

ALAI INSTITUTE CATALOG 2025

Edition 3



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1.0 General Information

1-1. Welcome to the American Laser & Aesthetics Institute (ALAI INSTITUTE)!

At ALAI INSTITUTE, we are pioneering the future of beauty and aesthetics education by integrating international trends with medical aesthetics, setting global standards in the industry. Our expensive, state-of-the-art facility offers a holistic educational experience, where you'll engage in both theoretical and practical, hands-on training with the latest tools and technology.

Our mission at ALAI INSTITUTE is to prepare dedicated students for successful careers in the beauty industry through a salon-modeled, student-centered approach. Our curriculum, facilities, and policies are designed to mirror the professional environment you'll enter, ensuring a seamless transition from learning to practice. Our faculty, with real-world industry experience, work closely with industry advisors to ensure our program reflects current professional standards and practices.

We pride ourselves on a supportive learning environment. Our team, from campus administrators to our financial planning and career services departments, is focused on your needs and success. We are here to assist with any challenges, guide you in managing your educational investment, and empower you in securing the right career opportunities.

As part of the ALAI INSTITUTE community, you join a legacy of innovation in beauty and aesthetics. We are excited for you to start this transformative journey with us, where your energy and commitment, combined with our high standards and supportive faculty, pave the way to your success in the dynamic field of medical aesthetics.

ALAI Institute operates from a licensed 4,897 sq. ft. educational facility approved by TDLR, designed to support both theory and practical training areas in compliance with NACCAS learning environment standards.

1-2. ALAI INSTITUTE mission and vision

The Medical Aesthetics and Cosmetology operator and Laser Institute aims to excel in aesthetics education. Our mission includes:

Empowering Students: We focus on developing our students' abilities and preparing them for success.

Professional Excellence: Our courses are designed to make our students skilled and ethical professionals in the aesthetics industry.

Supporting Careers: We help our graduates use their new skills to find good jobs in the industry.

Modern Facilities: Our institute has clean, well-equipped facilities for the best learning experience.

Expert Teachers: Our instructors are experienced and licensed, offering top-quality education.

Latest Resources: We provide access to the newest tools and techniques in aesthetics.

Updated Courses: Our curriculum is regularly reviewed to stay current and relevant.

Open Learning Environment: We offer an inclusive and supportive learning atmosphere.

Industry Connections: We have strong ties with industry experts to enhance our students' learning.

Our goal is to not only teach but also inspire the next generation of aesthetics professionals, preparing them to make a big impact in the industry -2. ALAI INSTITUTE mission and vision

1-3. Accreditation and Licensing Information

[ALAI INSTITUTE] is accredited by the National Accrediting Commission of Career Arts & Sciences (NACCAS), a U.S. Department of Education recognized agency. This accreditation, focusing on cosmetology operator arts and sciences, , highlights our commitment to high educational standards in beauty and wellness education.

National Accrediting Commission of Career Arts & Sciences (NACCAS)] or contact NACCAS at [NACCAS 3015 Colvin St. Alexandria, VA 22314].

Commission of Career Arts & Sciences, Inc. (NACCAS). When advertising its accreditation status, the institution follows NACCAS Policy III.02 – Policy on Advertising, which states: “When advertising its **accredited status** in advertising, promotional literature or letterhead, the school shall do so by using the NACCAS emblem alone and/or by using any one of the following descriptions: a. Accredited by the National Accrediting Commission of Career Arts & Sciences, Inc.; b. Nationally accredited by the National Accrediting Commission of Career Arts & Sciences, Inc.; c. Accredited by NACCAS. Either statement above may be followed by: ‘The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and departments of cosmetology arts and sciences and massage therapy, including those offered via Distance Education.’ The institution acknowledges that no other wording may be used without prior written authorization from NACCAS. All references to accreditation in the catalog, website, social media, print, radio, television, and promotional materials will reflect the institution’s accurate status, as published on the NACCAS website.

LICENSURE

The Texas Department of Licensing and Regulation (TDLR)

Texas Department of Licensing and Regulation (TDLR) P.O. Box 12157 Austin, Texas 78711

1-800-803-9202 <https://www.tdlr.texas.gov>

Texas Department of Licensing and Regulation

Laser Hair Removal PO Box 12157 Austin, TX 78711

<https://www.tdlr.texas.gov/las/las.htm>

To qualify for Laser Hair removal, Cosmetology operator, Esthetics specialty, or Barber license, applicants must meet the following TDLR regulation requirements:

Pass Examinations: Successfully complete both a written and practical exam.

Application Submission: Fill out and apply using a form approved by the Texas Department of Licensing and Regulation (TDLR).

Fee Payment: Pay the necessary fees as outlined in section 83.80 of the TDLR rules and regulations.

Age Requirement: Be at least 17 years old.

Educational Qualifications: Possess a high school diploma, a GED, or have passed an examination from a certified testing agency that proves the ability to benefit from training.

(Note: ALAI INSTITUTE does not allow students based solely on the ability-to-benefit criteria.

Curriculum Completion: Finish the required number of hours

Class A Barber	1000 Clock Hours, up to 50% Distance Education
Cosmetology Operator	1000 Clock Hours, up to 50% Distance Education
Master Aesthetic	900 Clock Hours
Master Aesthetics	900 Clock Hours, up to 50% Distance Education
Esthetician	750 Clock Hours
Eyelash Extension	320 Clock Hours, up to 50% Distance Education
Class A Barber to Cosmetology Operator	300 Clock Hours, up to 50% Distance Education
Cosmetology Operator to Class A Barber	300 Clock Hours, up to 50% Distance Education
Advanced Master Laser Program	150 Clock Hours
Advanced Master Laser Program	150 Clock Hours, up to 50% Distance Education

For a Laser hair removal Required Documents:

- ➡Laser Apprentice-In-Training– Proof of the 40 Hour Laser Hair Removal Training Certificate
- ➡Laser Upgrade from Apprentice to Technician – Log sheets of 100 Procedures supervised by a Senior Laser Hair Removal Technician or Laser Hair Removal Professional
- ➡Laser Upgrade from Technician to Senior Technician – Log sheets of direct supervision of 100 Procedures, as audited by a Professional
- ➡Laser Upgrade from Senior Technician to Professional – Submit proof of passing a department-approved examination through an approved certifying entity.

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 (TDLR) 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 pertaining to the examination should be directed to PSI. PSI licensure: certification 3210 E. Tropicana Las Vegas, NV 89121 (800) 733-9267 Fax (702) 932-2666 <https://www.psiexams.com>

Required Identification at Examination Site The student must provide 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.

2.0 Admissions Policy

2.1 Admissions Policy Statement

American Laser & Aesthetics Institute (ALAI) is committed to providing equal educational opportunity to all qualified applicants in compliance with NACCAS Accreditation Standards, the Texas Department of Licensing & Regulation (TDLR) Title 16 Texas Administrative Code Chapter 83, and applicable state and federal nondiscrimination laws.

The institution does **not discriminate** based on race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, veteran status, or any protected classification as defined under **Title VI, Title IX, ADA, and Section 504**.

2.2 General Admission Requirements

To qualify for enrollment, applicants must meet the following institutional and regulatory criteria:

Requirement	Standard
Age Requirement	Must be at least 17 years old at the time of enrollment (TDLR Regulation).
Academic Requirement	High School Diploma, GED, or U.S. equivalent required for all programs.
Language Requirement	All instruction is delivered in English only. Applicants must demonstrate functional English ability for safety, participation, and licensure.
Admissions Interview	Applicants must complete a formal admissions interview to assess readiness and program suitability.

2.3 Regulatory Compliance Disclosure

ALAI adheres to all state and federal regulatory authorities, including:
Texas Department of Licensing & Regulation (TDLR) – Title 16, TAC Chapter 83
NACCAS Standards and Policies

Texas Workforce Commission, VA, and MyCAA Educational Benefit Regulations *(if applicable)*

2.4 Foreign Diploma & ISS Evaluation Policy

Applicants who completed high school outside the United States must submit a credential evaluation report from a recognized academic evaluation agency verifying that their education is equivalent to a U.S. High School Diploma.

⚠ This evaluation must be completed before enrollment.

All documentation is permanently retained in the student's academic file for regulatory review and NACCAS audit.

The institution does NOT accept Ability-to-Benefit (ATB) students.

All enrollees must meet full high school completion standards to ensure academic readiness and compliance with TDLR and NACCAS eligibility requirements.

2.5 Language of Instruction Notice

All coursework, safety instruction, examinations, and licensure preparation are delivered **exclusively in English**.

Students must acknowledge that **English proficiency is required** to pass **TDLR & NIC State Board Examinations** and to ensure safety during hands-on practice.

