



TURNING POINT
BEAUTY COLLEGE

STUDENT HANDBOOK

Making Your Tomorrows Count....



LOCATION

Chandler Campus

2081 N. Arizona Avenue,
Suite 121
Chandler, AZ 85225
Phone: (480) 573-8410
Mrs. Nhu Holder, President



Phoenix Campus

5127 W. Indian School Road,
Suite 125
Phoenix, AZ 85031
Phone: (623) 846-1476
Mrs. Nhu Holder, President



CORPORATE LICENSING

Turning Point Beauty College is licensed to operate by the:

Arizona State Board Of Cosmetology
1740 W Adams #4400
Phoenix AZ 85007
Phone: 480.784.4539

The Chandler location is accredited and the Phoenix location has Additional Location Accreditation by:

The National Accrediting Commission of Career Arts And Sciences Inc.
3015 Colvin Street
Alexandria, Virginia 22314
Phone: 703.600.7600

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Career Opportunities

Cosmetology: The fields of study, which encompass the areas of hair, nails, skin care and make-up: Utilizing scientific, chemical, geometric and physiological techniques.

Cosmetology, Hairstyling, Nail Technology, Aesthetics and Cosmetology Instructor provide opportunities in the following areas of endeavor:

Licensed Cosmetologist:

- Hairstyling Facial
- Expert Make-up Artist
- Permanent wave Technician Nail Technician
- Shop Manager/Supervisor Hair Colorist

Related Jobs in Education Field:

- Cosmetology Schools
- Instructor in Cosmetology
- Supervisor or Director
- School owner
- Sales in Beauty Manufacturers
- Sales in store Cosmetic department

Outside of Schools or Salons:

- State Board Inspector
- State Board Member
- Education Director or Manufacturer
- Teacher- Trainer
- Guest Artists (Hairstyling, Colorist, Make-up, Etc.)

The Possibilities Are Endless...



A Message from the President

NHU BUI HOLDER

It is my pleasure to welcome you to Turning Point Beauty College. Our hope is to have one of the finest schools in the state of Arizona and with your help, we will be successful.

We decided to name our school Turning Point Beauty College, as we see it as a major "Turning Point" in the lives of many of our students. You will learn a valuable vocation and be able to provide not only a satisfactory income for yourself, but obtain a sense of self-worth that will enable you to pursue many varied avenues. When we make others feel good about themselves as a result of our learned techniques in Cosmetology, Cosmetology Instructor, Nail Technology, Aesthetics, and the new Hairstyling courses, we in turn feel better about ourselves. It is a win/win situation.

I have every confidence that you will enjoy your time here at Turning Point Beauty College and I look forward to meeting you.

A handwritten signature in blue ink, appearing to read 'Nhu Bui Holder', with a long horizontal flourish extending to the right.

Nhu Bui Holder, President

Introduction

The staff of Turning Point Beauty College are always available for advisement. Providing counsel and understanding for each and every student in our school in dealing with their problems and concerns is a significant priority. Helping the students with personal issues goes a long way towards insuring their ability to focus on their academic pursuits.

The original Turning Point Beauty College opened its first campus in Casa Grande, Arizona in 2000. In 2020, we relocated the Casa Grande campus to Chandler, Arizona.

The Chandler campus is approximately 6800 square feet, containing an enrollment office, teacher's office, facial room, three classrooms, a student lounge, dispensary, storage lock up areas, four rest rooms (all handicap accessible) and reception area. The large clinic floor is available to handle work stations for cosmetology students, as well as areas for manicure and pedicure. The student lounge is provided with a refrigerator, microwave ovens and lockers for students' personal property.

The Phoenix campus is approximately 4500 square feet, containing an enrollment office, conference and file room, teacher's office, large facial room, three classrooms, a student lounge, dispensary, storage lock up, two restrooms (both handicap accessible) and reception area. The large clinic floor is available to handle work stations for cosmetology students, as well as areas for manicure and pedicure. The student lounge is provided with a refrigerator, microwave ovens and lockers for personal property.

Both Locations are owned and operated by 5 Star Enterprise, LLC, 100%
Nhu B. Holder 50% Thao D. Pham 50%

Every effort is made to provide necessary products and equipment to make the learning process both efficient and rewarding. We pride ourselves on having a facility that is not only a clean and bright place to work, but also a fun place to come and learn a worthwhile career.



Nhu Bui Holder, President

Meet Our Directors

CHERI SNOW

Phoenix

Mrs. Cheri has been a licensed cosmetologist since 2006.

She honed her skills in the industry and then went back to school and received her Instructor license in 2012. She is our Director and Sr. Instructor in Phoenix.

She has over 16 years in the industry in Arizona and over 10 years as an instructor.

She has amazing skills as a cosmetologist, loves to work the clinic floor. Her ability to instruct our students and simultaneously pamper our clients is an awesome thing to see.

She is beloved by our students and we appreciate her knowledge and method of presentation of the critical sciences of our industry.

ELAINE MARETT

Chandler

Ms. Elaine is the Senior Instructor of our Chandler school and has been a licensed Cosmetologist for over 34 years.

She has been a licensed Cosmetology Instructor for 18 plus years. She has worked in a top quality salons and schools since licensing.

In the time she has been an instructor with Turning Point Beauty College she has impressed the ownership with her well rounded skill set, teaching ability, initiative and leadership.



MISSION STATEMENT

The prime objective of Turning Point Beauty College is to provide career preparation in the Cosmetology Career Sciences, also known as Cosmetology and includes Hairstyling, Aesthetics, and Nail Technology, inclusively or discretely, and Cosmetology Instructor.

The school assesses the Quality of its classes by comparing them to state requirements and documents.

We continue to evaluate our performance by assessing our student success rates.

Turning Point Beauty College will operate throughout the year with the following exceptions: the school will be closed the week that includes July 4th and the week during Christmas through the New Year and all major holidays. For the national holidays we observe, we close on that day or the associated Monday.

The Chandler campus is open Monday through Friday, 7:00 AM to 5:00 PM. The Phoenix campus is open Monday through Friday, 7:00 AM to 5:00 PM.

Major Holidays

The following holidays will be observed:

New Year's Day

Memorial Day

4th of July, Independence Day

Labor Day

Thanksgiving Day and the day after Thanksgiving

Christmas Day

Class Enrollment

All new classes start the first and third Tuesday of each month, unless affected by a holiday or break. with a continuously rotating curriculum. Cosmetology students are enrolled for 12-15 months ; Hairstyling students are enrolled for 8 - 10 months. Nail Technology and Aesthetics students must complete in 6 months; and Cosmetology Instructors usually complete in 5 months.

Cosmetology (1600 hours)

Hairstyling (1000 hours)

Nail Technology (600 hours)

Aesthetics (600 hours)

Cosmetology Instructor (500 hours)

Call for start dates:

Chandler Campus: (480) 573-8410

Phoenix Campus: (623) 846-1476

COSMETOLOGY & NAIL TECHNOLOGY REQUIREMENTS

1. High School Diploma or G.E.D. (Certified Translation, by 3rd Party, if not in English)
2. State Issued Picture ID
3. Social Security Card
4. Enrollment Application
5. Birth Certificate/Green Card (Certified Translation, by 3rd Party, if not in English)

(The school will make copies of all originals)

COSMETOLOGY INSTRUCTOR REQUIREMENTS

1. High School Diploma or G.E.D.
2. State Issued Picture ID
3. Social Security Card
4. Birth Certificate / Green Card
5. Enrollment Application
6. Notarized Proof of One Year Experience as a LICENSED Cosmetologist, Hairstyling, Nail Technician or Aesthetician

(The school will make copies of all originals)

ADMISSION POLICY

The school admits as regular students: High school graduates and High school graduation equivalence certificates (Certified Translation, if not in English)

At this time we currently do not accept ability to benefit (ATB) students.

