April, end of June, end of August, end of October, end of December)

Eyelash Extension (320 hours): every month

Students must be evaluated at least by the midpoint of the course. Each student must maintain a 70% rate of cumulative attendance.

Academic Progress Evaluations: Full-time and Part-time Student Academic Progress (i.e. evaluation on theory, practical and clinical works (however, clinical work is graded on a pass/fail basis only and will not be considered as part of the overall GPA) will be evaluated during the same time periods as stated above in the "Attendance Progress Evaluation". Each student is expected to achieve a minimum grade point average of 70%.

Grading System

A = Excellent (91-100)

B = Good (81- 90)

C = Average (70 -80)

F = Failing (Below 70)

W = Withdraw

Probation: Students who meet only one of the evaluation requirements (Attendance or Academic) will be considered to be making satisfactory progress but shall be placed in a probationary status for a maximum of two (2) times for the other courses (funds* will still be disbursed). In order to be taken off of probationary status, a student must achieve a 70% rate of attendance and/or academics. If a student is placed on a second, consecutive probation, the student will be determined as not making satisfactory progress.

Mitigated Circumstances (life happens): If it is determined and documented that a student's failure to demonstrate satisfactory progress after end is due to personal illness, death of a family member (immediate relation), emotional trauma, etc., he/she may be place on second probation until satisfactory progress of three months. If at the end of the second probationary period, if the student is still not meeting Satisfactory Progress, the student will be terminated from the program.

Reinstatement: Re-entry means there will be a re-enrollment fee and tuition fees will be adjusted to meet the current tuition rate of the school. If the student is reinstated, the student is still not meeting Satisfactory Progress, and must satisfy violations in Satisfactory Policy that were previously incurred. They must complete the duration of their probationary period upon reinstatement. A student must wait thirty (30) days before re-applying. Re-acceptance will be at the school's discretion.

Appeal Process

Students who fail to achieve minimum requirements may appeal this determination. The student must submit a written appeal to the school director, along with any supporting documentation, reasons why the decision should be reversed and a request for a reevaluation of progress. This appeal must be received within five (5) business days of the negative determination.

An appeal hearing will take place within five (5) days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is a dependent minor), the student's instructors, and the school owner. A decision on the student's appeal will be made within three (3) business days and will be communicated to the student in writing. This decision will be final.

Course Incompletes, Repetitions, Non-Credit Remedial Courses

Course incompletes, repetitions and non-credit remedial courses have no effect on progress at this school.

Graduation Requirements

Students must meet the following requirements in the program of study to qualify for graduation and be issued a certified Final Transcript of Hours and Diploma:

- (1) Successfully completing all levels of study, required tests and practical assignments
- (2) Passing a final written and practical exam
- (3) Completing the program of study according to regulatory requirements
- (4) Complete all exit paperwork and attended an exit interview
- (5) Complete all required theory hours scheduled for the duration of the program of study regardless of whether all required tests have been taken and passed
- (6) Fulfill all financial obligations owed to the school.

Upon completion of the program of study and all graduation requirements, a Wink Studios Lash Academy for the program of study will be awarded. After all graduation requirements have been met and the scheduled program has ended, the graduate will be to pay the required examination fee and file an application for the state licensing exam. Upon obtaining a valid license, the graduate may engage in his or her chosen field for compensation.

Hours of Operation

	Classroom Hours	Office/Retail Hours	Servicing Hours
Tuesday	9 AM – 8 PM	10 AM – 7 PM	11 AM – 7 PM
Wednesday	9 AM – 8 PM	10 AM – 7 PM	11 AM – 7 PM
Thursday	9 AM – 8 PM	10 AM – 7 PM	11 AM – 7 PM
Friday	9 AM – 8 PM	10 AM – 7 PM	11 AM – 7 PM
Saturday	9 AM – 5 PM	10AM – 5PM	10 AM – 4 PM
Sunday	Closed	Closed	Closed
Monday	Closed	10 AM – 7PM	Closed

Testing and Licensing Fees:

Written Test - \$55

Practical Test - \$78

Instructor - \$70

Evaluation/Testing

Students are tested after every chapter in theory. Practical skills are tested at the conclusion of each chapter, as well as a mock state board toward the end of the course. There is a minimum amount of skills that must be completed, but these are not factored into the overall GPA.

