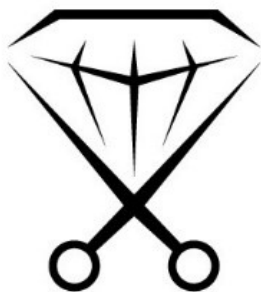




DIAMONDS COLLEGE

DREAM! BELIEVE! ACHIEVE!



Class A Barber

Programs



Cosmetology Operator

3321 N. Loy Lake Rd
Sherman, TX 75090

903.891.0758
www.diamondscollege.com

Table of Contents

General Information	1
Welcome!	1
Ownership, Location, Accreditation, Certified	2
Campus, Facilities, Physical Demands, Training Overview	3
Program Schedules, Academic Calendar, Program Descriptions	3
Class Schedule.....	3
Academic Calendar	4
Admission Policy and Procedure	4
General Admission Requirements.....	4
Enrollment Start Date Policy	5
Student Orientation.....	5
Transfer Hours Policy.....	5
Rights Reserved	5
Program Descriptions	6
Instructors, Grades, Scheduling, Changes, Transcripts.....	8
Student's Right of Access / Student's Right of Privacy (FERPA)	9
Student Resources	10
Student Services	10
Student Advising & Guidance	10
Personal Counseling Services	10
Student Information	11
Career Services	11
Employer Relations.....	11
Employment Assistance.....	11
Graduation Ceremonies	11
Safety Requirements.....	11
Student Parking	11
Non-Discrimination	11
Audio / Video Recording Policy	12
Cost of Education Tuition, Fees & Payments	13
Financial Planning & Policies	13
Financial Assistance Programs	13
Payment Agreement	13
Scholarships	14
Diamonds College Cancellation & Refund Policy	14
Refund of Tuition and Fees:	14
Return Of Federal Student Aid	15
Eligibility for Education Benefits from the Department of Veterans Affairs.....	17
Attendance Policy for VA Students	17
Student Graduation and Exam	18
Entrance / Exit Counseling.....	18
Graduation Requirements.....	18

School Policies and Professional Standards.....	18
Attendance	18
Time Clock & Clock Hours	18
Late Arrival Policy	19
Breaks	19
Absence.....	19
Excused/Unexcused Absences.....	19
Make-Up Work.....	20
Leave of Absence (LOA).....	20
Electronic Devices.....	20
Social Media.....	20
Code of Conduct	25
Salon Floor Rules.....	25
Termination/Disciplinary Policy.....	27
Student Responsibilities	29
Student Concerns/Complaints & Grievance.....	30
Compliance Hotline	30
Catalog Acknowledgement.....	32

General Information

Welcome!

Our mission at Diamonds College is to educate students and enable them to achieve their professional goals and rewarding careers in the beauty industry through salon-modeled and student-centered training and development of the highest caliber. Our faculty has work experience in the beauty industry and work closely with industry advisors to assure Diamonds College reflects the professional environment you will encounter. Our facilities, curriculum, and policies strive to provide a realistic reflection of the career you plan to enter.

Diamonds College faculty and staff are here to help you. We understand and assist you with the challenges that accompany the busy student life. Our Financial Aid advisor will continue to guide you step by step and help you manage your educational investment.

Choosing a school to attend is an important decision, on your way to a new career. At Diamonds College, through years of experience and tested results, I believe you will find the educational experience you are looking for and need.

As many before you have discovered, all the ingredients for success are here at Diamonds College if you bring the energy and commitment. Our standards of performance are high, but we are all here to help you meet them.

Michelle Ritchie

Diamonds College Owner

Our History

Diamonds Cosmetology College was founded in 2005 and successfully launched the first Class A Barber program in the North Texas area in 2018. The school's name was changed to Diamonds College to include both Cosmetology Operator and Class A Barber programs. Diamonds College is recognized as one of the top Cosmetology and Barber schools in North Texas.

Diamonds College is a family business with a strong focus on graduation and job placement outcomes, an exemplary compliance record, a salon-modeled, student-centered campus, and recognition in the beauty industry.

Our Mission Statement

The mission of Diamonds College is to educate individuals to develop the knowledge and skills that will enable them to achieve their professional goals, improve the productivity of their organizations, and provide leadership and services to their communities. Through this education, we will prepare each student to be employable in the job market.'

Our Vision

We envision that all students will complete their training and will be able to demonstrate the skills necessary to obtain employment and succeed in the career they choose and contribute to their community.

School Licensure, Requirements for TDLR Licensure, Licensure Exam

School Licensure

Diamonds College is licensed and regulated by: Texas Department of Licensing and Regulation (TDLR)

P.O. Box 12157 Austin, Texas 78711

1-800-803-9202 www.license.state.tx.us

Requirements For TDLR Licensure

To be eligible for a Cosmetology Operator or Class A Barber license, an applicant must do the following:

1. Pass a written and practical examination
2. Submit a completed application on a TDLR-approved form.
3. Pay the TDLR fees required in section 83.80 in the rules and regulations book.
4. Be at least 17 years of age
5. Have obtained a high school diploma or high school diploma equivalent or have passed a valid examination administered by a certified testing agency that measures the person's ability to benefit from training. Diamonds College does not admit ability-to-benefit students.
6. Have completed the following hours of cosmetology or barber curriculum in a beauty culture school:
 - Cosmetology Operator license - 1000 hours of instruction
 - Class A Barber license - 1000 hours of instruction

Licensure Exam Requirements

TDLR has contracted with PSI Licensure: certification (PSI) to deliver its examinations.

Once the student has been approved by TDLR for testing, the student is responsible for contacting PSI to register and schedule an appointment to take the examination.

Contact Information

The student's license application and documentation must be sent to:

Texas Department of Licensing and Regulation

P. O. Box 12088

Austin, TX 78711-2157

(512) 463-6599 or (800) 803-9202

www.license.state.tx.us

Email: cosmetologists@license.state.tx.us

All questions and requests for information about the the examination should be directed to PSI.

PSI licensure: certification

3210 E. Tropicana

Las Vegas, NV 89121

(800) 733-9267 Fax (702) 932-2666

www.psiexams.com

Required Identification at Examination Site:

The student must provide one (1) form of identification. The identification must be a VALID form of government-issued identification (driver's license, state ID, passport), which bears their printed name, photograph, and date of birth. Identification provided must match the name provided by TDLR, as listed on your Student Permit, to PSI upon eligibility. Failure to provide the required identification may result in forfeiting the examination fee.

Ownership, Location, Accreditation, Certified

Ownership and Location

Diamonds College is owned by Michelle Ritchie.

Located at 3321 Loy Lake Road, Sherman, TX. 75090

Phone number (903) 891-0758

Administration Hours: 9:00 am to 4:00 pm Monday –Thursday.

Accreditation - DIAMONDS COLLEGE is accredited by:

Accreditation Commission of the Council on Occupational Education (COE)

784 Roswell Road, Building 300, Suite 325 Atlanta, GA 30350

(800) 917-2081 www.council.org

COE is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and programs of career arts and sciences.

Certified by the U.S. Department of Education · 400 Maryland Ave · Washington DC 20202 · 800-USA-LEARN

Approved by: The Texas Veterans Commission P.O. Box 1127 Austin, TX 78711-2277 (512) 463-6564

All licenses and certifications may be reviewed at the campus during regular business hours. Certain disclosures and information may be viewed on the website.

Campus, Facilities, Physical Demands, Training Overview

Campus / Facilities

The campus features separate classrooms, salon areas, dispensary, reception areas, and offices for advisement. They are equipped with audio-visual equipment, a library containing basic and advanced materials, client waiting areas, shampoo facilities, and student workstations. Each student is provided with the ability to secure and hold the student's equipment and supplies.

Diamonds College offers the latest in teaching techniques. Textbooks are Mind Tap by Milady.

Physical Demands

Cosmetologists and Barbers can expect to stand for long periods. Since so many of their activities involve the use of arms and hands, professionals should take steps to ensure proper physical conditioning and rest periods.

Further, career Barbers and Cosmetologists may find it necessary to work long hours, sometimes missing breaks and meals.

It is not unusual for Barbers and Cosmetologists to work more than 8 hours a day and/or more than 5 days a week – although these are the exceptions rather than the rule.

Training Overview

Diamonds College makes comparisons between the content of our courses and the needs and the demands of business and the industry, by the feedback from our regulatory agencies, and the advice from our Advisory Committee. Advanced classes are offered frequently by different product and stylist specialists throughout the year.

We are a clock-hour school and report hours to TDLR and are certified by the Department of Education which allows us to offer financial aid.

Training Breakdown

Course training is broken down into 3 parts:

1. Discovery - Basic training through classroom theory, mannequin & live model practice with an emphasis on procedure, skill development, client relations, and sales and marketing techniques.

2. Skill Development - Continuing education through salon activities, classroom theory, mannequin & live model practice with the objective being skill development, client satisfaction, salon operations, time management, communication, and people skills.

3. Career Readiness - Refining skills for job readiness & career placement focusing on client relations, technical competency, time efficiency & sales and marketing techniques.

Program Schedules, Academic Calendar, Program Descriptions

The school reserves the right, at its discretion, to deliver education to students in person, via distance education, or in a combination of both methods in the case of a natural disaster, pandemic, or another event wherein it is deemed necessary. Hybrid programs are delivered in a combination of on-campus and distance education ("DE"). Distance education is not to exceed 25% of the total program length.

Enrollment is every 6 weeks. We strive to assign students class schedules that best meet their needs; however, Diamonds College reserves the right to change or re-arrange entrance dates and class schedules within the limitation of our facilities. Every effort is made to follow the schedules listed.

Class Schedule

The following schedules apply to both Cosmetology Operator and Class A Barber programs.

- 31 - 35 hours per week Full Time – 40 hours per week on an accelerated schedule

Schedule: Monday, Tuesday, Wed, and Thursday 8:30 a.m. - 4:30 p.m.

Friday 8:30 am – 12:30 pm is available as Make-Up Days.

Academic Calendar

Diamonds College operates year-round. Schedules may vary by course. School closings vary from the published calendar only in unusual or extenuating circumstances.