Turning Point Beauty College, in its admissions and graduation policies, practices no discrimination on the basis of age, sex, race, color, religion, financial status, or ethnic origin.

Turning Point Beauty College will not require permission from the student to grant access to student files to the Arizona State Board of Cosmetology, Department of Education, and the National Accrediting Commission of Career Arts and Sciences, and/or Director by law.

Students at anytime may request, from the staff, access to their student records, which includes issuing transcripts. The transcript request form can be obtained from the administration staff. File review is only under the supervision of the staff of Turning Point Beauty College. All current and past student files, for at least six years, are kept secured on our campus. Student files may be reviewed by the student and parents or guardians of dependent minors.

No request shall be granted access to a student's file, without written permission from the student, if over 18 years of age. If a student is a dependent minor, under the age of 18 years old, then the parent only may give written permission for access.

We accept transfer of all hours that have been registered with the Arizona State Board of Cosmetology, or any school in any state with which we have reciprocity. Legal documentation of hours completed must be provided to the school by the student. SAP evaluations are based on actual contractual hours at the institution.

We will request and evaluate each student applicant's previous education and training transcripts, veteran or non-veteran, including: military training, college coursework and vocational training. We will grant credit as appropriate and approved by the Arizona State Board of Cosmetology.

We do not recruit students already enrolled in any other cosmetology program, nor do we recruit students that are already in attendance at another facility.

A student who takes a leave of absence shall return with the same satisfactory progress status as prior to the leave. Students who withdraw, or are terminated must wait a minimum of 3 months before they may reapply to attend Turning Point Beauty College. Upon returning, the student will be considered to be at the same satisfactory progress as when they departed. Official interruptions have no effect upon satisfactory progress standards.



The staff of Turning Point Beauty College are always available for advisement. Providing counsel and understanding for each and every student in our school in dealing with their problems and concerns is a significant priority. Helping the students with personal issues goes a long way towards insuring their ability to focus on their academic pursuits.

PLACEMENT SERVICE / CAREER ADVICE

We find there is always a demand for good stylists. Constant career advice is stressed throughout the course in the areas of personal grooming, hygiene, and good posture. Also stressed throughout the course is communication skills with others, verbal and nonverbal. Students are required to design a salon and create their own resume with the guidance of an instructor.

The school offers assistance in obtaining employment and has a successful placement percentage. Turning Point Beauty College has a placement file, tracking available jobs and assists in student placement. The current job opening file is made available to all graduate students to assist them in obtaining employment in the field of Cosmetology, Hairstyling, Nail Technology, Aesthetics and Cosmetology Instructor.

A competent stylist, nail technician or Aesthetician can expect, with constant hard work, to have steady income within two years of graduation. Wages in the first 18 months to two years, depend on the salon type; ranging from \$9.00 to \$24.00 per hour. This would amount to about \$18,720 to \$49,920 after two years (Based on the U.S. Dept. of Labor, Bureau of Labor Statistics, <http://www.bls.gov/oes/current/oes395012.htm>).

It is good for all potential students to remember that the beauty field is one which requires many hours of hard work, with stress to the back, shoulders, hands, and feet. With proper posture and training in job related activities one can be bothered little by fatigue.

Potential students also need to be aware that they will be working daily with color, perm wave, chemical straighter and all nail product chemicals. The studies show that with proper ventilation and training there is little danger. Students should also be aware that they will be training in the safe operation of many different types of electrical equipment.

HOWEVER, THE SCHOOL DOES NOT GUARANTEE JOB PLACEMENT.

Turning Point Beauty College maintains a written satisfactory progress policy, which is provided to each student during orientation. Satisfactory progress of 75% or higher of your contracted hours per month must be maintained by all students academically. These will be reviewed at no later than the mid point of the program or academic year, whichever occurs first. This review includes student advisement. The Midpoints of each program are different based the program length in clock hours.

Attendance: all hours are recorded by time clock. All absences from scheduled instruction are recorded as well. All the theory chapters with test must be made up within two weeks on the student's own time. When absences affect progress or are excessive, the student will be advised with possible re-scheduled attendance or could be placed in an other than satisfactory performance status, i.e., warning, probation, etc., if performance issues are not addressed based on the timeframes described in the SAP Policy.

Academic Grade Averages:

91-100% Superior

86-90% Excellent

75-85% Average

Below 75% Unsatisfactory

Attendance and grade average of at least 75% cumulative, must be maintained at all times.

Credit:

Appropriate hourly credit will be allowed when such falls under the Arizona State Board of Cosmetology law allowance, and the course shortened accordingly, for re-entry or in-transfer students. Out-transfer hours are forwarded upon request.

Turning Point Beauty College

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SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress: The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in Cosmetology, Cosmetology Instructor, Hairstyling, Nail Technology and Aesthetics programs, whether participating in Title IV programs, GI Bill® benefits or not. It is printed in the catalog to ensure that all students receive a copy prior to the signing of the enrollment contract. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS), the Federal Regulations established by the United States Department of Education, and the Veterans Benefits Administration.

DEFINITIONS

Evaluation Periods - Students are evaluated for Satisfactory Academic Progress as follows:
 Cosmetology — 450, 900, 1250 clock hours; Hairstyling — 450, 900 clock hours; Nail Technology & Aesthetics — 300 clock hours; Instructor — 250 clock hours. The student will be contacted regarding a written Satisfactory Progress Evaluation within seven (7) days of the clock hour actual threshold. Our institutional academic year (AY) is 900 hours, 54 wks, the same and the US Department of Education.

The SAP Evaluation determines if the student is meeting the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

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 be considered maintaining satisfactory attendance progress. The first Evaluation must be conducted no later than the mid point of the academic year or program, which ever occurs first, to determine if the student has met the minimum requirements. Evaluations are based on the cumulative attendance percentage as of the last day of the month of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. The student's start month in school will be counted as the first month of the evaluation period. For partial months, scheduled hours will be calculated by multiplying the number of scheduled days by the number of hours scheduled each day. 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.

MAXIMUM TIME FRAME: The maximum time (which does not exceed 133% of the course length) allowed for full-time students (30+ hrs/wk, >75% att) or part-time students (25 hrs/wk, >75% att) to complete each course at satisfactory progress is stated below (Students who have not completed the course within the maximum time frame may continue as a student at the institution on a cash pay basis):

Course	Maximum Time Allowed
Cosmetology (Full Time, 30 hr/wk, 54 weeks= 1600 hours)	72 weeks
Cosmetology (Part time, 25 hr/wk, 64 weeks= 1600 hours)	85 weeks
Hairstyling (Full Time, 30 hr/wk, 34 weeks= 1000 hours)	45 weeks
Hairstyling (Part Time, 25 hr/wk, 40 weeks= 1000 hours)	54 weeks

Course	Maximum Time Allowed
Nail Technology, Aesthetics (Full time, 30 hr/wk, 20 weeks= 600 hours)	26 weeks
Nail Technology, Aesthetics (Part time, 25 hr/wk, 24 weeks= 600 hours)	32 weeks
Cosmetology Instructor (Full time, 30 hr/wk, 17 weeks= 500 hours)	22 weeks
Cosmetology Instructor (Part time, 25 hr/wk, 20 weeks= 500 hours)	26 weeks

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

SATISFACTORY 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 towards course completion only when rated as satisfactory or better (the grading system will reflect completion of the practical assignment as a 100 rating). 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 course of study. Practical skills are evaluated according to test procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a grade average of 75% or better and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

- 93-100% Excellent
- 85-92% Very Good
- 75-84% Satisfactory
- 74.999 % or less, Not Meeting SAP

DETERMINATION OF PROGRESS STATUS: Students meeting the minimum requirements for academics and attendance at the evaluation point are considered making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress 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 academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds. Students using GI Bill® funding will be placed on probation if minimum requirements for satisfactory academic progress are not met at the end of the warning period.