2.6 Application & Enrollment Process

The following steps are required for successful admission:

Submit official application with non-refundable registration fee

Provide government-issued photo ID

Submit proof of high school completion or foreign evaluation report

Complete Admissions Interview with Enrollment Department

Receive written Acceptance Notification via email or mail

Execute Enrollment Agreement and complete financial clearance prior to class start

2.7 Non-Discrimination & ADA / Section 504 Accommodation Policy

ALAI provides reasonable accommodation to qualified applicants with documented disabilities, in compliance with the **Americans with Disabilities Act (ADA)** and **Section 504 of the Rehabilitation Act**.

⚠ **Requests must be submitted in writing at least 14 days** before accommodation is needed.

No applicant will be denied admission due to disability if academic and technical standards are met.

2.8 Special Admissions Review — Ability-to-Succeed Assessment

Applicants who do not fully meet general admission criteria may be reviewed under an Ability-to-Succeed evaluation by the School Director.

All final decisions will be documented and stored in the student admission record to maintain compliance with NACCAS Standard I – Admissions and Recruitment Ethics.

2.9 Transfer of Credit & Re-Entry Policy

Transfer of Credit, Re-Entry, and Prior Training Policy

The **American Laser & Aesthetics Institute (ALAI Institute)** may grant transfer or re-entry credit for previously earned hours, competencies, or courses completed at another licensed institution, or during a prior enrollment at ALAI.

Eligibility for Evaluation

Students requesting transfer or re-entry credit must submit an **official transcript** from the previous licensed school before enrollment.

The transcript must clearly show the number of completed **clock hours, competencies, or credit hours** applicable to the program.

Evaluation and Acceptance

The **Education Director** or designated **Program Instructor** will evaluate both theory and practical performance to ensure equivalency with ALAI's curriculum and TDLR/NACCAS standards.

Transfer hours may be reduced or denied if the content does not align with the required competencies or current industry standards.

Transfer Hour Limitations

ALAI Institute will not accept more than **50% of the total program clock hours** as transfer or re-entry credit.

The remaining hours must be completed at ALAI Institute to qualify for graduation and licensure.

Documentation and Recordkeeping

Approved transfer or re-entry hours will be recorded on the **Enrollment Agreement** and **student transcript** before the student begins class.

The institution will maintain verification documents in the student's permanent file.

Tuition Adjustment

Tuition and fees will be adjusted **proportionally** to reflect the number of hours accepted for transfer or re-entry.

Notification to Student

The student will receive written confirmation of the total accepted transfer/re-entry hours prior to signing the Enrollment Agreement.

2.10 Mandatory Orientation Requirement

All enrolled students must attend a **mandatory New Student Orientation**, covering:

- SAP Policy, attendance expectations, safety rules, and conduct standards
 - Licensure pathway and program expectations
 - Technology platform tutorial (for hybrid/online components)
 - Student services, academic advising, and support access
-

2.11 Catalog & Enrollment Agreement Consistency Statement

All admissions requirements, transfer credit policies, tuition obligations, refund terms, and termination grounds appear identically in both the Catalog and Enrollment Agreement, in compliance with NACCAS Section 5: Required Disclosures. Any revisions will be applied simultaneously across all official student-facing documents.

3.0 Program Offerings & Clock Hours

3.1 Academic Programs

Advanced Marster Laser Program	Hours	Note
Advanced Marster Laser Program	150 Hours	40H Included
Advanced Marster Laser Program Hybrid	40Hours	
State License Courses		
Esthetician	750 Hours	
Esthetician Hybrid	750 Hours	
Master Aesthetics	900 Hours	150 H+750H
Master Aesthetics Hybrid	900 Hours	150 H+750H
Cosmetology operator	1000 Hours	
Cosmetology operator Hybrid	1,000 Hours	
Eyelash extension	320 Hours	
Eyelash extension Hybrid	320 Hours	
Class A Barber	1000Hours	
Class A Barber Hybrid	1,000 Hours	
Class A Barber to Cosmetology Operator	300 Hours	
Cosmetology Operator to Class A Barber	300 Hours	

3.2 Advanced Master Laser Program (150 Hours)

PolicyIV.04/8a

Program Description

The Advanced Master Laser Program is a 150-hour course designed to provide students with advanced skills and knowledge in laser technology and aesthetic treatments. This program prepares individuals to become highly skilled laser specialists, combining theoretical foundations with extensive hands-on training.

Students receive instruction in multiple modalities including laser hair removal, tattoo removal, IPL, RF micro-needling, HIFU, carbon peel, and more. Upon completion, graduates are prepared for careers in medical spas, dermatology clinics, laser centers, or to pursue roles as business owners in the aesthetic industry.

Program Length

Total Clock Hours	Weeks	Delivery Format
150 hours	6 weeks (approx.)	Hybrid (theory + practical)

Grading Criteria

Attendance and active participation are required. Students must bring all necessary materials (textbooks, notebooks, tools, uniforms).

Grades are based on two components:

Academic performance (quizzes, tests, assignments)

Practical performance (hands-on skill assessments)

Grade	Description	Percentage
A	Excellent	90–100%
B	Very Good	80–89%
C	Satisfactory / Passing	70–79%
D	Unsatisfactory	60–69%
F	Failing	Below 60%

Students must maintain a minimum cumulative average of 75% to meet Satisfactory Academic Progress (SAP) requirements.

Program Goals and Career Outcomes

The Advanced Master Laser Program aims to:

Develop students' advanced knowledge of laser modalities and aesthetic technologies.

Provide practical training aligned with current med-spa and clinical practices.

Prepare students for entry-level careers as:

Laser Technician

Laser Therapy Specialist

Medical Aesthetician

Laser Equipment Sales Representative

Spa Manager / Business Owner

Weekly Breakdown

Week	Module	Topics	Hours
	Laser		
1	Apprentice Training	Apprentice theory + hands-on	40
2	Theory	RF Needling / Nano Needling (BB Glow) / HydroFacial / Radiofrequency / HIFU / Med Spa Practicals	35
3	Theory	Noninvasive Body Sculpting / IPL / Carbon Peel / Med Spa Practicals	35

4	Theory	Laser Hair Removal Technician Training / CO ₂ Laser Applications / Laser Senior Training / Med Spa Practicals	35
5	Final Practical & Business	Practical Exam & Med Spa Business Training	5
		Total	150

Course Content

Code	Course Title	Subjects
LML	Master Laser	Apprentice (40h), Technician (100 body sites), Senior (100 body sites), HydroFacial, RF Microneedling, Nano Needling (BB Glow), Tattoo Removal, HIFU, Carbon Peel (Q-Switch), IPL, Noninvasive Body Sculpting
LCL	Comprehensive Laser	Apprentice (40h), Technician (100 body sites), Senior (100 body sites), Tattoo Removal, IPL
LHR	Laser Hair Removal (State License)	Apprentice (40h), Technician (100 body sites), Senior (100 body sites)

Instruction includes both theory and practical application, covering essential professional skills such as:

Attitude & Professionalism
Communication & Salesmanship
Job Readiness & Business Skills
Success Psychology

Course Reference Materials

Student Kit (varies by program)
Milady's MindTap Fundamentals & Advanced Digital Codes
Milady's Fundamentals & Advanced Online Workbook
Milady's Hardcover Ingredient Dictionary
ALAI Institute Laser Training Manual for Aestheticians
ALAI Student ID Card & Bag
Two Uniform Name Tags (Replacement fee: \$15)
Required on First Day:
Highlighters, pens, pencils, permanent marker
3" white 3-ring binder + sheet protectors (optional)
3×5 index cards
8GB Flash Drive
ALAI-approved scrub uniform
Laptop or Chromebook meeting program specifications

Instructional Methods (Hybrid)

The program uses a hybrid instructional model, combining in-person training with asynchronous distance education for theory modules.
Distance education is delivered through Microsoft Teams, following TDLR and NACCAS policies to ensure:
Regular and substantive interaction between instructors and students
Documented participation logs

Validation of seat time for all clock hour theory content

All clinical/practical instruction is completed on campus under instructor supervision.

State License Courses (TDLR)

Code	Course	Subjects / Description
SE	Esthetician	Focuses on skincare, facials, and non-invasive aesthetic treatments. Meets TDLR's 750-hour requirement.
SEH	Esthetician – Hybrid	Blends online theory and hands-on practical training in skincare and aesthetics. Covers the 750-hour TDLR requirement.
SMA	Master Aesthetics (Laser 150H + Esthetician 750H)	Advanced program combining 750 hours of esthetician training and 150 hours of laser therapy, adhering to TDLR standards for both licenses.
SMAH	Master Aesthetics – Hybrid	Combines online learning with in-person practical sessions in advanced aesthetics and laser treatments. Meets the 900-hour TDLR mandate.
SC	Cosmetology Operator	Comprehensive study of hair, skin, and nail care, aligning with TDLR's 1,000-hour requirement for licensing.
SCH	Cosmetology Operator – Hybrid	Integrates distance theory with hands-on cosmetology practice, meeting TDLR's 1,000-hour program requirement.
SEE	Eyelash Extension	Specialized training in eyelash extension application, conforming to TDLR guidelines. 320 hours required.
SEEH	Eyelash Extension – Hybrid	Offers a blend of online theory and in-person practical training in eyelash extension application. Meets TDLR's 320-hour requirement.
SB	Class A Barber	Focuses on barbering techniques, haircutting, shaving, and hair care, fulfilling TDLR's 1,000-hour licensing criteria.
SBH	Class A Barber – Hybrid	Combines online theory with hands-on barber training, meeting TDLR's 1,000-hour program requirements.

