
WADEGORDON
HAIRDRESSING ACADEMY

WELCOME TO WADE GORDON HAIRDRESSING ACADEMY!

AMARILLO LOCATION
2520 Paramount Blvd.
Amarillo, TX 79109
P: 806.331.9233
F: 806.839.6756

LUBBOCK LOCATION
7615 University Avenue
Lubbock, TX 79423
P: 806.731.4465
F: 806.839.6756

MISSION STATEMENT

The Mission of the Wade Gordon Hairdressing Academy is to prepare students for licensing, to educate, and produce highly desirable and employable graduates, thereby cultivating the profession of hairdressing and esthetics.

OBJECTIVE

The objective for the Wade Gordon Hairdressing Academy courses is to surpass the criteria necessary for students to meet the state guidelines and pass the state exam required to obtain a license. Our courses are designed to impact standard, as well as current theory and practical applications in a precise and exciting manner that will ultimately have significance in the salon environment.

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BUSINESS HOURS

Administrative offices are open Monday-Friday, 9:00 a.m.-5:00 p.m. The Amarillo campus may be reached at 806-331-9233 and the Lubbock campus at 806-731-4465. School hours vary by approved student schedule.

COMPLIANCE STATEMENT

Wade Gordon Hairdressing Academy collects and uses student information, including Social Security numbers when applicable, for legitimate educational and administrative purposes, including identity verification, federal student aid administration, regulatory reporting, and student recordkeeping. Student information is maintained and disclosed in accordance with applicable federal and state privacy requirements.

ADMISSIONS PROCEDURES

Administrative offices are open Monday-Friday from 9:00 a.m. to 5:00 p.m. Students may apply for upcoming class start dates. Applicants are provided a campus tour and applicable pre-enrollment information before enrollment.

Wade Gordon Hairdressing Academy does not solicit or recruit students who are currently attending another institution offering a similar program of study in a manner prohibited by applicable federal, state, or accrediting-agency requirements.

RE-ENROLLMENT

Students accepted for re-entry will be charged a $75 re-entry fee and will return in the same Satisfactory Academic Progress status held at the time of withdrawal. Students who previously exceeded the Maximum Time Frame and are permitted to re-enroll will be enrolled on a cash-pay basis unless otherwise eligible under applicable policy.

Transfer hours and prior completed work will be evaluated in accordance with Academy policy and applicable state and accrediting requirements.

ADMISSIONS POLICY

The school is accepting applicants for admission as regular students once the following criteria have been met:

- Must be 17 years of age
- Must meet one of the following requirements, and provide copies of all required documentation:
    - Have successfully completed high school or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, copy of a transcript showing high school completion, or a certificate of attainment (only applicable to non-Title IV recipients), proof of attainment of an Associate's degree or higher by providing a copy of a college transcript showing college completion or college degree; or
    - Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential; or
    - Have evidence that verification of a foreign student’s high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
- Checking the validity of a high school diploma:
    - Check with the high school to confirm the validity of the student’s diplomas; and
    - Confirm with the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education.
- Complete the school admission forms
- Must provide documentation of age by submitting a copy of driver's license, birth certificate, or passport.
- Wade Gordon Hairdressing Academy does not offer and/or accept Ability-to-Benefit test or testing.
- If a student is enrolling in the Cosmo to Barber Crossover 300 Clock Hour program, they must hold a cosmetology operator license and must provide a copy.

*It is the policy of Wade Gordon Hairdressing Academy to only accept documentation that adequately demonstrates that a person attended and completed their education at a legitimate high school, earned a GED, or earned an approved home school certificate. High school diplomas or official transcripts that appear to be altered or created fraudulently, will not be accepted.

Whenever possible, the school will request that proof of high school completion is an original document, is a copy of an original document, and/or contains an official seal, appropriate signatures and correct spellings.

Before enrollment, applicants are provided current Texas licensing information, including information regarding potential license ineligibility based on criminal history and lawful-presence requirements, as applicable. The Academy provides the Texas Department of Licensing and Regulation (TDLR) Notice of Potential Ineligibility for License or other current TDLR notice when required.

TRANSFER STUDENTS

Wade Gordon Hairdressing Academy accepts transfer students from other cosmetology, barber and esthetician schools or programs on a case by case basis. However, the same admission requirements apply. Applicants with non-Wade Gordon Hairdressing Academy hours wishing to enroll in Wade Gordon Hairdressing Academy must submit proof of training and record of withdrawal from the previous school. If an applicant is transferring from another state, a letter from the Texas Department of Licensing and Regulation indicating the credit given for out-of-state or out-of-country hours and operations is required. For more information, please contact the Director of Admissions.

TITLE IV ELIGIBILITY

Wade Gordon Hairdressing Academy participates in the Federal Pell Grant, Federal Direct Subsidized Loan, Federal Direct Unsubsidized Loan, and Federal Direct PLUS Loan for Parents programs, as applicable. Eligibility for federal student aid is determined under current U.S. Department of Education requirements.

Students seeking Title IV aid must complete the Free Application for Federal Student Aid (FAFSA) and satisfy applicable federal eligibility requirements, including identity and citizenship or eligible noncitizen requirements, enrollment in an eligible program, and satisfactory academic progress. Additional documentation may be required when information must be verified or resolved.

For eligible programs, the Academy defines an academic year as 900 clock hours and at least 26 weeks of instructional time. Disbursements are made by payment period in accordance with federal requirements.

Students may obtain current federal student aid information and complete required federal forms at StudentAid.gov or through the Academy Financial Aid Office.

COMMUNICATION

Wade Gordon Hairdressing Academy conducts its classes and administers exams in English. Students should have functional proficiency in English before enrollment.

FACILITIES

Amarillo Location

Our Amarillo, TX facility is approximately 10,000 square feet, when you walk into our academy, you enter into our reception area with retail display shelves. To the right of the receptionist desk you will find our Campus Director's office and to the left of the reception desk there is an Instructor office that is used as a breakroom and a copy/file room. Also to the left of the reception area, you will find our Cosmetology salon floor, where students perform hands-on services at individual stations under the supervision of licensed instructors. This space also includes a fully equipped shampoo area, a facial waxing station, and access to a dispensary, where chemical products are mixed and laundry services are maintained in compliance with Texas Department of Licensing and Regulation. To the right of the Cosmetology floor there is a hallway where you will find our Financial Aid Director's office as well as a student breakroom. Toward the back of the building, you will find our theory classrooms. These rooms are used for classroom instruction in Cosmetology, Barbering and Esthetics and also serve as a foundation classroom for new Cosmetology/Esthetic students beginning their training. You will also find student restrooms and a storage closet in this area. To the right of the reception area, you will find our Admissions Director's office and our Barber salon floor, a fully operational space for practical barbering services. This space also includes a fully equipped shampoo area, a facial waxing station, and a laundry room. Located in this area as well are student restrooms and the barber small classroom; a foundation classroom for new Barber students beginning their training.

Lubbock Location
Our Lubbock, TX facility is approximately 6,612 square feet, when you walk into our academy, you enter into our welcoming lobby area, which includes a reception desk, retail display shelves, and featured student work. To the left of the lobby, you will find our Campus Director's office as well as an Instructor Office, where administrative tasks, student support, and faculty planning take place. As you move further into the campus, you will reach the Cosmetology salon floor, where students perform hands-on services at individual stations under the supervision of licensed instructors. This space also includes a fully equipped shampoo area, a facial waxing station, and access to Dispense, where chemical products are mixed and laundry services are maintained in compliance with Texas Department of Licensing and Regulation. Toward the back of the building, you will find our theory classrooms. These rooms are used for classroom instruction in Cosmetology, Barbering and Esthetics and also serve as foundation classrooms for new students beginning their training. You will also find student restrooms, a breakroom, and additional support areas like a storage closet in this area. To the right of the lobby, students and guests can access the Barber salon floor, a fully operational space for practical barbering services. Nearby, there is a staff breakroom and a copy/file room used for administrative functions.

EMERGENCY PROCEDURES

Students and employees are shown the emergency exits and evacuation procedures applicable to their campus during orientation. Emergency exits and evacuation routes are maintained and identified at each campus. In the event evacuation is necessary, students and employees must leave the building promptly using the nearest safe exit, proceed to the designated safe area, and remain outside until authorized to return by school personnel or emergency responders. In the event of an emergency, call 911 immediately.

Wade Gordon Hairdressing Academy conducts an emergency response and evacuation exercise at least annually at each campus. Students and employees are expected to follow all instructions provided by school officials and emergency responders during an emergency or drill.

HOUSING

Wade Gordon Hairdressing Academy does not offer housing.

DISABILITY ACCESS AND ACCOMMODATIONS

Wade Gordon Hairdressing Academy provides reasonable accommodations to qualified students with disabilities as required by applicable law. Students who need an accommodation should contact the Campus Director to request assistance and discuss the documentation or information needed to evaluate the request. Accommodations are determined on an individual basis and are intended to provide equal access to the Academy's educational programs and activities.

INCLEMENT WEATHER

Wade Gordon Hairdressing Academy generally follows Amarillo Independent School District (AISD) regarding closures due to inclement weather. When AISD closes because of weather conditions, the Academy will also close. In extenuating circumstances, the Academy may close, delay opening, dismiss early, or otherwise modify its schedule when conditions are determined to present a safety concern, even if AISD remains open. Students will be notified of closures or schedule changes through the Academy's designated communication methods.

PROGRAM OUTLINES

All programs offered by Wade Gordon Hairdressing Academy are taught in English, and follow similar procedures in that the same instructional methods apply and the same grading procedures are followed for each program. Wade Gordon Hairdressing Academy does not offer an "English as a Second Language" course. Wade Gordon Hairdressing Academy utilizes the Milady Textbooks for each course as the main reference and instructional guide. You may order any additional textbook items if you need to. Below is the information regarding the Milady Textbooks:

- Milady Cosmetology Textbook bundle price: $400.00
    - International Standard Book Number (ISBN): 9780357921883
- Milady Standard Barbering Textbook Bundle price: $400.00
    - International Standard Book Number (ISBN): 9798214501123
- Milady Standard Esthetician Textbook Bundle price: $400.00

- International Standard Book Number (ISBN): 9780357812761

References: A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement student training. Students shall avail themselves of the opportunity to use these extensive materials.

Required Practical Experiences: Policy and State regulations require students to complete practical experiences for satisfactory skills development and graduation. All practical work must be completed and graded as satisfactory on approved clients, students, or mannequins if applicable. Extra practical assignments may be scheduled based on training needs.

