



# Catalog

**Cosmetology Operator**  
**Barber**  
**Esthetician**  
**Manicurist**  
**Manicurist/Esthetician**  
**Eyelash Extensionist**  
**Operator Crossover**  
**Hybrid-Cosmetology Operator**  
**Hybrid-Barber**  
**Hybrid-Esthetician**  
**Hybrid-Manicurist**  
**Hybrid-Manicure/Esthetician**

**907 Hwy 80, San Marcos, TX 78666**  
**(512) 392-8862**  
**[www.ttioc.edu](http://www.ttioc.edu)**  
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# **Total Transformation Institute a pathway to a Great Career!**

- *Earn income as a licensed professional in less than a year*
- *Find lots of job opportunities in a growing industry*
- *Work with your hands to express your creativity*

## **Careers in the Beauty and Wellness Industries**

✂ **Cosmetologist**

✂ **Esthetician**

✂ **Manicurist**

✂ **Barber**

✂ **Eyelash Extensionist**

✂ **Shampoo Technician**

✂ **Instructor**

✂ **Makeup Artist**

✂ **Hair Color Specialist**

✂ **Distribution Sales Representative**

✂ **Corporate Trainer**

✂ **Platform Artist**

## **About Us**

### **Our Purpose**

Our mission is to help our future professionals graduate with all the knowledge, skills and tools required to become a successful licensed professional in the Beauty and Wellness Industries and related fields.

### **Our Promise**

We consider our students and refer to them as 'Future Professionals'. We will treat you as a future professional as we work with you to achieve your goals in the Beauty and Wellness industry. At Total Transformation Institute, you can expect an encouraging, upbeat atmosphere where you can learn and develop your skills in your chosen area of expertise.

Total Transformation Institute reserves the right to change and update the catalog, policies, instructional methods, course structure, and practices as needed. Future Professionals will be notified of such changes as they take place.

### **Our Staff**

Total Transformation Institute is operated by executives with years of industry experience, some of whom are licensed as instructors by the Texas Department of Licensing and Regulation (TDLR).

Judy Alonso	Chief Financial Officer / HR Affairs
Juli Becker	Director of Admissions
Cassandra Monahan	Director of Financial Aid Regulatory Compliance
Carmen Tirado	Assistant Director of Financial Aid
Linda Contreras	Bursar
Angel Mikos	Director of Education / Title IX
Kadima Williams	Instructor
Griselda Marroquin	Instructor
Naomi Schrock	Instructor
Sky Diaz	Instructor
Morgan Bonnin	Instructor
Alyssa Saucedo	Instructor
Christian Turnini	Instructor
Ocean Gonzales	Receptionist
Daphne Bondu	Director of Student Support Services / Marketing
Celeste George	Director of Institutional Effectiveness / Legal Affairs

## ***Institute's Licensing and Associations***

Total Transformation Institute is licensed by TDLR, is accredited by NACCAS, approved by the Texas Veterans Commission to train veterans and a member of AACCS. We use Milady CIMA curriculum.

### **American Association of Cosmetology Schools**

15825 N. 71st Street, Suite 100, Scottsdale, AZ 85254  
800-831-1086    [www.beautyschools.org](http://www.beautyschools.org)

### **National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS)**

3015 Colvin Street, Alexandria, VA 22314  
703-600-7600    [www.naccas.org](http://www.naccas.org)

### **Texas Department of Licensing and Regulation (TDLR)**

P.O. Box 12157, Austin, TX 78711  
800-803-9202    [www.license.state.tx.us](http://www.license.state.tx.us)

### **Texas Veterans Commission** (Approved to train veterans)

P.O. Box 1227, Austin, TX 78711  
800-252-8387    [www.tvc.state.tx.us](http://www.tvc.state.tx.us)

## ***Our Facilities***

Total Transformation Institute is conveniently located along IH35 in the SanMar Plaza Shopping center in San Marcos Texas. Entering the 5700 sq. ft. facility, you are warmly greeted at the reception center which showcases retail products from Wella and Dermalogica. The future professional salon floor is very accessible and efficient with large workstations and professional equipment to perform hair, nail, and skin services on a variety of clients. Demonstrations, hands-on learning, and lectures occur throughout the classroom and practice areas.

## ***Start Dates***

You may start the enrollment process at any time by phone, personal visit, mail, email, or via our website.

Class start dates are scheduled as follows:

09/23/2024	10/21/2024	11/18/2024	12/16/2024	01/13/2025	02/10/2025	03/10/2025
04/07/2025	05/05/2025	06/02/2025	06/30/2025	07/28/2025	08/25/2025	09/22/2025
10/20/2025	11/17/2025	12/15/2025	01/12/2026	02/09/2026	03/09/2026	04/13/2026
05/11/2026	06/08/2026	07/06/2026	08/03/2026	09/14/2026	10/19/2026	11/16/2026
12/14/2026	01/11/2027	02/08/2027	03/08/2027	04/05/2027	05/03/2027	06/07/2027

Total Transformation Institute reserves the right to change Start Dates based on Class Enrollment, Staff availability, and other considerations.

# **Cosmetology Operator Program** **or** **Hybrid-Cosmetology Operator Program**

## **1000 clock hours**

The Cosmetology Operator program and Hybrid-Cosmetology Operator program prepares you to become a licensed professional. Future Professionals will learn the fundamentals of haircutting, hair coloring, styling, esthetics and manicuring to pass the Texas licensing exam and gain the advanced understanding and techniques to successfully compete in the dynamic cosmetology industry.

In Phase 1, you begin the first week learning and practicing different facets of your new Cosmetology Career. You will continue learning cuts, color, styling and nail and skin services from demonstrations and hands-on practice. Pass a practical exam to begin Phase 2.

In Phase 2, you will work on clients under close supervision of an instructor, building your confidence and advancing into the latest trends. After 900 hours, you may take the Texas written licensing exam.

After completing the program and passing the Texas written and practical evaluation, you obtain a license and are fully qualified to begin working as an entry level Hair Stylist or Cosmetologist.

## **Program Curriculum**

<p><b>Theory and Related Practice:</b> Anatomy and physiology; diseases and disorders of the skin, scalp, hair, and nails; chemistry (haircoloring, chemical waving, and relaxing); bacteriology, sterilization and sanitation, health, safety, first aid, laws and rules; tools equipment; hair care and related theory; business skills and established management; skin care and related theory; hair removal; nail care and related theory; electricity; haircutting; hairstyling; hair and scalp treatments, scalp massage; hairweaving, 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.</p>	<b>700</b>
<p><b>Specialty Practice and Related Theory:</b> Eyelash semi-permanent extensions; advanced hair care and advanced chemical services; and related practices.</p>	<b>300</b>
<b>Total hours</b> (One clock hour equals 60 minutes.)	<b>1000</b>

## **Distance Education Disclosure**

Academic achievement and credit earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. Before enrolling in a Hybrid program, students will be provided with specific hardware, software, and network requirements required for successful program completion.

## **Cosmetology Operator Program or Hybrid-Cosmetology Operator Program**

### **Tuition and Fees**

Tuition and fees are the responsibility of the future professional. Methods of payment include: 1) full payment at time of signing the Enrollment Contract Agreement; 2) enrollment fee paid at time of signing the Enrollment Contract Agreement with balance paid prior to start date; 3) enrollment fee paid at time of signing the Enrollment Contract Agreement; future professional kit, permit and miscellaneous fees and a tuition down payment paid by contract begin date with balance of tuition financed through Total Transformation Institute; or 4) an approved payment plan stated herein. Payments may be made by cash, check, money order, credit card or through non-federal, federal, state, institutional or other scholarship, grant or institutional loan programs. The Institute reserves the right to prevent future professionals from registering for a licensing exam until the future professional has paid in full for tuition and/or applicable fees. A future professional's End of Contract date (EOC) is calculated to include an additional 10% of the program's required hours, as well as the Institute's scheduled holidays and official closures. Total Transformation Institute will charge an additional fee for any TDLR required clock hours, practical applications, or written work remaining after the end of contract date at the rate of \$20.00 per hour or any part thereof until graduation requirements are fulfilled.

Tuition for 1000 clock hours (Approximately 7 1/2 months full time)	\$14,000	Down Payment due by start of class
Future professional kit	\$4125	Due by start of class. (non-refundable)
Sales Tax	\$340.31	Due by start of class. (non-refundable)
Future professional Textbooks	\$406	Due by start of class. (non-refundable)
Enrollment fee	\$100	Due by start of class. (non-refundable)
Texas student permit fee <sup>^</sup>	\$25	Due by start of class. (non-refundable)
<b>Total</b>	<b>\$18,996.31*</b>	<b>*All prices are subject to change</b>

### **Other Costs**

In addition to the program requirements, the future professional must pass the applicable Texas required exams to become licensed. Testing fees are payable to PSI Exams and can be found on their web page. [www.psiexams.com](http://www.psiexams.com) Additional equipment and supplies may be required to complete the chosen course of study and by the Texas Department of Licensing and Regulation (TDLR) for practical evaluations and the State Board Practical exam. Texas licensing fees, payable to TDLR, can be found on their web site. [www.license.state.tx.us](http://www.license.state.tx.us) On occasion, Total Transformation Institute travels to outside educational events, which could require the future professional to pay admission.

<sup>^</sup>Transfer future professionals must purchase a current TDLR Law and Rule book through the Institute if one cannot be produced at time of enrollment.

## **Barber Program or Hybrid-Barber Program**

### **1000 clock hours**

The Barber program and the Hybrid-Barber program prepares you to become a licensed professional. Future Professionals will learn the fundamentals of shaving, haircutting, hair coloring, styling, esthetics and manicuring to pass the Texas licensing exam and gain the advanced understanding and techniques to successfully compete in the dynamic barber industry.

In Phase 1, you will begin the first week learning and practicing different facets of your new Barber Career. You continue learning shaving, cuts, color, styling and nail and skin services from demonstrations and hands-on practice. Pass a practical exam to begin Phase 2.

In Phase 2, you will work on clients under close supervision of an instructor, building your confidence and advancing into the latest trends. After 900 hours, you may take the Texas written licensing exam.

After completing the program and passing the Texas written and practical evaluation, you obtain a license and are fully qualified to begin working as an entry level Barber.

### **Program Curriculum**

<p><b>Theory and Related Practice:</b> Anatomy and physiology; diseases and disorders of the skin, scalp, hair, and nails; chemistry (haircoloring, chemical waving, and relaxing); bacteriology, sterilization and sanitation, health, safety, first aid, laws and rules; tools equipment; hair care and related theory; business skills and established management; skin care and related theory; hair removal; nail care and related theory; electricity; haircutting; hairstyling; hair and scalp treatments, scalp massage; hairweaving, 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.</p>	<b>700</b>
<p><b>Specialty Practice and Related Theory:</b> Shaving with any razor type and razor techniques; mustache and beard care; advanced hair care and men's haircutting; and related practices.</p>	<b>300</b>
<b>Total hours (One clock hour equals 60 minutes.)</b>	<b>1000</b>

### **Distance Education Disclosure**

Academic achievement and credit earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. Before enrolling in a Hybrid program, students will be provided with specific hardware, software, and network requirements required for successful program completion.

## **Barber Program or Hybrid-Barber Program**

### **Tuition and Fees**

Tuition and fees are the responsibility of the future professional. Methods of payment include: 1) full payment at time of signing the Enrollment Contract Agreement; 2) enrollment fee paid at time of signing the Enrollment Contract Agreement with balance paid prior to start date; 3) enrollment fee paid at time of signing the Enrollment Contract Agreement; future professional kit, permit and miscellaneous fees and a tuition down payment paid by contract begin date with balance of tuition financed through Total Transformation Institute; or 4) an approved payment plan stated herein. Payments may be made by cash, check, money order, credit card or through non-federal, federal, state, institutional or other scholarship, grant or institutional loan programs. The Institute reserves the right to prevent future professionals from registering for a licensing exam until the future professional has paid in full for tuition and/or applicable fees. A future professional's End of Contract date (EOC) is calculated to include an additional 10% of the program's required hours, as well as the Institute's scheduled holidays and official closures. Total Transformation Institute will charge an additional fee for any TDLR required clock hours, practical applications, or written work remaining after the end of contract date at the rate of \$20.00 per hour or any part thereof until graduation requirements are fulfilled.

Tuition for 1000 clock hours (Approximately 7 1/2 months full time)	\$14,000	Down Payment due by start of class
Future professional kit	\$4125	Due by start of class. (non-refundable)
Sales Tax	\$340.31	Due by start of class. (non-refundable)
Future professional Textbooks	\$406	Due by start of class. (non-refundable)
Enrollment fee	\$100	Due by start of class. (non-refundable)
Texas student permit fee <sup>^</sup>	\$25	Due by start of class. (non-refundable)
<b>Total</b>	<b>\$18,996.31*</b>	<b>*All prices are subject to change</b>

### **Other Costs**

In addition to the program requirements, the future professional must pass the applicable Texas required exams to become licensed. Testing fees are payable to PSI Exams and can be found on their web page. [www.psiexams.com](http://www.psiexams.com) Additional equipment and supplies may be required to complete the chosen course of study and by the Texas Department of Licensing and Regulation (TDLR) for practical evaluations and the State Board Practical exam. Texas licensing fees, payable to TDLR, can be found on their web site. [www.license.state.tx.us](http://www.license.state.tx.us) On occasion, Total Transformation Institute travels to outside educational events, which could require the future professional to pay admission.

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## ***Esthetician Program And Hybrid-Esthetician Program***

### ***750 clock hours***

In the Esthetician program and the Hybrid-Esthetician program, you will gain the knowledge to become a licensed Esthetician through demonstrations by licensed professionals, hands-on experience, classroom theory, self-paced projects and practical applications.