SCOC	Cosmetology Operator to Class A Barber (Crossover)	300-hour crossover program for licensed cosmetologists seeking Class A Barber licensure. Covers state-mandated theory and practical topics.
SCBC	Class A Barber to Cosmetology Operator (Crossover)	300-hour crossover program for licensed barbers pursuing Cosmetology Operator licensure. Includes required theory and practical instruction per TDLR.

3.3 Esthetician Program

Course Description

Duration: 750 Hours

The Esthetician Program is a state-approved, 750-hour comprehensive course designed to train students in the science, art, and business of skin care and beauty therapy. Students study skin anatomy and physiology, product chemistry, infection control, facials, hair removal, makeup artistry, and salon management.

This curriculum is approved by the Texas Department of Licensing and Regulation (TDLR) under Title 16 TAC §83.120 and prepares graduates for the PSI Written and Practical Licensing Examinations required for the Texas Esthetician Specialty License.

Instruction combines theoretical learning, hands-on practice, and professional development to ensure that graduates are fully prepared for employment in salons, spas, dermatology offices, or medical-aesthetic settings.

Satisfactory Academic Progress (SAP) Standards – Esthetician Program

This program follows the institution's official Satisfactory Academic Progress (SAP) Policy in accordance with NACCAS Standard IX and TDLR guidelines.

All students must maintain both qualitative and quantitative standards to remain in good standing.

SAP Component	Institutional Standard for Esthetician Program
Evaluation Points	SAP evaluations occur at the midpoint (375 hours / approximately 15 weeks) and at program completion (750 hours).
Quantitative Measure (Attendance)	Students must maintain at least 70 % attendance of cumulative scheduled hours to make satisfactory progress.
Qualitative Measure (Academics)	Students must maintain a minimum 75 % cumulative academic average, calculated from written and practical evaluations.
Passing Grade	75 % or higher (C or above) is required in both theory and practical components to be considered passing.
Maximum Time Frame (MTF)	Students must complete the 750-hour program within 150 % of the program's length = 1,125 hours / 45 weeks.
Evaluation Basis	SAP is evaluated based on actual hours completed, not scheduled hours.
Warning Status	Students failing to meet SAP standards at an evaluation will be placed on Warning for one evaluation period.
Probation Status	Students who remain unsatisfactory after Warning may be placed on Probation upon approval of a successful appeal.

SAP Component	Institutional Standard for Esthetician Program
Appeal Process	A written appeal must be submitted within five (5) business days, stating the reason (e.g., illness, family emergency) and evidence of improvement.
Re-Establishing SAP	Students return to good standing when they meet both academic and attendance standards at the next evaluation.
Leave of Absence (LOA)	An approved LOA extends the student's contract and MTF by the number of days taken on leave.

Course Goals

Master professional facial and advanced skin care procedures.
 Apply state laws, sanitation, and infection-control protocols.
 Demonstrate client consultation, analysis, and care skills.
 Exhibit professional ethics, time management, and salon readiness.
 Successfully passed the TDLR / PSI Written and Practical Esthetician Licensure Exams on the first attempt.

Esthetics Course Content

Hours Subjects & Units of Instruction

450 Hours	Theory and Related Practice: Orientation; Rules & Laws; Infection Control; Business and Marketing; Skin Disorders and Diseases; Principles of Skin Care; Skin Analysis; Product Chemistry & Ingredients; Facial Treatments & Massage; Facial Devices and Technology; Hair Removal; Anatomy & Physiology.
300 Hours	Specialty Practice and Theory: Make-Up Essentials (Day/Night/Glam Techniques); Advanced Topics and Treatments (Microdermabrasion, Chemical Peels); Eyelash Extension Fundamentals; Salon Business Growth and Management; State Board Preparation – Written & Practical Exam Review; Graduation and Career Readiness.

Instruction integrates theory with supervised practice and emphasizes attitude, communication, professionalism, and career development, in compliance with NACCAS Standard VII.B(2).

Course Reference Materials

Books / References

Milady Standard Esthetics Fundamentals, 12th Edition
Milady Standard Foundations, 1st Edition (2020)
Milady Ingredient Dictionary
Texas Cosmetology Law & Rule Book (Chapter 83 TAC; Occupations Code 1603)
PSI Exam Bulletin – Esthetician Licensure

Student Kits / Supplies

Dermalogica Professional Kit
 Crown Make-Up Kit
 Borax Facial Kit
 ALAI Institute Uniform & Apron

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Licensure and Examination

Upon completion of the 750-hour Esthetician Program, graduates are eligible to apply for the TDLR Esthetician Specialty License.
 Students must pass the PSI Written and Practical Examinations, which assess theoretical

knowledge, infection-control procedures, facial techniques, and hair-removal skills under standardized PSI testing conditions.

Compliance Statement

This program complies with:

NACCAS Standards VII, VIII & IX (Educational Program, Distance Education and SAP Requirements)

TDLR Title 16, Texas Administrative Code §83.120 (Esthetician License Requirements)

Texas Workforce Commission Career School Regulations

PSI Esthetician Licensing Examination Bulletin (Current Edition)

3-4. Master Aesthetics Program

Official Program Name: Master Aesthetics

Total Clock Hours: 900 Hours (750 Esthetician + 150 Advanced Laser Training)

Regulatory Approval: Texas Department of Licensing and Regulation (TDLR), Title 16 TAC §83.120 and §83.121

Accrediting Standard: NACCAS Standards VII, VIII & IX – Educational Programs, Evaluation, and Satisfactory Academic Progress

Distance Education Policy (Up to 50% of Program Hours)

The American Laser & Aesthetics Institute delivers certain approved programs using a hybrid instructional model, which combines on-campus hands-on training with distance education for up to 50% of the total program hours.

This instructional format provides flexibility while maintaining the quality and accountability standards required by the Texas Department of Licensing and Regulation (TDLR) and the National Accrediting Commission of Career Arts & Sciences (NACCAS).

Purpose and Scope

This policy governs all aspects of Distance Education delivery at the institution. It ensures that all hybrid courses meet or exceed the TDLR curriculum standards and NACCAS accreditation requirements, and that all student learning activities are measurable, interactive, and educationally equivalent to on-campus instruction.

Definition of Distance Education

Distance Education refers to formal education in which students and instructors are separated by distance and instructional interaction occurs through technology, including real-time or asynchronous delivery of learning materials, discussions, and assessments.

The institution uses Distance Education exclusively for theory-based content. No clinical or practical (hands-on) instruction is conducted through distance learning. All live model work, demonstrations, and practical performance assessments occur on campus under the supervision of licensed instructors.

Delivery Platform and Security

All Distance Education activities are conducted using Microsoft Teams, a secure, password-protected platform approved by the institution.
Access is granted only to enrolled students and authorized faculty members.
Sessions are monitored, recorded, and logged for attendance verification and compliance review.

Each class session includes:

Live video lectures and/or interactive presentations

Screen-shared learning materials, slides, and demonstrations

Chat participation and discussion board engagement

Real-time instructor responses to student questions

Instructor Responsibilities

All instructors assigned to teach via Distance Education:

Are licensed by TDLR and approved by NACCAS to provide instruction in their assigned subject areas.

Receive training in online instructional methods to ensure effective engagement, feedback, and student monitoring.

Maintain regular and substantive interaction with students through a combination of synchronous (live) and asynchronous activities.

Record attendance, participation, and performance in the institution's official tracking system.

Student Responsibilities

Students enrolled in hybrid programs must:

Attend all scheduled virtual classes via Microsoft Teams and actively participate.

Complete required online assignments, quizzes, and discussion board activities.

Maintain an active camera during live sessions to verify engagement.

Log in under their own account for time tracking and participation documentation.

Abide by the institution's Attendance Policy and Code of Conduct for both on-campus and online sessions.

Failure to meet attendance or participation requirements may result in absences, probation, or dismissal, in accordance with the school's Satisfactory Academic Progress (SAP) and Attendance Policies.

Regular and Substantive Interaction

To comply with NACCAS Policy VII.01, the institution ensures that each student experiences regular and measurable interaction with instructors.

This includes, but is not limited to:

Direct Instruction: Live virtual lectures and content delivery.

Assessment and Feedback: Graded assignments, quizzes, and personalized feedback.

Discussion Facilitation: Group discussions or breakout sessions related to course material.

Student Support: One-on-one meetings, academic advising, and tutoring as needed.

Instructors maintain detailed logs of all interactions, including date, time, subject, and nature of contact, as required for accreditation review.

Attendance and Participation Verification

All student participation in Distance Education is measured and recorded in clock hours equivalent to on-campus seat time.