Programs:	Phase 1:	Phase 2:	Phase 3:
Cosmetology	0-150 Hrs	151-300 Hrs	301-1000 Hrs
Cosmetology (DE 50%)	0-150 Hrs	151-300 Hrs	301-1000 Hrs
Class A Barber	0-150 Hrs	151-300 Hrs	301-1000 Hrs
Class A Barber (DE 50%)	0-150 Hrs	151-300 Hrs	301-1000 Hrs
Esthetician	0-180 Hrs	181-350 Hrs	351-750 Hrs
Esthetician (DE 50%)	0-180 Hrs	181-350 Hrs	351-750 Hrs
Cosmo to Barber Crossover	0-150 Hrs	151-300 Hrs	N/A

Phase 1: Students focus on learning the underlying theory and basic skills for providing client services. In addition, students will identify short term and long term career goals and begin development of an action plan for achieving those goals. The education is provided through interactive lecture, demonstrations, hands on practice, evaluations, independent study and in depth head sheets.

Phase 2: Students develop and customize their skills to meet the needs of our required curriculum. They perform skills on mannequins to become increasingly self confident and proficient in their communication, consultation and technical skills. The education is provided through interactive lecture, demonstration, guest speakers, independent study and hands-on practice. Before advancing from Phase 2, students must complete the applicable practical requirements and instructor evaluations for their enrolled program.

Phase 3: Students refine the skills necessary for success in the workplace and learn key business skills needed to be successful salon and spa professionals. During phase 3, students will learn systems that professionals are using to attract and retain customers. Successful completion of phase 3 is designed to improve opportunities for employment upon graduation. The education is provided through interactive lectures, demonstrations, technology, field trips, guest speakers, independent study, hands-on practice and competency skills evaluations.

Cosmetology: 1000 Hours
Description: The primary purpose of the Cosmetology Course is to train the student in basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in job entry level positions in Cosmetology or related career fields.

Grading Procedures: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency.
Students must maintain a theory grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Theory/Practical:

100%-90%	Exemplary Performance
89%-80%	Excellent Mastery of Course Content
79%-75%	Good Mastery of Course Content
74%-70%	Satisfactory
69% & Below	Unsatisfactory

Instructional Methods: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio/visual aids, guest speakers, field trips, projects, activities and other related learning methods are used in this course.

Objectives: Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice proper grooming and effective communication skills and visual poise.
- Understand employer-employee relationships and respect the need to deliver service for compensation.
- Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, manicures, pedicures and nail extensions.
- Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's overall image.
- Apply learned theory, technical information and related matters to ensure sound judgments, decisions and procedures.
- To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in Cosmetology and related fields.

Hrs	Cosmetology Subject-Unit
700	Theory and related practice: anatomy and physiology; diseases and disorders of the skin, scalp, hair and nails; chemistry (hair coloring, chemical waving, and relaxing); bacteriology, sterilization and sanitation, health, safety, first aid, laws and rules; tools and equipment; hair care and related theory; business skills and establishment management; skin care and related theory; hair removal; nail care and related theory; electricity; haircutting; hairstyling; hair and scalp treatments, scalp massage; hair weaving, extensions; chemical textures and applications; face and neck massage and treatments; facial hair removal; manicuring; waxing and removing body hair; customer service and professional ethics; makeup; pedicuring; artificial nails.
300	Specialty Practice and related theory: eyelash semi-permanent extensions; advanced hair care and advanced chemical services; and related practices.
1000	TOTAL

Cosmetology Practical assignments may include demonstrating proficiency in infection control, client protection, hair services, chemical reformation, hair coloring, scalp treatments, manicuring, facials, client communications and business administration.

Cosmetology (DE 50%): 1000 Hours
Description: The primary purpose of the Cosmetology Course is to train the student in basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in job entry level positions in Cosmetology or related career fields.

Grading Procedures: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements,

it is not counted and the performance must be repeated. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency.

Students must maintain a theory grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Theory/Practical:

100%-90%	Exemplary Performance
89%-80%	Excellent Mastery of Course Content
79%-75%	Good Mastery of Course Content
74%-70%	Satisfactory
69% & Below	Unsatisfactory

Instructional Methods: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio/visual aids, guest speakers, field trips, projects, activities and other related learning methods are used in this course.

Distance Education Instructional Methods: Up to 50% of this program may be delivered through distance education. Distance education is limited to curriculum approved for distance delivery and is governed by the Academy's Distance Education Policy contained in this Catalog. Distance education will not be used to deliver clinical instruction in which the student performs practical applications on a live model and/or client. Students must meet all attendance, academic-engagement, assessment, and on-campus participation requirements established by the Distance Education Policy.

Objectives: Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice proper grooming and effective communication skills and visual poise.
- Understand employer-employee relationships and respect the need to deliver service for compensation.
- Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, manicures, pedicures and nail extensions.
- Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's overall image.
- Apply learned theory, technical information and related matters to ensure sound judgments, decisions and procedures.
- To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in Cosmetology and related fields.

Hrs	Cosmetology (DE 50%) Subject-Unit
700	Theory and related practice: anatomy and physiology; diseases and disorders of the skin, scalp, hair and nails; chemistry (hair coloring, chemical waving, and relaxing); bacteriology, sterilization and sanitation, health, safety, first aid, laws and rules; tools and equipment; hair care and related theory; business skills and establishment management; skin care and related theory; hair removal; nail care and related theory; electricity; haircutting; hairstyling; hair and scalp treatments, scalp massage; hair weaving, extensions; chemical textures and applications; face and neck massage and treatments; facial hair removal; manicuring; waxing and removing body hair; customer service and professional ethics; makeup; pedicuring; artificial nails.
300	Specialty Practice and related theory: eyelash semi-permanent extensions; advanced hair care and advanced chemical services; and related practices.
1000	TOTAL

Cosmetology Practical assignments may include demonstrating proficiency in infection control, client protection, hair services, chemical reformation, hair coloring, scalp treatments, manicuring, facials, client communications and business administration. Distance education will only be used for delivering theory and may not exceed 50% of the course length.

Class A Barber: 1000 Hours
Description: The primary objective of this course is designed to teach students all aspects of Barber/Styling. Barber/Styling refers to the performance of those techniques and arts, such as haircutting, styling, shaving, massage, facial treatments, and the trimming of facial hair, which make up the major services performed by a Barber/Stylist. This program is measured in clock hours, where the student receives one clock hour for every hour in class.

Grading Procedures: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a theory grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Theory/Practical:

100%-90%	Exemplary Performance
89%-80%	Excellent Mastery of Course Content
79%-75%	Good Mastery of Course Content
74%-70%	Satisfactory
69% & Below	Unsatisfactory

Instructional Methods: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio/visual aids, guest speakers, field trips, projects, activities and other related learning methods are used in this course.

Objectives: Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice proper grooming and effective communication skills and visual poise.
- Understand employer-employee relationships and respect the need to deliver service for compensation.
- Apply learned theory, technical information and related matters to ensure sound judgments, decisions and procedures.
- Perform all of the clinical skills needed to function effectively in today's Barber Shop, salon, or as a platform artist
- Pass the exam required by the Texas Department of Licensing and Regulation (TDLR).
- To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in barbering and related fields.

Hrs	Class A Barber Subject-Unit
700	Theory and related practice: anatomy and physiology; diseases and disorders of the skin, scalp, hair and nails; chemistry (hair coloring, chemical waving, and relaxing); bacteriology, sterilization and sanitation, health, safety, first aid, laws and rules; tools and equipment; hair care and related theory; business skills and establishment management; skin care and related theory; hair removal; nail care and related theory; electricity; haircutting; hairstyling; hair and scalp treatments, scalp massage; hair weaving, extensions; chemical textures and applications; face and neck massage and treatments; facial hair removal; manicuring; waxing and removing body hair; customer service and professional ethics; makeup; pedicuring; artificial nails.

Hrs	Class A Barber Subject-Unit
300	Specialty Practice and related theory: shaving with any razor type and razor techniques; mustache and beard care; advanced hair care and men's haircutting; and related practices.
1000	TOTAL

Barber Practical assignments may include demonstrating proficiency in infection control, client protection, shaving, hair services, chemical reformation, hair coloring, scalp treatments, client communications and business administration.

Class A Barber (DE 50%): 1000 Hours
Description: The primary objective of this course is designed to teach students all aspects of Barbering. Barbering refers to the performance of those techniques and arts, such as haircutting, styling, shaving, massage, facial treatments, and the trimming of facial hair, which make up the major services performed by a Barber. This program is measured in clock hours, where the student receives one clock hour for every hour in class.

Grading Procedures: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a theory grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Theory/Practical:

100%-90%	Exemplary Performance
89%-80%	Excellent Mastery of Course Content
79%-75%	Good Mastery of Course Content
74%-70%	Satisfactory
69% & Below	Unsatisfactory

Instructional Methods: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio/visual aids, guest speakers, field trips, projects, activities and other related learning methods are used in this course.

Distance Education Instructional Methods: Up to 50% of this program may be delivered through distance education. Distance education is limited to curriculum approved for distance delivery and is governed by the Academy's Distance Education Policy contained in this Catalog. Distance education will not be used to deliver clinical instruction in which the student performs practical applications on a live model and/or client. Students must meet all attendance, academic-engagement, assessment, and on-campus participation requirements established by the Distance Education Policy.

Objectives: Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice proper grooming and effective communication skills and visual poise.
- Understand employer-employee relationships and respect the need to deliver service for compensation.
- Apply learned theory, technical information and related matters to ensure sound judgments, decisions and procedures.
- Perform all of the clinical skills needed to function effectively in today's Barber Shop, salon, or as a platform artist
- Pass the exam required by the Texas Department of Licensing and Regulation (TDLR).

- To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in barbering and related fields.

Hrs	Class A Barber (DE 50%) Subject-Unit
700	Theory and related practice: anatomy and physiology; diseases and disorders of the skin, scalp, hair and nails; chemistry (hair coloring, chemical waving, and relaxing); bacteriology, sterilization and sanitation, health, safety, first aid, laws and rules; tools and equipment; hair care and related theory; business skills and establishment management; skin care and related theory; hair removal; nail care and related theory; electricity; haircutting; hairstyling; hair and scalp treatments, scalp massage; hair weaving, extensions; chemical textures and applications; face and neck massage and treatments; facial hair removal; manicuring; waxing and removing body hair; customer service and professional ethics; makeup; pedicuring; artificial nails.
300	Specialty Practice and related theory: shaving with any razor type and razor techniques; mustache and beard care; advanced hair care and men's haircutting; and related practices.
1000	TOTAL

Barber Practical assignments may include demonstrating proficiency in infection control, client protection, shaving, hair services, chemical reformation, hair coloring, scalp treatments, client communications and business administration. Distance education will only be used for delivering theory and may not exceed 50% of the course length.

Esthetician: 750 Hours
Description: The primary purpose of the Esthetician program is to train the student in the basic manipulative skills, safety judgements, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level positions as an Esthetician or related career avenue.

Grading Procedures: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated.

Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a theory grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Theory/Practical:

100%-90%	Exemplary Performance
89%-80%	Excellent Mastery of Course Content
79%-75%	Good Mastery of Course Content
74%-70%	Satisfactory
69% & Below	Unsatisfactory

Instructional Methods: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio/visual aids, guest speakers, field trips, projects, activities and other related learning methods are used in this course.

Objectives: Upon completion of the course requirements, the determined graduate will be able to:
- Project a positive attitude, a sense of personal integrity and self-confidence.
- Practice proper grooming, effective communications skills and visual poise.

- Understand employer-employee relationships and respect the need to deliver service for compensation.
- Perform the basic manipulative skills required for facial massage, effective use of required implements and equipment, proper application of corrective makeup, unwanted hair removal, and lash/brow tinting.
- Apply theory, technical information and related matter to assure sound judgment and procedural decisions.
- To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in esthetics and related fields.

Hrs	Esthetician Subject-Unit
450	Theory and related practice: anatomy and physiology; skin diseases and disorders; skin analysis; machines and related equipment; basic facials; chemistry; care of client; superfluous hair removal and related theory; sanitation law and rules; business management; facial treatments, cleansing, masking, and therapy; chemistry machines and related equipment; sanitation first aid, health and safety; makeup.
300	Specialty Practice and related theory: advanced facial treatments and superfluous hair removal using devices or preparations; makeup; semi-permanent eyelash extension applications; and related practices.
750	TOTAL

Esthetician practical assignments may include infection control, facial procedures, nail procedures, body procedures, hair removal, client communications, and business administration.

Esthetician (DE 50%): 750 Hours
Description: The primary purpose of the Esthetician program is to train the student in the basic manipulative skills, safety judgements, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level positions as an Esthetician or related career avenue.

Grading Procedures: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a theory grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Theory/Practical:

100%-90%	Exemplary Performance
89%-80%	Excellent Mastery of Course Content
79%-75%	Good Mastery of Course Content
74%-70%	Satisfactory
69% & Below	Unsatisfactory

Instructional Methods: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio/visual aids, guest speakers, field trips, projects, activities and other related learning methods are used in this course.

Distance Education Instructional Methods: Up to 50% of this program may be delivered through distance education. Distance education is limited to curriculum approved for distance delivery and is governed by the Academy's Distance Education Policy contained in this Catalog. Distance education will not be used to deliver clinical instruction in which the student performs practical applications on a live model and/or client. Students must meet all

attendance, academic-engagement, assessment, and on-campus participation requirements established by the Distance Education Policy.

Objectives: Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude, a sense of personal integrity and self-confidence.
- Practice proper grooming, effective communications skills and visual poise.
- Understand employer-employee relationships and respect the need to deliver service for compensation.
- Perform the basic manipulative skills required for facial massage, effective use of required implements and equipment, proper application of corrective makeup, unwanted hair removal, and lash/brow tinting.
- Apply theory, technical information and related matter to assure sound judgment and procedural decisions.
- To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in esthetics and related fields.

Hrs	Esthetician (DE 50%) Subject-Unit
450	Theory and related practice: anatomy and physiology; skin diseases and disorders; skin analysis; machines and related equipment; basic facials; chemistry; care of client; superfluous hair removal and related theory; sanitation law and rules; business management; facial treatments, cleansing, masking, and therapy; chemistry machines and related equipment; sanitation first aid, health and safety; makeup.
300	Specialty Practice and related theory: advanced facial treatments and superfluous hair removal using devices or preparations; makeup; semi-permanent eyelash extension applications; and related practices.
750	TOTAL

Esthetician practical assignments may include infection control, facial procedures, nail procedures, body procedures, hair removal, client communications, and business administration. Distance education will only be used for delivering theory and may not exceed 50% of the course length.

Cosmo to Barber Crossover: 300 Hours
Description: The primary objective of this course is designed to teach students all aspects of Barber/Styling. Barber/Styling refers to the performance of those techniques and arts, such as haircutting, styling, shaving, massage, facial treatments, and the trimming of facial hair, which make up the major services performed by a Barber/Stylist. This program is measured in clock hours, where the student receives one clock hour for every hour in class.

Grading Procedures: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a theory grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Theory/Practical:

100%-90%	Exemplary Performance
89%-80%	Excellent Mastery of Course Content
79%-75%	Good Mastery of Course Content
74%-70%	Satisfactory
69% & Below	Unsatisfactory

Instructional Methods: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course

is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio/visual aids, guest speakers, field trips, projects, activities and other related learning methods are used in this course.

Objectives: Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice proper grooming and effective communication skills and visual poise.
- Understand employer-employee relationships and respect the need to deliver service for compensation.
- Apply learned theory, technical information and related matters to ensure sound judgments, decisions and procedures.
- Perform all of the clinical skills needed to function effectively in today's Barber Shop, salon, or as a platform artist
- Pass the exam required by the Texas Department of Licensing and Regulation (TDLR).
- To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in barber and related fields.

Hrs	Cosmo to Barber Crossover Subject-Unit
300	Specialty Practice and related theory: shaving with any razor type and razor techniques; laws and rules, mustache and beard care; advanced hair care and men's haircutting; and related practices.
300	TOTAL

Cosmo to Barber Crossover practical assignments may include demonstrating proficiency in infection control, client protection, shaving, hair services, chemical reformation, hair coloring, scalp treatments, client communications and business administration.

DISTANCE EDUCATION PROGRAM DISCLOSURES

Students enrolled in a program containing a distance education component are subject to the complete Distance Education Policy contained in this Catalog. Distance education is intended to provide educational quality comparable to on-campus instruction and is limited to approved curriculum. Students enrolled in a distance education program must comply with all academic-engagement, attendance, on-campus participation, assessment, examination, and documentation requirements contained in the Distance Education Policy.

STATEMENT OF NON-DISCRIMINATION

Wade Gordon Hairdressing Academy does not discriminate based on race, color, national origin, ethnic origin, ethnicity, religion, sex, age, disability, familial status, or any other classification protected by federal, state or local law. Non-discrimination policy applies to all its operations including admissions, instruction, and graduation policies.

HEALTH AND SAFETY

Wade Gordon Hairdressing Academy provides instruction regarding the safe handling, use, storage, and disposal of chemicals and the proper use of mechanical and electrical equipment. The Academy maintains health and safety practices in accordance with applicable federal, state, and local requirements.

PHYSICAL DEMANDS

Prospective students should be aware of the physical demands of a cosmetologist, barber and/or esthetician. Cosmetologists, barbers and esthetician occupations generally require continued standing and constant use of the upper torso, shoulders, arms, wrist and hands, upper back and neck. Certain individuals may have allergies and sensitivity to chemical products used in the profession. A student must be physically capable of performing all required activities conducted at the school. Standing for prolonged periods of time is a necessity for beauty and health education at Wade Gordon Hairdressing Academy.

ORIENTATION CLASS

Orientation classes are held on or before the first day of classes. The student would have physically visited and reviewed the school facilities and have signed an enrollment contract for the course of study with the institution.

This orientation is to welcome new students and introduce them to the school's policies and procedures. During orientation, many topics are discussed, including: school rules, regulations, state board exams, grading, attendance, theory classes, clinic floor work, satisfactory progress, and project completions. Students will also be given the opportunity to meet instructors, school staff, and other students to ask questions about their training programs.

CAREER COACHING

The school coaches the students individually as often as necessary, coaching takes place in monitoring student progress as scheduled for the period of enrollment. Salon owners and stylists are invited to the school regularly to give demonstrations and discuss career goals with the students. This activity supplements the daily coaching carried out by the instructors and staff.

CAREER OPPORTUNITIES

Cosmetologists, barbers and estheticians may earn income through different career choices. Occupations include but are not limited to: Hair Stylist, Color Technician, Manicurist, Cosmetology/Barber/Esthetician School Supervisor, Platform Artist, State Board Examiner, Salon Manager, Salon Owner, Wig Stylist, facialist or Beauty Counselor. In addition to the above stated factors, earnings levels can depend on location, tipping habits, competition, self employment, the company one chooses to work for the position held.

EARNINGS AND OCCUPATIONS

As with any career, the amount of earnings one can obtain in the beauty & health industry is directly related to the amount of effort one applies to their career. Minimum efforts can result in minimum wage rates, while maximum efforts can lead to much higher levels of compensation. For this reason, Wade Gordon Hairdressing Academy, its staff and associates do not provide specific dollar earnings information. One's ability to earn income in the beauty industry is very dependent upon one's ability to communicate, present oneself professionally, develop great people skills and maintain a positive attitude. The Wade Gordon Hairdressing Academy curriculum is designed to teach students these skills, but the effort students put forth is up to them.

APPLIED EFFORT

Students are expected to remain actively engaged in assigned educational activities while attending Wade Gordon Hairdressing Academy. Applied Effort is intended to prepare students for the professional expectations of the cosmetology, barbering, and esthetics industries and includes participation in assigned theory, practical, clinic, project, and other approved educational activities.

Students are expected to complete assigned activities and follow instructor direction while in attendance. A student who refuses to participate in assigned educational activities may be subject to the Academy's attendance, conduct, or disciplinary policies and may not receive credit for time that does not qualify as educational participation.

Students who are unable to perform an assigned activity because of a disability or medical limitation should contact the Campus Director to discuss whether a reasonable accommodation is appropriate in accordance with the Academy's disability accommodation policy.
The Academy's training environment is designed to simulate professional industry expectations, including punctuality, attendance, professionalism, client service, and active participation in educational activities.

EDUCATIONAL GOAL

- Performance Objective
    - Acquire knowledge of laws and rules regulating the established Texas's cosmetology, barber and esthetics practices.
    - Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
    - Acquire the knowledge of general theory relative to cosmetology, barber and esthetics including anatomy, physiology, chemistry, and theory.
    - Acquire business management techniques common to cosmetology, barber and esthetics.
- Skills To Be Developed
    - Learn the proper use of implements relative to all cosmetology, barber and esthetics services.

    - Acquire knowledge of analyzing the scalp, face, and hands before all services are done, to determine any disorders.
    - Will learn the procedures and terminology used in performing all cosmetology, barber and esthetics services.
    - Will learn the application of daytime and evening makeup to include the application of false strip eyelashes. *Cosmetology program only.
    - Will learn the proper procedure of manicuring to include water and oil manicure. *Cosmetology program only.
- Attitudes and Appreciations To Be Developed
    - Be able to appreciate good workmanship common to cosmetology, barber and esthetics.
    - Possess a positive attitude towards the public and fellow workers.
    - Appreciate honesty and integrity.
    - Have improved personality in dealing with patrons and colleagues.