The following holidays are observed:

School Closure Dates:	Holiday/Event:
Sunday, January 1, 2022	New Year's Day
Monday May 30, 2022	Memorial Day
Monday July 4, 2022	Independence Day (observed)
Monday Sept 5, 2022	Labor Day
Thursday Nov 24, 2022	Thanksgiving Day
Friday Nov 25, 2022	Day after Thanksgiving
Friday Dec 23, 2022, and	Christmas Break
Return to class on Monday Jan 2, 2023	

School Closing or changes due to Weather

In the event of inclement weather, information regarding school cancellation or a delayed opening will be sent to students and staff via the required Remind App. Decisions will be determined and communicated by 6:00 a.m. Contract end dates will be adjusted for unexpected school closure days.

Admission Policy and Procedure

This Admissions Policy is used to define the enrollment requirements for individuals who wish to enroll at Diamonds College. Diamonds College adheres to the U.S. Department of Education, Texas Department of Licensing and Regulation, and the Council on Occupational Education guidelines.

General Admission Requirements

To be eligible for admission, an applicant must meet the following requirements:

1. Be at least 17 years old
 2. Must meet one of the following requirements:
 3. High School diploma or GED Certification or official transcript.
 4. Acceptable accredited home school program. Home school students must provide documentation stating learning outcomes and high school completion equivalency.
 5. Complete a personal interview with an Admissions representative.
 6. Complete a signed Enrollment Agreement.
 7. Submit all admissions required forms and fees.
 8. Applicants with transfer hours must submit transcripts from previous schools.
- Documents needed to register needed approximately **two** weeks before the class start dates.
- Proof of education - high school diploma or G.E.D. certificate
 - Provide valid U.S. photo identification – State or Government-issued ID. Proof of age - birth certificate or driver's license.
 - Transfer students will be evaluated upon student request and must provide transcripts from the previous school.

Diamonds College is a private school and may refuse admission to an applicant for any reason not protected by state or federal law. The College does not actively recruit students already enrolled in or attending another institution offering similar programs.

Enrollment Start Date Policy

Students can enroll up to the start date of the program in which they wish to enroll. Before signing the enrollment contract, students must provide the admissions team with all the documents required for admission into the program. Students cannot begin class until they have completed and signed the enrollment contract.

Student Orientation

All incoming students will receive an orientation on their first day of school. This orientation is required for all incoming students and includes the instructional program, the educational objectives of each program, administrative policies affecting students, and support services available to students.

Transfer Hours Policy

Diamonds College accepts transfer students and may accept up to half of the hours required for licensure but reserves the right to deny transfer hours from another institution for any reason. No more than 500 hours from a prior Cosmetology Operator course or Class A Barber course.

Out-of-state hours must be evaluated and accepted by TDLR before the Director's review. The school Director (or designate) will review prior hours to determine their acceptance. Students will not receive credit for prior hours after the class starts. Any hours an applicant accrued before the cancellation of an Enrollment Agreement, either by applicant or school, at Diamonds College will not be recognized or accepted as transfer hours or prior hours earned as a Diamonds College student.

We recommend you pay any balance for previously received hours before class starts. The Texas Department of Licensing and Regulation will not allow a student to become licensed if they owe tuition for hours transferred from a prior school.

Transferability Of Hours

All higher institutions reserve the right to determine which hours they will accept from another institution. The transferability of hours you earn at Diamonds College is at the complete discretion of an institution to which you may seek to transfer. If the hours that you earn at Diamonds College are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your course work.

Readmission For Former Diamonds College Students

To be eligible for readmission to Diamonds College, the student must meet the following readmission requirements:

- Wait at least 180 days (6 months) before re-applying.
- Meet all admission requirements.
- Be current on any outstanding debts with the school or make satisfactory payment arrangements. Previous balances owed may be applied to the new agreement balance.

Prior clocked hours may be evaluated before readmission and may or may not be approved. The settlement calculation for the former enrollment will be adjusted to reflect charges for actual hours attended. The student will be responsible for any balance owed from the former enrollment. A re-entry fee of \$50 will be charged.

Students who re-enter after 180 days will re-enter at the current tuition rate at the time of re-entering. Arrangement for satisfactory payment of any applicable balance owed under the previous enrollment(s) must be made before re-entry.

Students who have withdrawn or have been terminated twice within the first 50% of the program may not be considered for re-enrollment. If the student has withdrawn or has been terminated after completing 50% of the Program, the student may be allowed to re-enter during the forty-eight (48) month period following the date of withdrawal or termination with administration approval. Any re-entering student may be accepted for re-entry on probationary terms.

Rights Reserved

Diamonds College reserves the right to add or withdraw any course and to make changes in schedule, curriculum, tuition, regulation, or any other published information as conditions warrant. DCBC has no responsibility for loss or damage to student work, supplies, or any other personal property. Students should keep personal items in lockers. Students are required to replace immediately any supplies or equipment that is lost, stolen, or broken.

Program Descriptions

Program Name: Cosmetology Operator

Program Description: Students will receive training in the art and science of cosmetology.

Program Length: 1000 Clock Hours

Instructional Method: The clock-hour education is provided through a regimented set of learning steps that address specific tasks necessary for graduation, state licensure, and job entry-level skills. Salon equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans which reflect current educational methods. Subjects are presented employing lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips, and other related learning methods are used in the course.

Distance Education Instructional Methods: Distance education means education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor. The technologies may include - social media, video conferencing, DVDs, online textbooks, and assigned tests. The instructors evaluate the student's performance for each % of the distance education component completed.

Grading Procedures: Class attendance and participation are mandatory. Students will demonstrate their competency in theory and practice through mannequin repetitions and salon activities. Instructions will be supplemented with visual aids, student presentations, and other techniques. Although instructors and assignments may vary based on program requirements, numerical grades are considered according to the following scale:

Grade	Definition	Percentage
A	Excellent	90% to 100%
B	Very Good	80% to 89%
C	Passing	70% to 79%
D	Unsatisfactory - Failing	Less Than 70%

Students are given a theory study schedule and a minimum number of practical required experiences. A test is given following each unit of theory study. Practical assignments are evaluated as completed and documented for graduation completion requirements. Students must complete all subjects outlined in their desired program with an average grade of 70% equal to a grade of C and they must accrue the number of clock hours defined in the enrollment agreement. Diplomas will be issued upon satisfactory completion of the course in both academics and attendance at graduation ceremonies or within 30 days of a written request.

Course Goals: Train the student for entry-level employment as a Hair Stylist, Nail Technician, Esthetics, Platform Artist, Colorist, Sales Representative, Salon Manager, or Salon Owner.

As an integral part of training in each domain, students will be taught the theory and practice the behaviors and people skill concepts such as attitude, communication, salesmanship, success psychology, job readiness, and professionalism.

Cosmetology Operator Program Content: (State required minimum hours in each subject)

Hair Care	Cutting, styling, coloring, chemical textures, and related theory and application; business ski and salon management. Health and safety laws.	800 hours (up to 200 via DE*)
Nail Care	Manicuring and related theory and applications, business skills; professional development and salon management; health; safety; and laws.	100 hours (up to 25 via DE*)
Skin Care	Facials, hair removal, and related theory and application; business skills; professional development and salon management; health; safety; and laws	100 hours (up to 25 via DE*)

Program Textbook: *Milady's Standard Professional Cosmetology 5th edition*, by Maura T. Scali-Sheahan, Cengage Learning

Program Name: Class A Barber

Program Description: The student will receive training in the art and science of barbering.

Program Length: 1000 Clock Hours

Instructional Method: Lectures, demonstrations, and student participation are the primary teaching methods. Students demonstrate their competency in theory and practice with mannequin repetitions and salon activities.

Grading Procedures: Class attendance and participation are mandatory. Students will demonstrate their competency in theory and practice through mannequin repetitions and salon activities. Instructions will be supplemented with visual aids, student presentations, and other techniques. Although instructors and assignments may vary based on program requirements, numerical grades are considered according to the following scale:

<u>Grade</u>	<u>Definition</u>	<u>Percentage</u>
A	Excellent	90% to 100%
B	Very Good	80% to 89%
C	Passing	70% to 79%
D	Unsatisfactory - Failing	Less Than 70%

Students are given a theory study schedule and a minimum number of practical required experiences. A test is given following each unit of theory study. Practical assignments are evaluated as completed and documented for graduation completion requirements. Students must complete all subjects outlined in their desired program with an average grade of 70% equal to a grade of C and they must accrue the number of clock hours defined in the enrollment agreement.

Diplomas will be issued upon satisfactory completion of the course in both academics and attendance at graduation ceremonies or within 30 days of a written request.

Course Goals: Train the student for entry-level employment as a Barber, Hair Stylist, Platform Artist, Colorist, Sales Representative, Barbershop Manager, or Barbershop Owner.

Class A Barber Program Content

Basics: anatomy and physiology; disorders of the skin, scalp, hair, and nails; chemistry (hair coloring, chemical waving, and relaxing); bacteriology, sterilization, and sanitation; safety, first aid, and sanitation; barber implements, tools, equipment, and related theory; and history of barbering.	150 hours
Practice: shaving; mustaches and beards; haircutting; hairstyling; hair and scalp treatments, scalp massage; safety, first aid, and sanitation; hair weaving, extensions, and wigs; face and neck massage and treatments; facial hair removal; manicuring; chemistry (hair coloring, chemical waving, and relaxing); and razor techniques, safety, first aid, and sanitation.	750 hours
Business: Texas barber laws and rules; customer service; barbershop management; professional ethics and image; safety, sanitation, related practices and theory; and hygiene and good grooming.	100 hours

Program Textbook: Milady’s Standard Professional Barbering 5th edition, by Maura T. Scali-Sheahan, Cengage Learning.

Instructors, Grades, Scheduling, Changes, Transcripts

Instructor -To expose students to a variety of instructions, students will have multiple instructors throughout their Program.

Grading System -As an integral part of the learning process, instructors are required to critique and/or grade the student's work. Diamonds College Grading System is intended to assist instructors in motivating and evaluating students, determining progress and achievement in the mastery of knowledge and skills.

Grade Reports - A Grade Report is a current record of a student's academic progress. Students meet with their instructor and are apprised of their grades monthly. Other instances that a student may request Grade Reports might include notification to a current prospective employer of a student's academic progress or determination of grade point average. Students may request Grade Reports from the instructor. Grade Reports can be requested verbally or in written format and will be processed within 24 hours of the request.