Attendance verification includes:
transcription

Digital login timestamps (entry and exit times)

Visual verification of student presence via camera

Submission timestamps for assignments and quizzes

Instructor confirmation of active participation in live sessions

The institution maintains attendance logs for a minimum of five years, accessible for review by TDLR, NACCAS, and TWC auditors.

Assessment and Evaluation

Distance Education assessments are equivalent in rigor and grading to on-campus evaluations.

Students are assessed through:

Quizzes and written exams (via Microsoft Forms or integrated LMS)

Participation grades

Online assignments and discussion boards

On-campus practical evaluations

All final written and practical exams are conducted on-campus by a qualified instructor to verify skill competency prior to graduation.

Data Security and Privacy

All digital instruction complies with FERPA (Family Educational Rights and Privacy Act). Student information, images, and participation data are secured using encrypted systems. The school does not share or sell personal data to any third party.

Monitoring, Review, and Compliance

The Director of Education and Program Coordinator conduct ongoing monitoring of Distance Education activities, including:

Instructor performance and engagement logs

Student attendance and participation reports

Course content review for compliance with TDLR and NACCAS standards

The Distance Education Policy is reviewed annually and updated as needed to ensure full regulatory compliance and continuous quality improvement.

Regulatory Compliance Statement

This policy is established in compliance with:

NACCAS Standard VII (Educational Programs)

NACCAS Policy VII.01 – Distance Education

TDLR Title 16 Texas Administrative Code §83.120 (Curriculum Requirements)

TWC Career Schools and Colleges Regulations

All distance education activities are monitored for alignment with the institution's approved hybrid delivery method and clock-hour equivalency standards.

Course Description

The Master Aesthetics Program is a state-approved, 900-hour advanced curriculum that integrates the Esthetician Program (750 hours) with the Advanced Master Laser Program (150 hours).

This program is designed for students seeking in-depth expertise in medical-grade aesthetics, advanced skincare technology, and laser device operations.

Students gain comprehensive training in facial treatments, body care, skin physiology, chemical exfoliation, and non-invasive laser-based procedures.

All instruction occurs on campus under the supervision of TDLR-licensed instructors in fully equipped classrooms and treatment labs.

Graduates are prepared for TDLR Esthetician Licensure and professional certification in laser aesthetics, positioning them for advanced careers in medical spas, dermatology clinics, and cosmetic practices.

Program Objectives

Upon successful completion of the program, students will be able to:

Demonstrate advanced knowledge of skin anatomy, histology, and disorders.

Perform advanced facial and laser-assisted procedures in compliance with safety and TDLR regulations.

Maintain infection control and sanitation procedures according to OSHA and state standards.

Operate and maintain aesthetic and medical laser devices effectively.

Provide professional client consultations and individualized skincare solutions.

Demonstrate business, communication, and ethical professionalism in medical spa settings.

Successfully pass the TDLR/PSI Esthetician Specialty Exams and obtain Advanced Laser Certification.

Grading Scale

Letter Grade	Description	Percentage Range
A	Excellent	90 – 100%
B	Very Good	80 – 89%
C	Satisfactory / Passing	75 – 79%
D	Unsatisfactory	60 – 74%
F	Failing	Below 60%

A minimum grade of 75% and 70% attendance are required to maintain satisfactory progress and be eligible for graduation.

Satisfactory Academic Progress (SAP) Standards – Master Aesthetics

SAP Component	Institutional Standard for Master Aesthetics
Evaluation Points	Evaluations occur at the midpoint (450 clock hours / approx. 18 weeks) and at completion (900 hours).
Quantitative Measure (Attendance)	Minimum 70% cumulative attendance.
Qualitative Measure (Academics)	Minimum 75% average for written and practical grades.
Maximum Time Frame	Program must be completed within 150% = 1,350 hours / 54 weeks.
Basis of Evaluation	SAP evaluations are based on actual hours completed, not scheduled hours.
Warning Status	Students not meeting SAP enter Warning for one evaluation period.
Probation Status	Students who remain unsatisfactory may appeal and be placed on Probation.
Appeal Process	Written appeal must be submitted within 5 business days with documentation.

SAP Component	Institutional Standard for Master Aesthetics	
Reinstatement	Students regain good standing by meeting minimum SAP standards.	
Leave of Absence (LOA)	Approved LOAs extend both the contract period and maximum time frame equally.	
Program Content		
Modules / Course Topics	Subjects & Units of Instruction	Hours
1–15	Esthetician Foundations – Skin Anatomy & Physiology, Infection Control, Rules & Laws, Facial Techniques, Skin Analysis, Product Chemistry, Hair Removal, Makeup Artistry, Salon Management, Client Communication, Business Operations.	750
16–20	Advanced Laser and Clinical Aesthetics – Laser Physics, Laser Hair Removal, IPL, RF Micro-Needling, Hydro Facial, HIFU, CO ₂ Laser Applications, Carbon Peel, Non-Invasive Body Sculpting, Skin Rejuvenation, Tattoo Removal, and Safety Protocols.	150
Total Hours		900
Instruction includes classroom lectures, demonstrations, guided practice, live model services, clinical observation, and written/practical assessments.		
Instructional Methods		
Lecture and demonstration by licensed instructors		
Written exams and performance evaluations		
Hands-on practice on live models		
Classroom discussions and client case studies		
State Board preparation and mock testing		
Required Textbooks and Materials		
Textbook / Reference	Student Kit / Supplies	
Milady Standard Esthetics Fundamentals, 12th Edition	Dermalogica Professional Kit	
Milady Standard Foundations, 1st Edition (2020)	Laser Practice Kit (ALAI Edition)	
Milady Advanced Services & Ingredient Dictionary	RF & Hydro Facial Equipment Components	
Texas Cosmetology Law & Rule Book (TAC §83)	ALAI Institute Uniform & Apron	
PSI Exam Bulletin – Esthetician	Laser Protective Eyewear & Safety Gear	
Licensure and Examination		
Upon completing all 900 hours and internal evaluations:		
Graduates qualify for the TDLR Esthetician Specialty License after passing the PSI Written and Practical Exams.		
Graduates also receive Advanced Laser Certification upon successful completion of 150 laser hours and required supervised procedures.		

Career Opportunities

Graduates may pursue employment as:

Medical Aesthetician

Laser Technician

Skin Care Specialist

Med Spa Manager / Owner

Sales Representative (Laser or Skincare Products)

Clinical Trainer or Aesthetic Consultant

Compliance Statement

This program meets or exceeds the standards and regulations of:

NACCAS Standards VII, VIII & IX – Educational Programs, SAP, and Evaluation.

TDLR Title 16 TAC §83.120 & §83.121 – Esthetician and Laser Program Requirements.

Texas Workforce Commission (TWC) – Career School Regulations.

PSI Texas Esthetician Examination Requirements.

3-5. Cosmetology operator

Official Program Name: Cosmetology Operator

Total Clock Hours: 1,000 Hours

Regulatory Approval: Texas Department of Licensing and Regulation (TDLR), Title 16 Texas Administrative Code §83.120

Accrediting Standard: NACCAS Standards VII, VIII & IX – Educational Programs, Evaluation, and Satisfactory Academic Progress

Distance Education Policy (Up to 50% of Program Hours)

The American Laser & Aesthetics Institute delivers certain approved programs using a hybrid instructional model, which combines on-campus hands-on training with distance education for up to 50% of the total program hours.

This instructional format provides flexibility while maintaining the quality and accountability standards required by the Texas Department of Licensing and Regulation (TDLR) and the National Accrediting Commission of Career Arts & Sciences (NACCAS).

Purpose and Scope

This policy governs all aspects of Distance Education delivery at the institution.

It ensures that all hybrid courses meet or exceed the TDLR curriculum standards and NACCAS accreditation requirements, and that all student learning activities are measurable, interactive, and educationally equivalent to on-campus instruction.

Definition of Distance Education

Distance Education refers to formal education in which students and instructors are separated by distance and instructional interaction occurs through technology, including real-time or asynchronous delivery of learning materials, discussions, and assessments.

The institution uses Distance Education exclusively for theory-based content.

No clinical or practical (hands-on) instruction is conducted through distance learning. All live model work, demonstrations, and practical performance assessments occur on campus under the supervision of licensed instructors.

Delivery Platform and Security

All Distance Education activities are conducted using Microsoft Teams, a secure, password-protected platform approved by the institution.

Access is granted only to enrolled students and authorized faculty members.

Sessions are monitored, recorded, and logged for attendance verification and compliance review.

Each class session includes:

Live video lectures and/or interactive presentations

Screen-shared learning materials, slides, and demonstrations

Chat participation and discussion board engagement

Real-time instructor responses to student questions

Instructor Responsibilities

All instructors assigned to teach via Distance Education:

Are licensed by TDLR and approved by NACCAS to provide instruction in their assigned subject areas.

Receive training in online instructional methods to ensure effective engagement, feedback, and student monitoring.