PLACEMENT ASSISTANCE

The Academy provides employment assistance to graduates, which may include assistance with job leads, employment opportunities, interview preparation, and other career-related resources. The Academy does not guarantee employment or any particular level of earnings following graduation.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Wade Gordon Hairdressing Academy. This includes Title IV recipients and non Title IV recipients. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Academic Year Definition

For every program, including the 300-hour crossover programs, the corresponding academic year is 900 clock hours and 26 instructional weeks for the 35-hour weekly schedule, 30 instructional weeks for the 30-hour weekly schedule, or 40 instructional weeks for the 22.5-hour weekly schedule. The academic-year definition is separate from the total program length; a program may be shorter than an academic year. The crossover entries below show total program length, not a separate academic-year definition.

Cosmetology and Class A Barber Programs

- Monday–Friday, 9:00 a.m.–4:30 p.m.
  900 hours / 26 weeks
  1,000 hours to complete the program
- Monday–Friday, 9:00 a.m.–3:00 p.m.
  900 hours / 30 weeks
  1,000 hours to complete the program
- Monday, Tuesday, Wednesday, 9:00 a.m.–5:00 p.m.
  900 hours / 40 weeks
  1,000 hours to complete the program

Esthetician Programs

- Monday–Friday, 9:00 a.m.–4:30 p.m.
  900 hours / 26 weeks
  750 hours to complete the program
- Monday–Friday, 9:00 a.m.–3:00 p.m.
  900 hours / 30 weeks
  750 hours to complete the program
- Monday, Tuesday, Wednesday, 9:00 a.m.–5:00 p.m.
  900 hours / 40 weeks
  750 hours to complete the program
- Hybrid Evening — Monday–Friday, 5:30 p.m.–9:30 p.m. on campus + 10 hours/week distance education
  30 hours/week total
  900 hours / 30 weeks
  750 hours to complete the program

Cosmo to Barber Crossover Program

- Monday-Friday, 9:00 a.m.-4:30 p.m.
  300 hours / 9 weeks
- Monday-Friday, 9:00 a.m.-3:00 p.m.
  300 hours / 10 weeks
- Monday, Tuesday, Wednesday, 9:00 a.m.-5:00 p.m.
  300 hours / 14 weeks

Evaluation Periods

Official SAP reviews occur at the end of each applicable payment period. A clock-hour payment period is not completed until the student has successfully completed both its required clock hours and weeks of instructional time. Scheduled hours or the arrival of a listed week do not by themselves establish payment-period completion. The regular cumulative clock-hour checkpoints are shown below; additional or adjusted payment-period reviews apply to transfers and re-entry students as described in this policy.

1,000 Clock-Hour Programs — Cosmetology; Cosmetology (DE 50%); Class A Barber; Class A Barber (DE 50%)

First SAP Evaluation	Second SAP Evaluation
Schedule 1: 450 Clock Hours / 13 Weeks	Schedule 1: 900 Clock Hours / 26 Weeks
Schedule 2: 450 Clock Hours / 15 Weeks	Schedule 2: 900 Clock Hours / 30 Weeks
Schedule 3: 450 Clock Hours / 20 Weeks	Schedule 3: 900 Clock Hours / 40 Weeks

750 Clock-Hour Program — Esthetician; Esthetician (DE 50%)
First SAP Evaluation
Schedule 1: 375 Clock Hours / 11 Weeks
Schedule 2: 375 Clock Hours / 12.5 Weeks
Schedule 3: 375 Clock Hours / 17 Weeks
Hybrid Evening: 375 Clock Hours / 12.5 Weeks

300 Clock-Hour Program — Cosmo to Barber Crossover
First SAP Evaluation
Schedule 1: 150 Clock Hours / 4.5 Weeks
Schedule 2: 150 Clock Hours / 5 Weeks
Schedule 3: 150 Clock Hours / 7 Weeks

*Transfer students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Both the completed hours and instructional weeks must be met. For the 450- and 900-hour checkpoints, cumulative weeks are 13 and 26 at 35 hours/week; 15 and 30 at 30 hours/week; and 20 and 40 at 22.5 hours/week. For the 375-hour Esthetician checkpoint, weeks are 11, 12.5, and 17 respectively; the hybrid evening schedule uses 12.5 weeks. For the 150-hour crossover checkpoint, weeks are 4.5, 5, and 7 respectively. The final period ends when

required program hours and corresponding instructional weeks are completed. Transfer and re-entry periods are adjusted to the actual contracted hours and applicable payment periods. The listed cumulative weeks assume on-schedule progression. Each later payment period must independently include its required instructional weeks after the preceding payment period is completed; extra weeks used in an earlier period do not shorten a later period.

Monthly instructor progress reports are used for counseling and monitoring and do not replace official payment-period SAP reviews. Academic and attendance evaluations are cumulative and are completed within seven (7) school business days following each established evaluation period. Students receive their evaluation results and may obtain a copy from the Admissions/Financial Aid Office. The Academy notifies students in writing of any evaluation in which they are not meeting SAP and explains any effect on Title IV eligibility. The required SAP determination must be completed before Title IV funds are disbursed for the following payment period.

Quantitative Requirement - Attendance

Students must maintain at least 67% cumulative attendance at each official SAP evaluation. Cumulative attendance equals actual completed Academy clock hours divided by scheduled Academy clock hours, multiplied by 100. Approved LOA days and hours when the Academy provides no scheduled instruction are excluded from scheduled attendance. Accepted external transfer hours are tracked separately; they do not create Academy attendance before enrollment. Prior Academy attendance remains part of the cumulative record upon re-entry.

The Academy has selected a 67% cumulative attendance standard to implement the cumulative attendance component required by NACCAS. NACCAS requires an attendance component but does not prescribe this exact percentage. DOE exempts clock-hour programs from its separate pace calculation; this does not remove the federal calendar-time MTF requirement or NACCAS's attendance requirement. Meeting 67% attendance alone does not establish that a student can finish within MTF.

Maximum Time Frame

The calendar-time MTF is 150% of the published program length for the student's approved schedule. It is based on the required program clock hours and expressed in calendar time. The Academy also applies the maximum scheduled-hour limits below as an institutional attendance limit. Students must meet both limits; the scheduled-hour limit does not replace the calendar-time calculation.

COURSE	MINIMUM HOURS	MAXIMUM SCHEDULED HOURS
Cosmetology	1,000	1,500
Cosmetology (DE 50%)	1,000	1,500
Class A Barber	1,000	1,500
Class A Barber (DE 50%)	1,000	1,500
Esthetician	750	1,125
Esthetician (DE 50%)	750	1,125
Cosmo to Barber Crossover	300	450

Published Weeks and 150% Maximum Time Frame
Each cell shows published weeks / maximum time frame weeks.

Program	M–F 9–4:30 35 hrs/week	M–F 9–3 30 hrs/week	M/T/W 9–5 22.5 hrs/week	Esthetician evening 30 hrs/week
Cosmetology and Class A Barber, including DE versions	29 / 43.5	34 / 51	45 / 67.5	—
Esthetician, including DE version	22 / 33	25 / 37.5	34 / 51	25 / 37.5
Cosmo to Barber Crossover	9 / 13.5	10 / 15	14 / 21	—

The evening column applies only to the Esthetician Hybrid Evening program.

The table uses the Academy's published program lengths. Maximum weeks are 150% of published weeks. Fractional MTF weeks are retained; MTF limits are not rounded upward.

At each official review, the Academy compares elapsed calendar time plus the time needed to complete the remaining required hours with the applicable limit. The projection uses the approved future schedule and calendar, including known noninstructional dates; weekly hours alone are an estimate when closures or partial weeks affect the result. The Academy also determines whether the remaining hours can be completed before the scheduled-hour limit is reached.

Schedule Changes and Transfer Adjustments

An approved schedule change does not erase prior attendance, reset elapsed time, or give the student a new full-program MTF allowance. The Academy documents each schedule, its effective dates, cumulative scheduled hours at each change, and the revised MTF Date.

For a schedule change, the Academy combines the portions of the published lengths applicable to each schedule. For one change, normal completion weeks equal (old published weeks × scheduled hours at change ÷ full program hours) + (new published weeks × remaining scheduled hours ÷ full program hours). Remaining scheduled hours equal full program hours less scheduled hours at change. Multiply the combined weeks by 150% to determine MTF weeks; retain fractional weeks in both portions and the final allowance. Add MTF weeks × 7 to the original enrollment date, plus approved LOA calendar days counted once. Use scheduled hours, not actual completed hours, to allocate the scheduled portions. Previous attendance and enrollment history remain part of the cumulative record. The Academy documents the calculation and notifies the student of the revised MTF Date and any financial aid effect. Multiple changes or changes following transfer/re-entry require an individually documented calculation that preserves prior MTF time used. A schedule change does not automatically restore eligibility after MTF failure.

Accepted external transfer hours reduce the hours required at the Academy and are counted as both attempted and completed when determining exhaustion of MTF. For an outside-school transfer, the remaining allowance equals (full program hours less accepted transfer hours) ÷ approved weekly hours × 150%, with fractional weeks retained throughout. The MTF Date equals the Academy enrollment date plus remaining MTF weeks × 7, extended for approved LOA days counted once. The remaining contracted hours and schedule must support the documented calculation; full-program tables do not provide an additional full allowance. Re-entry or transfer between Academy campuses retains prior SAP history and subtracts MTF time already used from the applicable total allowance.

Maximum Time Frame Failure and Title IV Eligibility

A student fails MTF when completion within either applicable limit is no longer possible, even if the limit has not yet been reached. At an official SAP review, an MTF failure makes the student ineligible for Title IV aid for the following payment period. Under Academy policy, financial aid warning, appeal, and financial aid probation are unavailable for MTF failure. This restriction is a school policy, not a DOE prohibition on MTF appeals. The student may continue as self-pay if permitted under the enrollment agreement and an approved payment arrangement. The Academy provides written notice. Title IV aid is not awarded for hours beyond the approved program's required hours.

Qualitative Requirement - Academic Progress

Students must maintain a cumulative academic average of at least 70%. Academic learning and practical performance are evaluated throughout the program. Practical assignments count toward completion only when rated satisfactory or better. Failed or missed tests and incomplete assignments must be made up under the Academy's grading and make-up policies.

100%-90%	Exemplary Performance
89%-80%	Excellent Mastery of Course Content
79%-75%	Good Mastery of Course Content
74%-70%	Satisfactory
69% & Below	Unsatisfactory

Determination of Satisfactory Academic Progress

A student who meets the minimum cumulative academic and attendance standards and the MTF requirements is considered to be making SAP until the next scheduled evaluation. Warning and probation permit temporary Title IV eligibility under the conditions below; they do not erase a failure. Admission, graduation, state licensing, and financial aid eligibility remain separate determinations.