If a student believes there is a discrepancy with a grade, he or she should see the instructor of the class in question within 10 days of the end of each 4 weeks. If determined that a grade change is necessary, the instructor will forward a request for a grade change to the Director's office. The instructor will issue a corrected student Grade Report.

Transcripts -A transcript is an official document on the educational work of a student which lists the student's subjects; grades received, enrollment date range, and status of the student. Official transcripts are issued by the Financial Aid Office within 30 days of a written request. Transcript requests may be made for the following reasons:

1. Submission to other institutions of higher education for transfer of clocked hours.
2. Certification to an employer summarizing a student's enrollment and academic progress.
3. Replacing a lost official transcript of the graduate.

Students/graduates must submit a request in writing to the Financial Aid office that includes the following:

1. Student's name
2. A copy of their VALID form of government-issued identification (driver's license, state ID, passport), which bears their printed name, photograph, and date of birth
3. Purpose of the transcript request
4. Name and address of the recipient
5. The student's signature and the date

Name Changes All students who wish to make a name change in their DCBC academic records must submit the request in writing and include copies showing the legal name change. Proof of legal name change can be a copy of a student driver's license, social security card, marriage certificate, divorce decree, or other legal documents showing the name change. Request for name changes should be submitted to the Financial Aid office.

If the documentation is complete, the student's academic records will be updated with a copy of the legal documents in the student's academic file.

Address/Telephone Number Changes -Students are asked to notify the Financial Aid office when any information regarding their address and/or telephone number changes. Notification can be made by submitting a written request to initiate the change. A student's recorded address will be automatically updated if correspondence is returned to DCBC by the US Mail with an address correction.

Schedule Changes -Students wishing to change their schedule must request in writing to the school Director. The Appeals Board (School Director, Financial Aid office, and instructor) will determine when the change can be accommodated based on education, schedule, and space availability. After consideration of the student's academic and financial aid files, the Appeals Board will review and render a ruling on the requested schedule change. If the student is dissatisfied with the ruling, the student has the right to escalate the requested schedule change to the school Director.

The school reserves the right to change the established schedules, in the event it becomes necessary. Students will be notified in advance if necessary.

Scheduled & Unscheduled Hours -While scheduled hours represent planned instruction, instructors are available (faculty accessibility) for supervised instruction (academic or Program advising) up to 30 minutes before and following scheduled hours throughout each program. Unscheduled hours are at the school's discretion for make-up work. Students are required to be present and engaged in supervised instruction during unscheduled hours to receive credit. Students may not be clocked in without an instructor present & instruction occurring.

Student's Right of Access / Student's Right of Privacy (FERPA)

Following the Family Educational Rights and Privacy Act of 1974 (FERPA), Diamonds College has adopted the following policies and/or procedures. This policy was designed to protect the privacy of education records, to establish the right of students or guardians of a dependent minor student to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. This is a notice of students' basic rights under the law and explains certain procedures for Diamonds College full compliance with the law. Students or guardians of a dependent minor student may inspect and review their education records upon written request to the school Director (or designate). Students or guardians of a dependent minor student should complete the Request to Review Records/Release of Student Information form each time the student or guardian needs to access personal student information, which is available in the Financial Aid office, identifying as precisely as possible the records they wish to inspect. The school Director will arrange for access as promptly as possible and will notify the student or guardian of a dependent minor student of the time and place the records may be inspected and/or copied. Access will be allowed no more than 45 days after receipt of the written request. When a record contains information about more than one student, the student or guardian of a dependent minor student may inspect and review only the records that relate to him/her.

Diamonds College reserves the right to refuse to permit a student or guardian of a dependent minor student to inspect the following records:

1. The financial statement(s) of the student's parents.
2. Education records containing information about more than one student, in which case DCBC will permit access only to that part of the record that pertains to the inquiring student. May seek release from another student to reveal the record.
3. Those records are excluded from the FERPA definition of education records.

Diamonds College reserves the right to refuse to provide copies of educational records (not required to be made available under FERPA) if the student has an overdue financial obligation to Diamonds College, or if there is an unresolved disciplinary or academic dishonesty action against the student.

Diamonds College will disclose to third parties, information from a student's education/financial records only with the written consent of the student, except in cases allowable under FERPA (including legal and accreditation purposes).

A student or guardian of a dependent minor student who believes that information contained in the education records is inaccurate, misleading, or in violation of their privacy rights may request in writing that the records be amended.

A student or guardian of a dependent minor student should identify the part of the record she/he wants to be changed and specify why it is believed to be inaccurate, misleading, or in violation of privacy rights.

A decision will be reached, and the student or guardian of a dependent minor student will be informed within a reasonable amount of time after receiving the request. If the decision is not to amend the record(s), the student or guardian of a dependent minor student has the right to a hearing. The hearing will be conducted by a school official who does not have a direct interest in the outcome of the hearing. The hearing will be held within a reasonable amount of time after it is requested to notify the student in advance, of the date, and place, and the school official will make a decision in writing based on the evidence presented at the hearing including a summary of the evidence and the reasons for the decision.

If the school official supports the complaint, the education record will be amended accordingly, and the student or guardian of a dependent minor student will be so informed. If the school official decides not to amend the education record, a student or guardian of a dependent minor student has the right to place in the education records a statement commenting on the challenged information and/or stating the reasons for disagreeing with the decision. This statement will be maintained as part of the education record if the contested portion is maintained, and whenever a copy of an education record is sent to any party, the student's statement will be included.

DCBC policy statement implementing FERPA is maintained by, and available for review in the Financial Aid office. Students or guardians of a dependent minor student should address questions, concerns, or problems with the Financial Aid office.

Students or guardians of a dependent minor student may file complaints regarding the alleged failure to comply with FERPA with The Family Policy Compliance Office

US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920, (800) 872-5327.

Student Resources

Student Services

The Director's office offers support in areas related to transportation, day-care, and other related areas to help students complete their Program and is available to meet with students to provide referrals for students at risk or in need of assistance while enrolled at Diamonds College.

Student Advising & Guidance

Diamonds College staff makes a reasonable effort to maintain close communication with all students. Students have access to faculty and administrative staff for both career and academic advising. Students experiencing personal problems that require professional help will be referred to the appropriate agency(s) or organization(s).

Individual advising occurs periodically throughout the Program. These sessions help instructors determine student progress and identify those students who may require additional assistance. Students are encouraged to seek help whenever it is needed.

Formal academic advisement occurs when Grade Reports are issued. At any time, between Grade Reports, students may be formally advised; and all advisements are confidential. Whenever any staff member advises a student, the proceedings of that advisement are documented. All students will receive ongoing, informal daily advisement in the areas of behavior, attitude, attendance, respect, cooperation, image, pride, and professionalism. Problems not resolved in instructor/student sessions may be referred to the school Director (or designate). When a student's problems are beyond staff capability, the student will be referred to the appropriate professional.

Personal Counseling Services

Diamonds College does not offer on-campus counseling services. Contact the following off-campus organizations for counseling opportunities, alcohol and drug abuse education, crime prevention education, and sexual assault prevention and response.

The National Women's Health Information Center, U.S. Dept. of Health and Human Services Office on Women's Health, 1-800-994-662 http://womenshealth.gov	The National Domestic Violence Hotline 1-800-799-SAFE (7233) or 1-800-787-3224	National Sexual Assault Hotline 1-800-656-HOPE (4673)
Grayson County Counseling 600 E Taylor St Suite 4004, Sherman, TX 75090 903.892.2874	Charles Keenan Ph.D. 1600 Teague Dr. Suite 508 Sherman, TX 75090 903.813.4787	Sherman Family Counseling 210 S. Rusk St Suite 3 Sherman, TX 75090 903.893.4884
Child & Family Guidance Centers 8915 Harry Hines Blvd. Dallas, TX 75235 214-351-3490	Drug Prevention Resources, Inc. 1200 Walnut Hill Lane #1500 Irving, TX, 75038 972-518-1821	The Council on Alcohol/Drug Abuse 1349 Empire Central Drive, #800 Dallas, TX, 75247 214-522-8600

Student Information

Career Services

Diamonds College plays a key role in helping students achieve their goals by connecting with outstanding career opportunities. DCBC staff work with students, salons, licensed barbers and Cosmetologists, and others in the beauty industry to build strong relationships and create career opportunities.

Employer Relations

One of the responsibilities of the Diamonds College staff is to establish and build an employer relations program. This includes maintaining a working relationship with employers to promote and enhance the visibility and effectiveness of DCBC which ultimately enhances employment opportunities for our students.

Employment Assistance

Diamonds College offers academic and graduate employment services to students but does not guarantee employment; the beauty industry has an ongoing need for well-trained professionals. DCBC is often contacted by salons, spas, and manufacturers wishing to interview graduates regarding employment opportunities.

Graduation Ceremonies

Graduation ceremonies are held quarterly. Students and guests are invited to attend. Graduation ceremonies are held for students who have met all graduation requirements.

Safety Requirements

Safety (particularly in the areas of sanitation and sterilization) is important. Students are not only in physical contact with clients but do so in a manner that involves the use of sharp/pointed tools and implements, chemical solutions, heat, light, and electricity. Students must be constantly aware of safety as it relates to the client. The use of proper sanitation is required to avoid the transmission of disease, and services involving chemicals and/or the application of heat demand constant vigilance.

Student Parking

The student parking area is located at the back of the building. We cannot guarantee any student parking space. The parking lot at the front of the building is reserved for staff and clients. Diamonds College reserves the right to designate student parking areas and to enforce parking regulations.

Non-Discrimination

Americans with Disabilities Act (ADA)

Diamonds College does not discriminate in admission or access to our courses based on age, race, color, sex, disability, religion, sexual orientation, gender identity, gender expression, or national or ethnic origin. Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to Diamonds College's educational resources, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("Section 504") and the Americans with Disabilities Act (42 U.S.C. § 12182) ("ADA"), their related statutes and regulations, and corresponding state and local laws. Section 504 prohibits discrimination based on disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating based on disability. The applicable law and regulations may be examined in the office of the ADA Compliance Coordinator, or his/her trained designate who has been designated to coordinate the efforts of the school to comply with Section 504 and ADA.