In Phase 1, you will learn the fundamentals of skin care including facial treatments, makeup application, hair removal and electrotherapy. Pass the Phase 1 practical evaluation to begin the advanced phase.

In Phase 2, you will perform skin services on clients with the supervision and support of an instructor. Develop professional techniques and client care skills as you advance through the program. Pass a practical exam to be eligible for graduation.

After completing the program and passing the Texas written and practical exams, you obtain a license and are fully qualified to begin working as an entry level Esthetician.

### ***Program Curriculum***

<b>Theory and Related Practice:</b> 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, cleaning, masking, and therapy; chemistry machines and related equipment; superfluous hair removal; sanitation, first aid, health and safety; makeup	<b>450</b>
<b>Specialty Practice and Related Theory:</b> Advanced facial treatment and superfluous hair removal using devices or preparations; makeup; semi-permanent eyelash extension application; and related practices.	<b>300</b>
<b>Total hours (One clock hour equals 60 minutes.)</b>	<b>750</b>

### ***Distance Education Disclosure***

Academic achievement and credit earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. Before enrolling in a Hybrid program, students will be provided with specific hardware, software, and network requirements required for successful program completion.



## ***Esthetician Program And Hybrid-Esthetician Program***

### ***Tuition and Fees***

Tuition and fees are the responsibility of the future professional. Methods of payment include: 1) full payment at time of signing the Enrollment Contract Agreement; 2) enrollment fee paid at time of signing the Enrollment Contract Agreement with balance paid prior to start date; 3) enrollment fee paid at time of signing the Enrollment Contract Agreement; future professional kit, permit and miscellaneous fees and a tuition down payment paid by contract begin date with balance of tuition financed through Total Transformation Institute; or 4) an approved payment plan stated herein. Payments may be made by cash, check, money order, credit card or through non-federal, federal, state, institutional or other scholarship, grant or institutional loan programs. The Institute reserves the right to prevent future professionals from registering for a licensing exam until the future professional has paid in full for tuition and/or applicable fees. A future professional's End of Contract date (EOC) is calculated to include an additional 10% of the program's required hours, as well as the Institute's scheduled holidays and official closures. Total Transformation Institute will charge an additional fee for any TDLR required clock hours, practical applications, or written work remaining after the end of contract date at the rate of \$20.00 per hour or any part thereof until graduation requirements are fulfilled.

Tuition for 750 clock hours (Approximately 6 months full time)	\$10,500	Down Payment due by start of class
Future professional kit	\$4075.75	Due by start of class. (non-refundable)
Sales Tax	\$336.25	Due by start of class. (non-refundable)
Future professional Textbooks	\$400	Due by start of class. (non-refundable)
Enrollment fee	\$100	Due by start of class. (non-refundable)
Texas student permit fee ^	\$25	Due by start of class. (non-refundable)
<b>Total</b>	<b>\$15,437*</b>	<b>*All prices are subject to change</b>

### ***Other Costs***

In addition to the program requirements, the future professional must pass the applicable Texas required exams to become licensed. Testing fees are payable to PSI Exams and can be found on their web page. [www.psiexams.com](http://www.psiexams.com) Additional equipment and supplies may be required to complete the chosen course of study and by the Texas Department of Licensing and Regulation (TDLR) for practical evaluations and the State Board Practical exam. Texas licensing fees, payable to TDLR, can be found on their web site. [www.license.state.tx.us](http://www.license.state.tx.us) On occasion, Total Transformation Institute travels to outside educational events, which could require the future professional to pay admission.

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## ***Manicurist Program or Hybrid-Manicurist Program***

### ***600 clock hours***

In the Manicurist program and the Hybrid-Manicurist program, you will gain the knowledge to become a licensed Manicurist through demonstrations by licensed professionals, hands-on experience, classroom theory, self-paced projects and practical applications.

In Phase 1, you will learn the fundamentals of natural nail care including manicures, pedicures, and artificial nail services such as acrylics and gels. Pass the Phase 1 practical evaluation to begin the advanced phase.

In Phase 2, you will perform nails services on clients with the supervision and guidance of an instructor. As you learn advanced techniques and professional client care skills, you will build confidence.

After completing the program and passing the Texas written and practical exams, you obtain a license and are fully qualified to begin working as an entry level Manicurist.

### ***Program Curriculum***

<b>Theory and Related Practice:</b> Anatomy and physiology; nail structure and growth; equipment and implements; bacteriology, sanitation and safety; hazardous chemicals and ventilation; basic manicures and pedicures; business management; laws and rules; nail and skin diseases and disorders; artificial nails; product chemistry; repair work, massage, buffing and application of polish and artificial nails; cosmetic fingernails, extensions, sculptured nails, tips, wraps, fiberglass/gels and odorless products; basic manicuring and pedicuring; nail art; electric filing.	<b>300</b>
<b>Specialty Practice and Related Theory:</b> Professional practices; advanced manicuring and pedicuring; advanced techniques, preparations and applications.	<b>300</b>
<b>Total hours</b> (One clock hour equals 60 minutes.)	<b>600</b>

### ***Distance Education Disclosure***

Academic achievement and credit earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. Before enrolling in a Hybrid program, students will be provided with specific hardware, software, and network requirements required for successful program completion.

## **Manicurist Program or Hybrid-Manicurist Program**

### **Tuition and Fees**

Tuition and fees are the responsibility of the future professional. Methods of payment include: 1) full payment at time of signing the Enrollment Contract Agreement; 2) enrollment fee paid at time of signing the Enrollment Contract Agreement with balance paid prior to start date; 3) enrollment fee paid at time of signing the Enrollment Contract Agreement; future professional kit, permit and miscellaneous fees and a tuition down payment paid by contract begin date with balance of tuition financed through Total Transformation Institute; or 4) an approved payment plan stated herein. Payments may be made by cash, check, money order, credit card or through non-federal, federal, state, institutional or other scholarship, grant or institutional loan programs. The Institute reserves the right to prevent future professionals from registering for a licensing exam until the future professional has paid in full for tuition and/or applicable fees. A future professional's End of Contract date (EOC) is calculated to include an additional 10% of the program's required hours, as well as the Institute's scheduled holidays and official closures. Total Transformation Institute will charge an additional fee for any TDLR required clock hours, practical applications, or written work remaining after the end of contract date at the rate of \$20.00 per hour or any part thereof until graduation requirements are fulfilled.

Tuition for 600 clock hours (Approximately 5 months full time)	\$8,400	Down Payment due by start of class
Future professional kit	\$3876	Due by start of class. (non-refundable)
Sales Tax	\$319.77	Due by start of class. (non-refundable)
Future professional Textbooks	\$400	Due by start of class. (non-refundable)
Enrollment fee	\$100	Due by start of class. (non-refundable)
Texas student permit fee ^	\$25	Due by start of class. (non-refundable)
<b>Total</b>	<b>\$13120.77*</b>	<b>* All prices are subject to change</b>

### **Other Costs**

In addition to the program requirements, the future professional must pass the applicable Texas required exams to become licensed. Testing fees are payable to PSI Exams and can be found on their web page. [www.psiexams.com](http://www.psiexams.com) Additional equipment and supplies may be required to complete the chosen course of study and by the Texas Department of Licensing and Regulation (TDLR) for practical evaluations and the State Board Practical exam. Texas licensing fees, payable to TDLR, can be found on their web site. [www.license.state.tx.us](http://www.license.state.tx.us) On occasion, Total Transformation Institute travels to outside educational events, which could require the future professional to pay admission.

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## **Manicurist/Esthetician Program** **or** **Hybrid-Manicure/Esthetician Program**

### **800 clock hours**

In the Manicurist/Esthetician program and the Hybrid-Manicure/Esthetician program, you will gain the knowledge to become a licensed Manicurist/Esthetician through demonstrations by licensed professionals, hands-on experience, classroom theory, self-paced projects, and practical applications.

After completing the program and passing the Texas written and practical exams, you obtain a license and are fully qualified to begin working as an entry level Manicurist/Esthetician.

### **Program Curriculum**

<b>Theory and Related Practice:</b> Anatomy and Physiology; machines and related equipment; chemistry; care of client; basic facials; superfluous hair removal and related theory; nail structure and growth; equipment and implements; hazardous chemicals and ventilation; basic manicures and pedicures; business management; bacteriology, sanitation, health, and safety; laws and rules	<b>200</b>
<b>Specialty Manicure Practice and Related Theory:</b> Repair work, massage, buffing and application of polish and artificial nails; cosmetic fingernails, extensions, sculptured nails, tips, wraps, fiberglass/gels and odorless products; professional practices, techniques and preparations; sanitation, first aid, health, and safety.	<b>300</b>
<b>Specialty Esthetician Practice:</b> Facial treatments, cleansing, masking, and therapy; chemistry machines and related equipment; superfluous hair removal; devices or preparations; makeup; semi-permanent eyelash extension applications; sanitation, first aid, health, and safety.	<b>300</b>
<b>Total hours (One clock hour equals 60 minutes.)</b>	<b>800</b>

### **Distance Education Disclosure**

Academic achievement and credit earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. Before enrolling in a Hybrid program, students will be provided with specific hardware, software, and network requirements required for successful program completion.

## ***Manicurist/Esthetician Program*** ***or*** ***Hybrid-Manicure/Esthetician Program***

### ***Tuition and Fees***

Tuition and fees are the responsibility of the future professional. Methods of payment include: 1) full payment at time of signing the Enrollment Contract Agreement; 2) enrollment fee paid at time of signing the Enrollment Contract Agreement with balance paid prior to start date; 3) enrollment fee paid at time of signing the Enrollment Contract Agreement; future professional kit, permit and miscellaneous fees and a tuition down payment paid by contract begin date with balance of tuition financed through Total Transformation Institute; or 4) an approved payment plan stated herein. Payments may be made by cash, check, money order, credit card or through non-federal, federal, state, institutional or other scholarship, grant or institutional loan programs. The Institute reserves the right to prevent future professionals from registering for a licensing exam until the future professional has paid in full for tuition and/or applicable fees. A future professional's End of Contract date (EOC) is calculated to include an additional 10% of the program's required hours, as well as the Institute's scheduled holidays and official closures. Total Transformation Institute will charge an additional fee for any TDLR required clock hours, practical applications, or written work remaining after the end of contract date at the rate of \$20.00 per hour or any part thereof until graduation requirements are fulfilled.

Tuition for 800 clock hours (Approximately 24 weeks full time)	\$11,200	Down Payment due by start of class
Future professional kit	\$4266.75	Due by start of class. (non-refundable)
Sales Tax	\$352	Due by start of class. (non-refundable)
Future professional Textbooks	\$600	Due by start of class. (non-refundable)
Enrollment fee	\$100	Due by start of class. (non-refundable)
Texas student permit fee ^	\$25	Due by start of class. (non-refundable)
<b>Total</b>	<b>\$16,543.75*</b>	<b>* All prices are subject to change</b>

### ***Other Costs***

In addition to the program requirements, the future professional must pass the applicable Texas required exams to become licensed. Testing fees are payable to PSI Exams and can be found on their web page. [www.psiexams.com](http://www.psiexams.com) Additional equipment and supplies may be required to complete the chosen course of study and by the Texas Department of Licensing and Regulation (TDLR) for practical evaluations and the State Board Practical exam. Texas licensing fees, payable to TDLR, can be found on their web site. [www.license.state.tx.us](http://www.license.state.tx.us) On occasion, Total Transformation Institute travels to outside educational events, which could require the future professional to pay admission.

^Transfer future professionals must purchase a current TDLR Law and Rule book through the Institute if one cannot be produced at time of enrollment.

## ***Eyelash Extensionist Program***

### ***320 clock hours***

In the Eyelash Extensionist program, you will gain the knowledge to become a licensed Eyelash Extensionist through demonstrations by licensed professionals, hands-on experience, classroom theory, self-paced projects, and practical applications.

After completing the program and passing the Texas written and practical exams, you obtain a license and are fully qualified to begin working as an entry level Eyelash Extensionist.

### ***Program Curriculum***

<b>Theory and Related Practice:</b> Eye shapes and eyelash growth; supplies and related equipment; contagious diseases and adverse reactions; sanitation, first aid, health, and safety; client protection; business management, laws, and rules.	<b>80</b>
<b>Specialty Practice and Related Theory:</b> Semi-permanent eyelash extension isolation, separation, and application.	<b>240</b>
<b>Total hours (One clock hour equals 60 minutes.)</b>	<b>320</b>

## ***Eyelash Extensionist Program***

### ***Tuition and Fees***

Tuition and fees are the responsibility of the future professional. Methods of payment include: 1) full payment at time of signing the Enrollment Contract Agreement; 2) enrollment fee paid at time of signing the Enrollment Contract Agreement with balance paid prior to start date; 3) enrollment fee paid at time of signing the Enrollment Contract Agreement; future professional kit, permit and miscellaneous fees and a tuition down payment paid by contract begin date with balance of tuition financed through Total Transformation Institute; or 4) an approved payment plan stated herein. Payments may be made by cash, check, money order, credit card or through non-federal, federal, state, institutional or other scholarship, grant or institutional loan programs. The Institute reserves the right to prevent future professionals from registering for a licensing exam until the future professional has paid in full for tuition and/or applicable fees. A future professional's End of Contract date (EOC) is calculated to include an additional 10% of the program's required hours, as well as the Institute's scheduled holidays and official closures. Total Transformation Institute will charge an additional fee for any TDLR required clock hours, practical applications, or written work remaining after the end of contract date at the rate of \$20.00 per hour or any part thereof until graduation requirements are fulfilled.