Warning Status

Because official reviews occur at the end of each payment period, a student who fails attendance or academics may receive financial aid warning for one payment period without an appeal if the student met SAP in the immediately preceding enrolled payment period or is being evaluated after the first payment period. Written notice identifies the deficiencies and the actions needed. The student may receive otherwise eligible Title IV aid during warning. If SAP is not regained at the end of warning, aid stops unless an appeal is approved and the student qualifies for probation. MTF failure is not eligible for warning under this policy.

Probation Status

Financial aid probation requires an approved appeal and either a determination that SAP can be met by the end of the next payment period or an academic plan developed with the student that will achieve SAP by a specified point within MTF. An academic plan alone does not replace an approved appeal. Probation reinstates otherwise eligible Title IV aid for one payment period. At the end of that period, the student must meet SAP or the plan's requirements to remain eligible. Continued eligibility under a plan is reviewed at each payment-period end. Failure to meet both SAP and the applicable plan requirements results in loss of Title IV eligibility.

Re-Establishment of Satisfactory Academic Progress

A student may regain SAP by meeting the cumulative academic, attendance, and MTF standards at a subsequent applicable evaluation. Following a failed warning period, an approved appeal is required for probationary aid before those standards are met. A student who instead actually regains all SAP standards may reestablish eligibility without an appeal, subject to the evaluation and other federal eligibility requirements. Paying without aid or stopping attendance alone does not restore eligibility. An MTF failure cannot be appealed. Eligibility may be restored only when a documented reevaluation establishes that the student actually meets all cumulative SAP standards, including the ability to complete within the applicable MTF. A record correction or a change that brings the student into compliance is evaluated under the same standards; it does not waive or extend the applicable MTF limits.

Interruptions, Course Incompletes, Withdrawals

An approved LOA preserves the student's SAP status and extends the contracted graduation date and MTF Date by the actual calendar days taken. No scheduled attendance accrues during the approved LOA. A withdrawal or re-entry does not remove prior Academy academic or attendance history. Students re-enter in the same SAP status held at withdrawal. Time when a student is not enrolled is not scheduled Academy attendance. The Academy reviews prior enrollment time and remaining hours when documenting the returning student's MTF allowance; withdrawal does not restart the full allowance or erase an existing failure.

Incomplete or missed work remains incomplete until satisfactorily made up; it does not count as a satisfactorily completed practical requirement. Missed tests are excluded from the cumulative academic average until completed. When a failed test is retaken, the new grade replaces the failed grade in the cumulative academic average; both grades are not averaged together. Repeating an unsatisfactory practical assignment does not produce duplicate clock-hour credit. The Academy does not offer separate noncredit or remedial courses; these do not alter SAP. A documented grade or attendance correction requires review of any affected SAP result.

Appeal Procedure

For an attendance or academic failure, the student may submit a written appeal to the Academy within ten calendar days after written notice of the adverse determination. Grounds include the death of a relative, the student's injury or illness, or other special circumstances. The appeal must explain why SAP was not met and what has changed to permit SAP at the next evaluation or compliance with an academic plan. Supporting documentation should be supplied when available. The Academy issues a written decision and retains the appeal and decision in the file. MTF failures cannot be appealed under Academy policy.

Transfer Hours and Re-Entry

Accepted transfer hours are recorded as both attempted and completed for purposes of determining exhaustion of MTF. Grades on accepted external transcripts are included in academic SAP under Academy policy; no external grade is invented when a transcript documents hours only. Within 180 days, Academy re-entry continues under the same enrollment ID and academic record. After 180 days, a new enrollment ID receives the prior Academy academic record. Neither an ID change nor payment-period repackaging resets cumulative SAP status or prior MTF failure. Transfer and re-entry evaluation periods are based on the hours contracted at the Academy and applicable federal payment periods, with the first institutional evaluation no later than the midpoint of the contracted hours or academic year, whichever comes first.

For VA beneficiaries, the School Certifying Official applies the VA/SAA-approved standards and reporting requirements separately. Title IV warning, probation, or self-pay continuation does not automatically authorize continued VA benefits.

GRADUATION REQUIREMENTS

1. Successfully complete all required clock hours and curriculum requirements for the enrolled program;
2. Complete all required subjects with no grade below 70%. Students who fail to make the required grade will be given the opportunity to retake the subject;
3. Pass the Academy's required final written and practical examinations with a grade of at least 70%;
4. Satisfy all other applicable graduation requirements established by the Academy; and
5. Satisfy financial obligations to the Academy or have approved payment arrangements in place.

Upon successful completion of all graduation requirements for any program offered by the Academy, the student will receive a certificate of completion.

LICENSURE

Completion of an Academy program does not guarantee eligibility for or issuance of a professional license. Students must satisfy all applicable licensing requirements established by the Texas Department of Licensing and Regulation (TDLR), including any required examinations and other eligibility requirements.

Texas licensing requirements may include lawful-presence verification and review of criminal history or other eligibility factors. Applicants and students are responsible for reviewing current TDLR licensing requirements.

GRADUATION, LICENSURE, & PLACEMENT

Information regarding graduation, licensure, and placement for Wade Gordon Hairdressing Academy is provided below:

- 2024 Official Rates
    - Graduation Rate: 86.71%
    - Placement Rate: 75.58%
    - Licensure Rate: 100%

Cumulative Outcomes of All Related Programs for CIP 12.04 (Cosmetology and Related Personal Grooming)

	AMARILLO LOCATION:	LUBBOCK LOCATION:	OKLAHOMA LOCATION:
Graduation Rate:	82.35%	89.47%	73.33%
Placement Rate:	62.50%	83.33%	85.71%
Licensure Rate:	100%	100%	100%

*The institution’s accrediting agency requires that any adjustments made to its student outcomes rates due to the COVID-19 Pandemic must be disclosed. As student achievement at this institution has not been significantly impacted by the Pandemic, the outcome rates reported do not reflect any such adjustments related to COVID-19.

STATE EXAMINATION FEES

- Written exam: $55.00
- Practical exam: $76.00

Examinations are administered through PSI at available authorized testing locations. Testing locations, appointments, and fees are subject to change. The Academy will assist with scheduling when needed. Students are responsible for examination fees and related expenses and should review the current PSI Candidate Information Bulletin before scheduling.

FERPA POLICY

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. At a postsecondary institution, FERPA rights belong to the student regardless of age.
Students have the right to inspect and review their education records, request amendment of records they believe are inaccurate or misleading, provide written consent before disclosure of personally identifiable information except where FERPA permits disclosure without consent, and file a complaint concerning alleged failures to comply with FERPA.

Requests to inspect records or request amendment should be submitted in writing to the Campus Director or other designated school official. The Academy will respond within the time allowed by FERPA and will provide any required hearing or review process.

The Academy may disclose education-record information without consent when permitted by FERPA, including to school officials with legitimate educational interests and under other applicable FERPA exceptions.

A school official is an Academy employee with administrative, supervisory, academic, instructional, or support responsibilities, or an authorized contractor performing an institutional service or function under the Academy's control regarding the use and maintenance of education records and subject to FERPA's use and redisclosure restrictions. A school official has a legitimate educational interest when access to an education record is necessary to fulfill that person's professional responsibilities for the Academy.

Students who believe their FERPA rights have been violated may file a complaint with the U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue, SW, Washington, DC 20202-8520, or through studentprivacy.ed.gov.

DISCLOSURE AND RETENTION OF EDUCATION RECORDS

Students have the right to inspect, review, and request amendment of information contained in their education records in accordance with FERPA. Education records are records that are directly related to the student and maintained by the institution.

At the postsecondary level, FERPA rights belong to the student regardless of age. Written consent from the student is generally required before personally identifiable information from education records may be disclosed to third parties, except when disclosure is permitted without consent under FERPA or other applicable law.
The Academy may disclose education-record information to a parent or legal guardian without the student's consent when permitted by FERPA, including when the student is a dependent for federal income tax purposes or when another applicable FERPA exception permits disclosure.

Wade Gordon Hairdressing Academy will retain education records for six (6) years from the student's last date of attendance. After this period, records may be destroyed in accordance with Academy policy and applicable record-retention requirements.

INSTITUTIONAL SCHOLARSHIPS AND DISCOUNTS

The School may periodically offer institutional scholarships, grants, or tuition discounts as part of limited-time enrollment initiatives.

Such offers may vary by enrollment period and are subject to published eligibility requirements and availability. All institutional aid is administered in a nondiscriminatory manner and in accordance with applicable regulations. Specific promotional offers are published separately and are not guaranteed for all enrollment periods.

CLASS SCHEDULE

Cosmetology; Cosmetology (DE 50%); Class A Barber; Class A Barber (DE 50%)
Three schedules offered

- Monday–Friday, 9:00 a.m.–4:30 p.m.
  35 hours per week / 7 months
- Monday–Friday, 9:00 a.m.–3:00 p.m.
  30 hours per week / 8 months
- Monday, Tuesday, Wednesday, 9:00 a.m.–5:00 p.m.
  22.5 hours per week / 10 months

Esthetician; Esthetician (DE 50%)
Day schedules plus Hybrid Evening schedule

- Monday–Friday, 9:00 a.m.–4:30 p.m.
  35 hours per week / 5 months
- Monday–Friday, 9:00 a.m.–3:00 p.m.
  30 hours per week / 6 months
- Monday, Tuesday, Wednesday, 9:00 a.m.–5:00 p.m.
  22.5 hours per week / 8 months
- Hybrid Evening — Monday–Friday, 5:30 p.m.–9:30 p.m. on campus
  + 10 hours/week distance education
  30 hours/week total / 6 months

Cosmo to Barber Crossover
Three schedules offered

- Monday–Friday, 9:00 a.m.–4:30 p.m.
  35 hours per week / 2 months
- Monday–Friday, 9:00 a.m.–3:00 p.m.
  30 hours per week / 3 months
- Monday, Tuesday, Wednesday, 9:00 a.m.–5:00 p.m.
  22.5 hours per week / 4 months

School Hours: Monday–Friday, 9:00 a.m.–9:30 p.m.
Lunch Break: 30 minutes; timing is determined by the schedule attended.

ATTENDANCE POLICY

Regular attendance is essential to successful completion of an Academy program. Students must maintain at least 67% cumulative attendance to satisfy the quantitative component of Satisfactory Academic Progress and must remain on pace to complete within the applicable Maximum Time Frame.

Students must notify the Academy when they will be absent or late. Whenever practicable, notification must be made by phone or the Academy's designated communication method at least thirty (30) minutes before the scheduled start time.

An excused absence is an absence approved by the Academy for illness, a family emergency, or another documented circumstance. An unexcused absence is an absence that has not been approved by the Academy. The Academy may request supporting documentation. Excused and unexcused absences do not earn clock-hour credit and are included in attendance calculations. Approved Leaves of Absence are handled separately under the Leave of Absence Policy.

Tardiness means arriving after the student's scheduled start time or returning late from a scheduled break or meal period. Students receive credit only for actual, properly documented attendance.