Reasonable accommodations will be made on an individual basis. However, it is the responsibility of persons with disabilities to seek available assistance and make their needs known at the time of enrollment. Documentation to support the disabilities must be provided to the college at the time of the request. Information about an applicant's disability is voluntary and confidential. If this information is supplied, it will be used to overcome the effects of conditions that limit the participation of qualified disabled students.

The request should be made 4 weeks in advance of the date needed. The school director will respond within two weeks of receiving the request. The school complies with the Americans with Disability Act of 1990 and is wheelchair accessible. The school will provide reasonable accommodations for students with disability depending on their needs.

Schedule a meeting with the director and bring copies of current documentation of a disability. Documentation must be provided by a medical expert within the last three years and include:

- A diagnosis of the disability
- How the diagnosis was determined (tests and results)
- A summary includes an assessment of how the disability will impact the individual in a college environment and what accommodations are recommended.
- Able to benefit from training.

The initial meeting, formal request, and response from the school must take place before enrollment.

Note: To be eligible for Title IV funding, you must be able to benefit from reasonable accommodations and be able to take the state board licensing exam.

If applicants or students feel that they have been the subject of unlawful discrimination, they may notify the college director. Prompt action will be taken to resolve the conflict.

Ability to Benefit - Diamonds College does not accept Ability to Benefit students

Audio / Video Recording Policy

Students with disabilities who are unable to take or read notes have the right to audio/video record class lectures for their study only. Recording lectures is a reasonable accommodation for students whose documentation calls for this accommodation.

Students must seek the permission of their instructor before using any audio/video recording devices to record lectures, discussions, etc. If such permission is granted, neither the resulting recordings nor any form of copies of transcripts of the recordings may be used for any other purpose than as a replacement for notes taken in class. Permission to make recordings will not be withheld if such recordings are reasonably necessary to accommodate a student's disability as defined by law. Students with disabilities who require this accommodation must sign the Recording Lectures Agreement Form before the start of the course and before recording.

Students that are eligible to audio/video record class lectures must agree to the following terms:

- Students will agree to abide by the Policy for Recording Lectures.
- The Recording Lectures Agreement form is available in the Director's office.
- Students will not copy or share audio/video recordings with anyone, except for a transcriber who may be required to type it if needed for the accommodation.
- Lectures recorded for educational purposes may not be shared with other people without the consent of the lecturer.
- Information contained in the recorded lecture is protected under federal copyright laws and may not be published or quoted without the consent of the lecturer and without giving proper identity and credit to the lecturer.
- After the course, the student will erase audio/video recordings from all the classes or return the recordings to the instructor, whichever the instructor prefers.

Cost of Education

Tuition, Fees & Payments

Cosmetology Operator (1000 hours)	\$14,300	Tuition
Class A Barber (1000 hours)	\$100	Application fee (non-refundable)
	\$25	Permit Fee (non-refundable)
	\$350	Books (non-refundable)
	\$1000	Kit
	Total	\$15,775

ADDITIONAL COSTS NOT INCLUDED IN TUITION

LICENSING AND EXAM FEES

- State Written Licensure Exam fee
- State Practical Licensure Exam fee

CONSUMABLE ITEMS

Students are required to purchase additional consumable items while in school at an estimated cost of \$50.00. These supplies are necessary to ensure the student’s success while in school and remain the property of the student. Required items vary by course. All students must provide items necessary to prepare for their practical exam.

Additional Charges / Extra Instructional Charges

We believe the best interests of students are served when they attend school regularly, receive a consistent education, graduate as scheduled, and begin timely employment. Therefore, Diamonds College will take all persuasive steps within its rightful authority to promote regular student attendance.

- Students with less than 70% cumulative attendance will be advised of possible over-contract instructional charges.
- The hourly rate for over-contract instructional charges for Cosmetology Operator and Class A Barber Programs is \$10 per hour.
- All accrued extra instructional charges are due and payable the day following the End Date of the student’s Enrollment Agreement.
- Clients’ services and service chairs are not available for any student who is over contract including after they return upon payment.
- The school reserves the right to dismiss and/or withdraw a student from participating in school until all charges are paid.

Late payment fee	\$25	Returned Check fee	\$25	Name change	\$5
Withdraw Fee	\$150	Re-admit Fee	\$50		
Transcript copy Fee	\$5	Replace lost TDLR Permit	\$5		
Credit Card processing fee	4%	Interest fee for withdrawn accounts	15%		

Financial Planning & Policies

Financial Assistance Programs

Diamonds College Financial Aid Administrator assists students in developing financial plans to pay for their education through a combination of student/family contributions and financial assistance, if eligible through the United States Department of Education’s Federal Student Financial Assistance Programs (Title IV funding), and Veterans Education Benefit. Our Financial Aid Department is available to students by appointment. Students are encouraged to schedule a meeting if they have any questions or need help regarding their financial planning.

Payment Agreement

Diamonds College provides financing plans for students who wish to pay on a payment plan. All payments are the responsibility of the student and are payable as stated on the Student Account Payment Contract. Students are required to make monthly payments while attending school. Payment amounts are based upon the course in which the student is enrolled. Any change in financial situations which may affect a student’s ability to make scheduled payments must be discussed with the General Manager.

Billing - Tuition payments are due based on the schedule established through the financial planning process. Payment options accepted are cash, MasterCard, Visa, Cashier’s Check, Money Order, or personal checks.

Scholarships

Diamonds College reserves the right to offer a Diamonds College Institutional scholarship to eligible students.

Diamonds College Cancellation & Refund Policy

Cancellation Policy

A full refund will be made to any student who cancels the Enrollment Agreement or contract within 72 hours (until midnight of the third day excluding Sundays, and School Holidays) after the enrollment contract is signed by the prospective student. If tuition is collected in advance of entrance, and if, after expiration of the 72 hours cancellation privilege, the student does not enter College, not more than \$100.00 shall be retained. A full refund will be made if student is not accepted by the College.

Refund Policy:

1. For students who enroll and begin classes but withdraw, or are terminated, before program completion and during the last 50% scheduled course, the school: may retain 100% of tuition and fees paid by the student and is not obligated to refund any additional outstanding tuition.
2. For students who enroll and begin classes but withdraw, or are terminated, before program completion and within the first 50% of the scheduled course, the school shall refund:
 - 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;
 - 75% percent 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; and
 - 50% of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the course.
3. Books, equipment, and supplies (kit) are distributed in two parts for both Cosmetology and Barber students, once received, are non-refundable.

a) Termination Date: Termination date is determined by the postmark date on written notification, or the date student notifies the school Director (or designate) in the person of his/her intent to withdraw, or the date of withdrawal specified in writing by the student. Legal guardian/ guarantor of students under eighteen (18) years of age must provide such notice of cancellation.

A withdrawal does not relieve the student and legal guardian/guarantor, if any, of financial responsibilities under the phases of the Enrollment Agreement. For an unofficial withdrawal, the termination date is when the school recognizes student is no longer in attendance.

b) Refund Calculations: For refund calculations, a refund is based on the period of a student's enrollment computed on the basis expressed in scheduled hours. The effective date for refund purposes is the earliest of the last date of attendance (if the student is withdrawn/dismissed by the school), the date the license holder receives the notice of withdrawal or the date the school recognizes that the student is no longer in attendance. Refunds (without request by the student) of tuition and fees will be paid not later than the 30th day after the date the student becomes eligible for the refund.

c) Rejection, Three-Day Cancellation, and Course Cancellation:

If the student is rejected by the school or if the student cancels the enrollment agreement not later than midnight of the third day after the date the agreement is signed by the student, excluding Saturdays, Sundays, and legal holidays, all amounts paid will be refunded.

d) Other Cancellations:

- If school is permanently closed and is no longer offering instruction after the course commences, the school will refund the unused portion paid by the student or;
- If the student or school cancels this Enrollment Agreement more than three (3) business days after signing the Enrollment Agreement, but on or before the fifth (5th) scheduled course day, the student is entitled to a refund of all tuition fees paid or;

- In cases of cancellation of this Enrollment Agreement, either by student or school, after the student has commenced the course and after the fifth (5th) scheduled course day, a percentage of the tuition is retained by the school and/or refunded to the student per school's tuition adjustment schedule.

e) Student Financial Aid Refund Allocation: Refund and repayment amounts must be distributed according to a specific order of priority prescribed in law and regulations. School's refund or repayment allocation may not deviate from the prescribed order. Refunds on behalf of Student Financial Aid recipients must be distributed in the following order: 1) Direct Unsubsidized Stafford Loans; 2) Direct, Subsidized Stafford Loans; 3) Direct PLUS Loans; 4) Federal Pell Grants; 5) FSEOGs; 6) Other SFA Programs; 7) The student. Refunds of Financial Aid funding will be made within thirty (30) days of the date student withdraws, as defined in section (a).

Return Of Federal Student Aid

If a student withdraws or is dismissed from Diamonds College, the school and/or the student may be required to return a portion of the Federal Student Aid received. The last date of attendance is used to calculate the amount of any federal student aid that must be returned.

The amount of Federal Student Aid a student has earned at the time of withdrawal is equal to the percentage of the payment period completed. The percentage of the payment period completed is determined by dividing the number of hours the student was scheduled to complete in the payment period, as of the last date of attendance, by the total number of clock hours.

For that payment period, if the number of hours scheduled to complete in the payment period is greater than 60% of the clock hours in the payment period, the student has earned 100% of the Federal Student Aid, and no return is due

If the number of clock hours scheduled to complete in the payment period is less than 60% of the clock hours in the payment period, a return of Federal Student Aid may be necessary. The amount of Federal Student Aid to be returned is calculated by subtracting the amount of earned Federal Student Aid from the total amount of Federal Student Aid received.

The student is required to return any unearned Federal Student Aid less the amount returned by Diamonds School.

If a student needs to return loan funds, the funds are repaid as required by the normal loan repayment phases. If the student is required to return Federal Student Aid, DCBC will notify the student of the repayment amount within thirty days of determining the student withdrawal. If the student fails to return the grant aid as instructed, the student is considered to be in overpayment and thus ineligible for any additional Federal Student Aid at any school until that amount is repaid to the U.S. Department of Education or satisfactory repayment arrangements are agreed to by the student and the U.S. Department of Education.

