

**CONLEE'S COLLEGE  
OF  
COSMETOLOGY**

320 W. Water St., Suite E  
KERRVILLE, TX 78028  
(830) 896-2380  
*conleescollegeofcosmetology.com*

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## **FOREWORD**

Information presented on the following pages is designed to acquaint the prospective student with the facilities, staff, faculty, and curriculum of Conlee's College of Cosmetology.

Privately owned and co-educational, the school offers training in the following areas:

- Cosmetology
- Instructor
- Manicuring

Students learn in classroom situations, taught by dedicated, qualified instructors, as well as through practical application.

Accredited by:

The National Accrediting Commission  
of Cosmetology Art and Sciences  
4401 Ford Avenue, Suite 1300  
Alexandria, VA 22302  
(703) 600-7600

Conlee's College of Cosmetology is a member of:  
Kerrville Chamber Of Commerce

Conlee's College of Cosmetology is authorized by the Texas Department of Licensing and Regulation to operate as a Cosmetology School in the State of Texas.

TDLR Cosmetology Program  
PO Box 12088  
Austin, TX 78711  
(512) 463-2906 or (800) 803-9202  
[www.license.state.tx.us](http://www.license.state.tx.us)

Conlee's College of Cosmetology is eligible to train:  
Veteran Students (Chapter 13)  
War Orphans and Widows (Chapter 35)  
In-Service Veterans  
Vocational Rehabilitation (State of Texas  
Department of Assistive and Rehabilitative  
Services)

Conlee's College of Cosmetology is authorized under Federal Law to enroll non-immigrant alien students.

## **MISSION STATEMENT**

Conlee's College of Cosmetology trains and prepares graduates for a career in the cosmetology and related fields.

## **HISTORY**

Conlee's College of Cosmetology was established by Kay and Bill Conlee in 1973. The school is located in the Texas Hill Country in Kerrville, Texas.

In August 1983 Conlee's College of Cosmetology was purchased by Robert and Judy Cardin and in February 2004, by Mr. Duc Nguyen. Judy Cardin remained as Director.

In January 2007 the school relocated to newer, larger facilities.

On July 1, 2008 the school was purchased by Angela and Karsten Wollmann. Angela is an instructor at the school.

In December 2008 the school was redecorated to reflect the school's new, more modern and upbeat attitude.

Conlee's College's goal is to ensure the student receives quality training to meet the requirements of employers in the cosmetology field.

## **FACULTY**

Instructors are competent cosmetologists. Each has been thoroughly trained in the most contemporary methods of hairstyling and teaching.

## **FACILITIES AND EQUIPMENT**

The school has separate classrooms and clinic floors for beginning and advanced sections, a dispensary, and offices for counseling. There is a library including video tapes and DVD's for basic and advanced hair designing, haircutting, iron curling, blow drying, permanent waving, facials, make-up, hair relaxing, wigs and hairpieces, and other related cosmetology subjects. These materials are used as teaching aids by the instructors and reference materials for the students.

## **TEACHING AIDS**

Instructors are supplied with the basic charts, diagrams, videos, CD's, and DVD's needed to supplement both the classroom and laboratory work in each field of study.

## **ADMISSION REQUIREMENTS**

All applicants must demonstrate that they have proper motivation and qualifications to successfully complete the course.

The school admits, as regular students, persons having a high school diploma, a General Education Development (GED) certificate, or the Ability to Benefit (transfer students). All students must be over the compulsory high school age of seventeen (17). In order to be admitted on the basis of Ability to Benefit, a student shall have already completed a nationally recognized test to determine the applicants ability to benefit from the education and training offered, after a personal interview. Conlee's College does not administer the ATB test.

The school admits, as instructor students, persons having a high school diploma or General Education Development (GED) certificate, eighteen (18) years of age or older, and having a valid cosmetology Operator's license.

### **ADMISSION PROCEDURES**

It is required that a representative of the school conduct the initial interview in the school. The representative will describe the school and it's philosophy, go over the course outline, arrange a tour of the school, and answer questions about the school.

Upon acceptance, the Director of the school will affix his/her signature to the enrollment contract. A student may enroll in the school between the hours of 9:00 a.m. to 4:00 p.m. Monday through Friday. New classes start the second Tuesday of each month, except December.