Absences or tardiness are considered excessive when the resulting missed time causes cumulative attendance to fall below 67% or prevents the student from completing within the applicable Maximum Time Frame. The Academy will address excessive absences or tardiness through attendance counseling and the applicable Satisfactory Academic Progress and disciplinary policies.

Except for a documented Leave of Absence, a student who does not attend class for thirty (30) consecutive days will be terminated in accordance with current TDLR requirements. The Academy will report withdrawals and terminations to TDLR within the required timeframe.

For students receiving Title IV federal student aid, the Academy separately determines the federal withdrawal date and date of determination in accordance with Return of Title IV Funds (R2T4) requirements. The federal attendance-monitoring requirement does not create an automatic 14-day administrative drop rule.

Student hours and operations that were properly earned will not be increased, decreased, withheld, or removed for disciplinary reasons. Credit is given only for hours and educational activity properly documented under Academy and TDLR requirements.

Full-time students are scheduled for at least 22.5 clock hours per week under the Academy's approved schedules.

CLASS AND PRACTICE HOURS-CREDIT PROCEDURE

Students at Wade Gordon Hairdressing Academy record their attendance by scanning the QR code on the provided device at the front desk to clock IN at the start of the day, OUT for a lunch period, IN when returning to class and OUT at the end of the class day. Students receive credit for operations completed after each operation or project verified by an instructor. The daily hours and operations earned are recorded in a software program on the computer.

CONSTITUTION DAY

The Academy observes Constitution Day each year on or near September 17 and provides an educational program concerning the United States Constitution as required by federal law.

LEAVE OF ABSENCE POLICY

The Academy may approve a Leave of Absence (LOA) for medical, family, or other documented personal circumstances that temporarily prevent attendance. The student must submit a written, signed, and dated request in advance, stating the reason for the leave. When unforeseen circumstances prevent an advance request, the Academy may approve the LOA after it begins, document the reason for its decision, and obtain the student's written request as soon as practicable. In that situation, the approved LOA begins on the first date the student was unable to attend.

Approval is based on the circumstances of the request and a reasonable expectation that the student will return. The Academy may not assess additional institutional charges as a result of an approved LOA. An LOA together with any additional approved LOAs may not exceed a total of 180 calendar days in any 12-month period.

A student on an approved LOA is not considered withdrawn for institutional or Title IV purposes at the time the LOA is approved. The student's contract period and Maximum Time Frame are extended by the same number of calendar days taken in the LOA. The change in the contract period will be documented through an enrollment agreement addendum or other documentation signed and dated by the required parties.

A student who takes an unapproved leave or does not return by the expiration of an approved LOA will be withdrawn. The Academy will use the student's last date of academic attendance, as documented in its records, for applicable refund and Return of Title IV Funds calculations.

Before approving an LOA for a student with a Title IV loan, the Academy will explain how failure to return may affect the student's loan repayment terms, including the possible expiration of the loan's grace period.

Students receiving VA education benefits are reported and certified in accordance with applicable U.S. Department of Veterans Affairs requirements.

MAKE UP POLICY

Students may make up missed academic work, tests, or assignments when permitted by the instructor and Academy policy. Missed tests are excluded from the academic average until completed. A retake grade replaces the failed grade in the average. Because the curriculum rotates, missed theory content may be completed when next available or through another approved method. Students may make up no more than three tests per day unless otherwise approved for students nearing completion.

Make-up work does not create or replace clock hours that were not actually earned. Clock hours are awarded only for properly documented attendance and approved educational activity.

PROGRAM COSTS - TUITION AND FEES

The following table lists direct institutional program charges. These amounts are separate from the federal Cost of Attendance budget used for financial aid purposes. A $75 re-entry fee applies when charged under the Academy's re-enrollment policy. A $150 withdrawal/termination fee is assessed when applicable under the Institutional Refund Policy. State licensing examination fees are not included unless specifically shown. Students may also incur minor personal supply costs.

Cosmetology / Cosmetology (DE 50%)
Registration Fee: $75.00
Permit Fee: $25.00
Book Fee: $400.00
School Kit: $2,567.00
State Board Kit: $150.00
Tuition: $14,783.00
Total Program Cost: $18,000.00

Class A Barber / Class A Barber (DE 50%)
Registration Fee: $75.00
Permit Fee: $25.00
Book Fee: $400.00
School Kit: $2,567.00
State Board Kit: $150.00
Tuition: $14,783.00
Total Program Cost: $18,000.00

Esthetician / Esthetician (DE 50%)
Registration Fee: $75.00
Permit Fee: $25.00
Book Fee: $400.00
School Kit: $2,567.00
State Board Kit: $150.00
Tuition: $6,783.00
Total Program Cost: $10,000.00

Cosmo to Barber Crossover
Registration Fee: $75.00
Book Fee: $400.00
State Board Kit: $150.00
Smock Fee: $45.00
Mannequin Head Fee: $85.00
Tuition: $2,925.00
Total Program Cost: $3,680.00

METHOD OF PAYMENT

Students may pay educational expenses in full or use an approved payment arrangement with Wade Gordon Hairdressing Academy. Students are responsible for any portion of educational expenses not covered by financial aid, VA education benefits, or another approved source.

Accepted payment sources may include Title IV federal student aid, cash/self-pay, VA education benefits, and other approved funding. A late fee of $10 per business day will be charged for payments received five (5) days after the due date. If a credit card is used for a monthly payment, an applicable processing fee may be charged. All school fees must be paid in full before graduation unless other arrangements have been approved by the Academy.

VETERANS BENEFITS POLICY

In accordance with 38 U.S.C. § 3679(e), Wade Gordon Hairdressing Academy will not impose a penalty, including a late fee, deny access to classes, libraries, or other institutional facilities, or require a covered student to borrow additional funds because of delayed VA payment for Chapter 31, Chapter 33, Chapter 35, or Chapter 1606 benefits during the protected period. The protected period begins when the student provides acceptable evidence of eligibility and ends on the earlier of the date VA payment is made to the Academy or 90 days after the Academy certifies tuition and fees following receipt of the eligibility documentation.

The Academy may require a covered student to provide acceptable evidence of eligibility, submit a written request to use the benefit, and provide additional information necessary to properly certify enrollment. Charges that VA is not expected to pay remain the student's responsibility.

GROUNDS FOR TERMINATION

The Academy reserves the right to terminate a student's enrollment for failure to comply with the terms and conditions of the Enrollment Agreement, the Student Catalog, or established Academy policies. Grounds for termination may include, but are not limited to:

- Failure to meet satisfactory academic progress or attendance requirements;
- Failure to meet financial obligations to the Academy;
- Violation of Academy rules, policies, or standards of conduct;
- Disruptive, threatening, unsafe, or inappropriate behavior;
- Academic dishonesty, falsification of records, or misrepresentation;
- Failure to return from an approved Leave of Absence as scheduled; or
- Other conduct or circumstances that constitute grounds for termination under Academy policy or applicable law.

Any applicable refund will be calculated in accordance with the Institutional Refund Policy contained in this Catalog and the student's Enrollment Agreement.

TRANSCRIPTS AND TRANSFERABILITY

Official transcripts will be issued in accordance with applicable federal and state requirements. Upon withdrawal, and when applicable tuition and fees have been tendered as required by Texas law, the Academy will make the student's official transcript available or postmark it within ten (10) calendar days after notice of withdrawal. Outstanding financial obligations may affect release of portions of a transcript only to the extent permitted by law.

Transferability of hours or credits is determined by the receiving institution and applicable licensing requirements. Wade Gordon Hairdressing Academy does not guarantee that another institution will accept hours or coursework completed at the Academy.

PERSONAL SERVICES

Students should not anticipate or expect personal services. Personal services for students is a privilege and must be conducted in accordance with school policy, must be pre-approved by the supervising instructor, must have practical work done, and may be denied at any time. Students must be adequately dressed, groomed, and presentable for performing work on the public upon arrival at school. Personal days are Monday-Thursday, and any service must be paid for on the day the service was completed.

SCHOOL RULES AND REGULATIONS

- School hours are Monday through Friday from 9:00 a.m. until 9:30 p.m.
- Students must attend according to their approved schedule and comply with the Academy's attendance and timekeeping requirements.
- Students are responsible for accurately recording their own attendance.
- Students must clock in when entering and clock out when leaving, including required meal periods.
- No student may clock in or out for another student.
- If the timekeeping system does not properly record attendance, the student must follow the Academy's attendance-verification procedure.
- Students are expected to remain actively engaged in assigned theory, practical, clinic, project, sanitation, and other approved educational activities while in attendance and to follow instructor direction.
- Cell phones may be used during appropriate downtime when the student is not actively working on a client, completing theory, practical assignments, daily work, or other assigned school activities.
- Before-and-after photos or videos and other school-related content may be taken when permitted by an instructor and, when applicable, with the client's permission.
- Personal cell phone use must not interfere with education, client services, classroom instruction, or the learning environment.
- Students must maintain professional, respectful, and safe conduct.
- Harassment, threats, violence, academic dishonesty, falsification of records, disruptive behavior, or other conduct inconsistent with Academy policy may result in disciplinary action, up to and including termination.
- Alcohol, illegal drugs, and impairment are prohibited during school activities.
- A student who appears impaired or otherwise presents a safety concern may be removed from class or clinic activities and may be subject to the Academy's disciplinary or termination policies.

- Students must comply with sanitation and disinfection requirements, maintain appropriate personal hygiene and professional appearance, keep work areas clean, and complete assigned sanitation duties.
- Students must wear clean, washable clothing made of closely woven fabric suitable for school and clinic work that readily sheds hair clippings and airborne particles. Tank tops, tube tops, sleeveless clothing, high-heeled shoes, and open-toed footwear are prohibited.
- Students who do not meet the required dress standards will be dismissed from classroom or clinic activities until they comply. No clock-hour credit will be awarded for time spent out of school or activities because of noncompliance. Previously earned and properly documented hours will not be deducted.
- Smoking is not permitted on school premises.
- Visitors are not permitted in classrooms, student work areas, or the student lounge unless authorized by Academy personnel.
- Students are responsible for proper use and return of Academy materials and equipment and for their own personal belongings.
- The Academy is not responsible for lost or stolen personal property.
- Students serving the public must be courteous and professional and should request instructor assistance if a client-service issue arises.
- Services, products, and materials may be provided only as authorized by the Academy and reflected on the applicable service ticket.
- Students must notify the administrative office promptly of changes to their name, address, telephone number, or other required contact information.
- Students may consult Academy management regarding school-related concerns or personal circumstances affecting attendance or participation.
- Violations of Academy rules are addressed under the Academy's applicable conduct, disciplinary, attendance, and Grounds for Termination policies.