Diamonds College returns unearned Federal Student Aid within thirty (30) calendar days of the date the school becomes aware the student is no longer enrolled.

If a student has earned more Federal Student Aid than has been posted to his/her account, the student may be entitled to a post-withdrawal disbursement of Federal Student Aid. The post-withdrawal disbursement is first used by the school to pay outstanding charges; any remaining amount is offered to the student or parent borrower. DCBC will send the borrower written notice of any loan funds returned to the lender as a result of the withdrawal calculation. A student borrower who fails to attend in-person exit counseling before or at the time of withdrawal will be mailed loan counseling materials. The borrower should complete the exit counseling form and return it to the school.

The Return of Federal Student Aid Policy applies only to the Federal Student Aid Programs. Assistance received from other aid programs will be returned to those programs following the funding source's refund policies.

The Return of Federal Student Aid calculation is performed to determine the amount of Federal Student Aid that must be returned to the U.S. Department of Education. It is not used to calculate the amount of tuition and fees a student will owe the school upon withdrawal. A separate refund policy is provided to assist students in determining the amount of tuition and other charges owed to DCBC.

If the student has a remaining balance owed to DCBC after all refund calculations are completed, whether the student withdraws or the school withdraws the student, there may be a 15% interest fee added to the owed remaining balance.

DCBC will send an invoice to withdrawn students if a balance is owed to the school. Any balance due will be calculated by determining earned charges using the institutional refund policy, and then subtracting the amount of earned aid as determined using the return to federal student aid policy.

VETERANS AFFAIRS (VA) STUDENT POLICY

The Veterans Benefits and Transition Act of 2018 (Public Law 115-407) signed into law on December 31, 2018, requires institutions to have a policy in place to allow students who are considered Covered Individuals a certain timeframe to attend courses until VA provides payment to the institution. A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

Diamonds College will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to Diamonds College 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: The date on which payment from VA is made to DCBC 90 days after the date DCBC certified tuition and fees following the receipt of the certificate of eligibility.

Diamonds College 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 borrows 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.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <https://www.benefits.va.gov/gibill>

Eligibility for Education Benefits from the Department of Veterans Affairs

If you served on Active Duty, you might be eligible for education benefits offered by the Department of Veterans Affairs. For example, the Post-9/11 GI Bill® provides financial support for educational and housing expenses to individuals with at least 90 days of aggregate service after September 10, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible.

If you are currently serving in the military, you may be eligible for funding offered through the Department of Defense Tuition Assistance program. Check your eligibility status and the amount for which you qualify with your Service before enrolling. If you are the spouse or child of a service member who is serving on active-duty Title 10 orders in the pay grades of E1- E5, O1-O2, or W1-W2, you may be eligible for financial assistance from the Department of Defense for education, training, and/or the occupational license and credentials necessary for a portable career. If you are the spouse or child of a service member, you may be eligible for the transfer of the service member’s Post-9/11 GI Bill® benefits to you. Maintaining eligibility for DVA funds depends upon a student’s compliance with the V.A. Attendance Policy set forth below in this handbook.

Attendance Policy for VA Students

For Department of Veterans Affairs (DVA) purposes, monitoring of attendance will be subject to the following policy: Students using GI Bill® educational benefits to attend DCBC will have attendance monitored until the time that the student drops, graduates, or completes the program. Unsatisfactory attendance will be reported to the Department of Veterans Affairs (DVA).

The attendance policy (20% of the total program or **(5)** consecutive days) will apply throughout the VA student’s program. A student who is absent for 20% of the total program or 5 consecutive days will not be certified to receive VA funds for that month. Monthly evaluations conducted by the Financial Aid Office will determine if the student has met these minimum requirements. To maintain an acceptable attendance percentage, students must have an attendance rate of at least 70 %. Attendance will be evaluated according to hours (scheduled and completed) at the end of each month. At the end of each month, the Financial Aid office evaluates to determine if a student has maintained at least a 70 % attendance percentage for that month. If a VA student’s attendance percentage for the month is less than 70 % or if the student missed 5 consecutive school days during that month, he/she will lose certification to receive VA funds. In the event a VA student has not met the attendance requirements for a certain month, he/she can recover previously denied benefits from the VA if he/she increases his/her attendance in the following month(s) to meet the above requirements. All violations of the attendance policy will be reported to the DVA on VA Form 22-1999b within 30 days of the date the VA student exceeds the allowed number of absences.

Student Graduation and Exam

Entrance / Exit Counseling

All first-time Federal Student Loan borrowers will be required to complete entrance counseling online at www.studentloans.gov before class commencement. A Federal Student Loan borrower who is graduating, leaving school, or dropping below half-time enrollment will be required to complete exit counseling online at www.studentloans.gov.

Graduation Requirements

- Complete all required Program work and final exams
- Complete scheduled Program hours
- Meet all tuition and fee requirements
- Maintain an acceptable level of compliance with all student policies
- Complete required graduation paperwork and documents
- Students must complete Exit Counseling if receiving federal student loans
- Students will be awarded a Diamonds College Diploma.

To be eligible for a Cosmetology Operator or Class A Barber license, an applicant must do the following:

- Pass a written and practical examination
- Submit a completed application on a TDLR-approved form.
- Pay the TDLR fees required in section 83.80 in the rules and regulations book.
- Be at least 17 years of age
- Have obtained a high school diploma or high school diploma equivalent or have passed a valid examination administered by a certified testing agency that measures the person's ability to benefit from training.
- Have completed the following hours of cosmetology or barber curriculum in a beauty culture school:
 - Cosmetology Operator license - 1000 hours of instruction
 - Class A Barber license - 1000 hours of instruction

School Policies and Professional Standards

The cosmetology & barbering students of today are the hairdressing stars of tomorrow- but only when talent and technique combine with first-class professional habits. We set the highest standards of professionalism so you can practice these habits from the outset of your career.

Attendance

Students are required to attend a minimum of 70% of the scheduled hours to maximize their program, meet SAP requirements and complete the program within the maximum time frame. The school does not add or deduct hours as a penalty. Students unable to attend classes must contact the school Director via the required Remind App a minimum of 30 minutes before the scheduled start time.

Time Clock & Clock Hours

Diamonds College is a clock-hour institution; therefore, we are required to track students' hours. Student hours are recorded on a time clock each day and recorded in their file monthly. It is the responsibility of students to use the time clock correctly.

Failure to do so may result in a loss of clock hours. To receive full clock hour credit, a student must clock IN when beginning the day, when returning from breaks outside of the building and returning from lunch, AND clock OUT when leaving for a break outside of the building, leaving for lunch, and/or ending the day. Students may not clock more than their scheduled hours on any given scheduled Program Day, except for approved field trips unless prior approval is given by the school Director. Students that are on break outside of the building, at lunch, or outside of the building for any non-educational-related reason must be clocked out. Any student not engaging in a learning activity while clocked-in or in violation of any part of 16 Texas Administrative Code, Chapter 83.72(i) (1-4), as posted at the time clock, may be subject to corrective action up to and including immediate dismissal from Diamonds College. The school Director (or designate) will notify students of their earned clock hours each month. If students have questions about total time, they should schedule a meeting to speak with the Director.

Late Arrival Policy

All students are expected to arrive at the school before the scheduled start time and be prepared and present in the classroom for the scheduled start of the session. Any student who is not in class at the start of the program is considered late and can be written up on a Corrective Action form or sent home.

Breaks

Each student is required to take a 30-minute lunch. Two (2) 15-minute breaks are optional as scheduled. Students must be “clocked out” when taking lunch or outside of the building for breaks.

No eating is permitted anywhere in the school. Drinks must have a lid. DCBC reserves the right to inspect all drinks on school property or at school-sponsored events.

Absence

A student is absent during any unattended portion of their regular schedule including scheduled online course work. Any absence will interfere with your learning process. Students must inform the school of any planned absence by completing an absence form, having an instructor sign the form, and turning the form into the receptionist before the date of the planned absence. In cases of illness, emergency, or other unforeseen absence, the student is required to send a message to the Director via the required Remind App no later than thirty (30) minutes before their program’s scheduled start to notify Diamonds College of their absence.

Our internal Attendance Policy is defined as 70% or higher of scheduled hours as per the enrollment agreement.

The student will receive written notice if in jeopardy of going below 70% attendance. Students with an attendance percentage below 70% will be placed on an advisory notice for the current phase. Students absent ten (10) consecutive regularly scheduled Program days without contact will be immediately dismissed from Diamonds College on the 11th scheduled day of nonattendance.

The student withdrawal date for any student that withdraws or is dismissed from Diamonds College will be the last date of attendance. Attendance Percentage is calculated by taking the total hours attended divided by the scheduled hours. Examples:

a)	b)
Hours Attended= 97.88	Hours Attended= 505.57
Absent Hours= 17.90	Absent Hours=37.68
Scheduled Hours= 110.00	Scheduled Hours= 520.00
Attendance Percentage= 88.98%	Attendance Percentage= 97.23%
$97.88/110.00=88.98\%$	$505.57/520.00=97.23\%$

Excused/Unexcused Absences

Absences caused by non-routine medical, legal, funerals, or military necessity will be excused if acceptable printed documentation, i.e., date(s) of absence, on letterhead, signed by an official and containing a telephone number for verification, is provided to the Director within 3 business day after return from absence. Routine absences such as dental/medical checkups, etc. are ***not excusable and should be scheduled for non-school days.***

- Any excused absences utilized by the individual student will extend their original contract date by a like number of hours.
- Students are required to make up for the lessons and exams, if missed, students are to see their instructor for makeup tests, exams, and work assignments.
- The Director will review excessive tardiness or absences with the student to determine possible corrective action. Student hours and operations once properly earned by the student will not be taken away from the student records based on disciplinary actions by the school. Clock- in time is rounded to the nearest one-fourth hour.

Make-Up Work

We place a heavy emphasis on regular attendance. However, if students, due to absenteeism or other factors, are not able to complete assigned work when due, it is the student's responsibility to schedule make-up activities with their instructor.

- All assignments and tests are required to be completed and handed in on time. If late, a 10-percentage point reduction in grade is made.
- Students missing examinations with an excused absence (non-routine medical, legal, funerals, or military necessity), will be permitted to make up the exam on the regularly scheduled test day. See your instructor for the schedule. It is the student's responsibility to arrange a testing time with their instructor.