Privacy Policies

To protect the privacy of students and families, federal law sets certain conditions on the disclosure of personally identifiable information from school records. In addition, students or a parent or guardian of minor students, may review or inspect their records at any time. In order to view the records, an appointment must be made with an administrator. The school will not disclose information from any student record to unauthorized persons without the signed written consent of the student (or the student's parent or legal guardian if the student is under the age of 18.) This policy relates to all information, which is personally identifiable and may not be altered without the signed written permission of the student. Exceptions include records under subpoena as required by law, the accrediting body for accreditation purposes (school is currently seeking accreditation from NACCAS), and designated staff members. Schools may also disclose, without consent, "directory information" such as student's name, address and phone number of student, date and place of birth, honors and awards and dates of attendance. However, the school must tell parents and students of the information that is designated as directory information and provide a reasonable amount of time to allow the parent of eligible student to request that the school not disclose that information about them.

Procedures

Students are NEVER to be alone while inspecting his or her records. A staff member must be present at all times. If a request from a third party is received concerning a particular student and/or graduate, a RELEASE form must be completed EACH time a request is made. No exceptions!

Job Placement

Although the school cannot guarantee employment, we assist all students who seek help in finding job placement. Through class instruction students will learn about professionalism, résumé development, interview preparation, and job search skills. In addition, we take students on field trips to area salons so that they can network, and we also bring in salon owners and they can tell students what they look for in their employees.

Career Considerations

The school feels that students interested in pursuing a career in Eyelash Extensions, esthetics or a related field should consider all aspects of such a decision. Persons who want to become professionals in this field must:

Have finger dexterity and a sense of form and artistry. Enjoy dealing with the public and be able to follow a client's direction. Keep abreast of the latest fashions and beauty techniques. Work long hours while building a personal clientele in order to earn the desired income. Make a strong commitment to the educational process and complete the program of study. Learn the skills necessary to operate a personal business. In addition, applicants and students should be aware that: The work can be arduous and physically demanding because of long hours standing with hands at shoulder level or sitting over an Eyelash Extensions station or esthetician's chair.

A personal investment may be required for advertising and promotions such as printing of business cards. There will be exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used incorrectly. The practice of safety and sanitation is essential for effective and successful performance within the industry. Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon). Persons with certain criminal records may not be eligible for licensure by the state. Individuals may request TDLR review their criminal background **before** actually applying for a license. TDLR may not consider for licensure as a beauty school applicant who has a conviction for crimes involving prohibited sexual conduct or involving children as victims, and crimes against the person such as homicide, kidnapping and assault.

Housing (For International Students)

The school does not offer housing facilities. There are many Apartments Complex in walking distance from academy (literally there is two large apartment complexes right next to the school). And school would contract with these next-door apartments to help international students have room and board. There are also couple supermarkets right next to our school.

Counseling

All students are encouraged to seek assistance from their instructors or other appropriate staff members concerning their classes, or other problems that affect the student's attendance and/or academics at the school.

Transfer Policy

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 of cosmetology at the same time is prohibited.

A student transferring to a school who desires to claim hours and practical applications earned must inform the school transferred to prior to enrollment of his/her prior attendance and must furnish to that school and the department a record of hours claimed and practical applications completed. This record may be in the form of a transcript from the prior school or an extract from records of the department.