SCHOOL SANITATION AND DUTIES POLICY

Wade Gordon Hairdressing Academy strives to be a clean facility. We do our best to maintain our facility as the first day of business every day. With your help we can continue to provide a clean and sanitary establishment in which both students and clients can enjoy. Every month you will be assigned a cleaning duty. This is part of your sanitation daily grade.

VACCINATION POLICY

Wade Gordon Hairdressing Academy does not require students enrolled in its current programs to provide proof of vaccination as a condition of enrollment, unless otherwise required by applicable law.

SPECIAL CIRCUMSTANCES

The Academy may consider documented special or mitigating circumstances when applying a policy where the policy itself permits individual consideration and where such consideration is consistent with applicable federal, state, accrediting-agency, and institutional requirements.

GRIEVANCE PROCEDURE

Wade Gordon Hairdressing Academy maintains an internal grievance procedure so students have a clear process for resolving concerns at the school level. Students are encouraged to attempt informal resolution with the instructor, Campus Director, or appropriate staff member when practical.

A student who wishes to file a formal grievance must submit the complaint in writing to the Campus Director. The written grievance should identify the student, describe the concern and relevant dates, identify the policy or issue involved when known, and state the resolution requested. Grievance forms, when used by the Academy, are available from school administration.

The Academy will review the grievance, investigate as appropriate, and provide a written response within ten (10) business days when practicable. If additional time is necessary, the student will be informed of the status of the review. Records of formal grievances and their resolution are maintained in accordance with the Academy's recordkeeping practices.

If the matter remains unresolved after the Academy's internal procedure, a student may contact the Texas Department of Licensing and Regulation (TDLR), P.O. Box 12157, Austin, TX 78711, 800-803-9202 or 512-463-6599, or use the complaint process at tdlr.texas.gov.

A student may also submit a complaint to the National Accrediting Commission of Career Arts and Sciences (NACCAS) in accordance with NACCAS complaint procedures. NACCAS complaint information and forms are available at naccas.org. A student complaint to NACCAS should ordinarily show that the Academy's grievance procedure has been followed and explain why the matter remains unresolved.

INSTITUTIONAL REFUND POLICY

This Institutional Refund Policy applies to terminations for any reason, including a student's decision to withdraw, termination by the Academy, course or program cancellation, or school closure, as applicable under Texas law.

A refund of any unused part of tuition, fees, and other charges paid will be provided to a student who, after expiration of the cancellation period, fails to enter the course of training, withdraws from the course of training, or is terminated before completing the course.
Refunds are based on the student's period of enrollment, computed on the basis of course time expressed in scheduled hours as specified in the Enrollment Agreement.

For institutional refund purposes, the effective date of termination is the earliest of: (1) the last date of attendance if the student is terminated by the Academy; (2) the date the Academy receives the student's written notice of withdrawal; or (3) ten (10) school days after the student's last date of attendance.

If tuition is collected before the course begins and the student does not begin the course of training, the Academy may retain no more than $100.

A $150 withdrawal/termination fee will be assessed to a student who withdraws or is terminated from the program.

Withdrawal or Termination Refund Calculation
For a course scheduled to run not more than 12 months, the following refund calculation applies:

- During the first week or first 10% of the course, whichever period is shorter: 90% refund of outstanding tuition.
- After the first week/first 10%, whichever is shorter, but within the first three weeks: 80% refund of outstanding tuition.
- After the first three weeks through the first 25% of the course: 75% refund of outstanding tuition.
- After the first 25% through the first 50% of the course: 50% refund of outstanding tuition.
- During the last 50% of the course: no refund of outstanding tuition; the Academy may retain 100% of tuition and fees paid.

Refund Timing: Any refund owed under the institutional refund policy will be paid no later than the 30th day after the date the student becomes eligible for the refund.

Cancellation of Enrollment Agreement
A student is entitled to a full refund of all money paid if the student cancels the Enrollment Agreement no later than midnight of the third day after the date the Agreement is signed, excluding Saturdays, Sundays, and legal holidays. A student is also entitled to a full refund of all money paid if the student entered into the Enrollment Agreement because of a misrepresentation made in the Academy's advertising or promotional materials or by an owner or representative of the Academy.

Official Withdrawal
A student who wishes to officially withdraw from the Academy should provide written notice of withdrawal to the Admissions Office and/or Financial Aid Office. For purposes of the institutional refund calculation, the effective date of termination is determined in accordance with this Institutional Refund Policy. For students receiving Title IV federal student aid, the withdrawal date used for the federal Return of Title IV Funds (R2T4) calculation is determined separately in accordance with applicable federal requirements.

Unofficial Withdrawal
A student who stops attending without providing official notice of withdrawal may be considered unofficially withdrawn. The Academy will determine the effective date of termination for purposes of the institutional refund calculation in accordance with this Institutional Refund Policy. For students receiving Title IV federal student aid, the Academy will separately determine the student's withdrawal date and complete any required R2T4 calculation in accordance with applicable federal requirements.

Interest on Late Refunds
If tuition is not refunded within the period required by Texas law, the Academy will pay interest on the amount of the refund beginning on the first day after the refund period expires and ending on the day preceding the date the refund is made. If tuition is refunded to a lending institution, the interest will be paid to that institution and applied against the student's loan. The applicable interest rate will be the rate established in accordance with Texas law.

Re-Entry After Withdrawal or Termination
If a student voluntarily withdraws or is terminated after completing 50 percent of the course, the Academy will allow the student to re-enter at any time during the 48-month period following the date of withdrawal or termination, unless the student presents a danger to other students or staff of the Academy.

Effect of Student Withdrawal - Incomplete Grade
The Academy will record a grade of incomplete for a student who withdraws and is not entitled to a refund under the applicable Texas withdrawal/termination refund provision if the student: (1) requests the grade at the time the student withdraws; and (2) withdraws for an appropriate reason unrelated to the student's academic status. A student who receives a grade of incomplete may re-enroll in the program during the 48-month period following the date the student withdraws and complete the subjects without payment of additional tuition.

Effect of School Closure
If the Academy closes, TDLR will attempt to arrange for students enrolled at the closed school to attend another licensed school. If a student from the closed school is placed in another school, expenses directly related to educating the student, including applicable tuition for the period for which the student paid tuition, may be paid from the Barbering and Cosmetology School Tuition Protection Account in accordance with Texas law.

If a student cannot be placed in another school, the student's tuition and fees will be refunded as provided by Texas law. If a student declines an available and reasonable placement in another school, the student's tuition and fees will be refunded under the applicable withdrawal or termination refund provisions. Any refund from the tuition protection account is subject to the limits established by Texas law. If another school assumes responsibility for the closed school's students and there is no significant change in the quality of training, the student is not entitled to a refund of tuition and fees transferred to the new school.

Other Settlement
Any settlement or refund situation not specifically addressed by this policy will be handled in accordance with applicable federal and state requirements. Any resulting settlement will be documented in the student's file.

Veterans Refund Policy
Students utilizing the U.S. Department of Veterans Affairs (VA) education benefits are subject to the same Institutional Refund Policy as all other students. Refunds will be calculated in accordance with the Academy's published refund policy and applicable state and federal requirements.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

The federal Return of Title IV Funds (R2T4) policy applies when a Title IV recipient withdraws before completing the applicable payment period or period of enrollment. The R2T4 calculation determines the amount of federal student aid earned by the student; it is separate from the Academy's Institutional Refund Policy, which determines institutional charges and any refund owed under Texas law.

Withdrawal Date and Date of Determination
Because the Academy is required to take attendance, the federal withdrawal date is the student's last date of academic attendance as documented in Academy attendance records. The Academy documents the date it determines that a student withdrew no later than fourteen (14) calendar days after the student's last date of

attendance, except in unusual circumstances permitted by federal requirements. The 14-day timeframe does not require the Academy to administratively withdraw a student on day 14.

Percentage of Title IV Aid Earned
For a clock-hour program, the percentage of the payment period or period of enrollment completed is based on scheduled clock hours, not actual hours attended. The percentage is calculated by dividing the scheduled clock hours from the beginning of the applicable payment period or period of enrollment through the withdrawal date by the total clock hours in that period. For a second or later payment period beginning on or after July 1, 2026, scheduled hours for R2T4 do not begin to accrue until the student successfully completes the prior payment period.

A student who withdraws after the point at which the student was scheduled to complete more than 60% of the applicable payment period or period of enrollment earns 100% of the Title IV aid for that period. If the student was scheduled to complete 60% or less, the unearned portion must be returned in accordance with federal requirements.

Return of Unearned Funds
The Academy completes any required R2T4 calculation no later than 30 days after the date of determination and returns unearned Title IV funds for which the Academy is responsible as soon as possible, but no later than 45 days after the date of determination. Funds are returned in the order required by federal regulations, as applicable to the Title IV programs in which the Academy participates.

Post-Withdrawal Disbursements
If the student earned more Title IV aid than was disbursed before withdrawal and all late-disbursement conditions are met, the student may be eligible for a post-withdrawal disbursement (PWD). The Academy will offer any eligible Direct Loan PWD within 30 days after the date of determination and will provide the student or parent at least 14 days to accept or decline the loan funds. Accepted loan funds generally must be disbursed within 180 days after the date of determination. Required grant PWDs are made within the federal timeframes, including 45 days when paid directly to the student and up to 180 days when applied to allowable institutional charges.

Student Grant Overpayments
When an R2T4 calculation results in a Title IV grant overpayment for which the student is responsible, the student's repayment obligation is determined under federal rules, including applicable protections for small overpayments. The Academy will notify the student and take required actions within the federal deadlines.

Institutional Charges
Institutional charges used in the R2T4 calculation are determined in accordance with federal regulations and may include tuition, fees, and applicable charges for books, supplies, materials, and equipment.

A student may owe the Academy a balance after Title IV funds are returned even if the Academy is not required to provide an institutional refund. Students may contact the Financial Aid Office for an explanation of an individual R2T4 calculation.

DISTANCE EDUCATION

Wade Gordon Hairdressing Academy manages, controls, delivers, documents, and evaluates all distance education offered as part of an approved program. Distance education is limited to curriculum approved for distance delivery and is designed to provide educational quality comparable to on-campus instruction.

Instructor Interaction and Academic Engagement
Distance education includes regular and substantive interaction between students and qualified instructors. Substantive interaction includes at least two of the following: direct instruction; assessment or feedback on coursework; information or responses to questions about course content; or instructor-facilitated discussions about course content.

Instructors provide opportunities for substantive interaction on a scheduled basis, monitor students' academic engagement, and initiate additional interaction when needed based on that monitoring or a student's request. Students must actively participate in assigned educational activities. Logging into an online platform alone does not establish attendance or academic engagement.

On-Campus Participation
Students enrolled in a distance education program must participate on the contracted campus at least once every ten (10) business days for the length of the scheduled class day identified in the Enrollment Agreement.