Leave of Absence (LOA)

A student may request a leave of absence for a minimum of one week and not exceed a cumulative total of 180 days in 12 months by completing a Leave of Absence form and submitting it to the Director. This leave is granted at the discretion of the administrative staff. A student who has been absent and has been granted an LOA by the College is not considered to have withdrawn from the college. The LOA involves no additional charges by the College to the student. Monthly tuition payments continue to be due during an LOA.

The contract will be automatically extended the length of the LOA (minimum 1 week/maximum 30 days), and the student agrees to re-enter on the designated date. The student will be dropped if they fail to return from the LOA on the designated return date. Circumstances will be considered by the College Director if more time is required. The College's refund policy will be in effect, and any outstanding balance due to the College will be due immediately.

Electronic Devices

Diamonds College encourages students to use electronic devices for educational purposes only. These devices include but are not limited to the following: cell phones, Smart watches, and other electronic devices. Students may utilize electronic devices at school when the instructor **approves** them as appropriate for educational purposes.

Both Texas and federal wiretapping laws make it a crime to record an audio conversation, either in person or over the phone, if the parties have a "reasonable expectation of privacy. **Recording conversations is not allowed at any time in the building without the written approval of all parties.**

Personal, non-educational use of electronic devices and accessories (earphones, etc.) are permitted during breaks or lunch only in designated areas.

Social Media

Diamonds College respects the rights of students and staff to use social media during their personal time. Social media includes all forms of online publishing and discussion, including but not limited to Facebook, Instagram, Twitter, YouTube, file-sharing, and user-generated video and audio. DCBC's students are personally responsible for the content that they publish on social networking sites. DCBC does not permit ethnic slurs, personal insults, obscenity, intimidation, cyberbullying, or engaging in conduct that would not be acceptable in DCBC's facilities on any of our social media sites. DCBC reserves the right to protect itself from undue harm related to information that is shared on social networking sites and reserves the right to require the removal of any posts at its discretion and take necessary disciplinary action as appropriate

Safety Requirements

The importance of Safety and Sanitation cannot be stressed enough. Therefore, throughout your program, students will be learning and practicing:

- Disinfecting of individual workstations, individual equipment and tools, and proper use and storage of linens.
- Safety includes proper use and storage of chemicals, implements, and electrical appliances.
- Diseases and disorders of the scalp, hair, skin, and nails.
- First aid as it relates to cosmetology, barbering, manicuring, and esthetics.

Classroom and Salon Assignments

Students are required to remain with their instructor in their classrooms or assigned work areas unless a scheduled lunch or break.

There will be a charge for all services and products provided to clients unless otherwise approved in advance by the School Director (or designate). Stations are assigned at the beginning of each client service, for the duration of that service and may be reassigned at the discretion of School Staff. All equipment and personal belongings must be stored in the student's assigned locker.

Daily sanitation is a part of students' learning program and must be completed each day to the satisfaction of their instructor before the student departs for the day. Students must adhere to all TDLR Health and Safety Standards as outlined in the published rules and regulations. Students may be required to perform additional cleaning and sanitation duties within the establishment to maintain a clean and safe environment for all students, staff, and clients. Those duties may include sweeping, mopping, wiping down surfaces and walls, laundry, and emptying trash containers. Duties may vary. Students are responsible for keeping stations, mirrors, lockers, roll-around, chairs, salons, classrooms, and public areas in a neat and sanitary condition always. Implements must be sanitized before and after every use. Students must sanitize workstations and remove hair by sweeping before they style.

Equipment and Personal Belongings

Each student is responsible for his or her equipment, books, and personal belongings and is provided a locker or roll-around for the storage of these items. Purses, coats, bags, backpacks, and other personal belongings must be always kept in a locker or roll-around during school hours. DCBC is not responsible for lost, stolen, or damaged property of students' and it is the student's responsibility to replace any missing equipment or supplies at his or her own expense. Students are required to have the equipment they need to complete services and assignments. If a student chooses to take these items home, it is the student's responsibility to bring them back to school. Students who do not come to school with their equipment will not be allowed to attend until they bring their equipment.

Lockers and Roll Arouns

Each student is assigned a locker or roll-around at Program commencement. Students assigned a locker must use a combination lock to secure equipment and personal belongings within their locker and provide the Director with the lock's combination. Students assigned a roll-around will be provided with a key to secure equipment and personal belongings within their roll-around. Lockers and roll-around are for use by current, active students only. Students must remove all belongings from their assigned locker or roll-around immediately upon graduation, termination, or withdrawal from DCBC. Items found to be stored longer than 30 days since the student's last day of attendance or in unassigned lockers or roll-around will be discarded. Lockers and roll-around are the property of DCBC and may be formally inspected at any time. Students are required to organize, clean, and sanitize their lockers and roll around daily. Care must be taken not to mix unsanitary personal belongings (food, money, and clothing) with sanitized implements and equipment. Students who damage lockers and roll-around will be required to pay the cost of repairing or replacing the locker or roll-around. Students may not remove school equipment from the school at any time.

Non-Smoking - While on School property students may smoke in designated student outdoor smoking areas only. Smoking is prohibited in the building.

Financial Progress

Students must meet or be current with all financial obligations to DCBC as specified in their payment plan before graduation. It is expected that the student will comply by providing all necessary requested information and/or forms. If monthly payments are contracted, they are to be submitted on or before the statement due date to maintain satisfactory financial progress. If a student fails to meet his or her financial obligation, he or she will receive a warning. If the financial situation is not satisfied, the student will be dismissed. The student may appeal his or her dismissal and/or request readmission to DCBC's Director.

Satisfactory Academic Progress (SAP)

Students meeting the minimum requirements (70%) for academics and attendance at each evaluation point (250,500, and 700 hours) are making satisfactory academic progress until the next scheduled evaluation. For students deemed not maintaining SAP at each evaluation point, the attendance for the period will be added to the attendance from the preceding periods to determine whether the student will complete the program within the maximum time frame established in this policy. Total hours earned beginning the first day of Program commencement and ending the last day of the completed period (phase) are divided into the student’s scheduled hours beginning the first day of Program commencement and ending the last day of the completed period (phase). Student’s Actual Hours Attended ÷ Scheduled Hours = Cumulative % of Attendance.

If the student’s attendance and/or academics fall below 70%, they will be placed on warning and considered not to be making Satisfactory Academic Progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met the attendance and academic requirements, he/she may be dismissed from the program. The student maintains the status as of the time of departure if withdraws or has other official interruptions.

Withdrawals and incompletes do not affect the school’s qualitative Satisfactory Academic Progress standard. All hours attempted within a progress report period are used in assessing if the student meets the quantitative Satisfactory Academic Progress standard.

A student’s transfer hours accepted by Diamonds College will be counted as both attempted and earned hours for purpose of determining when the allowable maximum timeframe has been exhausted for Satisfactory Academic Progress. SAP evaluation periods are based on actual contracted hours at the institution.

The intent of Diamonds College’s Satisfactory Academic Progress Policy (SAP) is to be fair, reasonable, and consistent in effectively evaluating the student’s measurable progress toward successful completion of their Program instructing them to be successful in their chosen career. The policy complies with the guidelines established by the Council on Occupational Education (COE) and the federal regulations established by the United States Department of Education. The training will include attendance, dependability, organizational skills, professional image, conduct, teamwork, and cooperation. Student training is measured and communicated by; 1) Attendance and 2) Academic Grades.

1. Satisfactory Academic Progress is a requirement for all students enrolled. All students must maintain an academic grade (grade point average) and average cumulative attendance of 70% to be considered to make satisfactory academic progress and to complete the scheduled Program within the maximum timeframe.
2. The maximum time a student must complete is 143% of the program length determined by The Texas Department of Licensing and Regulation.
3. The maximum time allowed for transfer students who need less than the full program requirements will be determined based on 70% of the scheduled hours.
4. Students are evaluated for Satisfactory Academic Progress (SAP) as follows:

a) Cosmetology Operator	250, 500, 750 hours
b) Class A Barber	250, 500, 750 hours

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by the midpoint in the Program. Evaluations periods are based on actual hours completed.

Students receiving Title IV Financial Aid and SAP

If a student does not meet Satisfactory Academic Progress at the evaluation period checkpoints, they will be provided with one of the following notices:

- A Financial Aid Warning letter
- A Financial Aid Suspension letter
- A Financial Aid Probation Letter (if the student's appeal for Financial Aid suspension is approved).

Financial Aid Warning

Students failing to meet requirements for attendance or academic progress at any evaluation period checkpoint will be placed on Financial Aid Warning until the end of the next scheduled evaluation point. During the Financial Warning period, students are making Satisfactory Academic Progress, and students who receive federal funds may continue to be funded. If the student is meeting minimum requirements at the end of the Financial Aid Warning period, the student will be determined as making Satisfactory Academic Progress. If the student fails to meet requirements at the end of the Financial Aid Warning period, **the student will be suspended from receiving Title IV funds**, unless the student appeals the finding that they are not meeting the Satisfactory Academic Policy and prevails on the appeal. A student cannot have successive periods of Financial Aid Warning status.

Financial Aid Suspension

Students that are determined not to be making Satisfactory Academic Progress at an evaluation period checkpoint following an evaluation period in which they were in Financial Aid Warning Status, will have their Financial Aid suspended. The student will be ineligible to receive any Title IV Financial Aid that was to be credited to their account for tuition or any other school charges, or that was to be disbursed to the student for education-related living expenses. The suspension will be imposed until the next evaluation period checkpoint **unless the student appeals the suspension**, and the appeal is approved by the school.

Appeal Policy

If a student is determined NOT to be making Satisfactory Academic Progress at the end of the Financial Aid Warning period (the next evaluation period checkpoint) the student may appeal the negative determination. The appeal must be based on the following: The death of a relative, an injury or illness of the student, or other special circumstances. The student must submit his/her written appeal notice to the school administration with supporting documentation including reasons why the determination should be reversed, and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation period checkpoint. The written appeal will be reviewed within 5 business days by the school and administration and the student will be notified of the results in writing. The results of the appeal review are final and not appealable. After the appeal is reviewed by the school, the appeal will either be denied or approved. If denied, the student will be put on Financial Aid Suspension status as stated above. If the student's appeal is approved by the school, the **student will be placed on Financial Aid Probation** as stated below. A copy of the appeal documents along with the appeal determination record will be maintained in the student's file.