### **FINANCIAL AID**

Conlee's College of Cosmetology is an eligible institution under the Pell Grant program and the Supplementary Education Opportunity (SEOG) program. A Free Application for Federal Student Aid may be completed or the student may file online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). To receive financial aid, a student must maintain satisfactory progress in attendance and academics.

The financial aid office is open from 9:00 a.m. to 3:00 p.m. Monday through Friday.

### **STUDENT RESPONSIBILITIES**

It is expected of the individual student that he/she show sufficient determination in attaining goals set by the student. It is also the student's responsibility to make sure that he/she clocks in and out. If a student forgets to clock in or out, the student will lose those hours. It is the student's responsibility to take care of his/ her supplies and personal belongings. Any property left by a withdrawn student over 30 days becomes school property.

### **GRADING POLICY**

The following grading policy is used:

|        |           |
|--------|-----------|
| 100-95 | Excellent |
| 94-90  | Good      |

|       |              |
|-------|--------------|
| 89-85 | Average      |
| 84-80 | Satisfactory |
| I     | Incomplete   |

Grades are given for Theory and for Practical.

### **ATTENDANCE AND ABSENCE POLICIES**

The School feels that its attendance policy approximates the expectations found in a working situation, and that each student needs to learn the discipline of regular and prompt attendance as well as the skills involved for the chosen field. When a student moves from a school into a job, the employer will be very interested in dependability and punctuality.

Students are scheduled to attend 6 hours a day. All absences must be documented. A student will be advised if he/she has missed more than three unexcused days in a month. Student will be dropped if not in attendance for 10 consecutive school days, unless student has been in contact with school or is under an approved leave of absence. Absences should only result from exceptional circumstances and/or reasons., i.e., serious illness, etc

Contract may be extended only for approved leave of absence or for the following documented reasons: doctor's excuse, court appearance, time lost due to death in student's immediate family. A student who exceeds his contract completion date will pay extra for the remaining hours. . A student needs a minimum of 100 hours per month to meet his/her contract date.

### **STUDENT CONDUCT**

**RULES AND REGULATIONS:** The rules and regulations (including the dress code) are posted on the school bulletin board and in the student classrooms. Violation of any of these rules will be handled in the following manner:

|                 |                            |
|-----------------|----------------------------|
| First Offense:  | Verbal reprimand           |
| Second Offense: | Three (3) day suspension   |
| Third Offense:  | Thirty (30) day suspension |
| Fourth Offense: | Termination                |

### **TARDINESS POLICY**

If a student is five (5) minutes tardy for theory class, the student will not be allowed to attend theory class and can not clock in until theory class is over. Tardy students also lose personal grooming privileges.

### **LEAVE OF ABSENCE**

Student may make a written request for a leave of absence not to exceed 180 days in any 12-month period. Accepted reasons are illness, pregnancy, and personal or family problems.

### **COUNSELING**

The staff and faculty of the school are available to help the students with problems that may arise - whether school related or personal in nature. The student will be advised when academic or attendance problems arise. Career counseling is available. Satisfactory Progress in attendance and academics is reviewed bi-monthly with the student.

### **TERMINATION**

A student may be terminated from the school for unsatisfactory progress in attendance or academics, not following instructions, non-payment of school charges, or attitude/conduct that is considered unprofessional. The consumption of alcoholic beverages or the use of illegal drugs during school hours will lead to termination.

### **GRADUATION REQUIREMENTS**

In compliance with SSL Regulation, Sec.682.605 (c) students must complete all subjects in his/her designated program with no grade under 80 in any one subject. Students who fail to make the necessary grade will be given the opportunity to retake the subject. All students are required to pass final examinations with an average of not less than 80% prior to going to State Board. All practical applications must be completed and all financial obligations to the school must be met before graduation. Students must turn in their review book and notebook. Upon completion of all graduation requirements, the student will be awarded a school diploma.

### **EMPLOYMENT ASSISTANCE AND PLACEMENT**

The school offers employment assistance for all graduates. As long as the graduate is in the beauty profession, the school will assist him/her in obtaining employment. There is no guarantee of employment expressed or implied by graduation.

The school's placement procedures include:

- Resumé preparation
- Log of current employment positions available to students.

