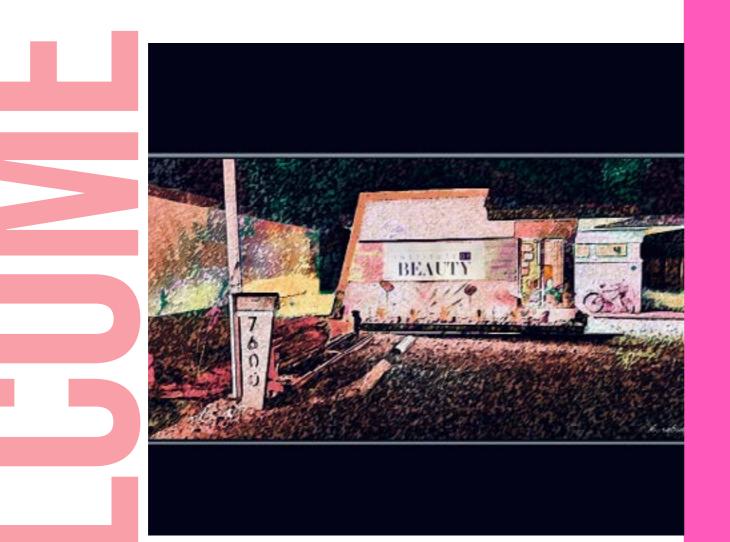
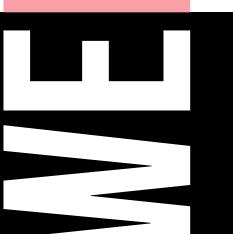
INSTITUTE OF BEAUTY

2024



IOB BROCHURE LAYOUT







INSTITUTE OF BEAUTY

EST. 2019

We are a private Institute and was established on October 23, 2019, in Richland Hills TX. Institute Of Beauty is a Candidate for Accreditation by the Commission of the Council on Occupational Education. 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, 770-396-3898

Our Mission: We aim to become the leading provider of training and teaching for those committed to learning. We are revolutionizing the world of beauty with ouur exceptional curriculum and tutelage.

Despite the popularization of make-up art and skill, people often don't understand the difference between professional training and other ways to learn. Professional courses and training are the easiest and smoothest path to build skills that you need to excel at make-up art - be it your hobby or a profession.

That's what we do at the Institute of Beauty. We are simplifying the learning process. The entire staff is committed to make education the most enjoyable and successful learning experience for our students, to be able to enter into a new career in Cosmetology, or Esthetics.



CONTACT 7600 Baker Blvd Richland Hills TX 76118 (213) 34C-LASS enroll@instituteofbeauty.org instituteofbeaulty.lc

IOB BROCHURE LAYOUT

MEET OUR STAFF

Stephanie Montgomery

Director, Chief Administrator, Licensed Esthetician Stephanie is the sole proprietor of the Institute Of Beauty and oversees all operations, uses independent judgment, and looks at the larger picture to manage company-wide initiatives that help achieve long-term goals.



Aramando Robinson

Administrative Assistant, Liaison Officer. Assistant to the Director provides personalized secretarial and administrative support in a well-organized and timely manner. Howard oversees staff, students, customers, media services, maintenance & exterior grounds. Licensed Cosmetology Instructor supports students in school, providing social support, planning community enrichment events, and helping those who are struggling academically INSTITUTEOF



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IOB BROCHURE LAYOUT

Amber Seiler

Licensed Eyelash and Esthetician Instructor Amber supports students in school, providing social support, planning community enrichment events, and helping those who are struggling academically. Amber instructs students effectively, which ensures that the institution will achieve its major educational goals, objectives, and continuing purpose.

Kristin Felty

Licensed Cosmetology Instructor Kristin supports students in school, providing social support, planning community enrichment events, and helping those who are struggling academically. Kristin instructs students effectively, which ensures that the institution will achieve its major educational goals, objectives, and continuing purpose.

Our "One Size Fits All" and "Be Nice" culture creates a uniquely excellent learning environment that attracts the most qualified staff team members who always put our Future Professionals first, not only do we offer an education second to none, but we also make time for personal and communal growth through opportunities such as fundraising, monthly team training, student clubs, and activities, fashion shows, photoshoots, and much more. Institute Of Beauty staff two full-time administrative and two full-time instructional team members.