PROBATION: 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 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 per 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. Students receiving GI Bill® funding will have their benefits terminated if student has not met satisfactory academic progress requirements by the end of the probation period.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS:

Students may re-establish satisfactory academic progress and Title IV aid or GI Bill® benefits, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

LEAVE OF ABSENCE: An LOA can be taken up to 90 days at a time and a student who takes an LOA shall return with the same progress status as prior to the leave. For the complete information regarding LOA's, refer to the Leave of Absence Procedure Section of this Handbook. The hours elapsed during the leave of absence will extend the student's contract period and maximum time frame but will not be included in the student's cumulative attendance percentage calculation. Students who withdraw or are terminated must wait a minimum of three (3) months before they reapply to attend the institution. Upon returning, the student will be at the same progress status as prior to the withdrawal or termination. Official interruptions have no effect upon satisfactory performance standards.

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.

APPEAL PROCEDURE: If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten (10) 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 on the designated form with supporting documentation of the reasons why the determination should be reversed. 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 and federal financial aid or GI Bill® benefits will be reinstated, if applicable.

To prevail in appeal process, the following documents must be presented:

- Military activity duties
- Illness in family and only you available to give care Medical Documents
- Diagnosis of personal illness with prognosis in medical detail

NONCREDIT AND REMEDIAL COURSES:

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

TRANSFER HOURS:

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

GRADUATION REQUIREMENTS

Completing required hours within contract limits, the successful passing of the general level test, and senior finals with at least 75% in both practical and written tests are required before graduation. Notebooks with all chapters outlined, hair or nail projects, and all the monthly assignments must be finalized before finals commence. Senior finals are given once a month with hour requirements, completion within one week of test date qualifies registrant for testing, otherwise student must test on next available date, if within their graduation deadline date. If over their graduation deadline date, the student must purchase the extra hours. When all graduation requirements are completed a diploma will be issued.

Licensing

All graduated Cosmetology, Hairstyling, Nail Technology, Aesthetics and Cosmetology Instructor students shall be eligible to apply to the Arizona State Board Of Cosmetology for licensing at 1740 W Adams Suite #4400, Phoenix AZ 85007

All graduates must supply proper documentation of completion of Cosmetology, Nail Technology, Aesthetics, Hairstyling and Cosmetology Instructor course; which is available from Turning Point Beauty College. The graduate must also complete a written and practical test with a 75% or better, which is given by the Arizona State Board Of Cosmetology.



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Phoenix, AZ 85031

Gainful Employment Course

Cosmetology 1600 Clock Hours

Hairstyling 1000 Clock Hours

Nail Technology 600 Clock Hours

Aesthetics 600 Clock Hours

On Time Completion - Combine Course	96.00%
Licensor	98.00%
Placements Of 179 Working	77.00%

Based on Statistics for Calendar Year 2019

Student: _____

Date: _____

Cosmetology Curriculum

Theory of Cosmetology, Arizona Cosmetology Rules and Laws	200 hours
Monitor Duties, Salesmanship, Ethics and Salon Management	35 hours
Chemical Hair Restructuring, Including Permanent Waving and Chemical Relaxing Specifically Thioglycolate and Sodium Hydroxide	230 hours
Hair Coloring, Including Tinting and Bleaching	230 hours
Haircutting	230 hours
Hair Styling, Pressing, Thermal Curling and Waving	230 hours
Facials, Makeup, Including Massage and Physical and Chemical Depilatories	100 hours
Massage	100 hours
Manicuring, Pedicuring: Sculpture Nails, Extensions, Wraps, Overlay and Chemical Removal	75 hours
Shampooing, Conditioning, Re-conditioning Rinse, Application and Chemical Remover	50 hours
Scalp Treatment and Brushing	20 hours
Electricity and Light Therapy As Related to the Practice of Cosmetology	10 hours
Creative Preference	40 hours
Disinfection Procedures	50 hours
Total Hours	1,600

Hairstyling Curriculum

Theory of Hair Styling, Arizona Cosmetology Rules and Laws	150 hours
Monitor Duties, Salesmanship, Ethics and Salon Management	25 hours
Chemical Hair Restructuring, Including Permanent Waving and Chemical Relaxing Specifically Thioglycolate and Sodium Hydroxide	175 hours
Hair Coloring, Including Tinting and Bleaching	175 hours
Haircutting	175 hours
Hair Styling, Pressing, Thermal Curling and Waving	175 hours
Shampooing, Conditioning, Re-conditioning Rinse, Application and Chemical Remover	40 hours
Scalp Treatment and Brushing	15 hours
Creative Preference	30 hours
Disinfection Procedures	40 hours
Total Hours	1,000

Aesthetics Curriculum

Orientation	8 hours
Theory, Principles, Aesthetics, Skin Types, Skin Conditions, AZ Laws & Rules	80 hours
Facials - All Types and Product Uses	85 hours
Facial Massages - Techniques & Products	75 hours
Machine Facials - Theory and Application	75 hours
Hair Removal - Methods and Results	75 hours
Principles of Business	50 hours
Disinfection Procedures	22 hours
Intro to Electricity and Light Therapy	70 hours
Make up, Applications an Enhancement	60 hours
Total Hours	600

Nail Technology Curriculum

Orientation	8 hours
Theory, Principles, Nail Technology, All Types, AZ Law and Rules	80 hours
Manicuring, Pedicuring and Product Information	95 hours
Acrylic Nail Enhancements Procedure and Products	155 hours
Nail Wraps: Fiberglass Product and Procedure	95 hours
Gel Nail Applications, UV and LED types, Product and Procedure	95 hours
Creative Touch Nail Art	50 hours
Disinfection Procedures and materials	22 hours
Total Hours	600

Cosmetology Instructor Curriculum (Not currently federally funded)

Orientation	10 hours
Theory, Principles, and Methods of Teaching	200 hours
Practical Demonstrations	110 hours
Conducting Theory Classes	50 hours
Clinic Floor Work	100 hours
Arizona Cosmetology Laws and Rules	10 hours
Record Preparation	10 hours
Evaluation and Unassigned	10 hours
Total Hours	500

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Course Description:

Cosmetology is the study of the art and science of the care of hair, nails, and the skin. Methods of instruction are theory taught by lecture and interactive lecture, and practical, taught by demonstration and applied practice.

Goals Of The Course:

- To fully educate a student in the cosmetology field.
- To graduate and obtain a Cosmetology license.
- To successfully secure and retain employment.