### **SCHOOL CALENDAR**

The school will be closed on the following holidays:

**New Years' Day**

**Good Friday**

- Memorial Day**
- Independence Day (July 4th)**
- Labor Day**
- Columbus Day**
- Thanksgiving Day (Thursday & Friday)**
- Christmas Day through January 1st.**

Listen to radio station KRVL for news of school closing due to inclement weather.

For regular full time students, school is in session Monday through Friday, 8:45 a.m. until 4:00 p.m. For the High School Program, the hours are Monday through Friday, 8:30 a.m. until 11:30 a.m. and from 12:30 p.m. until 3:30 p.m.

New classes for Cosmetology courses begin on the second Tuesday of each month except December. New Manicuring classes begin the second Tuesday of January and July.

### **LICENSING REQUIREMENTS**

All graduates must pass a State Board Written Examination and then a State Board Practical Exam to receive a license to practice in the State of Texas. These examinations are given in San Antonio and other cities as scheduled by TDRL. Costs related to going to test site and taking the exam are the responsibility of the student.

### **COURSES, TUITION AND FEES**

Training in Cosmetology and in Manicuring, prepares students for occupations as salon owner, salon employee, or beauty supplies sales. We offer Instructor training to licensed cosmetologists preparing them to work either at a beauty school or a state or private college. Course tuition may be paid in full, in advance, or in installments on or before the beginning of each month. Fees for registration, books, and supplies are not included in the tuition costs.

### **TUITION AND FEES**

**Effective February 1, 2010**

| <b>COURSE</b> | <b>TUITION</b> | <b>KIT/BOOKS</b> | <b>Enrollment Fee</b> | <b>TOTAL</b> |
|---------------|----------------|------------------|-----------------------|--------------|
| Cosmetology   | \$8625.00      | \$575.00         | \$100                 | \$9300.00    |
| Instructor    | \$4313.00      | \$200.00         | \$100                 | \$4613.00    |

|            |           |          |       |           |
|------------|-----------|----------|-------|-----------|
| Manicuring | \$3450.00 | \$400.00 | \$100 | \$3950.00 |
|------------|-----------|----------|-------|-----------|

All of the above courses may be paid out on a monthly or weekly schedule. Since each individual's economic condition differs, we do our best to work out a payment plan to suit individual needs.

The Cosmetology, Manicuring, and Instructor course require a \$100.00 enrollment fee, a \$25.00 State Board Permit Fee, a \$55.00 written exam fee. and a \$78.00 practical exam fee. Upon completion of the required hours, the student is scheduled to take the State Board examination. After receiving a license, the student is qualified to work in their field.

**ADDITIONAL COSTS** - Notebook, pen, pencils, paper, etc., one small picture (for permit). Lost or broken tools replacements. If it takes longer to finish the required course hours and/or practical requirements than provided for in the student's contract, the charge for any additional time at this college will be **\$10.00 per hour**. There is a \$100 drop fee for withdrawals and terminations.

### **STUDENT RECORDS**

Students have the right to gain access to their cumulative records by appointment under the supervision of an instructor. Information pertaining to a student's cumulative record will be released only upon the written instructions and/or written permission of the student. The school follows policies that guarantee each student (or parent or guardian if the student is a dependent minor) access to that student's records; requires written consent from the student or guardian for release of records in response to each third party request unless otherwise required by law; before publishing "directory information" such as name, address and phone of student, date and place of birth, major field of study, dates of attendance, degrees and awards received, date of graduation from previous school, allow the student or guardian to deny authority to publish one or more of these items; provide and permit access to student and other school records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Cosmetology Arts and Sciences, or in response to a directive of the Commission.

### **CANCELLATION & SETTLEMENT POLICY/REFUND POLICY**

An applicant rejected by the school shall be entitled to a refund of all monies paid. A student cancellation of enrollment must be done in writing. Cancellation date is determined by postmark or date of notification delivery (in-person). The school must maintain a **cancellation and settlement policy** that provides a full refund of all money paid by a student if:

- (1)** the student cancels the enrollment agreement or contract not later than midnight of the third day after the date on which the agreement or contract is signed by the student, excluding weekends and legal holidays, regardless of whether the student actually started training.

- (2) the enrollment of the student was procured as a result of misrepresentation made in the advertising or promotional materials of the school or misrepresentation by an owner or representative of the school.