WHAT WE OFFER

Distance Learning Continuing Education Certifications Cash Price Discounts **Business Marketing** Guest Speakers Community Outreach Field Trips Partnership/Internship Student Instructors Security Cameras Outdoor Lounge Clean Grounds Small Classes Private Tutoring

IOB BROCHURE LAYOUT

We offer full and part-time classes for state Licensure. Full -Time is 30 hours per week, classes are held in person Tuesday, Wednesday, Thursday (Distance Learning Zoom) Friday, Saturday 9:00 - 3:30 pm. Part - Time is 18 hours per week, classes are held in person Tuesday, Wednesday, Friday 5:00 - 9:00 pm and Saturdays 9:00 - 3:30 pm.

INSTITUTEOF BEAT

OUR MISSION

We aim to become the leading provider of training and teaching for those committed to learning We are revolutionizing the world of beauty with ouur exceptional curriculum and tutalage. OUR VISION

The institute of Beauty is a center of learning and excellence for students interested in beauty and make-up. We believe that accentuating your beauty is a skill everyone should possess OUR SERVICES

Are performed by students under the supervision of a licensed instructor. There will be a consultation between the student, instructor, and yourself at the beginning of the service, or during a skin or scalp analysis, the instructor will be overseeing the salon + spa student training area. You may ask to speak to the instructor at any time during your service.

Clients may request a particular student for certain services, however, the school assigns services based on the skill level of the service and the academic requirements of the student. The school reserves the right to change appointments based on student's attendance. A patch test may be required prior to performing a hair chemical service, Tier 1 or Tier 2 chemical peel or other services as determined by the instructor. Allow a few minutes prior to your appointment to fill required consultation and consent forms them out here

STUDENT PRACITIONER SALON HOURS

9:30 - 7:30 pm CLOSED 3:30 - 5:00 FM 9:30 - 7:30 pm CLOSED 3:30 - 5:00 PM

> friday 9:30 - 7:30 pm CLOSED 3:30 - 5:00 p

saturday. 9:30 - 2:30 pm







BENOW OF FRAMINY US BETTE

01. PROGRAM OUTLINE

INSTITUTE O BEAUTY students

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ESTHETICIAN

(750 CLOCK HOURS OR EQUIVALENT CREDIT HOURS) Under 11K

- (A) Facial treatment, cleansing, masking, therapy
- (B) Anatomy and physiology
- (C) Electricity, machines, and related equipment
- (D) Makeup
- (E) Orientation, rules and laws
- (F) Chemistry
- (G) Care of client
- (H) Sanitation, safety, and first aid
- (I) Management
- (J) Superfluous hair removal
- (K) Aroma therapy
- (L) Nutrition
- (M) Color psychology

in instilling skills that aestheticians and ians believe beautici We provide the most value to our students. ced experien themselves by igned desi express are Our trainings to use can 2

01. PROGRAM OULTINE

COSMETOLOGY

(1000 CLOCK HOURS OR EQUIVALENT CREDIT HOURS) Under 12K

Cutting, styling, coloring, chemical textures, and related theory and application; bu-siness skills; professional development and salon management; health; safety; and laws 800 hours

Manicuring and related theory and applications, business skills; professional deve- loment and salon management; health; safety; and laws 100 hours

Facials, hair removal, and related theory and application; business skills; professio- nal development and salon management; health; safety; and laws 100 hours

BEAUTY COSMETOLOGY

> Institute Of Beauty will give you the knowledge you need to suc ceed in a career as a cosmetolo-gist. If creativity, flexibility, and fnancial rewards are high on your list of career objectives; and hard work, commitment, and dedication are part of your personality traits, then a future in cosmeto ogy may well be for you. There is no better place to start that iour ney than at the Institute Of Beauty, where you have the opportunity to receive practical training in all facets of the beauty industry: Styling, cutting, coloring, eyelaphes, naits, skincare,

> customer service techniques. business knowledge, and career preparation are key topics your will study that put you on the faist track to success. Institute Of Beauty is a Dermalog-

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ica, Skin Script & Hydrafacial Partner School as well as trained in the use of PCA chemical peels. The majority of student training is learned through real-life experience with guests.

In addition to acquiring the 1000 hours required to test for Texas State License, Esthetics graduates earn certification in microdermabrasion and chemical peels.