Tuition for 320 clock hours (Approximately 10 weeks full time)	\$4,480	Down Payment due by start of class
Future professional kit	\$2,000	Due by start of class. (non-refundable)
Sales Tax	\$165	Due by start of class. (non-refundable)
Future professional Textbooks	\$250	Due by start of class. (non-refundable)
Enrollment fee	\$100	Due by start of class. (non-refundable)
Texas student permit fee <sup>^</sup>	\$25	Due by start of class. (non-refundable)
<b>Total</b>	<b>\$7,020*</b>	<b>*All prices are subject to change</b>

### ***Other Costs***

In addition to the program requirements, the future professional must pass the applicable Texas required exams to become licensed. Testing fees are payable to PSI Exams and can be found on their web page. [www.psiexams.com](http://www.psiexams.com) Additional equipment and supplies may be required to complete the chosen course of study and by the Texas Department of Licensing and Regulation (TDLR) for practical evaluations and the State Board Practical exam. Texas licensing fees, payable to TDLR, can be found on their web site. [www.license.state.tx.us](http://www.license.state.tx.us) On occasion, Total Transformation Institute travels to outside educational events, which could require the future professional to pay admission.

<sup>^</sup>Transfer future professionals must purchase a current TDLR Law and Rule book through the Institute if one cannot be produced at time of enrollment.

## ***Operator Crossover Program***

### ***300 clock hours***

In the Operator Crossover program, you will gain the knowledge to become a licensed Cosmetology Operator through demonstrations by licensed professionals, hands-on experience, classroom theory, self-paced projects, and practical applications.

After completing the program and passing the Texas written and practical exams, you obtain a license and are fully qualified to begin working as an entry level Cosmetology Operator.

### ***Program Curriculum***

<b>Specialty Practice and Related Theory:</b> Eyelash semi-permanent extensions; advanced hair care and advanced chemical services; and related practices.	<b>300</b>
<b>Total hours</b> (One clock hour equals 60 minutes.)	<b>300</b>



## **Operator Crossover Program**

### **Tuition and Fees**

Tuition and fees are the responsibility of the future professional. Methods of payment include: 1) full payment at time of signing the Enrollment Contract Agreement; 2) enrollment fee paid at time of signing the Enrollment Contract Agreement with balance paid prior to start date; 3) enrollment fee paid at time of signing the Enrollment Contract Agreement; future professional kit, permit and miscellaneous fees and a tuition down payment paid by contract begin date with balance of tuition financed through Total Transformation Institute; or 4) an approved payment plan stated herein. Payments may be made by cash, check, money order, credit card or through non-federal, federal, state, institutional or other scholarship, grant or institutional loan programs. The Institute reserves the right to prevent future professionals from registering for a licensing exam until the future professional has paid in full for tuition and/or applicable fees. A future professional's End of Contract date (EOC) is calculated to include an additional 10% of the program's required hours, as well as the Institute's scheduled holidays and official closures. Total Transformation Institute will charge an additional fee for any TDLR required clock hours, practical applications, or written work remaining after the end of contract date at the rate of \$20.00 per hour or any part thereof until graduation requirements are fulfilled.

Tuition for 300 clock hours (Approximately 9 weeks full time)	\$4,200	Down Payment due by start of class
Future professional kit	\$1,200	Due by start of class. (non-refundable)
Sales Tax	\$99	Due by start of class. (non-refundable)
Future professional Textbooks	\$406	Due by start of class. (non-refundable)
Enrollment fee	\$100	Due by start of class. (non-refundable)
Texas student permit fee ^	\$25	Due by start of class. (non-refundable)
<b>Total</b>	<b>\$6,030*</b>	<b>*All prices are subject to change</b>

### **Other Costs**

In addition to the program requirements, the future professional must pass the applicable Texas required exams to become licensed. Testing fees are payable to PSI Exams and can be found on their web page. [www.psiexams.com](http://www.psiexams.com) Additional equipment and supplies may be required to complete the chosen course of study and by the Texas Department of Licensing and Regulation (TDLR) for practical evaluations and the State Board Practical exam. Texas licensing fees, payable to TDLR, can be found on their web site. [www.license.state.tx.us](http://www.license.state.tx.us) On occasion, Total Transformation Institute travels to outside educational events, which could require the future professional to pay admission.

^Transfer future professionals must purchase a current TDLR Law and Rule book through the Institute if one cannot be produced at time of enrollment.

# **Admissions**

## **Admission Requirements**

Total Transformation Institute admits as regular future professionals those with a high school diploma or equivalent and who will be at least: 17 years of age by the time of their State licensing exam. Total Transformation Institute does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion or ethnic origin.

## **Documents Needed to Enroll**

Documents needed in the admission process are:

- 1) Proof of age such as a driver's license, passport or birth certificate
- 2) A Social Security Number card **or** provide proof of number, and
- 3) Proof of having successfully completed High School **or** its equivalent as evidenced by any of the items on the following non-exclusive list:
  - A. Copy of a High School Diploma **or** a Transcript verifying High School Graduation. Foreign High School Diplomas and Diplomas not in English will be translated and evaluated by a qualified third party to verify validity and equivalency to a U.S. High School Diploma. Ability to Benefit is not currently recognized by this Institution.
  - B. Copy of GED Certificate **or** Verification Letter from the issuing State; or
  - C. Copy of an Official Transcript from a College showing completion of an Associate Degree or higher.
- 4) Future Professionals enrolling in a Crossover program must show proof of an active license issued through TDLR.

## ***Admissions cont.***

### ***Transfer Students***

Total Transformation Institute accepts transfer students from other cosmetology schools or programs; provided, the future professional has fulfilled all obligations to their former school and is no longer enrolled in a cosmetology program elsewhere. We do not recruit future professionals attending or enrolled in another school in a similar program. Prior to enrollment, the transfer student will provide a record of completed hours, practical applications, and coursework. The Institute reserves the right to not accept transfer students who have completed more than 75% of their program. Tuition is adjusted based on the hours remaining. The transfer student will purchase a future professional kit through Total Transformation Institute and a current TDLR Law and Rule book if one cannot be produced at time of enrollment.

Future Professionals receiving VA education benefits, in all approved programs of study, will have all prior credit reviewed by the Institute, with credit awarded where applicable as allowable by the Texas Department of Licensing and Regulation. This review includes all credit from military service as well as all post-secondary institutions previously attended. The Institute will retain copies of all post-secondary and military transcripts for all veteran future professionals receiving or requesting to receive VA education benefits.

Total Transformation Institute philosophy is to foster the successful accomplishment of students desiring to achieve their educational goals. Therefore, recognizing the need to establish partnerships with local High Schools offering Cosmetology Programs to advance student learning outcomes. As such, the Institution may allow High School students who have completed hours in a High School Cosmetology Program to enroll at Total Transformation Institute, although they may have completed more than 75% of their program at their High School. Consequently, tuition will be prorated based on the number of hours needed to complete the State required hours for their program. Additionally, these students will be offered a State Board Kit at the current cost including taxes over purchasing a new kit. Students with less than 900 hours will be required to purchase access to Milady CIMA, the institute's online curriculum at the Institution's current cost. Finally, the student will be charged a \$100.00 enrollment fee and the current cost of a Laws and Rules book from the Texas Department of Licensing and Regulation.

## **Admissions cont.**

### **Ability-to-Benefit Testing**

Total Transformation Institute does not accept Ability-to-Benefit Testing. Future professionals who attend the Institute must have a High School Diploma or an equivalent.

### **Institute Hours**

The Institute is open:  
Monday-Friday 8:30am - 10:00pm.  
Saturday Closed  
Sunday Closed

### **Vaccination Policy**

The Institute does not require vaccinations for attendance.

### **Future Professional Hours**

Future professional hours are:

#### Day Classes

	Full Time	3/4 Time	1/2 Time
Monday*	8:30 am to 12:30 pm	8:30 am to 12:30 pm	8:30 am to 12:30 pm
Tuesday	8:30 am to 4:30 pm	8:30 am to 2:30 pm	8:30 am to 12:30 pm
Wednesday	8:30 am to 4:30 pm	8:30 am to 2:30 pm	8:30 am to 12:30 pm
Thursday	8:30 am to 4:30 pm	8:30 am to 2:30 pm	8:30 am to 12:30 pm
Friday	8:30 am to 4:30 pm	8:30 am to 2:30 pm	8:30 am to 12:30 pm
Saturday	Closed		
Sunday	Closed		

#### Evening Classes

	3/4 Time	1/2 Time
Monday*	4:30 pm to 10:00 pm	6:00 pm to 10:00 pm
Tuesday	4:30 pm to 10:00 pm	6:00 pm to 10:00 pm
Wednesday	4:30 pm to 10:00 pm	6:00 pm to 10:00 pm
Thursday	4:15 pm to 10:00 pm	6:00 pm to 10:00 pm
Friday	4:15 pm to 10:00 pm	6:00 pm to 10:00 pm
Saturday	Closed	
Sunday	Closed	

Attendance is required for all future professionals. A breakdown of schedules in hours per weeks is as follows:

Full Time is 34 hours per week.

3/4 Time is 28 hours per week.

1/2 Time is 20 hours per week.

\*Distance Education students will be required to attend on Campus once a week for Testing.

## ***Admissions cont.***

### ***Academic Calendar***

Future Professional holidays are as follows: President's Day; Good Friday; Memorial Day; up to a week during Fourth of July; Labor Day; Columbus Day; up to a week at Thanksgiving; and up to two weeks around Christmas to include Christmas Eve and New Year's Day. During severe weather, the Institute will make a determination by 6 am and notify the future professionals by posting the notification on our Facebook page and by the message on our phone answering system.

### ***Future Professional Materials***

Future professional kits and supplies needed for the training program will be purchased by the future professional through Total Transformation Institute. All future professional kits contain items with equal value and quality based upon availability from suppliers. The Institute does not participate in a secondary market; items once opened from its original packaging are non-refundable. Future Professionals that have broken, lost, or misplaced kit items must purchase replacements that are equivalent to the item issued in their original kit. The future professional may need to provide some equipment and supplies required by TDLR specifically for the licensing exam. The future professional is responsible for TDLR exam and licensing fees. Future professionals have 30 days from the last day of attendance to remove all personal property from the Institute; any items left will be considered abandoned and become the property of Total Transformation Institute.

### ***Prerequisites for Employment***

The Texas Department of Licensing & Regulation currently requires that all persons seeking a license complete the mandated number of hours for each field for future employment. In addition, the State will perform a background check prior to the issuance of a license. TDLR is responsible for having in place guidelines regarding a license applicant's criminal history, these guidelines can be found at: [www.tdlr.texas.gov/crimconvict.htm](http://www.tdlr.texas.gov/crimconvict.htm)

Future professionals have the right to request a Criminal History Evaluation Letter from TDLR.

After the hours are completed at a licensed facility, written and practical testing must be passed, and all fees paid to receive your license. Persons wanting to obtain licenses must be at least 17 years of age at the time of testing; have not committed an act that constitutes a ground for denial of the license; and meet all applicable requirements as dictated by the Texas Department of Licensing and Regulation in the Texas Administrative Code Title 16; Part 4; Chapter 83

### ***Re-enrollment/Re-admission***

A future professional's academic and attendance progress at time of withdrawal will be the same at the time of re-enrollment.

Future professionals who leave Total Transformation Institute for more than six months may reapply for re-enrollment. The future professional will sign a new enrollment contract, pay the re-enrollment fee, make arrangements for paying any remaining balance from their prior enrollment, and meet TDLR regulations. An authorized representative of Total Transformation Institute must approve re-entry for any future professional not in good standing upon withdrawal. Future professionals on probation, suspension, or other conditional status at the time of withdrawal will remain on such status as a condition of their re-entry if admitted. After 3 withdrawals, voluntary or involuntary, a Future Professional will no longer be approved for Re-admission.

## Refund Policy

The Institute applies the same refund policy to all future professionals regardless of their chosen method of payment. (i.e., Self-Pay or Title IV) Please refer to page 34 of this Catalog for information regarding withdrawal. A future professional's Last Date of Attendance is used in all calculations as the Withdrawal Date.

If a program is canceled subsequent to a Future Professional's enrollment, and before instruction in the program has begun, the Institute shall provide a full refund of all monies paid.

If the Institute cancels a program and ceases to offer instruction after a Future Professional has enrolled and instruction has begun, the Institute shall provide the opportunity for completion of the program. If the Institute is unable to offer completion of the program, due to either closure of the program or closure of the Institute, the Institute shall provide a pro rata refund either from the Institute directly or from the "private beauty culture school tuition protection account"; as outlined in Section 1602.463 of the Regulations of Cosmetology Occupations Code, for all Future Professionals transferring to another school based on the hours accepted by the receiving institution.

### R2T4

Title IV funds are earned in a prorated manner on a per diem clock hours basis up to the 60% point in the payment period. Title IV aid is viewed as 100% earned after that point in time. The Institute is required to determine the earned and unearned Title IV aid as of the date the future professional ceased attendance based on the amount of time the future professional was scheduled to be in attendance. In accordance with federal regulations, when Title IV financial aid is involved, the calculated amount of the R2T4 Funds is returned in the following order: Unsubsidized Direct Loans, Subsidized Direct Loans, Direct PLUS loans followed by Pell Grants. The calculation steps are outlined in the following example:

Calculate the percentage of Title IV aid earned by the future professional. 175 Scheduled hours = 38.9% (% of scheduled hours within the payment period (450 hours))

Calculate the dollar amount of Title IV aid earned by the future professional. 38.9% X \$4547.50(Total of Title IV Aid that could be disbursed) = \$1768.98(amount of aid earned by the future professional).