The school must maintain a **refund policy** to provide for the refund of the unused part of tuition, fees, and other charges paid by a student who, at the expiration of the cancellation period established under the prior paragraph, fails to enter the course of training, withdraws from the course of training, or is terminated from the course of training before completion of the course. The Refund Policy must provide that:

- (1) a refund is based on the period of the student’s enrollment, computed on the basis of course time expressed in clock hours;
- (2) the effective date of the termination for refund purposes is the earliest of:
  - a. the last day of attendance, if the student is terminated by the school
  - b. the date of receipt by the school of written notice of withdrawal by the student; or
- (3) if tuition is collected before beginning the course of training and if, after the expiration of the of the cancellation period, the student does not begin the course of training, the school may not retain more than \$100.00.

If a student who begins a course of training that is scheduled to run not more than 12 months **withdraws from the course or is terminated from the course** by the school, the school may retain 100% of tuition and fees paid by the student and is not obligated to refund any additional outstanding tuition if the student withdraws or is terminated during the last 50 percent of the course. Last date of attendance will be used as termination date.

If the student withdraws or is terminated before the last 50 percent of the course begins, the school shall retain the following percentages of any outstanding tuition:

| <b>Cosmetology</b> (1500 hr) |      | <b>Manicuring</b> (600 hr) |      | <b>Instructor</b> (750 hr) |      |
|------------------------------|------|----------------------------|------|----------------------------|------|
| 1- 30 hrs                    | 10%  | 1-30 hrs                   | 10%  | 1-30 hrs                   | 10%  |
| 31-90 hrs                    | 20%  | 31-60 hrs                  | 20%  | 31-75 hrs                  | 20%  |
| 91-375 hrs                   | 25%  | 61-90 hrs                  | 25%  | 76-188 hrs                 | 25%  |
| 376-750 hrs                  | 50%  | 91-300 hrs                 | 50%  | 189-325 hrs                | 50%  |
| 751 and over                 | 100% | 301 and over               | 100% | 326 and over               | 100% |

For students withdrawing or terminating after 50 percent of the course has been completed, the school shall allow that student to re-enter at any time during the 48-month period following the date of withdrawal or termination.

A refund owed under this section must be paid not later than the 30th day after the date on which the student becomes eligible for the refund.

Registration fee, textbooks, and student equipment must be paid in full. These items become the property of the student and there can be no refund on these items after the student has entered classes. Student equipment not picked up by student within 30 days of withdrawal will become property of the school.

If the school closes or ceases operation before the class hours are completed, the student shall be entitled to a state mandated refund of tuition. The Texas Department of Licensing and Regulation, Cosmetology Department, shall attempt to arrange for students of the closed school to attend another private beauty culture school. If the student cannot be placed in another school, the student's tuition and fees shall be refunded under the refund policy.

If a course is cancelled subsequent to a student's enrollment, the school shall provide a full refund of all monies paid. V.A. refund will be pro-rated.

If a refund is not made within the period required by this section, the school shall pay interest on the refund for the interval beginning with the first day after the date the refund period expires and ending the day preceding the date the refund is made.

A return of Title IV aid calculation prescribed by the U. S. Department of Education will be completed for any student receiving Title IV aid and a refund calculation prescribed by the Texas Department of Licensing and Regulation, Cosmetology Department.

The Commission of Education annually shall establish the level of interest at a level sufficient to provide a deterrent to the retention of student funds. The commission may exempt a school from payment of the interest if the school makes a good faith effort to refund the tuition but is unable to locate the student.

The school shall record a grade of "incomplete" for a student who withdraws, has paid in full, but is not entitled to a refund under this policy if the student requests the grade at the time the student withdraws and if the student withdraws for an appropriate reason unrelated to the student's academic status. The student may re-enroll in the program during the 48-month period following the date of withdrawal or termination without payment of additional tuition.

## **OBJECTIVES**

The principal objective of the school is to seek a high level of perfection and distinction in its faculty, students, and educational programs. Through quality in higher education, we are able to provide cosmetologists who will be successful and of service to their communities. The course of study and the activities are directed to provide a solid foundation for our graduates in the many opportunities available in the beauty industry. We realize our obligation to our students, alumni, and the community as we constantly seek more effective ways to meet these commitments

## **RECRUITING POLICY**

Conlee's College of Cosmetology does not recruit students already attending or admitted to another school offering a similar program of study.