Financial Aid Probation

If the student prevails on their appeal, the student will be placed on Financial Aid **Probation** and will be considered making Satisfactory Academic Progress until the end of the next evaluation period. The school will only allow the status of Financial Aid Probation for students who are not considered to meet the minimum standards for Satisfactory Academic Progress if the school determines that the student could meet the required standards by the end of the next evaluation period.

Students cannot have successive periods of Financial Aid Probation status. A student may have only **one** Financial Aid Probation during the student's enrollment at Diamonds College. As the student's first possible probation status would be at the end of the student's second evaluation period, the next point at which the student could not be making satisfactory academic progress and appeal would be the student's third and final evaluation period checkpoint. An appeal approval at the third evaluation checkpoint would mean the student would have back-to-back probation periods at the second and third evaluation checkpoints which are NOT allowed.

Re-Establishment of Status

A student determined NOT to be making Satisfactory Academic Progress at any evaluation period checkpoint may re-establish Satisfactory Academic Progress by:

- Making up missed tests and assignments and increasing cumulative grade point average to a minimum of 70% and increasing cumulative attendance to a minimum of 70%.

Reinstatement of Financial Aid

Title IV aid will be reinstated to students who have prevailed upon appeal regarding the status of Satisfactory Academic Progress or who have reestablished Satisfactory Academic Progress

Corrective Action Policy

Our goal is to provide clear direction and feedback on the student's performance. When the students choose to perform or behave outside of the school policies and guidelines, corrective action will be taken. A student may be provided a written warning for any infraction of the Code of Conduct Guidelines.

Code of Conduct

- Diamonds College prohibits ANY action unbecoming of a professional.
- Students must demonstrate that they can adhere to minimum attendance and grade requirements. Students who fail to comply with DCBC's attendance policy or grade requirements could be subject to termination of their enrollment.
- Stealing and/or possession of the stolen property will be grounds for immediate dismissal.
- No shouting, whistling, singing, cursing, foul language, or talk of a suggestive nature is allowed.
- No disrespectful remarks or gestures are to be made to clients, students, instructors, staff, or anyone at the school.
- Fighting or violence of any nature, including but not limited to possession and/or use of weapons, is prohibited.
- Willfully refusing or failing to leave school property when requested to do so by school employees is prohibited.
- Any student caught using, reasonably suspected to be under the influence of, or in possession of drugs or alcohol at or near School premises will be suspended or terminated. The school reserves the right to request a random drug test.
- Abusing prescription drugs or possessing drugs that have not been prescribed to the student by a healthcare provider will be grounds for suspension or termination.
- Students must not park in front of the school. This area is reserved for staff and customers.
- Relatives or friends of a student cannot be in the school for longer than ten (10) minutes to visit.
- Excessive absences and/or tardiness are grounds for disciplinary action.
- Students cannot clock in later than **15 minutes after the scheduled time**. Students are to arrive early enough to begin classes as scheduled and are expected to be prepared with textbooks and other supplies.
- No student is to walk out of theory class when class is in session without permission.
- Students must not sleep during class.
- Students are expected to return to class promptly following breaks.
- Students are not allowed to use any electronic devices while clocked in for non-educational activities, (including, but not limited to cell phones, smart watches, headsets, earphones, texting, etc.).
- Students must make every effort to represent the school as professionals while at school.
- Students are prohibited from harassing or disturbing any local businesses, which includes, but is not limited to, smoking and/or loitering at the entrance of the school.
- Academic dishonesty is prohibited.
- Students are always responsible for all their personal property. Diamonds College is NOT responsible for lost, damaged, and/or stolen personal property of students.
- No one is allowed to remove school property from the building. This is considered theft and will be treated as such.

Salon Floor Rules

- Any violation of state or federal law will be cause for disciplinary action.
- Refusal of service is grounds for disciplinary action.
- Students cannot perform services on the salon floor unless an instructor has given permission.
- Families of students (spouses, children, parents, and siblings) pay full price for services except for special events.
- Students may receive services only with the approval of the instructor. No services are free. Students will receive a 50% discount off the full price of services. The Director has the right NOT to allow said services.
- Students are not to groom themselves while on the salon floor.
- Students must keep their respective stations clean, as well as take turns in performing daily duties of sanitation of the classroom, salon, and common areas including bathrooms.
- No smoking (this includes e-cigarettes) or eating in the building.
- Drinks must have a lid. DCBC reserves the right to inspect all drinks on school property or at school-sponsored events.
- Students are prohibited from soliciting customers to pay more than the approved DCBC rate for any services.
- Students shall not solicit customers to have their hair cut by the student outside a campus location.
- Students service clients on a first come-first-serve basis, or by appointment.
- Any conduct deemed to be a disruption of salon floor services will be grounds for suspension or termination.
- Any student's disrespect for the school or lack of cooperation toward an instructor because of constructive criticism will be regarded as exhibiting unprofessional behavior and may result in the student being withdrawn from school.
- Students are not to accept money anywhere in the building except tips at the reception desk.
- Students cannot provide services without a ticket from the receptionist.

- Dress Code

The Diamonds College Student Dress Code is based on industry standards in the careers for which our students are preparing and is intended to promote consistency and uniformity within the school.

Students must be neat, clean, and always have a professional appearance with the following requirements:

- Cosmo students are required to wear solid black scrub pants and a scrub top.
- A solid black long sleeve shirt with no writing can be worn under a scrub top.
- NO HOODIES ALLOWED. Students can wear a solid black zip-up jacket that does not have a hood over the uniform and must be unzipped.
- No leggings or yoga pants
- Closed-toed and closed-back shoes of professional appearance must be worn. NO house shoes, shoes must have a sole on the bottom. Shoes must be clean.
- Barber students are required to wear black scrub pants with a black t-shirt (no writing) or Diamonds College shirt.
- Black smocks for barbers must be worn when servicing a client.
- Diamonds College hats only.
- No excessive jewelry shall be worn at school. All chains, drops, symbols, medallions, etc. hanging from the neck shall be tucked under the student's shirt.

Diamonds College provides one Diamonds College shirt per student. All other required dress code clothing must be purchased by the student.

Students who do not adhere to the Student Dress Code must clock out and leave for the remainder of the day.

Conduct Standards

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

- When a student's appearance and/or attitude is in opposition to the career education goals to which the school's academic and placement assistance are dedicated, the student may be advised, dismissed for the day, and/or placed on probation.
- If no progress is shown during the probation period, the student may be withdrawn from the program.
- When a student's behavior interferes with the rights of others, disrupts and/or prohibits the learning process of other students, or is in opposition to policies and rules of the classroom and the school, the student may be advised, dismissed for the day and/or placed on probation. If no progress is shown during the probation period, the student may be dismissed.
- When a student is guilty of negligent and/or careless acts and/or omissions in the learning process to endanger or to cause injury to another person or property, the student may be advised, dismissed for the day, and/or placed on probation or may be automatically dismissed.
Under certain circumstances, a student's conduct may warrant immediate dismissal. Examples of this include, but are not limited to:
 - Engaging in verbal threats, intimidation, use of foul or profane language, physical threats, sexual assault, physical violence, and racial or sexual harassment while on school property or when attending a school-sponsored activity.
 - Possession of weapons, firearms, and knives while on School property or when attending a school-sponsored activity.
 - Possessing, distributing, or using alcohol and/or illegal drugs while on school property or attending a school-sponsored activity.
 - Vandalizing, stealing, or being in possession of stolen property.
 - Falsifying personal information on School documents and/or presentation of forged documents.

Dismissal – Termination

Enrollment may be terminated at the discretion of college administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the institution or for any of the following reasons:

- Dishonesty
- Insubordination
- Possession of or drinking of alcoholic beverages
- Immoral conduct
- Possession, use, selling, making, or distributing of non-prescribed controlled substances
- Cheating or assisting to cheat
- Destruction of private college property
- Use of vulgar or profane language or gesturing
 - Willfully engaging in conduct that is detrimental to the best interest of students, clients, or the educational program
- Failure to obey all TDLR laws
- Failure to follow college rules, regulations, and/or policies
- Stealing
- Fighting
- Unsatisfactory attendance or grades

Termination/Disciplinary Policy

The student’s failure to comply with the rules and regulations and policies of the school regarding satisfactory attendance and academic progress and standard of conduct or nonpayment are grounds for termination. A termination fee of \$150 will be charged. Items such as books and kit items purchased through the school become the property of the student, once they are paid for, and are non-refundable. Items issued to the student for use while in school must be returned in good shape when they graduate or drop out.

Any items left at the school will not be stored.

- Enrollment may be immediately suspended for 1 to 30 days for an infraction of the Code of Conduct or General Policies at the discretion of the school administration.
 - No adjustment of scheduled hours is made regarding contract dates or cumulative attendance percentages.
 - Students who commit multiple infractions may be terminated from school.

Violation Procedure

If any student is in direct violation of school policies or the Code of Conduct, the following actions may occur.

• Verbal Warning	• Written Warning
• Probation	• Suspension
• Expulsion	

Confidentiality policy

Information about the contract, disciplinary actions, Infractions, etc., may not be shared with other parties. In addition, all student advisement or conversations between any student and administration is confidential and private. Do not discuss your contract or interaction with other parties among fellow students. Violation of this policy may lead to corrective action, up to and including termination.

Disciplinary Appeal Policies

Disciplinary decisions may be appealed by submitting a clear, concise written statement containing all pertinent data and facts. The appeal will be reviewed by the school administration and the student will be notified of the decision within 30 days of the receipt of the appeal. Students are encouraged to voice their grievances with the school using the Institution's Grievance Procedure. Concerns that are not made known to the applicable management personnel cannot be effectively addressed promptly.

Academic Dishonesty

Academic Dishonesty is any incident whereby a student or group of students knowingly and willingly offers or seeks to gain an academic advantage by giving or receiving inappropriate assistance in the preparation and completion of assignments and evaluations. Students engaging in any form of Academic Dishonesty will be disciplined according to the school disciplinary policy.