If this amount is greater than the total Title IV aid disbursed for the payment period, a Post-Withdrawal Disbursement will be calculated; if the amount is less than the amount of Title IV aid disbursed, the difference will be returned to the Department of Education.

The Federal government's return of Title IV funds calculation/formula (R2T4) is based on *scheduled hours*. R2T4 determines a future professionals earned & unearned Title IV aid based on the % of the enrollment period scheduled to be completed; and must be returned to the federal government or lending institution while the School's Institutional Pro-Rata calculations/formula is based on *actual hours*. A future professional who withdraws may be required to return unearned aid yet still owe a balance to the Institute or vice-versa. When a future professional who has officially terminated/withdrawn, any monies due after the School's Institutional Pro-Rata calculations, are refunded directly to the future professional within *forty-five (45) days* of written cancellation or termination/withdrawal. Said time frame also applies to non-Title IV aid recipients.

## ***TDLR Mandated Refund Policy***

A future professional or the parent/legal guardian of a minor future professional is entitled to a refund of all tuition and fees; with the exception of the \$100 Enrollment Fee; for all monies paid prior to the future professional's start date, if a written cancellation of enrollment is received within three (3) business days of signing the Enrollment Contract and before starting class. The postmark on the written notification or the date of hand delivery to the Institute will determine the cancellation date. If the future professional enrolls and begins class, tuition refunds are calculated based on hours scheduled (not hours attended); the date of said calculation will be based on the future professional's last date of attendance and made as follows:

- 90% of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the course, whichever period is shorter
- 80% of any outstanding tuition for a withdrawal or termination that occurs after the first week or first one-tenth of the course, whichever period is shorter, but within the first three weeks of the course
- 75% of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the course but not later than the completion of the first 25 percent of the course
- 50% of any outstanding tuition for a withdrawal or termination that occurs up to, but not later than the completion of the first 60 percent of the course
- 0% of any outstanding tuition for a withdrawal or termination that occurs later than the completion of 60 percent of the course.

Refunds will be made within 30 days of formal cancellation by the future professional or termination by the Institute. The refund policy applies to tuition charged in the Enrollment Contract; fees are nonrefundable. All kits, books and products purchased by the future professional become the future professional's property at time of purchase and are nonrefundable.

## ***Post Withdrawal Disbursement***

If a future professional earned more than was disbursed to him/her, the institution may owe the future professional a post-withdrawal disbursement which must be paid as soon as possible but no later than 90 days from the date the Institute determined the future professional withdrew for loans and no later than 45 days from the date the Institute determined the future professional withdrew for grants. The Institute is required to notify the borrower in writing within 30 days of the date it determined that the future professional withdrew that he/she is eligible for a post-withdrawal disbursement of Title IV loan funds. However, if the future professional (or parent in the case of a PLUS loan) is eligible to receive a post-withdrawal disbursement of loan funds, the future professional or parent borrower must first confirm in writing whether he/she accepts/declines all or some of the loan funds offered as a post-withdrawal disbursement. A post-withdrawal disbursement of Federal grant funds does not require future professional acceptance or approval and the grant funds may be applied directly to the future professional's account in order to satisfy tuition and fees or to the future professional. The Institute will seek the future professional's authorization to use a post-withdrawal disbursement for all other educationally related charges in addition to tuition and fees. The Institute is required to return the amount of Title IV funds for which it is responsible no later than 45 days after the Date of Determination of the future professional's withdrawal.



## **Overpayment**

Any amount of unearned grant funds that a future professional must return directly is called an overpayment. The amount of a grant overpayment that a future professional must repay is half of the grant funds received or were scheduled to receive. The future professional must make arrangements with the Institute and/or the Department of Education to return the unearned grant funds. Future professional's failure to do so will result in no additional Title IV aid.

## **Replacement Fees**

Future Professionals that have broken, lost or misplaced kit items, name badges or any other officially issued item; must purchase replacements. Replacement items purchased through the Institute will be sold to future professionals at the current market price.

## **Retesting Fees**

Retesting is considered as missing or failing a scheduled practical exam or written final exam.

Retesting of Practical Evaluations	\$25.00
Retesting of Final Written Exams <i>(after 2 scheduled opportunities per exam)</i>	\$25.00

## **Additional Institutional Charges**

As stated on previous pages, for each individual program, of this Catalog and in the Enrollment Contract Agreement under the heading: Rate of Completion/Policy on Extra Instructional Charges; future professionals who do not complete their course requirements for graduation by their individual End of Contract Date (EOC), either in Attendance or Academics, will be charged an additional \$20.00 per hour or any part thereof until all requirements are fulfilled.

In addition, the following fees could be applied to a Future Professional if applicable:

Transcript Requests	\$ 25.00
Schedule Change	\$100.00
Withdrawal Fee (whether Voluntary or Involuntary)	\$100.00
Re-Entry Fee (after 30 days from Withdrawal)	\$100.00



## ***Satisfactory Academic Progress Policy (SAP)***

Satisfactory attendance and academic progress are a requirement for all full and part time future professionals enrolled in any program at Total Transformation Institute. Satisfactory Progress is defined as a minimum cumulative Grade Point Average of 75% and a minimum cumulative attendance of 67%. This policy ensures each future professional is making measurable progress toward program completion and will be a marketable member of their chosen profession. SAP results will be given to the future professional in writing. A copy of the written report will be kept in the future professional's file and a copy will be given to the future professional. All future professionals receiving financial aid will be notified of any evaluation that impacts their eligibility for said funding. Future professionals meeting SAP at an evaluation point will be considered making SAP until their next evaluation point. Future professionals that are not meeting SAP at an evaluation point are no longer eligible for Title IV funds unless a future professional is on warning status or has prevailed upon appeal of determination that has resulted in the status of probation. All programs are based on an Academic Year of 900 hours or 26 weeks. SAP will be measured at the following actual clock hours:

Program Name	SAP evaluation points in actual clock hours and weeks		Total Hours
Cosmetology Operator and Hybrid-Cosmetology Operator	450 Hours/13 Weeks	900 Hours/26 Weeks	1000
Barber and Hybrid-Barber	450 Hours/13 Weeks	900 Hours/26 Weeks	1000
Esthetician and Hybrid-Esthetician	375 Hours/11 Weeks		750
Manicurist and Hybrid-Manicurist	300 Hours/9 Weeks		600
Manicurist/Esthetician and Hybrid-Manicure/Esthetician	400 Hours/12 Weeks		800
Eyelash Extensionist and	160 Hours/5 Weeks		320
Operator Crossover and	150 Hours/4.5 Weeks		300
Barber Crossover and	150 Hours/4.5 Weeks		300

### ***Maximum Timeframe***

A future professional must complete their educational program within 150% of the published length of the program as measured in clock hours as determined by the program.

Future Professionals who have not completed the course within the maximum timeframe may request in writing to continue their program on a cash pay basis. The future professional's request will be reviewed by the Director of Education and approved or denied on a case-by-case scenario. Veteran benefit recipients will not be paid benefits beyond the state mandated time of the program. The Recipient may continue in the program for the maximum timeframe but will not receive benefits beyond the State mandated time of the program as measured in clock hours.

Cosmetology Operator, Barber, Hybrid-Cosmetology Operator, or Hybrid-Barber	Minimum Hours/Weeks	Maximum Hours/Weeks
Full Time (34 Hour Week)	1000/30	1500/44
3/4 Time (28 Hour Week)	1000/36	1500/54
1/2 Time (20 Hour Week)	1000/50	1500/75
Esthetician or Hybrid-Esthetician	Minimum Hours/Weeks	Maximum Hours/Weeks
Full Time (34 Hour Week)	750/22	1125/33
3/4 Time (28 Hour Week)	750/27	1125/40
1/2 Time (20 Hour Week)	750/37	1125/56
Manicurist or Hybrid-Manicurist	Minimum Hours/Weeks	Maximum Hours/Weeks
Full Time (34 Hour Week)	600/18	900/27
3/4 Time (28 Hour Week)	600/22	900/33
1/2 Time (20 Hour Week)	600/30	900/45
Manicurist/Esthetician or Hybrid- Manicure/Esthetician	Minimum Hours/Weeks	Maximum Hours/Weeks
Full Time (34 Hour Week)	800/24	1200/36
3/4 Time (28 Hour Week)	800/29	1200/43
1/2 Time (20 Hour Week)	800/40	1200/60
Eyelash Extensionist or Hybrid- Eyelash Extensionist	Minimum Hours/Weeks	Maximum Hours/Weeks
Full Time (34 Hour Week)	320/10	480/15
3/4 Time (28 Hour Week)	320/12	480/18
1/2 Time (20 Hour Week)	320/16	480/24
Operator Crossover, Barber Crossover, Hybrid-Operator Crossover, or Hybrid-Barber Crossover	Minimum Hours/Weeks	Maximum Hours/Weeks
Full Time (34 Hour Week)	300/9	450/14
3/4 Time (28 Hour Week)	300/11	450/17
1/2 Time (20 Hour Week)	300/15	450/23

## ***Satisfactory Academic Progress Policy cont.***

### ***Attendance Progress Policy***

Total Transformation Institute is aware that occasionally, unforeseen situations may arise where a future professional may not be able to attend or arrive later than their contracted scheduled time to begin. It is the responsibility of the future professional to attend classes regularly following their contracted class schedule and be punctual. Excessive absences will not be tolerated. A future professional's academic program is measured in actual clock hours; therefore, all absences and/or tardiness are considered unexcused.

Failure on the part of the future professional to clock themselves in or out will result in the loss of hours. Future professionals must maintain a minimum cumulative attendance of 67% of their published schedule to be making satisfactory attendance progress. Future professionals contracted to attend Day classes may stay an additional 2 hours Tuesday to Friday only after their contracted schedule leave time to makeup missed hours and must be involved in curriculum related activities during this time. Future professionals contracted to attend Evening classes may arrive 2 hours Tuesday to Friday only prior to their contracted scheduled time to begin to makeup missed hours and must be involved in curriculum related activities during this time. Future Professionals not engaged in curriculum related activities during Makeup time will be asked to clock out and leave the campus. Under no conditions may a future professional advance their attendance percentage over 100%.

#### **Tardiness**

In the event of a future professional not being able to arrive for their contracted schedule on time, they must notify the Institute to reschedule appointments. To assure accuracy of records, future professionals who are tardy are responsible to clock themselves in upon arrival to the Institute. Tardiness is defined as arriving more than 15 minutes after the start of the future professional's contracted schedule. Consequences of excessive tardiness include the possibility of removal from the clinic floor schedule, disciplinary action, and/or ultimately termination for failure to maintain SAP. Excessive tardiness can result in the inability to participate in makeup hours outside of their contracted schedule.

#### **Absences**

Future professionals should notify the front desk and their instructor of an expected absence. In the event of an unexpected absence (i.e., illness, emergency), future professionals should notify the Institute as soon as possible. The Institute records attendance daily. A future professional absent for any reason is still responsible to complete all required academic work. Unless the future professional is on an Approved Leave of Absence, a future professional who does not attend their contracted schedule for 14 days will be terminated from enrollment. Consequences of excessive absences include the possibility of removal from the clinic floor schedule, disciplinary action, and/or ultimately termination for failure to maintain SAP. Excessive absences can result in the inability to participate in makeup hours outside of their contracted schedule. Future Professionals who fall below a 75% attendance rate in their first 25 days of enrollment will be considered "Uncommitted" to their education at the Institute and can be disenrolled on the 25th calendar day of their scheduled attendance. Future Professionals who fall below a 50% cumulative attendance for 2 consecutive months will be considered "Uncommitted" to their education at the Institute and can be disenrolled. Refunds of tuition for lack of attendance will be calculated from the last date of attendance.

Overage fees will apply to any hours not completed by the end of the future professional's contract.

## ***Attendance Progress Policy cont.***

Future professionals using veterans' benefits will have attendance monitored until the time the student drops, graduates, or completes the program. Unsatisfactory attendance will be reported to the Department of Veterans Affairs (DVA) even if the VA future professional has completed the required number of hours and no refund is due the future professional and/or refund sources. VA future professionals who are absent for more than 5 consecutive days will be reported to the DVA as required.

Transfer hours from another institution that are accepted towards the future professional's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. SAP evaluations are based on actual hours at Total Transformation Institute.

For hybrid programs with assigned distance education hours, future professionals must clock in and out in the online environment to accurately reflect hours of attendance. Failure to clock in or out properly and/or failure to demonstrate regular and substantive engagement while online will result in no hours being awarded. Time clocked in excess of the weekly limit in distance education is not permitted and may not be awarded without Director approval. Distance education hours may not be earned during Institute holidays and official Institute closures.

## ***Satisfactory Academic Progress Policy cont.***

### ***Leave of Absence Policy***

All Future professionals must follow this policy when requesting a Leave of Absence.

A Leave of Absence (LOA) due to such things as prolonged illness, accident, medical problem, or other special circumstances; is a temporary interruption in a future professional's program. LOA refers to the specific time period during which a future professional is not in academic attendance and has a reasonable expectation that they will return to complete their program. The Institute may require that all approved LOAs be for a minimum of 1 week (7 calendar days) and reserves the right to deny/approve LOAs for any special circumstances as seen fit. The future professional must return on the specified date as indicated on the LOA Form. In special circumstances, the Institute may approve more than one LOA for a future professional. Future professionals must request an LOA in writing, in advance, include the reason for the request and the future professional's signature; for approval by the Institute unless unforeseen circumstances prevent the future professional from doing so. A future professional will only be granted an LOA without prior request for unforeseen circumstances. However, the Institute will collect an LOA request, along with the necessary documentation at a later date. In this case, the beginning date of the approved LOA will be the first date the future professional was unable to attend the Institute. If approved, the official Leave will extend the contract period and maximum time frame by the same number of calendar days designated in the Leave of Absence Form. Changes to the contract period will be documented on the Institute's Change to Enrollment Contract Agreement—LOA form, which must be signed and dated by an official representative of the Institute and the future professional. A future professional who has been granted an LOA and met the criteria will not be considered withdrawn and no refund calculation is required at that time. No additional institutional charges will be assessed as a result of the LOA. Future professionals failing to return will be subjected to an Involuntary Withdrawal and the last date of attendance will be used for the purposes of calculating a refund. The Leave of Absence and any additional approved leaves of absence may not exceed a total of 180 days in any twelve-month period. All approved leaves will be scheduled to begin on the first-class day after the future professional's last physical day of attendance.