Texas Cosmetologists Laws and Rules. Chapter. 83.74

Student Permit

\$25 Enrollment

\$52 Written Examination

\$74 Practical Examination

Licensing Requirements

1. To be eligible for an Eyelash Extension license, Esthetician specialty license, an applicant must:
2. Be at least 17 years of age;
3. Have obtained a high school diploma, or the equivalent of a high school diploma, or have passed a valid examination administered by a certified testing agency that measures the person's ability to benefit from training;
4. Have completed the following hours of cosmetology curriculum in a licensed beauty culture school:
5. For an operator license, one of the following:
6. 500 hours of related high school courses prescribed by the department in a vocational or career and technical cosmetology program in a public school.
7. For an esthetician specialty license, 750 hours of instruction.

Texas Cosmetologists Laws and Rules. Chapter. 83.20

Schedule

New class starts at the beginning of every month. Students must register 1-2 weeks before start date. A course must have at least 10 students enrolled in order for a class to be held. If the minimum enrollment is not reached, the courses will be rescheduled until the minimum number of students has been met. The course is only offered once a month. Student's record of attendance will be recorded accordingly. Records of hours are recorded using the Time Clock Machine and the Sign-In Sheet. If the student misses their class, they must inform the school in advance and requires to make-up for the hours and test at a different time.

Our Continued Education Completion Certification program not only educates but also enhances the licensee's knowledge and encourages them to practice it in their daily life.

- Theory: 2 hours of lectures and demonstration, last 30 minutes will be reviewing and testing. There will be presentation, handouts, and participation. The students must attend the entire class hours and take an open notes test. Test will be graded, recorded, and return to the students for review.
- We are intended for this program to play a functional role by testing the student knowledge and understanding of the course. The students must take all the written & practical tests in order to receive Continued Education Completion Certification

STANDARDS OF CONDUCT

These Standards of Conduct are established for the specific purpose of promoting an enriched learning environment for all students, as well as providing outstanding customer service to WINK STUDIOS LASH ACADEMY clients. Developing efficient work habits, a positive attitude and definite goal orientations during training will enhance your potential for success.

ALL STUDENTS MUST:

1. Attend all classes according to the assigned schedule including theory classes even if all required tests are completed.
2. Arrive for classes on time. If more than 10 minutes late for a theory class, a Student is considered tardy unless determined otherwise by the Director. The Students may not be allowed to clock in, attend class, enter the salon or spa training area, until a scheduled class break or dismissal. Excessive tardiness could result in school suspension, probation, and progressive disciplinary action. In order to receive time for the day, students must clock in before:

Daytime schedule 12:00 pm

Evening schedule 6:00pm

Saturday schedule 12:00 pm

3. Notify a staff member within 10 minutes of scheduled check in time of absenteeism or tardiness so that proper arrangements can be made to service clients that may be scheduled.
4. Follow time clock procedures by clocking in and out to accurately reflect hours in attendance including but not limited to
5. Students must take a 30-60 min lunch break during their scheduled time (not multiple breaks equivalent to 30 min or early departure). Shorter lunch breaks may be approved by instructor.
6. Student must be clocked out when entering the break room or exiting the building for any reason and for any amount of time.
7. Field Trip – clock in and out by signing and accurately recording time on a form in the possession of the instructor.
8. Students must be in dress code during the field trip.
9. No Student may clock in or out for others.
10. Obtain permission from a staff member to leave the facility for any reason other than assigned lunch time and closing. Documentation may be requested to verify the need for an absence.
11. Students are expected to attend regular scheduled hours. It is imperative that students' attendance is reliable in order to enable timely program completion, accomplish thorough and complete training in all subjects, and ensure excellent customer service to Wink's clients. Failure to comply will result in progressive discipline action.
12. Comply with scheduled lunch breaks. Scheduled lunch breaks may not be skipped in lieu of late arrival or early departure. Failure to return from lunch at the scheduled time is considered an attendance violation as discussed in the previous statement.
13. Students may NOT smoke, eat or drink or store food or drink other than in the designated areas. Only bottled water or water in a clear (not colored) covered container is allowed in the classroom or at the student station. When additives are added to the water, it is no longer water. Anything other than water in the approved container must be stored, eaten, or drunk in the designated break area and the student must clock out to eat or drink it.
14. Comply with the published dress code and practice proper hygiene and grooming at all times. Students not in compliance with dress code may not be allowed to clock in until coming into compliance or they may be asked to clock out and change into dress code before attending classes.
15. Self-applications do not receive educational credit. Students are to come to school dressed and groomed and are expected to use their own personal products away from the clinic floor to touch up their hair or make-up. Kit items and clinic floor supplies are for educational services only.
16. Students are required to establish eligibility to retake failed exams or take missed exams. It is ultimately the student's responsibility to contact the instructor regarding makeup exams, however, the instructor may assign designated times for the student to work on completion of the exams.