Cosmetology	Hours
Theory of Cosmetology, Arizona Cosmetology Law and Rules Practical Cosmetology and Practical Theory, Involving All Hair and Skin Types.	200
Monitor duties, salesmanship, Ethics, and Salon Management	35
Chemical hair restructuring, including permanent waving and Chemical Relaxing, Specifically Thioglycolate & Sodium Hydroxide.	230
Hair coloring, including Tinting and Bleaching	230
Hair Cutting	230
Hairstyling, Pressing, Thermal Curling & Waxing	230
Facials, & Make-up, including Massage, Physical, & Chemical depilatories	100
Massage	100
Manicuring, Pedicuring, Sculpture nail extension, wraps, overlays, & related services.	75
Shampooing, Conditioning, Re-conditioning Rinse, Application & Chemical remover.	50
Scalp Treatment & Brushing	20
Electricity & Light Therapy as related to the practice of Cosmetology	10
Creative Preference	40
Disinfection Procedures	50
Total Hours	1,600

Grading:

Regular testing is given on each chapter, 300, 600, 1000 hour testing, Generals and Senior Final.

Grading & Progress:

For satisfactory progress, a grade of at least 75% is required. If this grade is not maintained in each major phase of the course the student will be interrupted. Re-enrollment is at the discretion of the school. If re-enrolled, the grade average must be maintained or the student will be terminated and not re-enrolled. A master record of progress is maintained for each student and is available to authorized persons.

The following grading system is used. Satisfactory progress must be maintained.

91-100	Superior
86-90	Excellent
75-85	Average
Below 75	Unsatisfactory

Text Book: Major-Milady's standard text of Cosmetology with Workbook & Handouts

Student: _____

Date: _____

******This is a handout & must be given to the students during orientation.***
A signed copy must be placed in the student's file***

Turning Point Beauty College

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tpbc20000@yahoo.com

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tel. (623) 846-1476

Course Description:

Hair Styling is the study of hair, all services, products and arts involved. Methods of instruction are theory taught by lecture and interactive lecture, and practical, taught by demonstration and applied practice.

Goals Of The Course:

- To fully educate a student in the Hair Styling field.
- To graduate and obtain an Hairstylist's license.
- To successfully secure and retain employment.

HAIRSTYLING

Theory of Hair Styling, Arizona Cosmetology Rules and Laws	150 hours
Monitor Duties, Salesmanship, Ethics and Salon Management	25 hours
Chemical Hair Restructuring, Including Permanent Waving and Chemical hours Relaxing Specifically Thioglycolate and Sodium Hydroxide	175 hours
Hair Coloring, Including Tinting and Bleaching	175 hours
Haircutting	175 hours
Hair Styling, Pressing, Thermal Curling and Waving	175 hours
Shampooing, Conditioning, Re-conditioning Rinse, Application and Chemical Remover	40 hours
Scalp Treatment and Brushing	15 hours
Creative Preference	30 hours
Disinfection Procedures	40 hours
Total Hours	1,000

Grading:

Regular testing is given on each chapter, 300, 600, 900 hours and Senior Final.

Grading & Progress:

For satisfactory progress, a grade of 75% is required. If this grade is not maintained in each major phase of the course the student will be interrupted. Re-enrollment is at the discretion of the school. If re-enrolled, the grade average must be maintained or the student will be terminated and not re-enrolled. A master record of progress is maintained for each student and is available to authorized persons.

The following grading system is used. Satisfactory progress must be maintained.

91-100	Superior
86-90	Excellent
75-85	Average
Below 75	Unsatisfactory

Student: _____

Date: _____

******This is a handout & must be given to the students during orientation.***
A signed copy must be placed in the student's file***

Turning Point Beauty College

2081 N. Arizona Ave, Suite 121
 Chandler, AZ 85225
 tel. (480) 573-8410
 tpbc20000@yahoo.com

5127 W. Indian School Rd, Suite 125
 Phoenix, AZ 85031
 tel. (623) 846-1476
 tpbcwest@yahoo.com

Course Description:

Nail technology is the study of nails, all services, products and arts involved. Methods of instruction are theory taught by lecture and interactive lecture, and practical, taught by demonstration and applied practice.

Goals Of The Course:

- To fully educate a student in the nail technology field.
- To graduate and obtain a nail technology license.
- To successfully secure and retain employment.

CONTENTS OF UNITS OF INSTRUCTION

NailTechnology

Orientation	8 hours
Theory, Principles, Nail Technology, All Types, AZ Law and Rules	80 hours
Manicuring, Pedicuring and Product Information	95 hours
Acrylic Nail Enhancements Procedure and Products	155 hours
Nail Wraps: Fiberglass Product and Procedure	95 hours
Gel Nail Applications, UV and LED types, Product and Procedure	95 hours
Creative Touch Nail Art	50 hours
Disinfection Procedures and materials	22 hours
Total Hours	600 hours

Grading:

Regular testing is given on each chapter, 300 and 600 Hour testing and a Senior Final.

Grading & Progress:

For satisfactory progress, a grade of 75% is required. If this grade is not maintained in each major phase of the course the student will be interrupted. Re-enrollment is at the discretion of the school. If re-enrolled, the grade average must be maintained or the student will be terminated and not re-enrolled. A master record of progress is maintained for each student and is available to authorized persons.

The following grading system is used. Satisfactory progress must be maintained.

91-100	Superior
86-90	Excellent
75-85	Average
Below 75	Unsatisfactory

Text Book: Major-Milady's standard Nail Technology with Workbook and Handouts

Student: _____

Date: _____

******This is a handout & must be given to the students during orientation.***
A signed copy must be placed in the student's file***

Turning Point Beauty College

2081 N. Arizona Ave, Suite 121
Chandler, AZ 85225
tel. (520) 836-1476
tpbc20000@yahoo.com

5127 W. Indian School Rd, Suite 125
Phoenix, AZ 85031
tel. (623) 846-1476
tpbcwest@yahoo.com

Course Description:

Aesthetics is the study of all procedures and products used in the care of all skin conditions. Methods of instruction are theory taught by lecture and interactive lecture, and practical, taught by demonstration and applied practice.

Goals Of The Course:

- To fully educate a student in the Aesthetics field.
- To graduate and obtain a Aesthetics license.
- To successfully secure and retain employment.

CONTENTS OF UNITS OF INSTRUCTION

Aesthetics

Orientation	8 hours
Theory, Principles, Aesthetics, All types Skin Conditions	80 hours
Facials - All Types and Products Uses	85 hours
Facial Massages - Techniques and Products	75 hours
Machine Facials - Theory and Application	75 hours
Hair Removal - Methods and Results	75 hours
Principles of Business	50 hours
Disinfection Procedures	22 hours
Intro to Electricity and Light Therapy	70 hours
Make up, Applications and Enhancement	60 hours
Total Hours	600 hours

Grading:

Regular testing is given on each chapter, 300 and 600 hour testing and a Senior Final.

Grading & Progress:

For satisfactory progress, a grade of 75% is required. If this grade is not maintained in each major phase of the course the student will be interrupted. Re-enrollment is at the discretion of the school. If re-enrolled, the grade average must be maintained or the student will be terminated and not re-enrolled. A master record of progress is maintained for each student and is available to authorized persons.

The following grading system is used. Satisfactory progress must be maintained.

91-100	Superior
86-90	Excellent
75-85	Average
Below 75	Unsatisfactory

Text Book: Major-Milady's standard text of Aesthetics with Workbook and Handouts

Student: _____

Date: _____

******This is a handout & must be given to the students during orientation.***
A signed copy must be placed in the student's file***

Turning Point Beauty College

2081 N. Arizona Ave, Suite 121
Chandler, AZ 85225
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tpbc20000@yahoo.com

5127 W. Indian School Rd, Suite 125
Phoenix, AZ 85031
tel. (623) 846-1476
tpbcwest@yahoo.com

Course Description:

Instructing is the study of teaching cosmetology students the art and science of the care of hair, skin, and nails. Methods of instruction are theory taught by lecture and interactive lecture, and practical, taught by demonstration and applied practice.