In special circumstances where a future professional encounters a situation beyond their control that prevents them from requesting an LOA in advance, the Institute may grant the future professional an LOA depending on the mitigating circumstances. In such cases, the future professional is still required to submit a written LOA request along with a description of the mitigating circumstances. If approved, the beginning date of the LOA is the initial day that the future professional was unable to attend because of the situation. Failure to provide the required LOA paperwork and documentation may result in the LOA being denied and will result in an Involuntarily Withdrawal if the absence is longer than 14 days. Mitigating Circumstances may include, but are not limited to, medical issues resulting in hospitalization, prolonged legal proceedings (TDLR can deny a license based on a criminal conviction.), threat of homelessness and/or extreme but temporary issues which impact a future professional's ability to regularly attend class.

Title IV Federal Financial Aid cannot be disbursed to future professionals or on behalf of a future professional while on an LOA. Non-title IV payments due to the Institute are still due as scheduled. For future professionals receiving VA monies, the Institute is required to notify the VA of periods of non-attendance, resulting in possible suspension of benefits.

Future professionals on a leave of absence will refrain from coming to the Institute, except on official business.

## ***Satisfactory Academic Progress Policy cont.***

### ***Grading***

All future professionals, regardless of program, are graded on formal instruction and practical work. Comprehensive written finals are given at the completion of all chapter tests; the minimum passing score on a written final is 80%. Future professionals must pass a practical evaluation to advance through each phase of the program. Practical evaluations are given as needed.

The grading scale is:

A	90%-100%	Excellent
B	80%-89%	Good
C	75%-79%	Satisfactory
F	0%-74%	Unsatisfactory

### ***Instructional Methods***

Instructional methods are applied to all programs. Specific tasks necessary for state board preparation and entry-level job skills are taught in sequential steps. Clinic equipment, implements and products are comparable to those used in the industry. Each future professional receives instruction related to performing useful, creative, and productive career-oriented activities. Education methods used include, but are not limited to, lecture, demonstration, textbook study, hands-on practice, audio-visually, guest speakers, and field trips not to exceed the limits mandated by TDLR, projects, and activities. Hybrid programs include distance education as a method of delivery and will have up to, but not exceeding 50% of theory taught through Distance Educational methods.

### ***Distance Education***

Up to 50% of a Hybrid program will be scheduled via distance education. Distance education means education that uses technology to deliver instruction to students who are separated from the instructor and that supports regular and substantive interaction between the future professionals and the instructor. The technologies may include: 1) the internet; 2) One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; 3) Audio conferencing; or 4) Other media used in a course in conjunction with verifying and documenting regular; substantive interaction between the future professional and the instructor. An on-campus Distance Education Assessment of future professional performance will be performed by a qualified instructor at least once monthly with respect to any distance education completed within the preceding month. The Distance Education Assessment will be documented by the Institute to assess future professionals' understanding of curriculum content delivered via distance education. Examples of methods by which the assessment may be conducted include, but not limited to, question and answer, discussion, demonstration, cooperative learning, problem-solving, interactive lecture, future professional and classroom presentation, labs, and the future professional salon activities. Hardware and Network Requirements: Computer with at least 4GB ram and 1.8 Ghz cpu, Windows 10 or MacOS, webcam, and display with at least 1280x800 with reliable High-Speed internet that is at least 2.0 Mbps up 6.0 Mbps down. Software Requirements: Chrome or Bing, Milady CIMA (Included in Books and Supplies), Google Meet, ZOOM, or other conferencing software.

### ***Practical Evaluations***

Practical Evaluations are monitored and evaluated by an instructor during Phase 1 and Phase 2. The future professional will receive an evaluation that reflects areas of strengths and areas that need improvement. Future professionals who meet the minimum requirements will be considered making improvements in basic skills until the next scheduled evaluation.

### ***Makeup Work***

If a future professional misses any required work, assignment, or other graded activity due to a personal absence, the future professional will make up the required work prior to Graduation.

### ***Tardiness/Personal Absences***

It is recommended future professionals arrive 10 minutes early. Tardiness is defined as arriving more than 15 minutes after the start of the future professional's contracted schedule. If a circumstance causes a future professional to be tardy, the future professional must contact a staff member no later than 10 minutes prior to their scheduled start time. All future professionals are expected to attend regularly; attending formal instruction is a requirement. If a future professional is ill or an emergency arises, the future professional must notify a staff member no later than 10 minutes prior to their scheduled start time if they are unable to attend for the day. Except in the case of an emergency: if a future professional needs to leave the Institute early; a 'Future Professional Out Request' must be turned in no later than 1 hour after arrival. If a future professional requires extra time for attendance or to meet academic or application requirements beyond the scheduled end of contract date to complete the program, additional fees will be assessed.



## ***Satisfactory Academic Progress Policy cont.***

### ***Academic Progress***

Future professionals must maintain a minimum cumulative grade average of 75% to be making satisfactory academic progress. Future professionals will be evaluated on formal instruction and practical applications. Future professionals meeting SAP at an evaluation point will be considered making SAP until their next evaluation point.

### ***Financial Aid Warning***

Future Professionals who fail to meet minimum requirements for attendance and/or academic progress (67% cumulative attendance and 75% cumulative GPA) at the end of a payment period will be placed on "Financial Aid Warning". Any future professional on Financial Aid Warning may continue to receive assistance under the Title IV HEA programs for one payment period despite a determination the future professional is not making Satisfactory Academic Progress; Financial Aid Warning may be assigned without an appeal and may require no action from the future professional. A future professional meeting Satisfactory Academic Progress at the end of the Financial Aid Warning shall be returned to normal SAP status with no loss of Title IV eligibility. A future professional failing to meet Satisfactory Academic Progress at the end of Financial Aid Warning will result in a loss of Title IV eligibility; with the right to Appeal.

### ***Financial Aid Probation***

Future Professionals who fail to meet minimum requirements for Satisfactory Academic Progress may be placed on "Financial Aid Probation" for the following reasons:

- A. The Institute evaluates the future professional's progress and determines that the future professional did not make satisfactory academic progress during the warning or previous evaluation period; and
- B. The future professional prevails upon appeal of a negative progress determination prior to being placed on probation; and
- C. The Institute determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or
- D. The Institute develops an academic plan for the future professional that, if followed, will ensure that the future professional is able to meet the Institute's satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual future professional.

The future professional will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the future professional has still not met both the attendance and academic requirements required for satisfactory academic progress or by the action plan, the future professional will be determined as NOT making satisfactory progress and, if applicable, the future professional will not be deemed eligible to receive Title IV funds, HEA program funds, Service members and Veterans Education benefits.



## ***Appeal Process***

A future professional, who wishes to appeal a loss of Title IV eligibility due to failure to maintain Satisfactory Academic Progress, must submit a written request to the Institute within ten (10) days of being notified. If the future professional prevails on appeal, the future professional will be on SAP Probation. The Future Professional must describe in writing any unusual circumstances that the future professional believes deserve special consideration. The basis on which a future professional may file an appeal: death of a relative, an injury or illness of the future professional or other special circumstances. The Future Professional must provide documentation as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point. Once the Institute receives the appeal, they will evaluate the appeal and provide a decision within five (5) calendar days. In order for an appeal to be granted, the Institute must determine that satisfactory progress standards can be met by the end of the subsequent evaluation period. The Institute's Academic Director will notify the future professional in writing of the decision and that decision is final. All documentation will be maintained in the Future Professional's file for recording and record keeping purposes.

## ***Re-establishment of Satisfactory Academic Progress***

Future professionals may re-establish Satisfactory Academic Progress by meeting minimum attendance and/or academic requirements at the next evaluation point.

## ***Reinstatement of Financial Aid***

Title IV, HEA and VA funds will be reinstated to qualified future professionals who have received a "Financial Probation" as a result of a successful appeal or who have re-established Satisfactory Academic Progress by meeting the minimum cumulative attendance and/or academic requirements at the end of a payment period and are able to complete their program within the maximum time frame.

## ***Withdrawal/Termination***

Progress status at the time of withdrawal or point of failing to complete the training will be noted in the future professional's file.

A future professional who withdraws or is terminated is no longer enrolled in the program. Formal withdrawal is required for a future professional to re-enter the program at a future date. To formally withdraw, a future professional must notify the admissions director in writing and will become effective the date the notice is received. This date is referred to as the Date of Determination.

A future professional who does not attend the Institute for 14 calendar days and is not on an official leave of absence will unofficially withdraw and will be terminated from enrollment. Progress status at the point of withdrawal or failing to complete the training will be noted in the future professional's file.

### ***Re-enrollment/Re-admission***

A future professional's academic and attendance progress at time of withdrawal will be the same at the time of re-enrollment.

Future professionals who leave Total Transformation Institute for more than six months may reapply for re-enrollment. The future professional will sign a new enrollment contract, pay the re-enrollment fee, and meet TDLR regulations. An authorized representative of Total Transformation Institute must approve re-entry for any future professional not in good standing upon withdrawal. Future professionals on probation, suspension, or other conditional status at the time of withdrawal will remain on such status as a condition of their re-entry if admitted. After 3 withdrawals, voluntary or involuntary, a Future Professional will no longer be approved for Re-admission.

### ***Incompletes/Repetitions/Non-credit Remedial Courses***

Incompletes, repetitions, non-credit and remedial courses have no effect on a future professional's SAP; as Total Transformation Institute has no such items or courses.

### ***Access to Satisfactory Academic Progress Evaluation Results***

Satisfactory Academic Progress results will be given to the future professional in writing. A copy of the signed written report will be kept in the future professional's file and a copy will be given to the future professional at the time of signing.

### ***Completion of Academics***

All Future Professionals will receive at 100 hours actual hours remaining of attendance will be given a list of Academic work that is remaining or past due to ensure the completion of Academic requirements. Future Professionals who have not completed all required Phase I and Phase II Academics prior to their last 50 hours will be placed on an "In Institute Suspension".

While on "In Institute Suspension", the Future Professional will not be allowed to clock hours until all Phase I and Phase II academics are completed, turned in and graded. There will not be an adjustment to the Future Professional's End of Contract Date. Any Future Professional who does not complete their course requirements for graduation by their individual End of Contract Date (EOC), either in Attendance or Academics, will be charged an additional \$15.00 per hour or any part thereof until all requirements are fulfilled.

## ***Graduation***

To be eligible for graduation, all future professionals shall:

- Complete all academics and practical requirements with a minimum cumulative grade of 75% by the last 50 actual clock hours of their individual program.
- Complete required comprehensive written finals with a minimum grade of 80%
- Pass the required practical evaluations with a minimum of 75%
- Complete all clock hours required by TDLR
- Complete an exit interview and exit paperwork.
- Make satisfactory arrangements for payment of all debts to the Institute. Future professionals must be current on all debts owed to Total Transformation Institute by the last 50 actual clock hours of their individual program. Future professionals in default at this time will be suspended from clocking any additional hours until full payment of all debts is paid to Total Transformation Institute.

When the future professional meets all graduation requirements, Total Transformation Institute will issue a diploma and certify a final transcript of hours. For those completing a Hybrid program, the Diploma for the program will identify the distance education component. As an official graduate, the future professional may request a State Board exam date.

### ***Hybrid Program Disclosures***

The Institute's Hybrid programs are designed to be of comparable educational quality to the programs delivered on-campus. The Institute's Grading Policy will be applied to all future professionals, regardless of their program. All transcripts or other documents outlining a future professional's academic attainment received will identify the distance education component. The Institute will use a variety of methods to ensure the content is effectively delivered in a manner that is congruent with the Institute's mission statement and educational objectives. These methods include, but are not limited to, assessments of future professional's competence, chapter exams and projects, future professional surveys, instructor self-assessments, and periodic comparative analysis of academic outcomes for future professionals in a hybrid program learning environment compared to on-campus. The Institute reserves the right to make changes to distance education delivery policies and schedules. These changes include but are not limited to: the time of day(s) that a student may utilize for distance delivery, the number of daily and weekly hours assigned as distance delivery, the utilization of distance delivery in lieu of on-campus classes, the delivery methods, and the materials and software used for tracking online attendance.

# ***Future Professional Conduct and Responsibilities***

## ***Code of Professional Ethics***

Future professionals are expected to be on time; bring complete kit and textbooks to the Institute each day; maintain a professional appearance and good personal hygiene; behave in a professional manner, and treat future professionals, clients and staff with respect and courtesy at all times. Do not use profanity, inappropriate language, or vulgar gestures; do not gossip.

## ***Dress Code***

Future professionals are required to follow the dress code. Unless otherwise scheduled: future professionals are required to wear black pants and a Total Transformation Institute Shirt (included in the kit). Shoes can be of any color as long as they enclose the entire foot with a hardened or rubberized sole. (No clogs, sling backs, peep toes, sandals, or house shoes/slippers) Outerwear over the uniform shirt, capris, shorts, tights/leggings as pants and skirts/dresses are not allowed. Jewelry and attire should be in good taste and not promote obscenity, lewd behavior, violence, or vulgarity. Future professionals must arrive prepared to begin their instructional day. There will be no styling of hair or applying make-up after arrival unless part of an instructor scheduled assignment.