Maintain regular and substantive interaction with students through a combination of synchronous (live) and asynchronous activities.

Record attendance, participation, and performance in the institution's official tracking system.

Student Responsibilities

Students enrolled in hybrid programs must:

Attend all scheduled virtual classes via Microsoft Teams and actively participate.

Complete required online assignments, quizzes, and discussion board activities.

Maintain an active camera during live sessions to verify engagement.

Log in under their own account for time tracking and participation documentation.

Abide by the institution's Attendance Policy and Code of Conduct for both on-campus and online sessions.

Failure to meet attendance or participation requirements may result in absences, probation, or dismissal, in accordance with the school's Satisfactory Academic Progress (SAP) and Attendance Policies.

Regular and Substantive Interaction

To comply with NACCAS Policy VII.01, the institution ensures that each student experiences regular and measurable interaction with instructors.
This includes, but is not limited to:

Direct Instruction: Live virtual lectures and content delivery.

Assessment and Feedback: Graded assignments, quizzes, and personalized feedback.

Discussion Facilitation: Group discussions or breakout sessions related to course material.

Student Support: One-on-one meetings, academic advising, and tutoring as needed.

Instructors maintain detailed logs of all interactions, including date, time, subject, and nature of contact, as required for accreditation review.

Attendance and Participation Verification

All student participation in Distance Education is measured and recorded in clock hours equivalent to on-campus seat time.

Attendance verification includes:

Digital login timestamps (entry and exit times)

Visual verification of student presence via camera

Submission timestamps for assignments and quizzes

Instructor confirmation of active participation in live sessions

The institution maintains attendance logs for a minimum of five years, accessible for review by TDLR, NACCAS, and TWC auditors.

Assessment and Evaluation

Distance Education assessments are equivalent in rigor and grading to on-campus evaluations.

Students are assessed through:

Quizzes and written exams (via Microsoft Forms or integrated LMS)

Participation grades

Online assignments and discussion boards

On-campus practical evaluations

All final written and practical exams are conducted on-campus by a qualified instructor to verify skill competency prior to graduation.

Data Security and Privacy

All digital instruction complies with FERPA (Family Educational Rights and Privacy Act). Student information, images, and participation data are secured using encrypted systems. The school does not share or sell personal data to any third party.

Monitoring, Review, and Compliance

The Director of Education and Program Coordinator conduct ongoing monitoring of Distance Education activities, including:

Instructor performance and engagement logs

Student attendance and participation reports

Course content review for compliance with TDLR and NACCAS standards

The Distance Education Policy is reviewed annually and updated as needed to ensure full regulatory compliance and continuous quality improvement.

Regulatory Compliance Statement

This policy is established in compliance with:

NACCAS Standard VII (Educational Programs)

NACCAS Policy VII.01 – Distance Education

TDLR Title 16 Texas Administrative Code §83.120 (Curriculum Requirements)

TWC Career Schools and Colleges Regulations

All distance education activities are monitored for alignment with the institution's approved hybrid delivery method and clock-hour equivalency standards.

Course Description

The Cosmetology Operator Program is a state-approved, 1,000-hour course designed to equip students with the essential technical, creative, and business skills needed for a successful career in cosmetology.

The curriculum emphasizes mastery in hair design, cutting, coloring, texture services, skin care, and nail technology, while promoting professional ethics, customer relations, and entrepreneurial readiness.

Students develop both theoretical knowledge and hands-on experience to meet TDLR licensing standards and become fully prepared for the PSI Written and Practical Examinations.

Graduates will be qualified for entry-level employment as hair stylists, colorists, makeup artists, manicurists, and salon professionals in the beauty industry.

Program Objectives

Upon successful completion of the program, students will be able to:

Demonstrate a positive attitude, integrity, and professional work habits.

Exhibit visual poise, personal grooming, and effective communication with clients and colleagues.

Perform basic and advanced techniques in hair cutting, styling, coloring, and chemical texture services.

Apply infection control and safety practices according to state law.

Perform facial and makeup applications, nail care, and client consultations.

Understand business management, client retention, and salon marketing.

Demonstrate ethical and professional conduct consistent with TDLR requirements.

Pass the TDLR/PSI Cosmetology Operator Written and Practical Exams.

Satisfactory Academic Progress (SAP) Standards – Cosmetology Operator

SAP Component	Institutional Standard for Cosmetology Operator
Evaluation Points	Midpoint (500 hours / approx. 20 weeks) and at completion (1,000 hours).
Quantitative Measure (Attendance)	Minimum 70% cumulative attendance.
Qualitative Measure (Academics)	Minimum 75% average in written and practical evaluations.
Maximum Time Frame	Program must be completed within 150% = 1,500 hours / 60 weeks.
Basis of Evaluation	SAP measured by actual hours completed.
Warning Status	Students not meeting SAP enter Warning status for one evaluation period.
Probation Status	Students failing to meet SAP after Warning may appeal and be placed on Probation.
Appeal Process	Written appeal must be submitted within 5 business days with valid documentation.
Reinstatement	Students regain good standing after meeting SAP standards at the next evaluation.
Leave of Absence (LOA)	Approved LOA extends both the contract and maximum timeframe equally.

Program Content

Hours Subjects & Units of Instruction

450 Core Theory and Basic Practice: Orientation, Rules and Law, Infection Control &
Hours Public Safety, Business Introduction & Marketing, General Anatomy & Physiology,
 Makeup, Skin Structure and Growth, Hair Removal, Skin Disorders & Diseases,

Hours Subjects & Units of Instruction

	Facial Techniques, Advanced Facial Treatments, Hair & Scalp Properties, Principles of Hair Design, Scalp Disorders & Diseases, Hair Service Preparation.
450	Intermediate to Advanced Practical Application: Haircutting, Hairstyling, Braiding and Extensions, Wigs and Hair Additions, Texture Services, Hair Coloring, Chemical
Hours	Texture Services, Nail Structure & Manicuring, Nail Disorders & Diseases, Nail Extensions, Resin Systems, Light-Cured Gels.
100	State Board Preparation & Professional Development: Written Exam Preparation,
Hours	Practical Exam Preparation, Career Readiness, and Graduation.

Total Program Hours:

All practical instruction is supervised by licensed TDLR instructors in a professional salon environment.

Grading Scale

Letter Grade	Description	Percentage Range
A	Excellent	90 – 100 %
B	Very Good	80 – 89 %
C	Satisfactory / Passing	75 – 79 %
D	Unsatisfactory	60 – 74 %
F	Failing	Below 60 %

Students must maintain 75% academic average and 70% attendance to remain in satisfactory standing and qualify for graduation.

Instructional Methods

Lecture and demonstration by licensed instructors
Written and practical evaluations
Hands-on practice with mannequins and live models
Classroom discussion and theory review
Client-based services under instructor supervision
PSI Exam preparation and mock testing

Academic and Professional Competencies

In each area of study, students receive both theory and practical instruction encompassing professional conduct, time management, customer service, and business communication. Emphasis is placed on attitude, salesmanship, job readiness, and career professionalism to prepare students for employment and entrepreneurial success.

Required Textbooks and Materials

Textbook / Reference	Student Kit / Supplies
<i>Milady Standard Cosmetology, 14th Edition (2023)</i>	Farouk CHI Student Kit
<i>Milady Standard Foundations, 1st Edition (2020)</i>	Dermalogica Skin & Hair Care Kit
<i>Dermalogica Product Knowledge Manual (V Book)</i>	Crown Makeup Kit
<i>Texas Cosmetology Law & Rule Book</i> (Title 16 TAC Chapter 83; Occupations Code Chapter 1603)	Burmax Practice Kit

Textbook / Reference

PSI Exam Bulletin – Cosmetology Operator

Student Kit / Supplies

State Board Practice
Materials

Licensure and Examination

Upon completion of all 1,000 clock hours and all graduation requirements:

Students are eligible to apply for the Texas Cosmetology Operator License through the Texas Department of Licensing and Regulation (TDLR).

Students must pass both the PSI Written and Practical Licensing Examinations.

Academic credits or training hours earned in Texas may not be accepted for reciprocity or licensure in other states.

Career Opportunities

Graduates may pursue employment as:

Hair Stylist or Color Specialist

Salon Manager or Owner

Platform Artist or Educator

Makeup Artist or Beauty Consultant

Product Sales Representative

Nail or Skin Care Specialist

Compliance Statement

This program complies with:

NACCAS Standards VII, VIII & IX – Educational Program, Evaluation, and SAP.

TDLR Title 16 TAC §83.120 – Cosmetology Operator Curriculum and Licensing Requirements.

Texas Workforce Commission (TWC) – Career Schools and Colleges Act.

PSI Testing Services – Texas Cosmetology Operator Licensing Examination Requirements.