CAREER OPTIONS Hair Stylist, Platform Artist, Colorint, Sales Representative, Salon Manager or Salon Owner.

COSMETOLOGY | HON CLOCK estimated length full time 34 weeks part time 56 weeks

ESTHETICIAN

An esthetician with quality credentials from the institute Of Beauty will find many career opportunities in the skincare field.

You can be on your way to a rewarding career within the beauty industry where you can put your talents to use.

When you enroll in the Esthetics Program at the Institute Of Beauty you will receive practical training and technical instruction covering aspects of Esthetics including Skin Analysis, Facials, Hair Plemoual, Extol-ation, Make-Up, Eyelashes, Salon Management, and State Board Training. You will learn the art and science of Esthetics from passionate instructors.

institute Of Beauty is a Dermalogica, Skin Script & Hydrafacial Partner School as well as trained in the use of PCA chemical peels. The majority of student training is earned through real-life experience with quiests.

In addition to acquiring the 750 hours re ouired to test for Texas State License, Esthetics graduates earn certification in microdermabrasion and chemical peels.

CAREER OPTIONS Skin Care Specialist Sea Trainer Makeup Artist Bogger Writer or Editor Reflexologist Brand Ambassador

ESTHETICIAN | network hours estimated length full time 25 weeks

ESTHETICIAN



02. SCHEDULE OF TUITION _____ AND OTHER FEES ASSESSED

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RACTIT	LON
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JUDE	Specialty Certification Continued Education Esthetician License Cosmetology Licen

UTY	HAIR euphoric shampoo trim haircut highlights color color rotouch rolfer set shampoo style silk press updo two strand twist retwist virgin relaxer	\$8 \$7 \$10 \$45+ \$35+ \$25 \$25 \$25 \$30 \$30 \$30 \$30 \$30 \$30 \$30 \$30	SKIN facefit proakin 30/60 micropeel 30/60 microdermabrasion 30/60 back treatment 30/60 chemical peel 30 Signature Hydrafacial 30 nanoneedling LASH full set classic full set hybrid	\$30/40 \$65 \$99 \$100 \$50 \$60
	virgin relaxer relaxer retouch WAX chin/lip bikini brazilian eyebrow underarm full/half leg full face NAILS basic mani + pedi basic mani basic pedi deluxe mani + pedi + parafin scrylic full set acrylic full	\$45 \$25 \$35 \$10 \$10 \$35/45 \$25 \$35 \$20 \$25	full set mega full set bottom classic fill hybrid fill mega fill bottom fill individuals strip lankes lash shampoo ADD-ONS brow tint lash tint lash tint lash perming makeup paraffin hand treatment	\$75 \$35 \$35 \$45 \$25 \$20 \$7 \$10 \$10 \$10 \$10 \$10 \$20 \$30 \$5 \$5 \$10
3[=	MEMBERSH ultimate membership (* mathemate membership) (* mathemate membership) (* mathemate membership) (* months (* months)) (* months (* months) (* months	+IPS \$150 \$125 \$55 7	LED light therapy galvanic microcurrent high frequency + hair touch therapies 20 I N 5 T I T 0 T E C BEAUTY	\$10 \$10 \$10 \$10 \$20

tions \$100 - 2K \$24.95 ion Under 11K Under 12K nse



02. SCHEDULE OF TUITION AND OTHER FEES ASSESSED

Students must have access to highspeed internet and mobile electronic devices.

Students are required to purchase additional consumable items while in Institute at an estimated cost of \$70.00. These supplies are necessary to ensure the student's success while in Institute and remain property of the student. Required items vary by course.

Supplies needed on the first day of course:

Laptop, Pen or Pencil, Highlighter, Notebook paper, PSI Material, Project Material





02. SCHEDULE OF TUITION AND OTHER FEES ASSESSED

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BEAUTY

CONTINUING EDUCATION

dermalogica

hydrafaciaľ

Contact Us (213) 34C-LASS instituteofbeauty.org

cnroll@instituteofbeauty.org

BEAUTY



02. SCHEDULE OF TUITION AND OTHER FEES ASSESSED



Infection Control Certification Eyelash Extension Specialist Certification

Esthetician Certification

CERTIFICATIONS

Hvdratacial

Hyaluron Pen. **Hibroblast** Medical Grade Chemical Pee



Microdermabrasion + Nanoneedling Toeth Whitening Volume Lashing Brow Lash Tint Brow Lamination Hair Fiemeval Dermalogica Expert