## ***Lunch Break***

All full-time future professionals will be given the opportunity to go to lunch for 30 minutes. Future professionals must clock out while eating.

## ***Grounds for Suspension and Termination***

- A future professional terminated for misconduct cannot be readmitted under any condition. Misconduct is defined as fighting, theft, terroristic threats or possessing a weapon on the premises.
- A future professional who willfully destroys Institute property will be suspended immediately. The future professional will pay to repair the damage and is responsible for any liability caused by their actions.
- A future professional may be suspended or terminated for the use, sale or possession of a controlled substance or alcohol on the premises or clocking hours while under the influence of a controlled substance or alcohol.
- A future professional caught cheating on an exam will be suspended and receive a 0% for that exam.
- A future professional found intentionally clocking in or out for another future professional will be terminated. This violates TDLR regulations.
- A future professional may be suspended or terminated if they do not comply with the Code of Professional Ethics, Dress Code, General Rules, the Institute's policies, education requirements and TDLR regulations.

## ***General Rules***

- Each future professional, regardless of program, must clock in/out for herself/himself and must clock out for lunch. Future professionals leaving the facility for any reason, including smoke breaks, must clock out. Full-time future professionals will be assigned a 30-minute break for lunch. Part time future professionals will need to make arrangements to lunch before or after their scheduled time at the Institute.
- All implements, equipment and stations must be sanitized daily and before each client. Each future professional will complete her/his assigned daily sanitation duty before leaving for the day.
- No future professional will instruct another future professional in her/his work, unless advised by an instructor to do so.
- Future professionals will have instructor permission before performing any service on another future professional.
- Smoking, vaping or use of any type of tobacco products is prohibited in the building, around the front entrance or outside the back exit.
- Eating will be limited to designated areas only. A drink in a closed container will be allowed until 10 am and then must be restricted to designated area only.
- Future professionals will turn their cell phones to Silent during school attendance. Cell Phone use during Institute Hours will be limited to educational use only. Voice and Video Communication is prohibited while on the clock. Headphones/Earbuds etc. are permitted in one ear only for safety reasons. Headphones/Earbuds etc. are NOT permitted while performing services on a client or fellow future professional. Personal calls will not be taken at the reception center or in offices.
- Future professionals will notify the Institute of a name or address change.
- Future professionals may not park next to the building or in the first three rows.
- Future professionals are required to perform practical applications on clients. Refusing to service a client or trading tickets with another future professional will result in corrective action. Future professionals will consult with an instructor before performing any chemical services on a client.
- Future professionals will have an instructor check their client and sign the ticket before passing the client to another future professional or at completion of the service before the client leaves the future professional's station or area.
- Client tickets should be on a clipboard and with the client during the service
- Congregating at the front desk should be avoided.
- Future professionals will walk in the facility, keep stations clean and aisles clear and avoid lifting heavy objects without help. Future professionals will report anything that would cause an injury, any incident resulting in an injury and any situation which may be suspicious or out of the ordinary.
- Future professionals may not have visitors in the classroom or on the clinic floor.

## ***Levels of Corrective Action***

A future professional may be advised regarding attendance, academic grades or conduct by any of the following actions:

**Verbal Warning:** A future professional will be verbally informed of the violation she/he has committed. Changing the behavior will be discussed. The future professional will be briefed about further consequences if the behavior continues.

**Probation:** A written warning may be given prior to an action-based termination by the future professional. The future professional chooses the action she/he will take either correct the action or be terminated from the program. A time of no more than 60 days will be specified in which the corrective behavior should take place. Additionally, an in-school suspension may be chosen as part of the corrective action.

**Suspension:** An immediate removal of the future professional from Total Transformation premises or an on-site suspension may be assigned. On-site suspension may include tasks issued by an instructor that would not be part of the daily schedule. An off-site suspension may be for 12 hours to 60 days.

**Termination:** A future professional may be terminated from enrollment.

## ***Future Professional Records Access***

A future professional or parent/guardian of a dependent minor may request access to the future professional's records with a scheduled appointment during regular business hours. A Consent to Share form must be signed if an adult future professional wishes for Total Transformation Institute to share their information with another individual or entity.

## ***Privacy Policy***

Total Transformation Institute recognizes the right to privacy; therefore, no information on a future professional will be released without the written permission of the future professional or her/his parent/legal guardian if a dependent minor. A future professional or a parent/legal guardian of a dependent minor may review the future professional's file in the presence of an Administrator. Total Transformation must have written consent from the future professional or parent/legal guardian of a dependent minor for release of records in response to each third-party request unless otherwise required by law. Total Transformation Institute does provide access to future professional information and other institute records to its accrediting agency and other oversight entities; to include, but not limited to, NACCAS, the Department of Education and the Texas Department of Licensing and Regulation.

## ***Grievance / Formal Complaint Policy***

In accordance with the institution's mission statement, the school will make every attempt to resolve any student grievance that is not frivolous or without merit. Grievance procedures will be included in the new student orientation thereby assuring that all students know the steps to follow should they desire to register a grievance at any time. Evidence of final resolution of all grievances will be retained by the school in order to determine the frequency, nature, and patterns of grievances for the institution. The following procedure outlines the specific steps of the grievance process.

1. Prior to filing a formal grievance, the student should notify any staff member of the situation. If the staff member is unable to resolve the grievance, the student shall notify the School Director. If the School Director is unable to resolve the grievance, the student should then file a formal grievance as stated below.

2. The student should register the grievance in writing on the designated form provided by the institution within 15 days of the date that the act which is the subject of the grievance occurred.

3. The grievance form will be given to the school Director. 3. The grievance will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the grievance. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the grievance.

4. If the grievance is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.

5. Depending on the extent and nature of the grievance, interviews with appropriate staff and other students may be necessary to reach a final resolution of the grievance.

6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the grievance. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the grievance or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of the committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions from all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness's testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.

If the complainant is still unsatisfied with the results, they may file a complaint with Texas Department of Licensing and Regulation, P.O. Box 12157, Austin, TX 78111, 800-803-9202 and/or National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS) 3015 Colvin Street, Alexandria, VA 22314 703-600-7600 [www.naccas.org](http://www.naccas.org)



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## ***Future Professional Support Services***

### ***Orientation***

Orientation on Institute policies and TDLR requirements is given by an Institution Staff Member on the first day of class. Transfer students will participate in the first orientation conducted after their start date.

### ***Career Coaching***

Total Transformation Institute strives for successful placement of every graduate; but we do not guarantee employment. The assistance of Support Services and the Academic Director is available to current future professionals and graduates. Assistance is provided in developing a resume, preparing for interviews, and evaluating employment options. Working with salons, Support Services and the Academic Director maintain a current listing of career opportunities available to all future professionals and former future professionals.

### ***Future Professional Advisement***

The staff are available to listen, encourage and support future professionals when they seek advice for personal issues. A recommendation may be offered to seek professional help. Where possible, Total Transformation will work with future professionals about issues relating to their success in the program.

### ***Library/Resources***

Academic material required for each program is covered during regular theory. Future professionals may enhance their education with teaching videos, trade magazines and specialty books available upon request.

### ***Family/Friend Service***

The future professional may select 1 person to receive a discounted salon service once per month throughout the future professional's enrollment. The person can be a family member, friend or a significant someone the future professional chooses. The person may receive either a free basic service (i.e.: haircut, shampoo/style, or manicure) or a 20% discount on other services one time per month. An appointment is needed; the future professional should perform the service if possible.

### ***VA Funded Students***

Future professionals who are Veteran Benefit recipients are permitted to enroll for the next start date after which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

The Institute will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

## ***Expectations of All Programs***

### ***Physical Demands***

Although the Beauty and Wellness industry is not considered physically demanding, it does require physical stamina. Prolonged periods of standing, sitting, and bending at the waist will be required. Lifting and periods of manual dexterity will be required in some cases.

### ***Salary***

The salary structure within the Beauty and Wellness Industry is very diverse. Actual income is based on factors such as the particular field and area chosen to work in, full or part-time status, commission, salary or a combination, bonus or other incentive system and choosing business ownership.

### ***Safety***

Texas Department of Licensing and Regulation has taken great care to ensure the industries under their regulation offer a safe working environment, including stringent sanitation, so very few hazards are encountered during training.

## ***Institute Statistics***

Institutions must publish vital information which could impact a future professional's choice of school. This information includes measures of future professional success for completion, licensing, and employment. The National Accrediting Commission of Career Arts and Sciences has established the standards of 50% graduation, 60% placement and 70% licensure. For 2023 the Annual Report percentages are as follows:

<b>Graduation</b>	<b>Placement</b>	<b>Licensure</b>
62.82%	68.75%	94.12%

## ***Institute Statistics by Program***

### **12.04 Cosmetology and Related Personal Grooming:**

<b>Graduation</b>	<b>Placement</b>	<b>Licensure</b>
62.82%	68.75%	94.12%

**Total Transformation  
Institute**

907 Hwy 80, San Marcos, TX 78666  
(512) 392-8862  
[www.ttioc.edu](http://www.ttioc.edu)

Owned by:  
Make A Total Transformation Investments, LLC

## Total Transformation Institute

### Notice of Federal Student Financial Aid Penalties for Drug Law Violations

In compliance with federal government regulations for a drug-free workplace for future professionals and employees, any future professional caught in possession of, the use of or distribution of illegal substances or paraphernalia will be dismissed and/or referred to the appropriate agency. Future professionals convicted for any offense that occurred during a period of enrollment for which the future professional was receiving Title IV funds, under any federal or state law involving possession or sale of illegal drugs will result in the loss of eligibility for any Title IV assistance.

This policy strictly prohibits the illegal use, possession, manufacture, dispensing or distribution of alcohol, drugs, or controlled substances in the workplace, on its premises or as part of all school sponsored activities. A violation of this policy is considered a major offense, which may result in requirement for satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution and/or immediate disciplinary action up to and including termination from employment and suspension or expulsion from the Institute. A criminal conviction is not required for sanctions to be imposed upon an employee or future professional for violations of this policy. Violations of applicable local, state and federal laws may subject a future professional or employee to a variety of legal sanctions including, but not limited to fines, incarceration, imprisonment and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities.

The following is information provided in accordance with the Drug Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D) and the Drug Free Schools and Communities Act Amendments of 1989 (P.L. 101-226).

#### Health Risks:

Health risks generally associated with alcohol and drug abuse can result in but are not limited to a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes and thought disorders. The use of alcohol and other drugs represents a serious threat to health and the quality of life. More than 25,000 people die each year from drug-related accidents or health problems. With most drugs, it is possible that users will develop psychological and physical dependence. The general categories of drugs and their effects are as follows:

- Alcohol produces short-term effects that include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain; ulcers; gastritis; malnutrition; delirium tremens and cancer. Alcohol combined with barbiturates and other depressants can prove to be a deadly mixture.
- Amphetamines/Stimulants (speed, uppers, crank, caffeine, etc.) speed up the nervous system and can cause increased heart • and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleeplessness, anxiety, hallucinations, paranoia, depression, convulsions and death due to a stroke or heart failure.

- Anabolic steroids seriously affect the liver, cardiovascular and reproductive systems; and can cause sterility in males and females as well as impotency in males.
- Barbiturates/Depressants (downers, Quaaludes, valium, etc.) slow down the central nervous system and can cause decreased heart and breathing rates, lowered blood pressure, slowed reactions, confusion, distortion of reality, convulsions, respiratory depression, coma, and death. Depressants combined with alcohol can be lethal.
- Cocaine/Crack stimulates the central nervous system and is extremely addictive, both psychology and physically. Effects include dilated pupils, increased heart rate, and elevated blood pressure, and insomnia, loss of appetite, hallucinations, paranoia, seizures and death due to cardiac arrest or respiratory failure.
- Hallucinogens (PCP, Angel dust, LSD, etc.) interrupt the functions of the part of the brain that controls the intellect and instincts. May result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure.
- Cannabis (marijuana, hashish, hash, etc.) impairs short-term memory comprehension, concentration, coordination, and motivation. May also cause paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco smoke. The way in which marijuana is smoked – deeply inhaled and held in the lungs for a long period – enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.
- Narcotics (heroin, morphine, Demerol, Percodan, etc.) initially produce feelings of euphoria often followed by drowsiness, nausea, and vomiting. An overdose may result in convulsions, coma, and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.
- Tobacco/nicotine causes death among some 170,000 people in the United States each year due to smoking-related coronary heart disease. Some 30 percent of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are 10 times more likely among smokers.

## Punishment for Alcohol and Drug Related Crimes in the State of Texas:

The Texas Health and Safety Code sets possession law, dividing controlled substances into five penalty groups, plus a marijuana category. While some of the substances are legal, it is illegal to possess them without a prescription, and the health code establishes the punishments for illegal possession.

Texas Tax Code, in addition to the criminal penalties for drug possession, also sets potential civil penalties. Although the statute is not often used in minor possession cases, the code requires that taxes must be paid on illegal drugs, so that “dealers” who possess over certain amounts can be charged with tax evasion. The state of Texas can also suspend your license for up to six months following a conviction on any violation of the Texas Controlled Substances Act.

The Code of Criminal Procedure also allows police to seize any property used or “intended to be used” in the commission of a drug felony. That means they can take your car, your home, or any other belonging where you are accused of carrying or hiding drugs. The asset forfeiture law is a civil action, not criminal, and you do not have to be convicted for the state to try to take your property. Drug possession penalties are complicated and depend on the classification of the substance and the quantity.