Goals Of The Course:

- To fully educate a student in the Instructing field.
- To graduate and obtain an instructor's license.
- To successfully secure and retain employment.

CONTENTS OF UNITS OF INSTRUCTION

COSMETOLOGY Instructor

Clinic Floor Work	100
Orientation	10
Theory of Teaching	200
Practical Demonstrations	110
Conducting Theory Class	50
Arizona Cosmetology Law	10
Record Preparation	10
Evaluation & Unassigned	10
Total Hours	500

Grading:

Regular testing is given on each chapter, 325 hours, generals, & a senior final.

Grading & Progress:

To progress satisfactorily, a grade average of 75% is required. If this grade is not maintained in each major phase of the course, the student will be interrupted. Enrollment is at the discretion of the school. If re-enrolled, the grade average must be maintained, or the student will be terminated and not re-enrolled. A master record of progress is maintained for each student and is available to authorized persons.

The following grading system is used. Satisfactory progress must be maintained.

91-100	Superior
86-90	Excellent
75-85	Average
Below 75	Unsatisfactory

Text Book: Major-Milady's standard text Master Educator with Workbook & Handouts

Student: _____

Date: _____

******This is a handout & must be given to the students during orientation.***
A signed copy must be placed in the student's file***

COSMETOLOGY

A student shall spend 1600 hours in the study of Cosmetology, to become a Cosmetologist, which is concerned with the science of beautifying and improving the complexion, skin, hair, and nails of the human body. The usual contracted time for the completion of the required 1600 hours is 14 months. All students are trained to salon entry level, with the capability to successfully pass the State Board Exam and receive a license.

HAIRSTYLING

A student shall spend 1000 hours in the study of Hair Styling to become a Hairstyling, which is concerned the science of beautifying and improving hair. The usual contracted time for the completion of the required 1000 hours is 9 months. All students are trained to salon entry level, with the capability to successfully pass the State Board Exam and receive a license.

NAIL TECHNOLOGY

A student shall spend 600 hours in the study of Nail Technology, to become a Nail Tech or Nail Technologist, which is concerned with the science of beautifying hands, feet and nails. The usual contracted time for completion of the required 600 hours is Seven (7) months. All students are trained to salon entry level, with the capability to successfully pass the state board exam and receive a license.

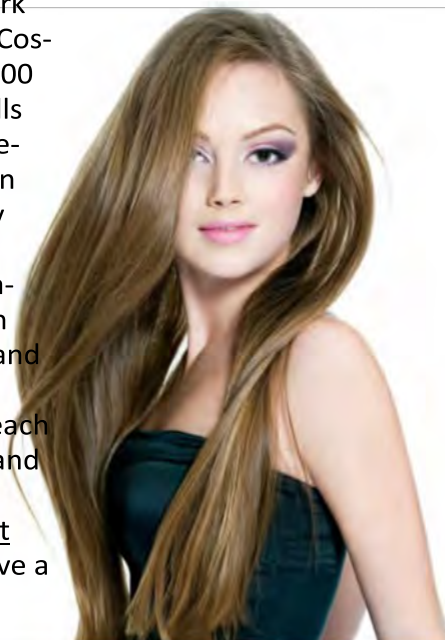
AESTHETICS

A student shall spend 600 hours in the study of Aesthetics which is concerned with the science of beautifying skin, including the face and neck. Seven (7) months are the usual contracted time for completion of the required 600 hours. All students are trained to salon entry level with the capability to successfully pass the state board exam and receive a license.

COSMETOLOGY INSTRUCTOR

(Not currently federally funded)

One year of licensed cosmetology work experience is required to enroll. The Cosmetology Instructor, shall complete 500 hours of training in the duties and skills to teach cosmetology students and become a Cosmetology Instructor. Even though the State Board requires only 350 hours, we believe that the extra hours, focused on classroom preparation and instruction skills, is critical in preparing our graduates to prepare and successfully license. Cosmetology Instructors will conduct theory class, teach practical skills in both the classroom and on the clinic floor. We want them to have more than the capability to just pass the State Board Exam and receive a license.



THEORY OF COSMETOLOGY

The scientific study of the art of personal beautification including sanitation, chemistry, anatomy, physiology, and hygiene.

Arizona Law - Provides the student with a working knowledge of the laws of Arizona pertaining to cosmetology and manicuring.

Chemistry - A study of material to be used and their practical applications.

Hair Styling - The art and techniques of developing particular hair styles for individuals.

Ethics/Management, etc. - A study of the management duties in shop operation, including purchasing, stocking, etc. practices and procedures in working with the public and the ethics involved.

Electricity and Lights - Use of electricity and lights as they pertain to cosmetology.

Hair Cutting - The art of cutting and shaping various types of hair.

Permanent Waves and Shampoos - A study of the techniques used in shampooing and applying permanent wave solutions.

Treatment of the Hair and Scalp - Recognition of hair and scalp disease and those conditions which require medical treatment as well as those that can be treated by the cosmetologist. How to properly cleanse the hair and scalp.

Facials and Make-up - The art of skin care, treatment and the use of cosmetics.

Eye Make-up - How to apply cosmetics to the eyes, types and kinds of make - up used. Limits to be observed.

Manicuring, Pedicuring, and Massage - How to care for the hands, arms, fingernails, feet, toenails and the use of massage as an aid to such care.

Miscellaneous - Including lectures given by instructors, technicians, and guest speakers in specialized fields. The demonstration of new products and improved techniques.

THEORY OF HAIRSTYLING

The scientific study of the art of personal beautification including sanitation, chemistry, anatomy, physiology, and hygiene.

Arizona Law - Provides the student with a working knowledge of the laws of Arizona pertaining to hair styling.

Chemistry - A study of material to be used and their practical applications.

Ethics/Management, etc. - A study of the management duties in shop operation, including purchasing, stocking, etc., practice and procedures in working with the public and the ethics involved.

Hair Styling - The art and techniques of developing particular hair styles for individuals.

Hair Cutting - The art of cutting and shaping various types of hair.

Permanent Waves and Shampoos - A study of the techniques used in shampooing and applying permanent wave solutions.

Treatment of the Hair and Scalp - Recognition of hair and scalp disease and those conditions which require medical treatment as well as those that can be treated by the cosmetologist. How to properly cleanse the hair and scalp.

Miscellaneous - Including lectures given by instructors, technicians, and guest speakers in specialized fields. The demonstration of new products and improved techniques.

THEORY OF NAIL TECHNOLOGY

The scientific study of the art of personal beautification of hands, feet and nails with working knowledge of sanitation, chemistry, anatomy, physiology, and hygiene.

Arizona Law - Provides the student with a working knowledge of the laws of Arizona pertaining to nail technology.

Chemistry - A study of material to be used and their practical applications.

Ethics/Management, etc. - A study of the management duties in shop operation, including purchasing, stocking, etc., practice and procedures in working with the public and the ethics involved. Artificial nail enhancements and all procedures and products used and the study of all safety and handling of those products. The study of nail art procedures and the products used.

Manicuring, Pedicuring, and Massage - How to care for the hands, arms, fingernails, feet, toenails and the use of massage as an aid to such care.

Miscellaneous - Including lectures given by instructors, technicians, and guest speakers in specialized fields. The demonstration of new products and improved techniques.