ONLINECOURSES INSTITUTEOFBEAUTY ORG

\$24.95

S24.95

S24.95





S850 \$1,400

\$1,800

\$350

\$350

\$350 \$550 \$ 00 \$°CO. \$/CO \$660

03. CANCELLATION & SETLEMENT POLICY REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. Applicants not accepted by the school shall be refunded all monies paid to the school. If a student (or in the case of a student under the legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing the enrollment agreement, all monies collected by the school will be refunded even if the student has begun classes. The "formal cancellation date" will be determined by the

postmark on the written notification; the date said notification is delivered to the school in person, the date of expulsion by the school, or 30 days after the last day of attendance or the expiration date

of an approved Leave of Absence. If a student cancels the enrollment more than three business days after signing the contract but prior to starting classes, a refund of all monies paid to the school less the registration fee in the

amount of \$150.00 will be made. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. No refunds will be given on Books & Equipment Cima by Milady Online Platform, Student Kits, or Texas Department Licensing Regulation permit fee of \$25.00. All refunds are based on scheduled hours:

Special Offer and/or Scholarships apply only if the course/program is completed in full. In the

event the student withdraws prior to its completion, the tuition due for the portion completed will be calculated using the un-discounted cost of the course/ program registration fee \$150.00, Milady Cima Online Platform, and Program Kit is nonrefundable in any case.

03. CANCELLATION & SETLEMENT POLICY REFUND POLICY

PERCENT OF SCHEDULED TIME ENROLLED	TOTAL TUITION	
TO TOTAL	SCHOOL SHALL RECEIVE/RETAIN	
0.01% to 04.9%	20%	
5% to 09.9%	30%	
10% to 14.9%	40%	
15% to 24.9%	50%	
25% to 49.9%	70%	
50% and over	100%	



Any monies due the applicant or student shall be refunded within 45 days of formal cancellation date as defined above. In the case of disabling illness or injury, death in the student's immediate family, or sonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro-rata tuition refund to the student OR provide out agreement with another institution. If the course ies paid or completion of the course at a later time. Students who withdraw or terminate prior to course trative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement Cima by Milady Online Platform, Student Kits, or Texas Department Licensing Regulations permit fee of \$25.00. All fees are identified in the

04. GRADING PROCEDURES

GRADING SYS-

A = Excellent (90% -100%)

B = Good (80% - 89%)

C = Average (70% - 79%)

D = Unsatisfactory - Failing

(60% to 69%)

EW

F = Failing

(Less Than 60%ATTENDANCE)

Full-Time graduates must attend institute from a minimum of 25 hours to a maximum of 30 hours. Part-Time graduates must attend a minimum of 15 hours and up to 18 hours. Class attendance and participation are mandatory.

Students are required to be prepared for class with laptop, textbook, note- book, pen or pencil, assignments and any additional items as assigned. Students are graded in two areas: academic learning and practical learning experience.

Academic learning is assessed through quizzes, tests and assignments. Practical learning is assessed through hands-on completion of assigned work.

All areas are graded using the institution's grading system all assignments. An 80 and above is required for passing on quizzes, tests and assignments, grades below an 80 will have to be retaken.

Final Exams require 85 and above for passing. Make-up work Students must attempt to make up failed or missed tests and incomplete assignments.

04. GRADING PROCEDURES

The Institution ensures the evaluation of program outcomes through a methodical plan that assesses the effectiveness, efficiency, and relevance of our programs by meeting specific quantitative criteria for program completion, job placement, and licensure exams.

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The Institute of Beauty conducts an annual evaluation of program outcomes using a systematic plan that meets specific quantitative requirements for program completion, job placement, and licensure exams.

Data is collected from various sources including CIMA by Milady, Canvas, New Student Questionnaire, Learners Intelligence, Exit Interviews, Google Reviews, and PSI school report for comparison.



05. RULES OF OPERATION & CONDUCT EMPLOYABILITY STANDARDS

Appearance, attitude and professional behavior are important elements of the student's career preparation and job success.

1. When a student's appearance and/or attitude is in opposition to the career education goals to which the Institute's academic and placement assistance are dedicated, the student may be advised, dismissed for the day and/or placed on probation. If no progress is shown during the probation period, the student may be dismissed.