17. Complete all assigned theory, practical and clinic assignments in the designated time frames including any assignments.
18. Follow all state laws and regulations at all times while on the school premises.
19. Understand that training involves sanitation, cleanliness and care of equipment. Students are responsible for personal work stations and work area. Daily assigned sanitation duties must be evaluated before clocking out each day. State Board requires all Students to follow Sanitation rules and practices at all times.
20. Practice courtesy, respect, and professionalism at all times when dealing with other students, clients, visitors to the school and staff.
21. Discuss only ethical and professional subject matter during school hours and refrain from using profanity.
22. Be fair and honest; never stealing; refrain from the willful destruction of property.
23. Refrain from having personal visitors to the school. Guests will be asked to remain in the lobby or leave unless they are scheduled for a clinic service. Inside and outside break areas are reserved for students and staff only.
24. Participate in curriculum related activities at all times when clocked in. Students are to remain in their respective areas and may not enter other classes in session. Excessive time in the Student break area is not allowed. Students who are not clocked in may not linger in the facility.
25. Refrain from using the business phone for incoming or outgoing calls without the express permission of a staff member or at designated times. Personal calls are limited to 3 minutes.
26. Observe and adhere to the Electronic Device Policy details listed separately. All verbal phone calls must take place off the clock in the break area or outside.
27. Park is first come first served.
28. Know all pricing and service policies of the school and the name, purpose, benefits, procedures and cost of products.
29. Record all client service information and obtain all required signatures.
30. Recommend and prescribe appropriate services and retail products to each client assigned in order to develop professional skills.
31. Respect the front desk and lobby as a business area. Conduct your business and do not loiter. No students are permitted behind the counter.
32. Strive to continually upgrade abilities through education and practice.
33. Do not discuss confidential information with other parties (i.e., contract details, disciplinary action, and private administrative or advisement sessions).
34. Students are not allowed to be disrespectful to any staff member at Wink Studios Lash Academy. Students are required to follow instructors' directions during the client consultation and client service.
35. Rules and boundaries are set in an effort to provide a quality working and learning environment, adhere to the governing agencies the school must abide by, and provide excellent customer service to clients. Students not abiding by the rules will be subject to progressive disciplinary action. Not abiding by the rules may lead to receipt of infractions, in-school suspensions, out of school suspension, probation or dismissal from school.

Anti-harassment Policy

WINK STUDIOS LASH ACADEMY fully supports an environment of mutual respect for the rights of others. Students and staff are encouraged to form and express their own opinions; however, a student's exercise of free expression must not interfere with the rights of others. Students are required to sign the Anti-Harassment Policy prior to starting school.

Sexual Misconduct And Prevention

Sexual misconduct, harassment, assault or violence will not be permitted at Wink Studios Lash Academy. Such a violation can be considered a criminal act under Texas Law. Sexual harassment is defined as unwelcome advances, request for sexual favors, and other verbal and physical conduct of a sexual nature.