THEORY OF AESTHETICS

The scientific study of the art of personal beautification including skin, face and neck also including sanitation, chemistry, anatomy, physiology, and hygiene.

Arizona Law - Provides the student with a working knowledge of the laws of Arizona pertaining to Aesthetics.

Chemistry - A study of material to be used and their practical applications.

Ethics/Management, etc. - A study of the management duties in shop operations, including purchasing, stocking, etc., practices and procedures in working with the public and the ethics involved.

Electricity and Lights - Use of electricity and lights as they pertain to Aesthetics. The study of all types of facial procedures for all types of skin and its conditions. The study of all safety and infection control as well as the study of hair removal.

Facials and Make-Up - The art of skin care, treatment and the use of cosmetics.

Eye Make-Up - How to apply cosmetics to the eyes, types and kinds of make-up used. Limits to be observed.

Miscellaneous - Including lectures given by instructors, technicians, and guest speakers in specialized fields. The demonstration of new products and improved techniques.

THEORY OF COSMETOLOGY INSTRUCTOR

The scientific study of the duties and skill of teaching cosmetology students.

Arizona Law - Provides the Cosmetology Instructor with the working knowledge of the laws of Arizona pertaining to cosmetology, nail technology and Aesthetics.

Ethics - A study of the ethical procedures and practices in working with students as well as the public. Teaching Responsibilities - Will conduct theory class, teach practical skills on the clinic floor.

Miscellaneous - Including lectures given by instructors, technicians, and guest speakers in specialized fields. The demonstration of new products and improved techniques.

COST BREAKDOWN BY COURSE (Plus 5% Simple Interest, for Student Pmts.)

Cosmetology Course - 1600 Hours		Entry Fees Due At Start		Payment Plans
Tuition	\$16,800.00	Tuition (300Hours)	\$3,150.00	Monthly \$1,194 x12 Months
Application Fee	\$ 50.00	Application Fee	\$ 50.00	
Kit	\$1,000.00	Kit	\$1,000.00	Bi-Monthly \$2,388.75x6Months
State Bd. Exam	\$ 257.00	State Bd. Exam *	\$ 257.00	
Tax On Kit	\$ 97.00	Tax On Kit	\$ 97.00	
Total (Rate\$10.50/Hour)	\$18,204.00	Total	\$4,554.00	

\$18,204.00 minus \$4,554.00 equals \$13,650.00 (Plus 5% Interest of \$682.50) leaving a total cost of \$14,332.50. The Cosmetology student will pay \$10.50 per hour for over contract hours. In event of default on any installment

Hairstyling course - 1000 Hours		Entry Fees Due At Start		Payment Plans Monthly
Tuition	\$10,500.00	Tuition (300Hours)	\$3,150.00	Monthly \$643.13 x12 months
Application Fee	\$ 50.00	Application Fee	\$ 50.00	
Kit	\$ 1000.00	Kit	\$1,000.00	Bi-Monthly \$1,286.25X 6 months
State Bd. Exam	\$ 257.00	State Bd. Exam *	\$ 257.00	
Tax On Kit	\$ 97.00	Tax On Kit	\$ 97.00	
Total (Rate \$10.50/Hour)	\$11,904.00	Total	\$4,554.00	

\$11,904.00 minus \$4,554.00 equals \$7,350.00 (plus 5% Interest of \$367.50) leaving a total cost of \$7,717.50. The Hairstyling student will pay \$10.50 per hour for over contract hours. In event of default on any installment payment, after 10 days, Seller may collect a delinquency charge not exceeding 5% of such installment.

*** Except when inclusion is prohibited by Federal funding guidelines.**

COST BREAKDOWN BY COURSE (Plus 5% Simple Interest, for Student Pmts.)

Nail Technology - 600 Hours		Entry Fees Due At Start		Payment Plans
Tuition	\$6,300.00	Tuition (200 Hours)	\$2,100.00	Monthly \$1,102.50 x 4 Months
Application Fee	\$ 50.00	Application Fee	\$ 50.00	
Kit	\$ 500.00	Kit	\$ 500.00	Bi-Monthly \$2,205 x 2 Months
State Bd. Exam *	\$ 257.00	State Bd. Exam *	\$ 257.00	
Tax On Kit	\$ 48.50	Tax On Kit	\$ 48.50	
Total (Rate \$10.50/hour)	\$7,155.50	Total	\$2,955.50	

\$7,155.50 minus \$2,955.50 equals \$4,200.00 (plus 5% Interest of \$210.00.) leaving a total cost of \$4,410.00 The Nail Technology student will pay \$10.50 per hour for over contract hours. In event of default on any installment payment, after 10 days, Seller may collect a delinquency charge not ex-

Aesthetics - 600 Hours		Entry Fees Due At Start		Payment Plans
Tuition	\$6,300.00	Tuition (200 Hours)	\$2,100.00	Monthly \$1,102.50 x 4 Months
Application Fee	\$ 50.00	Application Fee	\$ 50.00	
Kit	\$ 560.00	Kit	\$ 560.00	Bi-Monthly \$2,205.00 x 2 Months
State Board Exam *	\$ 257.00	State Board Exam *	\$ 257.00	
Tax on Kit	\$ 54.32	Tax On Kit	\$ 54.32	
Total (Rate \$10.50/hour)	\$7,221.32	Total	\$3,021.32	

\$7,221.32 minus \$3,021.32 equals \$4,200.00 (plus 5% Interest of \$210.00.) leaving a total cost of \$4,410.00 The Aesthetics student will pay \$10.50 per hour for over contract hours. In event of default on any installment payment, after 10 days, Seller may collect a delinquency charge not exceeding 5% of such installment.

Cosmetology Instructor - 500 Hours		Entry Fees Due At Start		Payment Plans
Tuition	\$5,500	Tuition	\$1,100.00	Monthly \$1,155.00 x 4 Months
Application Fee	\$50.00	Application Fee	\$50.00	
Kit	\$500.00	Kit	\$500.00	Bi-Monthly \$2,310.00 X 2 Months
State Board Exam *	\$257.00	State Board Exam *	\$257.00	
Tax on Kit	\$48.50	Tax on Kit	48.50	
Total (Rate \$11.00/Hour)	\$6,355.50	Total	\$1,955.50	

\$6,355.50 minus \$1,905.50 equals \$4,400.00 (plus 5% Interest of \$220.00) leaving a total cost of \$4,620.00. The Cosmetology Instructor student will pay \$11.00 per hour for over contract hours. In event of default on any installment payment, after 10 days, Seller may collect a delinquency charge not exceeding 5% of such installment.

*** Except when inclusion is prohibited by Federal funding guidelines.**

Turning Point Beauty College currently has federal funding for the Chandler and Phoenix campuses.

Methods of payment are: cash, credit card, money order, check, private loans, Title IV funding, or GI Bill® benefits, AZ State DES benefits , etc.

Loans are available through various agencies, i.e. credit unions, banks, etc.

Turning Point Beauty College does offer a unique funding plan as a "pay as you learn" approach. All students regardless of the course of study they choose to follow, must pay for the kit, application fee, plus the freshman hours at the start of the course. After the freshman hours are completed, the student may pay as they learn. Clinic floor hours may be completed as the student obtains the needed capital.

Federal financial aid or GI Bill® benefits are available to those that qualify. Pell Grants and Stafford Loans (both subsidized and unsubsidized) are available along with Veterans Administration Benefits for Veterans and other government programs. If you have questions about eligibility, please inquire with our Financial Aid Staff.

For student applicants who cancel enrollment or withdraw from enrollment, a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course program cancellation, or school closure.