2. When a student's behavior interferes with the rights of others, disrupts and/ or prohibits the learning process of other students, or is in opposition to policies and rules of the classroom and the Institute, the student may be advised, dismissed for the day and/or placed on probation. If no progress is shown during probation period, the student may be dismissed.

3. When a student is guilty of negligent and/or careless acts and/or omissions in the learning process to endanger or to cause injury to another person or property, the student may be advised, dismissed for the day and/or placed on probation or may be automatically dismissed.

4. Under certain circumstances, a student's conduct may warrant immediate dismissal. Examples of this include, but are not limited to:

1. Engaging in verbal threats, intimidation, use of foul or profane language, physical threats, sexual assault, physical violence, racial or sexual harassment in or around the Institute.

2. Possession of weapons, firearms and knives while on Institute property or when involved in any Institute sponsored activity. Possessing, distributing or using alcohol and/or illegal drugs in or around the Institute.

3. Engaging in verbal threats, intimidation, use of foul or profane language, physical threats, sexual assault, physical violence, racial or sexual harassment in or around the Institute.

Possession of weapons, firearms and knives while on Institute property or when involved in any Institute sponsored activity. Possessing, distributing or using alcohol and/or illegal drugs in or around the Institute.

4. Vandalizing, stealing or being in possession of stolen property.

5. Falsifying personal information on Institute documents and/or presentation of forged documents.

BEAUTY-

EMPLOYABILITY STANDARDS

05. RULES OF OPERATION & CONDUCT

6. Non-Fraternization Instructor course students are prohibited from frater nization with non-instructor students, either during regularly scheduled course hours or at any other time. Under no circumstances will students in the instruct or course provide or accept transportation to/from non-in structor students or provide their home and/or cell phone number(s) to non-instructor students. This policy includes the use of Institute facilities

designated for non-educational use, such as designated break and smoking areas. Instructor students must use facilities designated for fa culty and staff. Fraternization with non-instructor students is considered unprofessional behavior and subject to corrective action up to and inclu ding dismissal from Institute Of Beauty.

7. Breaks Full-time students must clock out for a required lunch break daily, even if they remain inside the building. Students leaving the facility for any reason, including approved breaks, must clock out.

8. Constructive instruction Any student disrespect or lack of cooperation toward instructors as a result of constructive criticism will be regarded as exhibiting unprofessional behavior and may result in the student being withdrawn from Institute.

ATTENDANCE

A STUDENT IS CONSIDERED TO BE ABSENT DURING ANY UNATTENDED PORTION OF THEIR REGULAR SCHEDULE. (SEE COURSE SCHEDULE) ANY ABSENCE WILL INTERFERE WITH YOUR LEARNING PROCESS.

STUDENTS MUST INFORM THE INSTITUTE OF ANY PLANNED ABSENCE BY COMPLETING A STUDENT ABSENCE NOTICE PRIOR TO THE DATE OF THE PLANNED ABSENCE. IN CASES OF ILLNESS, EMERGENCY OR OTHER UNFORESEEN ABSENCE, THE STUDENT IS REQUIRED TO CALL (213) 34C-LASS OR NOTIFY GROUP ME NO LATER THAN THIRTY (30) MINUTES PRIOR TO THEIR COURSE'S SCHEDULED START TO NOTIFY THEIR INSTRUCTOR, CLINIC SERVICE MANAGER AND CLIENTS OF THEIR ABSENCE.

STUDENTS ABSENT FIVE [5] CONSECUTIVE REGULARLY SCHEDULED COURSE DAYS WITHOUT CONTACT WILL BE IMMEDIATELY DISMISSED FROM INSTITUTE OF BEAUTY ON THE 6TH SCHEDULED DAY OF NON-ATTENDANCE.

TARDINESS

STUDENTS MUST REPORT TO CLASS ON TIME. LATE ARRIVAL FOR ANY REASON MUST BE COMMUNICATED AND EXPLAINED TO THE INSTITUTE ADMINISTRATION OR YOUR CURRENT INSTRUCTOR.

IF YOU ARE 15 MINUTES LATE FOR THE START OF THEORY CLASS YOU WILL NOT BE ALLOWED TO CLOCK IN UNTIL AFTER THEORY CON-CLUDES.