Clinical Instruction
Distance education will not be used to deliver clinical instruction in which the student performs practical applications on a live model and/or client. Practical and clinical requirements must be completed in an approved setting under required instructor supervision.

Attendance and Time Verification
For asynchronous distance education, the Academy measures and documents actual participation and time engaged in approved educational activity using the Academy's approved attendance and time-verification method. For synchronous distance education, the technology used must permit the instructor to monitor attendance and directly interact with students. Distance education hours are recorded through the Academy's approved system and may not duplicate hours credited through another attendance method.

Assessments and Examinations
All assessments used to calculate a student's grade point average are administered physically on the contracted campus. Students complete a monthly distance education assessment on campus with a qualified instructor covering the prior month's distance education content. The comprehensive academic and practical final examinations are administered on campus.

Academic Records
Transcripts and other academic records identifying academic attainment will identify the distance education component when applicable.

Licensure / Reciprocity Disclosure
Before enrollment, students are informed that academic achievement earned through distance education may not be accepted for reciprocity or licensure in another state. The Academy maintains a signed and dated acknowledgment of this disclosure in the student file.

FINANCIAL ASSISTANCE DISCLOSURES

Financial assistance is available to those who qualify through the Financial Aid Office. Students have the right to receive information about the Academy's accreditation and licensing, programs and facilities, program costs and federal Cost of Attendance, available financial aid, eligibility requirements, application procedures and deadlines, Satisfactory Academic Progress, refund and R2T4 policies, loan terms and repayment, and services available to students with disabilities.

Students are responsible for providing accurate information, completing required applications and documents by applicable deadlines, reviewing communications and forms, notifying the Academy of relevant changes, understanding the terms of any student loan, and complying with enrollment, academic, attendance, and financial requirements.

FAFSA and Eligibility
A current FAFSA is required before the Academy can determine eligibility for Title IV federal student aid. Students must submit the FAFSA and any required eligibility documentation within applicable federal, state, and institutional deadlines. Current FAFSA information and federal deadlines are available at StudentAid.gov.

Financial Aid Award Information
Students receive financial aid estimate or award information identifying the types and estimated amounts of aid for which they may be eligible. Students are provided instructions for accepting, declining, or adjusting applicable aid. Federal Direct Loan amounts are processed in accordance with the student's documented loan selection and federal eligibility requirements.

Verification
Some FAFSA applications are selected for verification, and additional documentation may also be required when information in the financial aid file must be resolved. If documentation is required, the Financial Aid Office will notify

the student of the specific items needed and the applicable deadline. Failure to provide requested documentation may delay financial aid or result in the student being unable to receive aid for which eligibility cannot be established. Financial aid eligibility cannot be finalized until all required information has been reviewed and any necessary corrections have been completed.

Title IV Programs
The Academy participates in the Federal Pell Grant, Federal Direct Subsidized Loan, Federal Direct Unsubsidized Loan, and Federal Direct PLUS Loan for Parents programs, as applicable. The Academy may also certify eligible VA education benefits and other approved outside funding sources.

Student Aid Index and Cost of Attendance
Financial aid eligibility is determined in accordance with applicable federal requirements using information reported on the FAFSA, including the Student Aid Index (SAI), Cost of Attendance, other financial assistance, program eligibility requirements, and applicable annual and aggregate limits. The federal Cost of Attendance budget may include tuition and fees, books and supplies, food and housing, transportation, miscellaneous/personal expenses, and other allowable components.

Application of Title IV Funds
Title IV funds are credited and disbursed in accordance with federal cash-management requirements and any applicable student authorization. Students are responsible for charges not covered by financial aid or another approved funding source.

Entrance and Exit Counseling
First-time Direct Loan borrowers must complete applicable Entrance Counseling and a valid Master Promissory Note before required loan disbursements. Direct Loan borrowers must complete Exit Counseling when they graduate, withdraw, or otherwise cease at least half-time enrollment, as applicable. Counseling and federal loan information are available through StudentAid.gov.

Private Education Loans
Wade Gordon Hairdressing Academy does not offer institutional education loans and does not maintain a preferred lender arrangement. Students considering a private education loan are encouraged to review available federal student aid before borrowing because federal loans may offer more favorable terms and borrower protections. Any private education loan will be handled in accordance with applicable federal disclosure and self-certification requirements.

STUDENT LENDING CODE OF CONDUCT

As a participant in Federal Student Loan programs, Wade Gordon Hairdressing Academy publishes a student lending code of conduct applicable to the institution's officers, employees, and agents. The code of conduct requirements are set forth in the Higher Education Opportunity Act (HEOA) signed into law on August 14, 2008. For this reason, and because we are committed to the highest level of ethical behavior, Wade Gordon Hairdressing Academy has adopted the following code of conduct:

Wade Gordon Hairdressing Academy does not participate in any revenue-sharing arrangements with any lender.

No officer, employee or agent of Wade Gordon Hairdressing Academy employed in the financial aid office or who has responsibilities with respect to education loans, shall solicit or accept any gift greater than a nominal value from the lender, guarantor or servicer of education loans.

No officer, employee or agent who is employed in the financial aid office or a role involved in the administration of education loans may accept any fee, payment, or other financial benefit from a lender as compensation for any type of consulting arrangement or contract to provide services to a lender or on behalf of a lender relating to student education loans.

Wade Gordon Hairdressing Academy will not direct students to a specific lender and prohibits its officers, employees, and agents from delaying loan certifications or refusing to certify or otherwise deny or delay certification of a loan based on the borrower's selection of a lender and/or guarantor. The school does not assign a lender to any first-time borrower through financial aid packaging or any other means.

Wade Gordon Hairdressing Academy will not request or accept any offer of funds to be used for private education loans to students from any lender in exchange for providing the lender with loans nor will the school enter into a preferred lender arrangement for Title IV loans.

Wade Gordon Hairdressing Academy will not request or accept any assistance with call center or financial aid office staffing.

Employees or those who serve on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors will not accept anything of value (other than reimbursement for reasonable expenses) for such service.

Wade Gordon Hairdressing Academy is committed to the following best practices with respect to lending and will display all required consumer information in a prominent location on the institutional web site and in any printed materials, easily identified and found, and labeled as “Consumer Information.”

APPROVAL DISCLOSURE

Wade Gordon Hairdressing Academy is licensed by the:
Texas Department of Licensing and Regulation (TDLR)
Main Office: 920 Colorado St., Austin, TX 78701
Mailing Address: P.O. Box 12157, Austin, TX 78711
Telephone: 800-803-9202 or 512-463-6599 | tdlr.texas.gov

Wade Gordon Hairdressing Academy is accredited by:
National Accrediting Commission of Career Arts and Sciences (NACCAS)
3015 Colvin Street
Alexandria, VA 22314
703-600-7600 | naccas.org

VOTER REGISTRATION

Wade Gordon Hairdressing Academy encourages eligible students to register to vote. Voter registration information and forms for the State of Texas are available through the Texas Secretary of State. The Academy will make voter registration information available to eligible students in accordance with applicable federal requirements.
Texas voter registration information is available at VoteTexas.gov and through the Texas Secretary of State.

COPYRIGHT POLICY

Wade Gordon Hairdressing Academy requires students and employees to comply with federal copyright law and to use copyrighted materials only as permitted by law, license, or applicable fair-use principles.

COPYRIGHT INFRINGEMENT AND PEER-TO-PEER FILE SHARING

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is prohibited and may result in Academy disciplinary action up to and including termination. Unauthorized downloading, uploading, reproduction, or distribution of copyrighted works may also expose an individual to civil and criminal liability under federal law.

Federal law provides civil remedies that may include actual damages or statutory damages and, for willful infringement, increased statutory damages. Willful copyright infringement may also result in criminal penalties. Current information regarding federal copyright law and penalties is available from the U.S. Copyright Office at copyright.gov.

USE OF ACADEMY TECHNOLOGY

Academy technology and internet access may not be used for illegal downloading, unauthorized file sharing, infringement, or distribution of copyrighted material. Only software that the Academy owns, licenses, or is otherwise legally authorized to use may be installed or used on Academy systems. Violations may result in disciplinary action.

FAIR USE

Fair use may permit limited use of copyrighted works for purposes such as criticism, comment, news reporting, teaching, scholarship, or research. Whether a particular use qualifies as fair use depends on the purpose and character of the use, the nature of the copyrighted work, the amount used, and the effect of the use on the potential

market for or value of the work. Students and employees are responsible for evaluating whether a proposed use is authorized.

LEGAL ALTERNATIVES

Students are encouraged to obtain music, software, publications, and other copyrighted material through lawful sources, including licensed vendors, authorized streaming or download services, libraries, publishers, and other legitimate providers.

FACULTY & STAFF

Staff Member	Position	Campus
Wade Hagler	Owner	All Campuses
Princessa Hagler	Vice-President	All Campuses
Krys Webb	Business Office	Amarillo / Lubbock
Sylvia Rodriguez	Director of Academy	Amarillo
Celeste Barrientos	Admissions Director	Amarillo
Savannah Lindvay	Receptionist	Amarillo
Josiah Baros	Director of Education / Educator	Amarillo
Celina Reyes	Educator	Amarillo
Princessa “Ciana” Hagler	Educator	Amarillo
Rick Rodriguez	Educator	Amarillo
Luis “Merc” Merced	Educator	Amarillo
Kacy Abram	Director of Academy	Lubbock
Jessica Gonzales	Receptionist	Lubbock
Christina Perez	Educator	Lubbock
Jamie Sanders	Educator	Lubbock
Chris Neal	Educator	Lubbock
Zeus Gonzalez	Educator	Lubbock

CLASS START CALENDAR & STUDENT HOLIDAYS

Programs Offered

Cosmetology • Cosmetology (DE 50%) • Class A Barber • Class A Barber (DE 50%) • Esthetician • Esthetician (DE 50%) • Cosmo to Barber Crossover

2026 CLASS START DATES

Month	Start Date
January	January 12, 2026
February	February 2, 2026
March	March 2, 2026
April	April 6, 2026
May	May 4, 2026
June	June 1, 2026
July	July 6, 2026
August	August 3, 2026
September	September 8, 2026
October	October 5, 2026
November	November 2, 2026
December	December 7, 2026

2026 STUDENT HOLIDAYS

Holiday / Break	Date(s)
Spring Break	March 16-20, 2026
Good Friday	April 3, 2026
Memorial Day	May 25, 2026
Labor Day	September 7, 2026
Thanksgiving Break	November 23-27, 2026
Christmas Break	December 21, 2026-January 1, 2027

If classes are canceled, delayed, dismissed early, or otherwise modified because of weather or another extenuating circumstance, students will be notified through the Academy's designated communication methods. See the Inclement Weather policy in this Catalog.

*The information contained in this catalog is true and correct to the best of Wade Gordon Hairdressing Academy’s knowledge.