Any monies due to the applicant or student shall be refunded within 45 days of the official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. The applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three (3) business days of signing the enrollment agreement. In this case, all monies collected by the school shall be refunded, except the non-refundable application fee, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three (3) business days of signing the enrollment agreement but before starting classes. The student is entitled to a refund of all monies paid with the exception of the non-refundable application fee. (\$100)
4. A student (or legal guardian) notifies the institution of his/her withdrawal in writing. After the start of classes and (3) bus. days, the student is not entitled to a refund of the non-refundable application fee (\$100)
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution using the daily and monthly electronic attendance records at least every 30 days).
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification or the date the notification is delivered to the school administrator, in person. When a student requests a transfer, the school may charge a reasonable fee, not to exceed \$50.

If the school is permanently closed and no longer offering Instruction after the student has been enrolled, and instruction has begun, the school will provide a pro rata refund of tuition to the student.

If a program is canceled subsequent to a student's enrollment and before instruction has begun, the school shall provide completion of the course and/or program at a later time. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If the school is permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student. If the school cancels a program after students have enrolled and instruction has begun, and the school ceases to offer the program, the school shall provide completion of the program.

Enrollment time is defined as the time elapsed between the actual starting date and the student's last day of physical attendance in the school. Refunds are due within 45 days of the date of withdrawal, whether officially or unofficially. If the student fails to notify the school, the school must determine the unofficial withdrawal through clock-hour monitoring the clock-hour attendance at least every 30 days.

A Termination fee of \$100.00 is charged. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges that the student may have incurred at the institution (e.g., extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing contract). Any monies paid to the school, herein shall be subject to the following refund policy. All refunds are based on scheduled hours:

Percentage of attendance total course time	Amount of tuition paid Plus Termination fee
0.01% to 4.9%	20% plus \$100.00
5 to 9.9	30% plus \$100.00
10 to 14.9	40% plus \$100.00
15 to 24.9%	45% plus \$100.00
25 to 49.9	70% plus \$100.00
50% and over	100% plus \$100.00

OWNER 5StarEnterprise,LLC, 100%
 dba Turning Point BeautyCollege,
 For bothChandler & Phoenix

NhuHolder,PRESIDENT/CEO,LLC MEMBER 50%
 Thao Pham, LLC MEMBER 50%
 Curtis Holder, VICE PRESIDENT/CFO

SENIOR STAFF

Director, Phoenix	Cheri Snow	Lic. #91200027
Sr. Instr, Chandler	Elaine Marett	Lic. #90700039

EDUCATIONAL STAFF

Instructor since 2012	Cheri Snow	Lic #91200027	Phoenix
Instructor since 2007	Elaine Marett	Lic #90700039	Chandler
Instructor since 2011	Shirley Serafin	Lic #91100047	Phoenix
Instructor since 2018	Veronica Verdugo	Lic # 91800029	Phoenix

ADMISSION/FINANCIAL AIDS ADVISORS

Chandler	Nhu Holder
Chandler, Phx	Nhi Nguyen
Phoenix	Curtis Holder

COSMETOLOGY INSTRUCTION STAFF

All of our instructors are licensed by the Arizona State Board. The State Board requires that there be one instructor for every 20 students for all programs, combined. Turning Point Beauty College has a much better instructor/student ratio than required by the State Board, typically 1:15 or better.

Turning Point Beauty College is licensed to operate by the:

Arizona State Board Of Cosmetology

1740 W Adams Suite #4400

Phoenix AZ 85007

Phone: 480.784.4539

Fax: 480.784.4962

LOCATIONS

Chandler Campus

2081 N. Arizona Ave, Suite 121

Chandler, AZ85225

State Board License# CSL00230

Phoenix Campus

5127 W. Indian School Road, Suite 125

Phoenix, AZ 85031

State Board License# CSL00198

RULES AND REGULATION

1. Students may park in front of the building
2. Each student (unless excused) must be in school and in a clean complete uniform promptly at 8:30 am.
3. Students must check in and out upon entering and leaving the school at all times, including lunch periods, which consist of 30 minutes and must clock out. All breaks consist of 15 minutes at a time, for breaks you must sign in/out. If leaving the school you must clock out.
4. Permission must be obtained to leave school premises during school hours. All absentees and tardy calls must be made by class start time (8:30 am). Failure to contact the school will result in a written, or verbal warning; or an out of school suspension. If a student is absent due to an illness on a Friday, the school may request a doctor's release to return to school. If the student cannot provide the doctor's release the student will receive a 3 day suspension.
5. Students must be occupied during the entire school day, in either practical or study of theory, as per the curriculum, or they shall not receive the credit, due to wasted time.
6. Students must have approved equipment and all required text at all times. Borrowing is not recommended. The school is not responsible for any property belonging to the student. A locker is provided but locks must be provided by the student.
7. Students are required to accept all assignments given to them. A refusal to do so may result in being sent home for the day. The student must return to school on the following school day to resolve the issue.
8. All assignments must be completed before checking out, anytime during the day, unless otherwise approved by school instructor.
9. Under no circumstances will one student be allowed to clock in for another student.
10. Student's work area must be kept clean and neat and in working order at all times, subject to inspection. Each student is fully responsible for his/her own styling station. Any student found with their styling station\kit or equipment in an unsanitary condition is subject to dismissal from school.
11. No eating, drinking, chewing gum, or smoking on the clinic floor, styling station, during class, or in the classroom. All eating and drinking is limited to the school lounge, you may only have water that has a sealed top lid at your station.
12. Uniform consists of smock and a name tag that must be worn at all times, if you are out of dress code you will receive a verbal warning.
13. A complete kit is required of each student, throughout their training. Including those students who choose to train in either artificial nail or hair. You will be required to perform all artificial nail service once that training is complete and therefore require proper equipment for these services. All equipment and personal property must be marked. Students are required to provide their own locks. The school is not responsible for any lost or stolen property.
14. Wash hands thoroughly before servicing each client. All students must use body deodorants, mouthwash; and keep themselves neat, clean, and presentable.

15. All operations must be signed by an instructor at the time the operation is completed.
- 16.No student may refuse a client except with instructor's permission. If a student refuses a client without permission or by causing a scene at the receptionist desk, they will be immediately sent home for the day. If repeat infractions occur an out of school suspension may result.
- 17.Be courteous to your client, address them in a respectful manner, be observant to protect the client and their clothes at all times. Only use clean and sanitary material during service.
- 18.Friends and visitors are not allowed on the client floor unless given special permission. This includes any person picking you up or dropping you off for school. You are also required to handle yourself professionally and respectfully while a friend, significant other, or family member are on school premises.
- 19.Personal service must be cleared through the front desk and by an instructor prior to the start of the service. Personal service may not interfere with any class that is scheduled, or prior appointment on the book. All required work must be completed and checked by an instructor to that point. If there is a student charge for that service, the fee must be paid in advance. Personal service such as polishing nails must also be approved by an instructor
- 20.Instructors are not allowed to do any student services except in the case of modeling for the class.
- 21.Students are not permitted to do any favors for friends or family in this school without paying regular prices for rendering the service, the cost of products, and equipment usage. All immediate family members receive a 10% discount from the regular price list.
- 22.Student must pay for their own cost of material used during a student service, which includes, color, bleaches, nail products, etc. The student must also prepay prior to beginning the service.
- 23.Students are not allowed to receive or make any personal phone calls on the school's business phones. At no time will a phone call be allowed to interrupt a class or a service to a client, the only exception is an emergency. No student, while on the clinic floor or in a classroom, while on the clock, will have a cell phone, PDA, or pager in their possession. All electronic communication devices must be kept in the student lounge in a locker. The only time use of a communication device is permitted during break or lunch, in either the student lounge or off school property. Students must clock out if leaving school property.
- 24.All students are required to do their monitor duties when assigned and checked out by an instructor, upon completion, before being allowed to clock out at the end of the day.
- 25.Written tests will be given weekly, monthly, or upon completion of a course. Practical tests will be given at required levels of training. A grade average at 75% or above must be maintained at all times in both written and practical areas
- 26.All beginning cosmetology students must complete at least 300 hours of training, the required practical assignments, pass a written and practical minimum competency test with at least a grade of 75% or higher before advancing to the clinic floor.