Penalty Group	Examples of Drugs/Controlled Substances
1	Cocaine, Heroin, Methamphetamine, GHB, Ketamine, Oxycodone and Hydrocodone
1A	LSD
2	Ecstasy, PCP and Mescaline
3	Valium, Xanax and Ritalin
4	Compounds containing Dionine, Motofen, Buprenorphine or Pryovalerone

Penalty Group 1 Weight	Classification	Penalty
Less than one gram	State jail felony	180 days to 2 years in a state jail and/or a fine of not more than \$10,000
1 gram or more, less than 4 grams	Third-degree felony	2 to 10 years in a state prison and/or a fine of not more than \$10,000
4 grams or more, but less than 200 grams	Second-degree felony	2 to 20 years in a state prison and/or a fine of not more than \$10,000
200 grams or more, but not less than 400 grams	First-degree felony	5 to 99 years in a state prison and/or a fine of not more than \$10,000
400 grams or more	Enhanced first-degree felony	10 to 99 years and a fine of not more than \$100,000

Penalty Group 1A Amount	Classification	Penalty
Fewer than 20 units	State jail felony	180 days to 2 years in a state jail and/or a fine of not more than \$10,000
20 or more units, but less than 80 units	Third-degree felony	2 to 10 years in a state prison and/or a fine of not more than \$10,000
80 units or more, but less than 4,000 units	Second-degree felony	2 to 20 years in a state prison and/or a fine of not more than \$10,000
4,000 units or more, but less than 8,000 units	First-degree felony	5 to 99 years in a state prison and/or a fine of not more than \$10,000
8,000 units or more	Enhanced first-degree felony	15 to 99 years and a fine of not more than \$250,000

Penalty Group 2 Weight	Classification	Penalty
Less than one gram	State jail felony	180 days to 2 years in a state jail and/or a fine of not more than \$10,000
More than 1 gram, less than 4 grams	Third-degree felony	2 to 10 years in a state prison and/or a fine of not more than \$10,000
More than 4 grams, less than 400 grams	Second-degree felony	2 to 20 years in a state prison and/or a fine of not more than \$10,000
400 grams or more	Enhanced first-degree felony	5 to 99 years and a fine of not more than \$50,000

Penalty Group 3 and 4 Weight	Classification	Penalty
Less than 28 grams	Class A misdemeanor	Not more than 1 year in a county jail and/or a fine of not more than \$4,000
28 grams or more, but less than 200 grams	Third-degree felony	2 to 10 years in a state prison and/or a fine of not more than \$10,000
200 grams or more, but less than 400 grams	Second-degree felony	2 to 20 years in a state prison and/or a fine of not more than \$10,000
400 grams or more	Enhanced first-degree felony	5 to 99 years and a fine of not more than \$50,000



## Possession of Drug Paraphernalia:

Any item that can be used as a drug processing, packaging or consumption mechanism can be defined as paraphernalia under 481.002(17) of the Texas Controlled Substances Act. Even common household items such as scales, spoons, bowls, envelopes or bags can land you an illegal possession of paraphernalia charge. The most common paraphernalia charges result from pipes and bongs.

Simple possession of drug paraphernalia is a Class C misdemeanor, which carries a penalty of fines up to \$500. Distribution or possession with the intent to distribute or sell drug paraphernalia is a Class A misdemeanor, which can result in up to a year in jail. Second offense penalties will result in mandatory jail time, or if you sell to someone under 18 years old.

Federal Law:

OFFENSE	MINIMUM PUNISHMENT	MAXIMUM PUNISHMENT
Manufacture, distribution, or dispensing drugs (includes marijuana)	A term of imprisonment for up to 5 years and a fine of \$250,00.	A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$8,000,000 (for an individual) or \$20,000,000 (if other than an individual).
Possession of drugs (includes marijuana)	Imprisonment for up to 1 year and a fine of \$1,000.	Imprisonment for not more than 20 years or not less than 5 years, a fine of not less than \$5,000 plus cost of investigation and prosecution.
Operation of a Common Carrier under the influence of alcohol or drugs		Imprisonment for up to 15 years and a fine not to exceed \$250,000.

The Institute does not offer professional counseling services but offers the following recourse information:

National Institution on Drug Abuse (M-F, 8:30 a.m. – 4:30 p.m.) 1-800-662-HELP

National Alcohol & Drug Abuse Hotline 1-800-234-0420

Cocaine Helpline 1-800-COCAINE

Reach-Out Hotline 1-800-522-9054

(Alcohol, drug-crisis, intervention, mental health referral)



Date: October 2023

## **Total Transformation Institute Clery Report**

In compliance with federal government regulations for a drug-free workplace for future professionals and employees, any future professional caught in possession of, the use of or distribution of illegal substances or paraphernalia will be dismissed and/or referred to the appropriate agency. Future professionals convicted for any offense, during a period enrollment for which the future professional was receiving Title IV funds, under any federal or state law involving possession or sale of illegal drugs will result in the loss of eligibility for any Title IV assistance.

This policy strictly prohibits the illegal use, possession, manufacture, dispensing or distribution of alcohol, drugs, or controlled substances in the workplace, on its premises or as part of all school sponsored activities. A violation of this policy is considered a major offense, which may result in requirement for satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution and/or immediate disciplinary action up to and including termination from employment and suspension or expulsion from the Institute. A criminal conviction is not required for sanctions to be imposed upon an employee or future professional for violations of this policy. Violations of applicable local, state, and federal laws may subject a future professional or employee to a variety of legal sanctions including, but not limited to fines, incarceration, imprisonment and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities.

The following is information provided in accordance with the Drug Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D) and the Drug Free Schools and Communities Act Amendments of 1989 (P.L. 101-226).

### Health Risks:

Health risks generally associated with alcohol and drug abuse can result in but are not limited to a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes and thought disorders. The use of alcohol and other drugs represents a serious threat to health and the quality of life. More than 25,000 people die each year from drug-related accidents or health problems. With most drugs, it is possible that users will develop psychological and physical dependence. The general categories of drugs and their effects are as follows:

Alcohol produces short-term effects that include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart, and brain; ulcers; gastritis; malnutrition; delirium tremens and cancer. Alcohol combined with barbiturates and other depressants can prove to be a deadly mixture.

Amphetamines/Stimulants (speed, uppers, crank, caffeine, etc.) speed up the nervous system and can cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleeplessness, anxiety, hallucinations, paranoia, depression, convulsions, and death due to a stroke or heart failure.

Anabolic steroids seriously affect the liver, cardiovascular and reproductive systems; and can cause sterility in males and females as well as impotency in males.

Barbiturates/Depressants (downers, Quaaludes, valium, etc.) slow down the central nervous system and can cause decreased heart and breathing rates, lowered blood pressure, slowed reactions, confusion, distortion of reality, convulsions, respiratory depression, coma, and death. Depressants combined with alcohol can be lethal.

Cocaine/Crack stimulates the central nervous system and is extremely addictive, both psychology and physically. Effects include dilated pupils, increased heart rate, and elevated blood pressure, and insomnia, loss of appetite, hallucinations, paranoia, seizures, and death due to cardiac arrest or respiratory failure.

Hallucinogens (PCP, Angel dust, LSD, etc.) interrupt the functions of the part of the brain that controls the intellect and instincts. May result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure.

Cannabis (marijuana, hashish, hash, etc.) impairs short-term memory comprehension, concentration, coordination, and motivation. May also cause paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco smoke. The way in which marijuana is smoked – deeply inhaled and held in the lungs for a long period – enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.

Narcotics (heroin, morphine, Demerol, percodan, etc.) initially produce feelings of euphoria often followed by drowsiness, nausea, and vomiting. An overdose may result in convulsions, coma, and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.

Tobacco/nicotine causes death among some 170,000 people in the United States each year due to smoking-related coronary heart disease. Some 30 percent of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas, and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are 10 times more likely among smokers.

## Punishment for Alcohol and Drug Related Crimes in the State of Texas:

The Texas Health and Safety Code sets possession law, dividing controlled substances into five penalty groups, plus a marijuana category. While some of the substances are legal, it is illegal to possess them without a prescription, and the health code establishes the punishments for illegal possession.

Penalty Group	Examples of Drugs/Controlled Substances
1	Cocaine, Heroin, Methamphetamine, GHB, Ketamine, Oxycodone and Hydrocodone
1A	LSD
2	Ecstasy, PCP and Mescaline
3	Valium, Xanax and Ritalin
4	Compounds containing Dionine, Motofen, Buprenorphine or Pryovalerone

Penalty Group 1 Weight	Classification	Penalty
Less than one gram	State jail felony	180 days to 2 years in a state jail and/or a fine of not more than \$10,000
1 gram or more, less than 4 grams	Third-degree felony	2 to 10 years in a state prison and/or a fine of not more than \$10,000
4 grams or more, but less than 200 grams	Second-degree felony	2 to 20 years in a state prison and/or a fine of not more than \$10,000
200 grams or more, but not less than 400 grams	First-degree felony	5 to 99 years in a state prison and/or a fine of not more than \$10,000
400 grams or more	Enhanced first-degree felony	10 to 99 years and a fine of not more than \$100,000

Penalty Group 1A Amount	Classification	Penalty
Fewer than 20 units	State jail felony	180 days to 2 years in a state jail and/or a fine of not more than \$10,000
20 or more units, but less than 80 units	Third-degree felony	2 to 10 years in a state prison and/or a fine of not more than \$10,000
80 units or more, but less than 4,000 units	Second-degree felony	2 to 20 years in a state prison and/or a fine of not more than \$10,000
4,000 units or more, but less than 8,000 units	First-degree felony	5 to 99 years in a state prison and/or a fine of not more than \$10,000
8,000 units or more	Enhanced first-degree felony	15 to 99 years and a fine of not more than \$250,000

Penalty Group 2 Weight	Classification	Penalty
Less than one gram	State jail felony	180 days to 2 years in a state jail and/or a fine of not more than \$10,000
More than 1 gram, less than 4 grams	Third-degree felony	2 to 10 years in a state prison and/or a fine of not more than \$10,000
More than 4 grams, less than 400 grams	Second-degree felony	2 to 20 years in a state prison and/or a fine of not more than \$10,000
400 grams or more	Enhanced first-degree felony	5 to 99 years and a fine of not more than \$50,000

Penalty Group 3 and 4 Weight	Classification	Penalty
Less than 28 grams	Class A misdemeanor	Not more than 1 year in a county jail and/or a fine of not more than \$4,000
28 grams or more, but less than 200 grams	Third-degree felony	2 to 10 years in a state prison and/or a fine of not more than \$10,000
200 grams or more, but less than 400 grams	Second-degree felony	2 to 20 years in a state prison and/or a fine of not more than \$10,000
400 grams or more	Enhanced first-degree felony	5 to 99 years and a fine of not more than \$50,000

Texas Tax Code, in addition to the criminal penalties for drug possession, also sets potential civil penalties. Although the statute is not often used in minor possession cases, the code requires that taxes must be paid on illegal drugs, so that “dealers” who possess over certain amounts can be charged with tax evasion. The state of Texas can also suspend your license for up to six months following a conviction on any violation of the Texas Controlled Substances Act.

The Code of Criminal Procedure also allows police to seize any property used or “intended to be used” in the commission of a drug felony. That means they can take your car, your home, or any other belonging where you are accused of carrying or hiding drugs. The asset forfeiture law is a civil action, not criminal, and you do not have to be convicted for the state to try to take your property. Drug possession penalties are complicated and depend on the classification of the substance and the quantity.

**Possession of Drug Paraphernalia:**

Any item that can be used as a drug processing, packaging or consumption mechanism can be defined as paraphernalia under 481.002(17) of the Texas Controlled Substances Act. Even common household items such as scales, spoons, bowls, envelopes, or bags can land you an illegal possession of paraphernalia charge. The most common paraphernalia charges result from pipes and bongs.

Simple possession of drug paraphernalia is a Class C misdemeanor, which carries a penalty of fines up to \$500. Distribution or possession with the intent to distribute or sell drug paraphernalia is a Class A misdemeanor, which can result in up to a year in jail. Second offense penalties will result in mandatory jail time, or if you sell to someone under 18 years old.

Federal Law

OFFENSE	MINIMUM PUNISHMENT	MAXIMUM PUNISHMENT
Manufacture, distribution or dispensing drugs (includes marijuana)	A term of imprisonment for up to 5 years and a fine of \$250,000.	A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$8,000,000 (for an individual) or \$20,000,000 (if other than an individual).
Possession of drugs (includes marijuana)	Imprisonment for up to 1 year and a fine of \$1,000.	Imprisonment for not more than 20 years or not less than 5 years, a fine of not less than \$5,000 plus costs of investigation and prosecution.
Operation of a Common Carrier under the influence of alcohol or drugs		Imprisonment for up to 15 years and a fine not to exceed \$250,000.

The Institute does not offer professional counseling services but offers the following recourse information:

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National Alcohol & Drug Abuse Hotline 1-800-234-0420

Cocaine Helpline 1-800-COCAINE

Reach-Out Hotline 1-800-522-9054

(Alcohol, drug-crisis, intervention, mental health referral)

## **Drug and Alcohol Abuse Prevention Program**

As stated in Total Transformation Institute's Catalog under Grounds for Suspension and Termination:

An employee or a future professional may be suspended or terminated for the use, sale or possession of a controlled substance or alcohol on the premises or clocking hours while under the influence of a controlled substance or alcohol. If future professional must take a prescribed medication during Institute hours, the medication must be in its original container and prescribed to the user while on campus. Future professionals deemed by a staff member to be "under the influence" and unable to perform required tasks will be suspended for the remainder of the day. The suspension will be documented in the Student Notification Binder, located in the Student Support Office. Upon graduation or withdrawal, the relevant pages will be placed in future professional's file.