Eyelash extension

3-6 Eyelash Extension Program

Official Program Name: Eyelash Extension

Total Clock Hours: 320 Hours

Regulatory Approval: Texas Department of Licensing and Regulation (TDLR), Title 16 TAC §83.120 and §83.121

Accrediting Standard: NACCAS Standards VII, VIII & IX – Educational Programs, Evaluation, and Satisfactory Academic Progress

Distance Education Policy (Up to 50% of Program Hours)

The American Laser & Aesthetics Institute delivers certain approved programs using a hybrid instructional model, which combines on-campus hands-on training with distance education for up to 50% of the total program hours.

This instructional format provides flexibility while maintaining the quality and accountability standards required by the Texas Department of Licensing and Regulation (TDLR) and the National Accrediting Commission of Career Arts & Sciences (NACCAS).

Purpose and Scope

This policy governs all aspects of Distance Education delivery at the institution. It ensures that all hybrid courses meet or exceed the TDLR curriculum standards and NACCAS accreditation requirements, and that all student learning activities are measurable, interactive, and educationally equivalent to on-campus instruction.

Definition of Distance Education

Distance Education refers to formal education in which students and instructors are separated by distance and instructional interaction occurs through technology, including real-time or asynchronous delivery of learning materials, discussions, and assessments.

The institution uses Distance Education exclusively for theory-based content. No clinical or practical (hands-on) instruction is conducted through distance learning. All live model work, demonstrations, and practical performance assessments occur on campus under the supervision of licensed instructors.

Delivery Platform and Security

All Distance Education activities are conducted using Microsoft Teams, a secure, password-protected platform approved by the institution. Access is granted only to enrolled students and authorized faculty members. Sessions are monitored, recorded, and logged for attendance verification and compliance review.

Each class session includes:

Live video lectures and/or interactive presentations

Screen-shared learning materials, slides, and demonstrations

Chat participation and discussion board engagement

Real-time instructor responses to student questions

Instructor Responsibilities

All instructors assigned to teach via Distance Education:

Are licensed by TDLR and approved by NACCAS to provide instruction in their assigned subject areas.

Receive training in online instructional methods to ensure effective engagement, feedback, and student monitoring.

Maintain regular and substantive interaction with students through a combination of synchronous (live) and asynchronous activities.

Record attendance, participation, and performance in the institution's official tracking system.

Student Responsibilities

Students enrolled in hybrid programs must:

Attend all scheduled virtual classes via Microsoft Teams and actively participate.

Complete required online assignments, quizzes, and discussion board activities.

Maintain an active camera during live sessions to verify engagement.

Log in under their own account for time tracking and participation documentation.

Abide by the institution's Attendance Policy and Code of Conduct for both on-campus and online sessions.

Failure to meet attendance or participation requirements may result in absences, probation, or dismissal, in accordance with the school's Satisfactory Academic Progress (SAP) and Attendance Policies.

Regular and Substantive Interaction

To comply with NACCAS Policy VII.01, the institution ensures that each student experiences regular and measurable interaction with instructors.

This includes, but is not limited to:

Direct Instruction: Live virtual lectures and content delivery.

Assessment and Feedback: Graded assignments, quizzes, and personalized feedback.

Discussion Facilitation: Group discussions or breakout sessions related to course material.

Student Support: One-on-one meetings, academic advising, and tutoring as needed.

Instructors maintain detailed logs of all interactions, including date, time, subject, and nature of contact, as required for accreditation review.

Attendance and Participation Verification

All student participation in Distance Education is measured and recorded in clock hours equivalent to on-campus seat time.

Attendance verification includes:

Digital login timestamps (entry and exit times)

Visual verification of student presence via camera

Submission timestamps for assignments and quizzes

Instructor confirmation of active participation in live sessions

The institution maintains attendance logs for a minimum of five years, accessible for review by TDLR, NACCAS, and TWC auditors.

Assessment and Evaluation

Distance Education assessments are equivalent in rigor and grading to on-campus evaluations.

Students are assessed through:

Quizzes and written exams (via Microsoft Forms or integrated LMS)

Participation grades

Online assignments and discussion boards

On-campus practical evaluations

All final written and practical exams are conducted on-campus by a qualified instructor to verify skill competency prior to graduation.

Data Security and Privacy

All digital instruction complies with FERPA (Family Educational Rights and Privacy Act). Student information, images, and participation data are secured using encrypted systems. The school does not share or sell personal data to any third party.

Monitoring, Review, and Compliance

The Director of Education and Program Coordinator conduct ongoing monitoring of Distance Education activities, including:

Instructor performance and engagement logs

Student attendance and participation reports

Course content review for compliance with TDLR and NACCAS standards

The Distance Education Policy is reviewed annually and updated as needed to ensure full regulatory compliance and continuous quality improvement.

Regulatory Compliance Statement

This policy is established in compliance with:

NACCAS Standard VII (Educational Programs)

NACCAS Policy VII.01 – Distance Education

TDLR Title 16 Texas Administrative Code §83.120 (Curriculum Requirements)

TWC Career Schools and Colleges Regulations

All distance education activities are monitored for alignment with the institution's approved hybrid delivery method and clock-hour equivalency standards.

Course Description

The Eyelash Extension Program is a state-approved 320-hour course that provides comprehensive training in the science and art of eyelash extension application. Students learn theoretical principles of lash anatomy, growth cycles, health and safety standards, and advanced lash application techniques, combined with extensive hands-on practice.

The curriculum meets all TDLR licensing requirements and prepares graduates to take the PSI Written and Practical Licensing Exams for Texas Eyelash Extension Specialty Licensure.

Program Objectives

Graduates of this program will be able to:

Demonstrate comprehensive understanding of lash anatomy and growth cycles.

Apply classic and volume lash extensions safely and efficiently.

Adhere to TDLR infection-control, sanitation, and safety protocols.

Perform professional client consultations, customized lash designs, and follow-up care.

Demonstrate business ethics and client management skills.

Pass the TDLR/PSI Eyelash Extension Licensing Examinations.

Satisfactory Academic Progress (SAP) Standards – Eyelash Extension

SAP Component	Institutional Standard for Eyelash Extension Program
Evaluation Points	Midpoint (160 clock hours / approx. 6 weeks) and Completion (320 hours).
Quantitative Measure (Attendance)	Minimum 70 % cumulative attendance.
Qualitative Measure (Academics)	Minimum 75 % average on written and practical evaluations.
Maximum Time Frame	Program must be completed within 150 % = 480 hours / 19.2 weeks.
Basis of Evaluation	SAP evaluations are based on actual hours completed.
Warning Status	Students not meeting SAP enter Warning status for one evaluation period.
Probation Status	Students remaining below standards may appeal and be placed on Probation.
Appeal Process	Written appeal must be submitted within 5 business days with supporting documentation.
Reinstatement	Students regain good standing after meeting SAP standards by the next evaluation.
Leave of Absence (LOA)	Approved LOAs extend both contract period and maximum time frame equally.

Program Content

Hours Subjects & Units of Instruction

160 Introduction to Eyelash Extensions: Health and Safety; Lash Anatomy; Extension
Hours Types and Styles; Tools and Products; Client Preparation and Eye Health.

160 Advanced Application and Client Care: Consultation and Customization; Isolation
Hours and Attachment Techniques; Fills and Removals; Business Practices and Ethics;
TDLR Rules and Licensing Preparation.

Total Program Hours: 320 Hours

Instruction includes classroom lectures, demonstrations, mannequin practice, live-model applications, and state-board preparation.

Grading Scale

Letter Grade	Description	Percentage Range
A	Excellent	90 – 100 %
B	Very Good	80 – 89 %
C	Satisfactory / Passing	75 – 79 %
D	Unsatisfactory	60 – 74 %
F	Failing	Below 60 %

Required Textbooks and Materials

Textbook / Reference

Milady Advanced Services Eyelash Extensions, 1st Edition (2023)

Texas Cosmetology Law & Rule Book (Title 16 TAC Chapter 83; Occupations Code Chapter 1603)

PSI Exam Bulletin – Eyelash Extension Specialty

Student Kit / Supplies

Burmax Professional Eyelash Extension Kit

Mannequin Head, Tweezers, Adhesives, Pads, Lash Strips

ALAI Uniform and Apron

Licensure and Examination

Upon completion of all 320 hours and internal evaluations, students qualify to take the PSI Written and Practical Licensing Exams for the Texas Eyelash Extension Specialty License.

Career Opportunities

Graduates may seek employment as:
Certified Eyelash Extension Specialist
Lash Studio Technician / Owner
Beauty Consultant or Salon Manager
Makeup and Lash Artistry Specialist
Product Educator or Trainer

Compliance Statement

This program meets or exceeds the requirements of:
NACCAS Standards VII, VIII & IX – Educational Programs, SAP, and Evaluation.
TDLR Title 16 TAC §83.120 & §83.121 – Curriculum and Licensure Requirements.
Texas Workforce Commission (TWC) – Career Schools and Colleges Regulations.
PSI Texas Eyelash Extension Licensing Exam Requirements.