Non- Fraternization

Instructors and students are prohibited from non-educational fraternization with each other either during regularly scheduled Program hours or at any other time. Under no circumstances will instructors provide or accept transportation from students or provide their phone numbers, home address, or social media contact information to students. This policy includes the use of school facilities designated for non-educational use, such as designated break and smoking areas. Non-educational fraternization between instructors and students is considered unprofessional behavior and subject to corrective action up to and including dismissal from Diamonds College.

Alcohol and Drug Prevention

Diamonds College's policies support and endorse the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or abuse of alcohol by anyone on Diamonds College's property or as a part of any Diamonds College activity is prohibited. Students taking prescribed or over-the-counter medication that may affect functioning should inform the school Director in writing. The school reserves the right to request a random drug test.

If a final determination is made that any student of Diamonds College is found to be abusing alcohol or using, possessing, manufacturing, or distributing controlled substances in violation of the law on Diamonds College property or at Diamonds College events, they shall be subject to, at a minimum, the referral to counseling and automatic and immediate suspension or dismissal from School. Diamonds College imposed sanctions are additional to any legal actions taken by local, state, or federal authorities.

Sexual Misconduct Prevention and Response

Diamonds College is committed to complying with all laws that prohibit discrimination based on sex in admission to, employment with, and otherwise in the operation of its educational program and activities. Among the applicable laws, Title IX of the Education Amendments of 1972 prohibits sex discrimination and sexual harassment in schools. In compliance with Title IX.

Diamonds College is committed to ensuring that all its students have equal opportunities to benefit from our program and activities and that all its employees enjoy equal employment opportunities, free from sex discrimination and sexual harassment. The protections of Title IX also extend to third parties. Diamonds College has developed a Title IX policy and the associated processes (please view the full Title IX policy at <http://www.DiamondsCollege.com>) to ensure that all complaints of sex discrimination and sexual harassment—whether brought by students, employees, or third parties—are promptly investigated and, where a violation is found, that Diamonds College takes action to end the conduct, prevent its recurrence, and address its effects.

Sexual harassment is unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person's employment or education, unreasonably interfered with a person's work or educational performance, or creates an intimidating, hostile or offensive working or learning environment.

Individuals who believe they are victims of sexual harassment should make it clear that such behavior is offensive to them. If the behavior continues, document the matter, and refer it to the Director. Responsible employees must promptly report sexual harassment that they observe or learn about.

Students who are found to be participating in any form of sexual harassment will be subject to disciplinary action, including but not limited to suspension or dismissal from school.

Any student, employee, or another person who believes that he or she has been subjected to any form of sex discrimination, sexual harassment, or sexual assault in violation of this policy should make a complaint. Diamonds College takes all such complaints seriously.

Diamonds College strongly encourages any person who wishes to make a complaint under this policy to bring that complaint directly to Diamonds' College Director, Title IX Coordinator. However, a student may also bring such a complaint to an Admission Representative, Instructor, or staff member with whom he or she is comfortable. Likewise, an employee may bring such a complaint to their immediate supervisor, or the General Manager. In each case, the complainant should understand that the complaint will be forwarded to the Title IX Coordinator.

If you believe you have been sexually assaulted, your priority should be to get to a place of safety. Diamonds College strongly advocates that a victim of sexual assault report the incident promptly. Diamonds College' Title IX Policy & Procedures which can be found on our website at: <http://www.DiamondsCollege.com>

Student Responsibilities

Time is a critical factor for evidence collection and preservation for the proof of a criminal offense. An assault should be reported directly to local police and/or Director. Upon request, the Director will assist victims in reporting incidents of sexual assault to local police. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Diamonds College seeks to handle each complaint and investigation with professionalism and discretion. A fair and effective investigation often requires that the details of the complaint and/or the identity of the complainant be shared with those individuals involved in and/or interviewed in the investigation. Such individuals will, however, be expected to maintain the confidentiality of the matter to the extent possible. You can obtain information about rape awareness and prevention, victim support, counseling, and mental health from the Rape, Abuse, and Incest National Network, at 1-800-656-HOPE (4673) or their website: <http://www.rainn.org>. Diamonds College does not offer on-campus counseling services. In the event a student has been apprehended for the violation of a law in the community, state, or nation, the school will not request nor agree to special consideration for that individual because of his or her status as a student. The school will cooperate fully with law enforcement and other agencies in the enforcement of the law.

Record Retention Policy

Students' complete records shall be maintained for at least 3 years from the date of graduation, termination, or withdrawal.

- Name, address, and date of birth.
- Date of enrollment.
- Program taken.
- Record of all final tests and grades.
- Date of graduation, withdrawal, or termination; and
- Notation of whether a diploma was issued, and the date issued.

Security & Annual Campus Security Report

The school's most current Campus Crime Report and statistics can be found at the school's website, www.DiamondsCollege.com (a hard copy of the report is also available by request to the school)

- Diamonds College utilizes a security alarm system with an alarm button for emergencies.
- A recorded video surveillance system
- Lock any personal items you bring into the building in your station or provided locker.
- Lock your car in the public parking lot.
- Avoid being outside the building and in the parking lots by yourself.
- Report any suspicious activity in the building, outside the building, or in the parking lots to Administration personnel

Emergency Procedures

The College has three (3) fire extinguishers located at the front door, back door, and upstairs outside the instructor's office.

- Exit doors are in the front and back of the College for the event of an evacuation. Students are advised to evacuate the premises in an orderly fashion and not to return until directed by college personnel. In the event of an emergency, an instructor or staff will call 911 immediately.
- In the event of a tornado, if time permits, students and staff will exit the building if it is determined safe to do so.
- In the event of a fire, students will be directed to proceed to the nearest unobstructed exit.
- There is an evacuation diagram of the school located next to the front door of the building.

All students are encouraged to take an active role in maintaining a safe and secure environment while enrolled as a student as well as in the workplace after licensure. To avoid accidents and injuries, students are required to take preventative measures by:

- using equipment properly
- following manufacturer's directions when using chemicals and products
- immediately wiping spills found on the floor
- assisting elderly and disabled guests
- keeping all aisles and areas around workstations free from personal items and debris
- Immediately report building and equipment safety hazards and repair needs to Administration personnel.

Student Concerns/Complaints & Grievance

Students are always encouraged to communicate their concerns to members of the faculty and administration. Suggestions concerns or complaints should be registered privately, never with fellow students or clients. If a situation arises in which a student has a complaint or grievance regarding grades, instruction, or other topics related to their Program of study, the following procedure is in effect:

- Make an appointment to discuss the matter informally with your instructor.
- If not resolved. Make an appointment to discuss the matter informally with the school Director (or designate).
- If not resolved; Request and complete a Student Complaint Form and submit it to the school Director (or designate). The school Director will verify that the student has tried to resolve the concern informally and will call a meeting with all individuals whose participation is warranted by the circumstances of the particular concern to seek to resolve the concern. The minutes of the meeting and any agreed-upon resolution will be documented on the Student Complaint Form and communicated to the student.
- If not resolved; Student may submit a complaint to TDLR and/or COE only after the student has exhausted the institution's internal complaint process.

Compliance Hotline

If you have concerns regarding the administration of Federal Student Aid Programs, possible violations of institutional accreditation standards; or violations of state regulatory requirements and choose to report anonymously call (800) 401-8004. This is an anonymous and confidential reporting line that is not affiliated with Diamonds College. It is accessible 24 hours a day, 7 days a week. If you prefer to contact Diamonds College's Compliance Department directly, please call 903.891.0758 and ask for the school Director.

Texas Department of Licensing and
Regulations
P.O. Box 12157
Austin, Texas 78711
(512) 463-6599
www.tdlr.texas.gov

The Accrediting Commission of the Council on
Occupational Educational
784 Roswell Road, Building 300, Suite 325,
Atlanta, GA 3050
Phone: (770) 396-3898 or 800-917-2081
www.council.org

U.S. Department of
Education (D.O.E.)
1999 Bryan Street
Dallas, Texas 75201
www.ed.gov

Copyright and Computer Use Policy

- The College supports the enforcement of copyright law for the protection of its employees as both creators and users of copyright-protected works. The College requires that staff and students comply with federal law regarding the use of copyright-protected materials. In addition, in the spirit of promoting "the progress of science and the useful arts," the College supports the fair use for such purposes as criticism, comment, news reporting, teaching scholarship or research, and reproduction of copyrighted materials.
- Internet Options Internet access is available to students only for Financial Aid applications and exit counseling with the Financial Aid Director.
- Preservation of Rights No part of this catalog, curriculum, or any written materials for Diamonds College may be reproduced or used in any other form or by any means, graphic, electronic, or mechanical, including photocopying, recording, taping, Web distribution, information storage or by retrieval system without written permission of the owners of Diamonds College

Catalog Acknowledgement

This is to acknowledge that I have been advised that the catalog is available online at www.DiamondsCollege.com and a hard copy of the Diamonds College Catalog can be found in the director’s office.

In consideration of my enrollment, I agree to conform to the outlined rules and specific regulations communicated by Diamonds College. It is also understood that the Catalog provides general information on current guidelines covering educational-related policies and procedures.

By signing this form, you are permitting Diamonds College to contact you via regular mail, email, phone, and/or text messaging.

Diamonds College may make changes to the catalog at any time by adding to, deleting, revising, or revoking any information as it deems necessary without prior notice. Catalog addendums that affect the student enrollment contract will be provided to the student for signature.

Final interpretation of any policy, practice, procedure, etc. is at the discretion of the Director. Violations of these policies may result in disciplinary action, which could include immediate expulsion.

_____ PRINT NAME

_____ SIGNATURE _____ DATE

Publication Release

- I hereby grant Diamonds College the right to use, publish, or distribute pictures. Testimonies or another likeness of me in which I may be included as well as my name for the advertising and promotion for public relations purposes on the school website, Facebook, Instagram, Google, and any other social media sites or publications the school deems relevant.
- I waive any right to inspect or approve any picture or likeness used for these purposes.
- It is understood that sufficient and valuable consideration is received by me because of the above-mentioned use of the publication of my photos and that no other consideration or compensation is payable to me; and that such use or publication is made by Diamonds College in reliance upon my signing this release.
- I am 18 years of age or over (need parental/ guardian signature if under 18)

Print Name

Signature _____ Date