Total Transformation Institute will review this program on a biennial basis to determine its effectiveness, determine the number of violations on campus and on field trips, determine the number of sanctions and implement any changes needed. The review will be completed by Student Support Services and the Advisory Board to discuss changes and ensure consistency.

## **Campus Security Policies, Crime Statistics and Crime Log**

The Institute in compliance with DOE regulations will compile an Annual Security Report. This report is due no later than September 30<sup>th</sup> and will be compiled by the Student Support Office. The report will be updated on the Institute's website no later than October 15<sup>th</sup> and a notice of said updating will be posted on the information board located in the Lunchroom. The report will be compiled of information gathered from internal Incident reports, emails from the San Marcos Police department and the Campus Security Authority (Lead Instructor).

Institute Hours of operation are Monday to Friday 8:00 am to 10:00pm. After hour's access to the building is limited to responsible key holders. In case of an emergency afterhours, the Institute has a contract with Security One 210.342.8900. Future professionals may call this number to report an incident involving campus property after regular business hours.



The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institute and/or building or property owned or controlled by student organizations recognized by this institution. In compliance with the law, the following reflects this institution's crime statistics for the period indicated:

Total Transformation Institute	On Campus			Public Property *		
Criminal Offense	2021	2022	2023	2021	2022	2023
Murder/Non-negligent manslaughter	0	0	0	NA	NA	NA
Negligent manslaughter	0	0	0	NA	NA	NA
Rape	0	0	0	NA	NA	NA
Fondling	0	0	0	NA	NA	NA
Incest	0	0	0	NA	NA	NA
Statutory rape	0	0	0	NA	NA	NA
Robbery	0	0	0	NA	NA	NA
Aggravated assault	0	0	0	NA	NA	NA
Burglary	0	0	0	NA	NA	NA
Motor vehicle theft	0	0	0	NA	NA	NA
Arson	0	0	0	NA	NA	NA

\*The Institute is located in a strip mall owned by a private company and surrounded by other businesses.

Hate Crimes – On Campus			Category of Bias for Crimes reported in 2023						
Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction Damage Vandalism of property	0	0	0	0	0	0	0	0	0

\*The Institute is located in a strip mall owned by a private company and surrounded by other businesses.

Hate Crimes – On Campus			Category of Bias for Crimes reported in 2022						
Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction Damage Vandalism of property	0	0	0	0	0	0	0	0	0

\*The Institute is located in a strip mall owned by a private company and surrounded by other businesses.

Hate Crimes – On Campus			Category of Bias for Crimes reported in 2021						
Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction Damage Vandalism of property	0	0	0	0	0	0	0	0	0

\*The Institute is located in a strip mall owned by a private company and surrounded by other businesses.

Hate Crimes – Public Property			Category of Bias for Crimes reported in 2023						
Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-Negligent manslaughter	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Rape	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Fondling	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Incest	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Statutory rape	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Robbery	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Aggravated Assault	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Burglary	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Motor vehicle theft	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Arson	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Simple assault	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Larceny-theft	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Intimidation	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Destruction Damage Vandalism of property	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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Hate Crimes – Public Property			Category of Bias for Crimes reported in 2022						
Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-Negligent manslaughter	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Rape	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Fondling	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Incest	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Statutory rape	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Robbery	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Aggravated Assault	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Burglary	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Motor vehicle theft	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Arson	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Simple assault	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Larceny-theft	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Intimidation	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Destruction Damage Vandalism of property	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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Hate Crimes – Public Property			Category of Bias for Crimes reported in 2021						
Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-Negligent manslaughter	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Rape	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Fondling	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Incest	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Statutory rape	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Robbery	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Aggravated Assault	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Burglary	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Motor vehicle theft	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Arson	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Simple assault	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Larceny-theft	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Intimidation	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Destruction Damage Vandalism of property	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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VAWA Offenses	On Campus			Public Property*		
	2021	2022	2023	2021	2022	2023
Domestic violence	0	0	0	N/A	N/A	N/A
Dating violence	0	0	0	N/A	N/A	N/A
Stalking	0	0	0	N/A	N/A	N/A

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Arrests	On Campus			Public Property*		
	2021	2022	2023	2021	2022	2023
Weapons: carrying, possessing, etc.	0	0	0	N/A	N/A	N/A
Drug abuse violations	0	0	0	N/A	N/A	N/A
Liquor law violations	0	0	0	N/A	N/A	N/A

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Disciplinary Actions	On Campus			Public Property*		
	2021	2022	2023	2021	2022	2023
Law Violation						
Weapons: carrying, possessing, etc.	0	0	0	N/A	N/A	N/A
Drug abuse violations	0	0	0	N/A	N/A	N/A
Liquor law violations	0	0	0	N/A	N/A	N/A

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Unfounded Crimes			
	2021	2022	2023
Total unfounded crimes	0	0	0

The terms “dating violence”, “domestic violence” and “stalking” have the meaning given such terms in section 40002(a) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)) as follows:

“Domestic Violence” means “felony or misdemeanor crime of violence committed by -

- a current or former spouse or intimate partner of the victim,
- a person with whom the victim shares a child in common,
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or
- any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.”

“Dating Violence” means “violence committed by a person –

who is or has been in a social relationship of a romantic or intimate nature with the victim; and

where the existence of such a relationship shall be determined based on a consideration of the following factors:

the length of the relationship.

the type of relationship; and

the frequency of interaction between the persons involved in the relationship.”

“Stalking” means “engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

fear for his or her safety or the safety of others; or

suffer substantial emotional distress.”

The term “sexual assault” means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

This Institution does not employ campus security personnel but encourages both its employees and future professionals to immediately report suspected criminal activity or other emergencies, even when the potential victim of such crime elects to or is unable to make a report to local law enforcement or other emergency response agencies by dialing 911.

All future professionals and employees are required to report any crime or emergency to an instructional staff member and/or Lead Instructor promptly. If a future professional or employee wishes to report a crime on a voluntary or confidential basis, the institutional office will be prepared to record and report the crime, but not the name of the informant. The future professional or employee may, in order to maintain confidentiality, submit the information in writing to an instructional staff member and/or Lead Instructor with or without a signature, who in turn will contact the Lead Instructor to report criminal actions or emergencies to the appropriate agency or by calling 911 if appropriate. An “Incident Report” should be completed by a staff member for any instance of crime or emergency within the physical walls of the Institute and outside parking areas.

Institution’s officials have no powers of arrest other than the Citizens Arrest Law and are required in the event of a crime or emergency to call the correct agency or dial 911 for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort and after all other possibilities have been explored.

Employees shall contact their immediate or nearest supervisor to report any criminal action or emergency to the appropriate agency by calling 911.

The Institute currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the future professional or employee is encouraged to seek such aid from a professional agency. A sampling of phone numbers for such agencies is located in the Lunchroom and included as a "Tear off page" at the back of this publication.

The Institute, during orientation, regularly discusses with all future professional's crime awareness and prevention. Future professionals are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform future professionals and employees about the prevention of crimes on campus.

Do not leave personal property in classrooms or on any clinic floors.

Report to a staff member or instructor, any suspicious person.

Always try to walk in groups outside the Institute's premises.

If you are waiting for a ride, wait within sight of other people.

Information regarding any crimes committed on campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, cause a suspect to flee or evade detection or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the Institute will disclose the information. If there is a request for information that is older than sixty (60) days, that information must be made available within two (2) business days of the request.

The Institute will make every effort to ensure that all maintenance performed inside the building does not occur while Future Professionals are in attendance. In the case of an emergency, an appointed employee or owner of the Institute will be present during the performance of the repair.

The following is information provided in accordance with the Drug Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D) and the Drug Free Schools and Communities Act Amendments of 1989 (P.L. 101-226):

In compliance with federal government regulations for a drug-free workplace for future professionals and employees, any future professional caught in possession of, the use of or distribution of illegal substances or paraphernalia will be dismissed and/or referred to the appropriate agency. Future professionals convicted for any offense, during a period enrollment for which the future professional was receiving Title IV funds, under any federal or state law involving possession or sale of illegal drugs will result in the loss of eligibility for any Title IV assistance.

This policy strictly prohibits the illegal use, possession, manufacture, dispensing or distribution of alcohol, drugs or controlled substances in the workplace, on its premises or as part of all school sponsored activities; to include but not limited to under-age drinking. A violation of this policy is considered a major offense, which will result in requirement for satisfactory participation in a drug or alcohol rehabilitation program or referral for criminal prosecution and/or immediate disciplinary action up to and including termination from employment and suspension or expulsion from the Institute. If the violation is in regards to the "Under-age Drinking Laws", all applicable state under-age drinking laws will be enforced. A criminal conviction is not required for sanctions to be imposed upon an employee or future professional for violations of this policy. Violations of applicable local, state and federal laws may subject a future professional or employee to a variety of legal sanctions including, but not limited to fines, incarceration, imprisonment and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities.

**Registered sex offenders' information (required part of annual security report):**

<https://records.txdps.state.tx.us/DpsWebsite/index.aspx>

**Results of any disciplinary hearing against student alleged to be perpetrator of a crime of violence or non-forcible sex offense:**

In the event of an incident of domestic violence, dating violence, sexual assault or stalking, future professionals and employees should immediately report said incident to the CSA/Academic Director, who will receive annual training on the issues related to domestic violence, sexual assault and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. The CSA/Academic Director will offer assistance and information in writing to the future professional and/or employee of their option to notify local Law Enforcement and provide them with the contact information needed to do so. The CSA/Academic Director will make available to future professionals and/or employees the appropriate available services for victims. The Institute is obligated to accommodate a request for academic situation change request following an alleged incident. Procedures for Campus Disciplinary action in cases of alleged incident will include:

The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and

both the accuser and the accused must be informed simultaneously in writing of the outcome of any institutional disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault or stalking. Compliance with this paragraph does not constitute a violation of the *Family Educational Rights and Privacy Act* (FERPA). For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the Institute's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

A disciplinary hearing will be conducted upon the accuser's allegations of an incident of rape, acquaintance rape, domestic violence, dating violence, sexual assault or stalking against another future professional or employee. The administrator or CSA/Academic Director will meet with the accuser and accused within 10 business days of receipt of the allegations. If the allegations cannot be resolved after careful evaluation or the accused or the victim seek to appeal the results of the disciplinary hearing, the complaint will be referred to the owners of the Institute's parent company. Within 15 business days, the owners of the Institute's parent company will meet to review the allegations. All decisions by the owners of the Institute's parent company are final. Sanctions that may be imposed following an incident of rape, acquaintance rape, domestic violence, dating violence, sexual assault or stalking related disciplinary proceeding may include:

A change of schedule at no cost to either party

A mandatory Special Leave of Absence (A Leave of Absence that can exceed our current LOA Policy)

If the accused is found guilty of sexual misconduct and criminally prosecuted in the State courts; he/she will be expelled and not allowed to return to the Institute.

### **Campus Sexual Assault Victims' Bill of Rights:**

The United States Congress enacted the "Campus Sexual Assault Victims' Bill of Rights" in 1992 as a part of the Higher Education Amendments of 1992. This law requires that all universities afford sexual assault victims certain rights such as:

Accuser and accused must have the same opportunity to have others present.

Both parties shall be informed of the outcome of any disciplinary proceeding.

Survivors shall be informed of their options to notify law enforcement.

Survivors shall be notified of counseling services.

The Institute will

### **Emergency response and evacuation procedures to reach students and staff (required part of annual security report):**

The following procedure will be used to notify future professionals and staff of a dangerous situation on school campus. Every instructor and senior staff member is instructed to keep their cell phones with them at all times while working so that they can receive text messages or be notified of an emergency situation.

The Alert Codes represent various levels of emergency and instructions on how to respond. Each staff member should be aware of the Alert Codes and their meanings. To find the list please reference your employee handbook or contact Student Support for a hard copy of the codes for your reference.

Instructors will notify future professionals of any Alert Codes and make sure that students follow instructions. Any Instructor, Director or Administrative Personnel can issue an alert. Any person receiving an alert should resend alert to any/all appropriate parties. The Admissions Director or acting authority will notify without delay the police or an emergency response unit of any impending dangers related to any Alert Code. On a bi-annual basis the Institute will test the emergency response procedures by holding an Institute wide drill no later than January 31 and July 31.

**Timely Warning:**

The CSA/Academic Director or assigned personnel is responsible for sending out a timely warning to the campus community by email, text or phone call regarding any health or safety situations. Such warnings will withhold the names of victims as confidential information.

**Crime Log:**

N/A – No on-campus police or crime unit

**Schools Missing Person Procedures:**

N/A

Available agencies for counseling, health, mental health, victim advocacy and/or legal assistance (the following list of agencies is not exhaustive and is not meant to be an endorsement or recommendation of services; it is provided to help those in need to find assistance):

Hill Country MHMR Center  
1200 N Bishop St.  
San Marcos, Texas 78666  
(512)392-7104

Hays County Victim Assistance  
712 South Stagecoach Trail  
San Marcos, Texas 78666  
(512)393-7617

The Christi Center  
2306 Hancock Drive  
Austin, Texas 78756  
(512)467-2600

Hays-Caldwell Women's Center  
(512)396-HELP (4357)  
1-800-700-4292

Central Texas Life Care  
115 Warden Lane  
San Marcos, Texas 78667  
(512)396-3020

Samaritan Center  
First United Methodist Church  
129 West Hutchinson  
San Marcos, Texas 78666