3-7. Class A Barber Program

Official Program Name: Class A Barber

Total Clock Hours: 1,000 Hours

Regulatory Approval: Texas Department of Licensing and Regulation (TDLR), Title 16 Texas Administrative Code §83.120

Accrediting Standard: NACCAS Standards VII, VIII & IX – Educational Programs, Evaluation, and Satisfactory Academic Progress

Distance Education Policy (Up to 50% of Program Hours)

The American Laser & Aesthetics Institute delivers certain approved programs using a hybrid instructional model, which combines on-campus hands-on training with distance education for up to 50% of the total program hours.

This instructional format provides flexibility while maintaining the quality and accountability standards required by the Texas Department of Licensing and Regulation (TDLR) and the National Accrediting Commission of Career Arts & Sciences (NACCAS).

Purpose and Scope

This policy governs all aspects of Distance Education delivery at the institution. It ensures that all hybrid courses meet or exceed the TDLR curriculum standards and NACCAS accreditation requirements, and that all student learning activities are measurable, interactive, and educationally equivalent to on-campus instruction.

Definition of Distance Education

Distance Education refers to formal education in which students and instructors are separated by distance and instructional interaction occurs through technology, including real-time or asynchronous delivery of learning materials, discussions, and assessments.

The institution uses Distance Education exclusively for theory-based content. No clinical or practical (hands-on) instruction is conducted through distance learning. All live model work, demonstrations, and practical performance assessments occur on campus under the supervision of licensed instructors.

Delivery Platform and Security

All Distance Education activities are conducted using Microsoft Teams, a secure, password-protected platform approved by the institution.

Access is granted only to enrolled students and authorized faculty members.

Sessions are monitored, recorded, and logged for attendance verification and compliance review.

Each class session includes:

Live video lectures and/or interactive presentations

Screen-shared learning materials, slides, and demonstrations

Chat participation and discussion board engagement

Real-time instructor responses to student questions

Instructor Responsibilities

All instructors assigned to teach via Distance Education:

Are licensed by TDLR and approved by NACCAS to provide instruction in their assigned subject areas.

Receive training in online instructional methods to ensure effective engagement, feedback, and student monitoring.

Maintain regular and substantive interaction with students through a combination of synchronous (live) and asynchronous activities.

Record attendance, participation, and performance in the institution's official tracking system.

Student Responsibilities

Students enrolled in hybrid programs must:

Attend all scheduled virtual classes via Microsoft Teams and actively participate.

Complete required online assignments, quizzes, and discussion board activities.

Maintain an active camera during live sessions to verify engagement.

Log in under their own account for time tracking and participation documentation.

Abide by the institution's Attendance Policy and Code of Conduct for both on-campus and online sessions.

Failure to meet attendance or participation requirements may result in absences, probation, or dismissal, in accordance with the school's Satisfactory Academic Progress (SAP) and Attendance Policies.

Regular and Substantive Interaction

To comply with NACCAS Policy VII.01, the institution ensures that each student experiences regular and measurable interaction with instructors.

This includes, but is not limited to:

Direct Instruction: Live virtual lectures and content delivery.

Assessment and Feedback: Graded assignments, quizzes, and personalized feedback.

Discussion Facilitation: Group discussions or breakout sessions related to course material.

Student Support: One-on-one meetings, academic advising, and tutoring as needed.

Instructors maintain detailed logs of all interactions, including date, time, subject, and nature of contact, as required for accreditation review.

Attendance and Participation Verification

All student participation in Distance Education is measured and recorded in clock hours equivalent to on-campus seat time.

Attendance verification includes:

Digital login timestamps (entry and exit times)

Visual verification of student presence via camera

Submission timestamps for assignments and quizzes

Instructor confirmation of active participation in live sessions

The institution maintains attendance logs for a minimum of five years, accessible for review by TDLR, NACCAS, and TWC auditors.

Assessment and Evaluation

Distance Education assessments are equivalent in rigor and grading to on-campus evaluations.

Students are assessed through:

Quizzes and written exams (via Microsoft Forms or integrated LMS)

Participation grades

Online assignments and discussion boards

On-campus practical evaluations

All final written and practical exams are conducted on-campus by a qualified instructor to verify skill competency prior to graduation.

Data Security and Privacy

All digital instruction complies with FERPA (Family Educational Rights and Privacy Act). Student information, images, and participation data are secured using encrypted systems. The school does not share or sell personal data to any third party.

Monitoring, Review, and Compliance

The Director of Education and Program Coordinator conduct ongoing monitoring of Distance Education activities, including:

Instructor performance and engagement logs

Student attendance and participation reports

Course content review for compliance with TDLR and NACCAS standards

The Distance Education Policy is reviewed annually and updated as needed to ensure full regulatory compliance and continuous quality improvement.

Regulatory Compliance Statement

This policy is established in compliance with:

NACCAS Standard VII (Educational Programs)

NACCAS Policy VII.01 – Distance Education

TDLR Title 16 Texas Administrative Code §83.120 (Curriculum Requirements)

TWC Career Schools and Colleges Regulations

All distance education activities are monitored for alignment with the institution's approved hybrid delivery method and clock-hour equivalency standards.

Course Description

The Class A Barber Program is a state-approved, 1,000-hour curriculum designed to train students in all aspects of barbering, men's grooming, and hair design.

Students receive hands-on experience in haircutting, shaving, facial massage, chemical services, and sanitation procedures — blending traditional techniques with modern styling trends.

This comprehensive program equips students with the technical proficiency, business acumen, and professionalism necessary to succeed as licensed barbers in Texas.

All instruction is conducted on campus by TDLR-licensed instructors in fully equipped classrooms and clinic floors that simulate real barbershop environments.

Graduates are prepared for the TDLR/PSI Class A Barber Written and Practical Licensing Exams and for successful employment as barbers, barbershop owners, or educators in the grooming industry.

Program Objectives

Upon completion of the Class A Barber Program, students will be able to:

Demonstrate proficiency in haircutting, shaving, and men's grooming techniques.

Apply infection control and sanitation procedures in compliance with TDLR and OSHA standards.

Exhibit professionalism, customer service, and communication skills.

Perform a full range of chemical services, including hair coloring, permanent waving, and relaxing.

Understand the anatomy, physiology, and disorders of the hair and scalp.

Demonstrate business and marketing strategies for barbershop operations.
Pass the TDLR/PSI Written and Practical Examinations for Class A Barber Licensure.

Satisfactory Academic Progress (SAP) Standards – Class A Barber

SAP Component	Institutional Standard for Class A Barber
Evaluation Points	Midpoint (500 hours / approx. 20 weeks) and Completion (1,000 hours).
Quantitative Measure (Attendance)	Maintain minimum 70% cumulative attendance.
Qualitative Measure (Academics)	Maintain minimum 75% average for written and practical grades.
Maximum Time Frame	Completion required within 150% = 1,500 hours / 60 weeks.
Basis of Evaluation	Evaluations based on actual hours completed, not scheduled hours.
Warning Status	Students below SAP standards enter Warning status for one evaluation period.
Probation Status	Students remaining below standards may appeal and be placed on Probation.
Appeal Process	Written appeal submitted within 5 business days with supporting documentation.
Reinstatement	Students regain good standing upon meeting SAP standards by the next evaluation.
Leave of Absence (LOA)	Approved LOAs extend both contract period and maximum time frame equally.

Program Content

Hours Subjects & Units of Instruction

450 Hours Core Theory & Basic Barbering: Orientation, Rules and Law, Infection Control & Sanitation, Business/Marketing Introduction, General Anatomy & Physiology, Skin Structure & Growth, Hair & Scalp Properties, Disorders & Diseases, Facial and Scalp Treatments, Principles of Hair Design, Electricity, Haircutting & Hairstyling Fundamentals.

450 Hours Intermediate to Advanced Barbering: Haircutting & Hairstyling Techniques, Shaving with Razor, Mustache & Beard Care, Permanent Waving, Chemical Relaxing, Hair Coloring, Nail Care, Artificial Nails, Pedicuring, Electricity & Equipment Safety, and Business Practices.

100 Hours Advanced Grooming & State Board Preparation: Advanced Hair Care, Men's Haircutting Techniques, Facial Hair Design, Shaving Techniques, Client Services, Licensing Preparation, Written and Practical Exam Review, and Graduation.

Total Program Hours: 1,000 Hours.

Instruction includes lectures, demonstrations, live model practice, guided evaluations, and state board mock testing.

Grading Scale

Letter Grade	Description	Percentage Range
A	Excellent	90 – 100 %
B	Very Good	80 – 89 %
C	Satisfactory / Passing	75 – 79 %
D	Unsatisfactory	60 – 74 %
F	Failing	Below 60 %

Students must maintain a 75 % minimum academic average and 70 % attendance to remain in satisfactory standing and qualify for graduation.

Instructional Methods

Classroom lecture and demonstration
 Practical training with mannequins and live models
 Written exams and practical assessments
 Classroom discussions and instructor feedback
 State Board preparation and mock testing

Academic & Professional Competencies

Each subject combines theory and hands-on practice to build both technical and professional skills.
 Instruction emphasizes attitude, communication, client relations, salesmanship, and professional ethics, ensuring graduates meet employer and client expectations.