## **LIBRARY**

The school has a library that is maintained by keeping current reference materials, publications, and periodicals. The above is maintained for the course requirements and to provide reference materials for self initiated study.

## **EXPENDABLE SUPPLIES**

Professional expendable supplies are furnished by the school after depletion of the student's initial purchase. Expendable supplies for a student's personal use are sold on a discounted basis.

## **SCHOLARSHIPS**

No scholarship is given to students for the Cosmetology course or the Manicuring course. Scholarships are available to Cosmetology students who have graduated from Conlee's College of Cosmetology and want to become an instructor. These scholarships are given on a first come basis.

## **UNIFORMS**

Black slacks, black smock, any color blouse or shirt.

## **OWNER**

Angela & Karsten Wollmann

## **ADMINISTRATIVE STAFF**

Karsten Wollmann, *CEO*  
Angela Wollmann, *Director*  
Twyla Gee, *Financial Aid Administrator*

## **FACULTY**

Angela Wollmann, *Instructor*  
Ashley Bickford, *Instructor*  
Debbie Schmidt, *Instructor*

## **CURRICULUM AND COURSES**

### **COSMETOLOGY**

|   | <i>hours</i> |
|---|--------------|
| Orientation (Theory)                                    | 100          |
| Shampoo and Related Theory                              | 150          |
| Hair and Scalp Treatment and<br>Related Theory          | 50           |
| Cold Waving and Related Theory                          | 200          |
| Chemical Hair Relaxing and<br>Related Theory            | 50           |
| Hair Coloring and Related Theory                        | 200          |
| Manicuring and Related Theory                           | 200          |
| Facials and Related Theory                              | 50           |
| Hair Styling and Related Theory                         | 300          |
| Hair Cutting (Scissors and Razor and<br>Related Theory) | <u>200</u>   |
| <b>TOTAL HOURS</b>                                      | <b>1500</b>  |

### **INSTRUCTOR**

|   |            |
|---|------------|
| Orientation                                 | 50         |
| Clinic Management                           | 350        |
| Classroom Teaching and<br>Clinic Management | <u>350</u> |
| <b>TOTAL HOURS</b>                          | <b>750</b> |

### **MANICURING**

|                                     |            |
|-------------------------------------|------------|
| Procedures                          | 320        |
| Bacteriology, Sanitation and Safety | 100        |
| Professional Practices              | 80         |
| Arms and Hands                      | 70         |
| Orientation, Rules, Laws            | 15         |
| Equipment, Implements, Supplies     | <u>15</u>  |
| <b>TOTAL HOURS</b>                  | <b>600</b> |

## **RIGHT TO PRIVACY POLICY**

- 1.** The parents or guardian of a dependent minor are allowed access to the student's file.
- 2.** Personal information may, by law only be released to the Department of Education and to our accrediting agency. A written statement of consent is required for the release of information to any other party. This release of information consent must be signed by the parent/guardian if a dependent minor.
- 3.** All student records will be maintained for a period of at least three years.

## **MAKE -UP POLICY**

Students may make up work or tests missed due to absences either before or after class.

## **AVAILABLE SERVICES**

Conlee's College does not have housing available. We offer counseling, placement assistance, reference materials and financial aid for those students who qualify.

## **COMPLIANCE WITH CIVIL RIGHTS ACT**

We comply with Title IV and IX of the Civil Rights Act of 1964 and all requirements imposed by or pursuant to the regulations and Department of Education. Pursuant to that title, no person in the United States shall, on the grounds of race, religion, sex, color, ethnic origin, or age, be excluded from the participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity for which the applicant received Federal financial assistance from the Department.

## **SAFETY REQUIREMENTS**

Cosmetology, Manicuring, and Instructor students attending the beauty college or working in the beauty field must follow all safety precautions when working with chemicals. All chemical product packaging contains descriptions of safety procedures, which must be strictly followed. Care must be taken to completely sanitize all metal implements and other items before each use. Sharp instruments must be handled with care so as not to cut oneself or a patron. All safety procedures and directions in instructional materials must be strictly adhered to during all services and procedures. All work areas must be well ventilated and maintained in a sanitary condition at all times. Shoes must be worn. Protective gloves must be worn when performing chemical services. All Federal, State, and local rules and regulations pertaining to public safety and hygiene as they apply to cosmetology services must be followed.