FULL-TIME -12:00 PM PART-TIME - 6:00 PM





06. ADMISSION & GRADUATION REOUIREMENTS

An applicant must meet the following admission requirements:

1. Be at least 17 years of age at scheduled class commencement.

2. Must meet one of the following requirements:

 a) Be a high Institute graduate or its equivalent from an acceptable accredited high Institute.

b) Completed General Education Development (GED) Certificate c) Secondary Institute completion credential from an acceptable accredited home Institute program. Home Institute students must provide documentation stating learning outcomes and high Institute completion equivalency.

d) Completion of an Associates, Bachelors, or higher degree from an acceptable accredited postsecondary institution showing high Institute attended.

Foreign diplomas or transcripts must be translated and evaluated from a recognized agency. Institute Of Beauty does not admit ability-to-benefit students.

Successfully complete a personal interview with an Admissions Representative (or desig- nate)

4. Sign an Enrollment Agreement

5. Applicants with transfer hours must submit transcripts from previously attended Institutes; see additional specific requirements for transfer of prior hours below,

Institute Of Beauty is a private beauty culture Institute and may refuse admission to an applicant for any reason not protected by state or federal law. We will not recruit students enrolled in another cosmetology course. A person registering at an Institute Of Beauty cannot be enrolled in any other cosmetology course.

Institute Of Beauty does not require proof you have received any vaccinations as part of our admission requirements. However, we recommend you speak with your primary care physician regarding recommended vaccinations for persons working in close proximity to the general public.

SCHEDULE YOUR TOUR TODAY!

06. ADMISSION & GRADUATION REQUIREMENTS



A student must meet the following graduation requirements:

- 1. Meet all tuition and fee requirements.
- 2. Complete all required online Cima course work and final exams.
- 3. Complete scheduled agreement course hours.
- 4. Complete Hands On student sompletion sheet.
- 5. Maintain an acceptable level of compliance with all student policies
- 6. Complete required graduation paperwork and documents.

7. Complete Student Exit Interview & Google Review. Student will be awarded an Institute Of Beauty Diploma. Upon completion of the program of study and all graduation requirements, Institute Of Beauty.

07. GRADUATE EMPLOYMENT ASSISTANCE

While the Institute cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available. Data 1/1/2023 - 11/24/2023

> Cosmetology Graduation Rate (%) 66.67 % Total Completion Rate (%) 66.67% Graduate Placement Rate (%) 50.00 % Total Placement Rate (%) 50.00 % Licensure Exam Pass Rate (%) 100.00 %

Esthetician Graduation Rate (%) 85.71 % Total Completion Rate (%) 85.71% Graduate Placement Rate (%) 100.00 % Total Placement Rate (%) 100.00 % Licensure Exam Pass Rate (%) 100.00 %

08. BEGIN YOUR FUTURE HERE @ INSTITUTE OF BEAUTY

Let's Get Social

The use of social media can be extre a salon, spa, or in- dependent contra Beauty supports the rights of studen ways that directly promote profession ment Share Subscribe to Instituteofb ness name and create a social media Instagram Facebook You Tube

To Begin Your Future Here @ Institute after scheduled tour! Email: enroll@instituteofbeauty.org Subject: New Student Enrollment First & Last Name Date of Tour Schedule a Tour Licensed Program or Certification Enrolling Schedule Preferred: Full Time or Part Time

The Financial Planner will email your Payment Agreement & Invoice. Program Tuition Down Payments are due 2- weeks prior to start date of class.

Once Program Tuition Down Payment has been made you will receive a Welcome email with information pertaining to New Student Orientation. All incoming students will receive an orientation either prior to the beginning of Institute or on their first day of Institute. This orientation is required for all incoming students and will discuss our mission, values, student policies, the curriculum, how you will progress through the program and introduce you to key personnel at the Institute. If you have any further questions regarding our programs, certifications, schedule, tuition, or provide feed- back please email, call (213) 34C-LASS or text 24/7. We look forward to serving your beauty needs!

Complaints

Can be filed by mail to: Texas Department of Licensing & Regulations www.tdlr.texas.gov/ complaints. Toll-free (in Texas): (800) 803-9202.

Tuition Preferred: 1st or 15th Monthly or Biweekly



THANK YOU







staff, students, alumni prospects & guests