



## Student Support Services

Total Transformation Institute of Cosmetology does not guarantee employment but provides a variety of services to prepare and assist students with employment assistance. These services are listed below:

Total Transformation Institute of Cosmetology has in place student support services staff, who provide appropriate information and advice to students to obtain the necessary information and assistance that may be needed.

1. Total Transformation Institute of Cosmetology provides access to and conducts student orientation program on or before the first day of class to assist students with the smooth transition and acclimation to their educational environments. The institution intends to award hours for orientation, as the orientation is an integral part of the institution's curriculum.
2. During the orientation program, students will be provided, at a minimum, information about:
  - a. The instructional course or program of their choice.
  - b. The educational objectives of each course or program enrolled for.
  - c. Administrative policies affecting students; and
  - d. Support services available to students.
3. Students are provided with academic advising and additional assistance, as necessary.
4. Contact information for professional assistance is made available to students.
5. The institution offers employment assistance to help graduates' efforts to secure education-related employment that includes, assisting qualified and interested graduates in obtaining employment by giving them leads to known available employment positions, but is not limited to training in:
  - a. Professionalism.
  - b. Resume development.
  - c. Interview preparation; and
  - d. Job search skills.
6. Total Transformation Institute of Cosmetology is responsible for the achievement of expected and acceptable outcomes at both institutional and programmatic levels, regardless of mode of educational delivery:



- a. Graduation rate – 50%
- b. Pass rate on certification or state licensing examinations, if required – 70%
- c. Placement rate of graduates – 60%

Total Transformation Institute of Cosmetology graduates are considered employable when they demonstrate possession of the skills, knowledge, techniques, aptitudes, or abilities useful for, or necessary to obtain a job.

A graduate student from the graduation cohort is considered eligible for placement unless they meet one of the five exemptions detailed below:

- a. The graduate is deceased.
  - b. The graduate is permanently disabled.
  - c. The graduate is deployed for military service/duty.
  - d. The graduate studied under a student visa and is ineligible for employment in the U.S.
  - e. The graduate continued his/her education at an institution under the same ownership.
7. Information and advice on available financial assistance is accessible to students.
8. Total Transformation Institute of Cosmetology has adopted an internal complaint or grievance procedure to consider student complaints that complies with the NACCAS Internal Grievance Procedure Policy.
9. Total Transformation Institute of Cosmetology has implemented the Internal Grievance Procedure Policy, as applicable for students.

For more information or assistance call 512.392.8862 or email [info@ttioc.edu](mailto:info@ttioc.edu)