Social Media Policy

Social media and networking are encouraged as a tool of the industry. In an effort to keep things professional, All other media (facebook twitter, Pinterest, LinkedIn, etc) which the school has an account for, all staff and students may connect to the school account, but staff are restricted from directly connecting to active students and vice versa. These accounts are advertisement for the school and available for any of our staff, students, customers, potential customers and business associates to participate in, therefore we ask everyone to refrain from venting about school

situations on any social media. Please direct your concerns through the proper channels to handle them. Any negative publicity regarding the school will be requested and expected to be removed.

Confidentiality Policy

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

Copyright Infringement Policy

Copyright infringement is the act of exercising, without permission or legal authority, exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer sharing, may subject the student to civil and criminal liabilities. For more information, please visit www.copyright.gov. Students who engage in illegal downloading or uploading of files, unauthorized peer-to-peer sharing of files, or unauthorized distribution of copyrighted materials using the school's technology system shall be subject to the school's rule enforcement policy resulting in no less than in school suspension.

Disciplinary Policies

Although this is adult education, all adults realize that there are organizational structures and guidelines that will be required. It is our desire that the student would accept the authority and leadership of the faculty and staff and come into compliance upon making a student aware of a breach of compliance. However, if necessary, further action will be taken by the School. Action may include advisement, sending the student home for the rest of the day, out of school suspension, probation, or termination. Each violation is subject to case by case basis and will be handled in that manner. Every student will be made aware of the violation, plan of action that will be determined and signed off on by the staff, instructor, or administration involved, and document time frame of resolution. The student has an opportunity to sign acknowledgement of the receipt of this determination, however, the student's acceptance or rejection of the opportunity to sign does not change the decision or action that the school representative determined. TDLR violations are serious and will be handled in that manner. TDLR violations will not be given a verbal write up due to the severity. Multiple violations of any kind may result in termination, whether they are for the same issue or not. Students must understand that any infraction of the Standards of Conduct, General Policies or the Enrollment Agreement could result in any of the following disciplinary actions:

Electronic Device Policy

Cell phones, iPods, iPads, etc are part of our everyday life and must be handled in a professional manner. The guidelines for use at school by students are specified below. As with all things, the instructor is in charge of the educational area, both classroom and clinic floor, so if an instructor requests something to be put away for any reason, including but not limited to the amount of time the student has spent on that activity, the student is expected to immediately comply. Failure to do so will result in progressive disciplinary measures.

General for all devices:

Charge it at home. The school's outlet plugs and breakers are reserved for business purposes to provide for the educational and clinic floor use. The additional cords look cluttered. (exception – student break room – at your own risk if you leave it unattended)

No earbuds at any time – on or off the clock. (exception – after entering and before leaving the breakroom. Not at any time walking thru the building)

No volume on iPads or phones except in the breakroom or outside.

No verbal conversations except in the breakroom or outside. In other words, if you must talk on the phone, you must clock out and go to the designated areas. There will be no verbal phone conversations in the classrooms, on the clinic floors, in the restrooms, at the lockers, or in the lobby – only in the breakroom or outside.

iPods, There is currently no acceptable use or place for an iPod at school. (exception – after entering and before leaving the breakroom. Not at any time walking thru the building)

Cell Phones/ iPads /Notebooks/Testing/Laptops

Never taken out or visible at any time. During Theory To be used as an educational tool at the request or with the approval of the instructor. During Clinic Floor Time With a Customer to Take pictures Use as reference as pertains to their consultation, service, or care. No gaming

Additional Instruction Charges

Students are charged a rate of \$4.66+ per hour over-contract fee depending on course enrolled.

All Rights Reserved

The School may change policies, dress code, kit contents, textbooks, curriculum format, teaching materials, or any other educational methods at its discretion.

I hereby acknowledge receipt of the Wink Studios Lash Academy Student Handbook & Catalog.
I understand that it is my continuing responsibility to read and know its contents.

I have read, understand and agree to all of the above in the Wink Studios Lash Academy Student Handbook & Catalog.

Signature _____

Print Name _____

Email _____

Date _____