27. The rules of Turning Point Beauty College have been adopted to insure a safe and structured environment for clients to receive service and students to learn. When students do not follow the safety, sanitation and conduct rules 3 times, they will be written up and counseled concerning the issues of infraction. After two 3 day suspensions, Turning Point Beauty College will be left with no other option than to terminate the student's enrollment.
28. Students must call out pre-arranged if not attending Friday. If a student calls out they may be required to have a doctors slip to return to school on Monday. If the student cannot provide a doctor's release, they will receive a 3 day suspension.

CONDUCT

A student is expected to follow and adhere to the rules and regulations of Turning Point Beauty College. A student, who interferes with others, is boisterous or obscene, will be subject to termination. Any student creating interference with another student while under the influence of alcohol or narcotics will be terminated.

COMPLAINT PROCEDURE

In event of a complaint, the following steps are to be followed in order:

1. Make your complaint known to your primary instructors in writing.
2. Make your complaint known to the school director in a written, signed and dated document. Have the complaint copied and placed in your student record. We advise you also keep one for your own records.
3. Send a written complaint, and documentation of the complaint to Nhu Holder who will respond within 24 hours and will try to reach a satisfactory agreement with the complainant.
4. If failure to resolve the complaint by school officials with the above steps completed, you may request the Arizona State Board of Cosmetology, and/or the National Accrediting Commission of Career Arts and Science Inc. to assist in a resolution.

Arizona State Board of Cosmetology
 1740 W Adams Suite #4400
 Phoenix AZ 85007
 Phone: 480-784-4539
 Fax: 480-784-4962

Currently the Chandler location is Accredited and the Phoenix location has an Additional Location Accreditation by:

The National Accrediting Commission of Career Arts and Sciences
 3015 Colvin Street
 Alexandria, VA 22314
 703-600-7600

Turning Point Beauty College Absences or Tardiness Understanding

Call In Procedure

Students must call in to the instructor prior to the scheduled start time of the student. The student must speak to an instructor, receptionist, or another staff member. (speaking to another student does not excuse the absence or tardy)

Absence may only be excused if the student has called a faculty member prior to the scheduled start of their class.

A doctors release may be required for re-entry to class.

I understand that the career I have chosen requires a great responsibility on my part to be reliable to the best of my ability.

Signature _____ Date _____

Anti-Drug Abuse Certification

I, _____ certify that I have received information concerning the importance of non-drug involvement during my training at Turning Point Beauty College. I will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period of training. Any student that fails to adhere to this policy will be terminated immediately.

Signature _____ Date _____

POLICIES AND PROCEDURES FOR OVER CONTRACT HOURS

All students are contracted with more available hours than necessary for graduation.

Course	Required Hours	Allotted Hours Per Contract
Cosmetology	1600	1920
Hairstyling	1000	1200
Nail Technology	600	720
Aesthetics	600	720
Cosmetology Instructor	500	600

Each course is allotted 20% more than their required course hours.

Stated on each contract is the amount of tuition per hour. If the student does not complete the required hours within the lapse of the allotted contract hours there will be a charge for any outstanding REQUIRED hours of \$10.50 for Cosmetology, Hairstyling, Aesthetics and Nail Technology students and a charge of \$11.00 for Cosmetology Instructor students. The cost of completion is derived by the multiplication of hourly tuition times required hours needed for graduation. Payment must be made before hours can be completed. Methods of payment may be made in cash, credit card, money order, check, Title IV funds, private loans, etc. Make up hours will not be certified for VA educational benefits.

POLICIES AND PROCEDURES FOR ENTRANCE INTERVIEWS

An entrance interview is conducted by the enrollment officer during a formal orientation attended on start day by each student, which is prior to the start of any classes. During this orientation the student watches a DVD on loan repayment and financial aid supplied by U.S. A. Funds. We follow up this DVD with added counseling regarding loan repayment, consequences of defaulting on a loan, Master Promissory Note information and other matters regarding financial aid.

A formal entrance interview is conducted with the use of a formal form, a copy of which is placed in the student's file.

POLICIES AND PROCEDURES FOR EXIT INTERVIEW

The exit interview is conducted by the enrollment officer at the time of the student's graduation and/or withdrawal. The exit interview is conducted with the use of a formal form, a copy of which is placed in the student's file. Should the student fail to return after a leave of absence, the exit interview will be mailed out to their last known address. At the exit interview, financial aid repayment counseling is conducted covering their indebtedness, their various payment options, and several different forms on forbearance and deference is also discussed and explained.

Students are also advised concerning expedient testing for licenser as well as job placement.

POLICIES AND PROCEDURES FOR GENERAL ENROLLMENT

Step 1 - A student must come in and fill out the school application.

Step 2 - Submit the following documents; high school diploma or G.E.D., state ID, social security card and birth certificate. These documents are then copied and put into student's financial folder and academic folder.

Step 3 - Student must make an appointment to discuss the options for payment plans. Once the options are discussed they must choose a payment plan.

Step 4 - All students will be enrolled in a full time program.

Step 5 - Students are offered 5 days to consider the enrollment date that would work best for them.

Step 6 - Students secure an appointment to sign the contract.

Steps 1 - 6 must be completed no less than 1 week prior to their selected start date.

LEAVE OF ABSENCE POLICY (LOA)

1. If a student needs to take a Leave of Absence (LOA) for medical or personal reasons, he/she should make every effort to notify the school with as much advance notice as possible. A written request using the official LOA request form, including the student's signature and specific reason, shall be submitted at least five (5) business days in advance unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to school, the student would not have been able to request the LOA in advance.
2. The student should request an appointment with the President, Director or Financial Aids Officer to explain the need for, and the length of, the LOA. Documentation, including medical or other documents, that validate the student's request should be provided by the student.
3. The school may grant the LOA to a student who did not provide the sufficient advance notice due to unforeseen circumstances if the a school administrative official documents the reason for granting the LOA, for the student's file, and collects the written request from the student at a later date. The beginning date of the approved LOA will be determined by the institution to be the first date the student was unable to attend school because of the accident.
4. A leave of absence can be taken up to 90 days and a student who takes a leave of absence shall return with the same progress status as prior to the leave. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.
5. There must be a reasonable expectation that the student will return from the LOA. If the student does not return at the end of the LOA or takes an unapproved LOA, the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.
6. The 90 day LOA may not be divided into shorter increments of time but a student is not required to use the complete 90 days. The student will not be assessed any additional charges as a result of the LOA.
7. All parties will be required to sign an addendum to the enrollment contract to extend the contract period, and the maximum time frame, for the amount of school days found within the 90 calendar days stated on the official LOA.
8. 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 copy of the official LOA request and the addendum are provided to the student and a second copy is placed in the student's file.