Required Textbooks and Materials

Textbook / Reference	Student Kit / Supplies
<i>Milady Standard Barbering, 7th Edition (2022)</i>	Burmax Professional Barber Kit
<i>Milady Standard Foundations, 1st Edition (2020)</i>	Mannequin Head and Shaving Tools
<i>Texas Barbering Law & Rule Book</i> (Title 16 TAC Chapter 83; Texas Occupations Code 1603)	Clippers, Trimmers, Razors, Brushes, Combs
<i>PSI Exam Bulletin – Class A Barber</i>	ALAI Institute Uniform & Apron

Licensure and Examination

Upon completion of the 1,000-hour program and meeting graduation requirements: Graduates qualify to apply for the TDLR Class A Barber License.
 Students must successfully pass the PSI Written and Practical Exams to obtain licensure. Academic credits earned may not be transferable to or accepted for reciprocity in other states.

Career Opportunities

Graduates may pursue employment as:
 Licensed Class A Barber
 Men's Hair Stylist or Grooming Specialist
 Barbershop Manager / Owner
 Product Sales Representative or Educator
 Barber Instructor (with additional licensure)

Compliance Statement

This program complies with:

NACCAS Standards VII, VIII & IX – Educational Programs, Evaluation, and SAP.

TDLR Title 16 TAC §83.120 & §83.121 – Class A Barber Curriculum and Licensing Requirements.

Texas Workforce Commission (TWC) – Career School and College Regulations.

PSI Texas Class A Barber Examination Requirements.

3-8 Class A Barber to Cosmetology Operator Program

Official Program Name: Class A Barber to Cosmetology Operator

Total Clock Hours: 300 Hours

Regulatory Approval: Texas Department of Licensing and Regulation (TDLR), Title 16 Texas Administrative Code (TAC) §83.120

Accrediting Standard: National Accrediting Commission of Career Arts & Sciences (NACCAS) Standards VII, VIII & IX

Course Description

The Class A Barber to Cosmetology Operator Program is a state-approved 300-hour crossover course created for licensed Class A Barbers who wish to earn their Cosmetology Operator License in Texas.

This program provides comprehensive training in cosmetology theory, chemical services, skincare, nail care, and state board preparation—bridging the technical and scientific skills between barbering and cosmetology.

All instruction is conducted under TDLR-approved curriculum standards and supervised by licensed cosmetology instructors. Students learn through a combination of theory, practical application, and hands-on experience on live models.

Graduates are eligible to take the TDLR/PSI Cosmetology Operator Written and Practical Licensing Examinations and become dual-licensed professionals.

Program Objectives

Upon successful completion of the program, students will be able to:

Apply infection control, sanitation, and safety standards according to TDLR and OSHA regulations.

Perform hair color, permanent waving, chemical relaxing, facials, and manicures/pedicures safely and effectively.

Demonstrate professional consultation, communication, and client care skills.

Operate safely and efficiently in a salon environment while upholding high professional ethics.

Pass the TDLR/PSI Cosmetology Operator Exams and qualify for Texas licensure.

Satisfactory Academic Progress (SAP) Standards – Class A Barber to Cosmetology Operator

SAP Component	Institutional Standard for Crossover Program
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Evaluation Points	Midpoint (150 clock hours / approx. 6 weeks) and Completion (300 hours).
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Quantitative Measure (Attendance)	Maintain minimum 70% cumulative attendance.
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SAP Component	Institutional Standard for Crossover Program
Qualitative Measure (Academics)	Maintain minimum 75% cumulative grade average (written and practical).
Maximum Time Frame	Completion required within 150% = 450 hours / 9 weeks.
Evaluation Basis	Evaluations are based on actual hours completed.
Warning & Probation	Students below SAP standards enter Warning; if no improvement, may appeal for Probation.
Appeal Process	Written appeal required within 5 business days with documentation.
Reinstatement	Students regain good standing by meeting SAP requirements at next evaluation.
Leave of Absence (LOA)	Approved LOAs extend both contract period and maximum timeframe equally.

Program Content

Hours	Subjects & Units of Instruction
50	Orientation, Rules & Law, Sanitation, and Safety: Texas Cosmetology Laws,
Hours	Infection Control, Hygiene, Public Health, and Professional Ethics.
100	Chemical Services: Hair Coloring, Bleaching, Tinting, Permanent Waving,
Hours	Relaxing, Hair Straightening, and Product Knowledge.
50	Facials and Skincare: Skin Analysis, Facial Massage, Hair Removal, and Makeup
Hours	Application.
50	Nail Care: Manicuring, Pedicuring, Artificial Nail Application, and Nail Disorders.
Hours	
50	State Board Preparation: Written and Practical Exam Review, Mock Testing,
Hours	Salon Business Skills, and Graduation Requirements.

Total Program Hours: 300 Hours.

All training is performed on campus in accordance with TDLR-approved facilities and safety standards.

Grading Scale

Letter Grade	Description	Percentage Range
A	Excellent	90–100%
B	Very Good	80–89%
C	Satisfactory / Passing	75–79%
D	Unsatisfactory	60–74%
F	Failing	Below 60%

Students must maintain a minimum academic average of 75% and 70% attendance to remain in satisfactory progress and qualify for graduation.

Instructional Methods

Classroom lectures and audiovisual demonstrations
 Practical applications on mannequins and live models
 Written and practical assessments
 Group discussions and instructor feedback

Mock State Board examination practice

Professional Competencies

The course emphasizes:

Technical mastery in hair, skin, and nail services.

Professional ethics and salon management principles.

Customer service, communication, and retail sales strategies.

Compliance with TDLR sanitation and infection-control protocols.

Required Textbooks and Materials

Textbook / Reference

Milady Standard Cosmetology, 14th Edition (2023)

Milady Standard Foundations, 1st Edition (2020)

Texas Cosmetology Law & Rule Book (TAC Chapter 83; Occupations Code Chapter 1603)

PSI Exam Bulletin – Cosmetology Operator Crossover

Student Kit / Supplies

Farouk CHI Cosmetology Student Kit

Dermalogica Facial Kit

Mannequin Head, Hair Tools, Brushes, and Combs

ALAI Institute Uniform and Apron

Licensure and Examination

Upon completing the 300-hour program:

Students become eligible for the TDLR Cosmetology Operator License.

Candidates must pass both the PSI Written and Practical Exams.

Completion certificates are issued once all academic, practical, and financial obligations are met.

Note: Academic credits may not transfer for reciprocity or licensure in other states.

Career Opportunities

Graduates are qualified to pursue employment as:

Dual-Licensed Barber/Cosmetologist

Hair Stylist or Color Specialist

Salon Owner or Manager

Platform Artist or Product Representative

Cosmetology Instructor (with additional licensing)

Compliance Statement

This program complies with:

NACCAS Standards VII, VIII & IX – Educational Programs, SAP, and Evaluation.

TDLR Title 16 TAC §83.120 & §83.121 – Curriculum and Crossover Licensing Requirements.

Texas Workforce Commission (TWC) – Career School and College Regulations.

PSI Cosmetology Operator Crossover Exam Requirements.

3-9 Cosmetology Operator to Class A Barber

Official Program Name: Cosmetology Operator to Class A Barber

Total Clock Hours: 300 Hours

Regulatory Approval: Texas Department of Licensing and Regulation (TDLR), Title 16 Texas

Administrative Code §83.120

Accrediting Standard: NACCAS Standards VII, VIII & IX – Educational Programs, Evaluation, and Satisfactory Academic Progress

Course Description

The Cosmetology Operator to Class A Barber Program is a state-approved 300-hour crossover course designed for licensed Cosmetology Operators who wish to obtain a Class A Barber License in Texas.

This program provides instruction in the essential areas of barbering theory, shaving, haircutting, facial treatments, and men's grooming techniques, expanding the skills of cosmetology professionals to include traditional and modern barbering practices.

The course integrates theory, practical training, and state board preparation, ensuring that students master all barbering techniques and sanitation standards required by TDLR.

Graduates are fully prepared to take the TDLR/PSI Written and Practical Examinations for the Texas Class A Barber License.

Program Objectives

Upon successful completion of the program, students will be able to:

Demonstrate mastery of men's haircutting, tapering, and clipper techniques.

Perform shaving and facial hair design following all TDLR safety and sanitation regulations.

Apply knowledge of skin, hair, and scalp anatomy for professional service delivery.

Conduct facial massage, men's grooming services, and scalp treatments.

Demonstrate professionalism, ethics, and client communication in a barbershop setting.

Successfully pass the TDLR/PSI Class A Barber Licensing Examinations.

Satisfactory Academic Progress (SAP) Standards – Cosmetology Operator to Class A Barber

SAP Component	Institutional Standard for Crossover Program
Evaluation Points	Midpoint (150 clock hours / approx. 6 weeks) and Completion (300 hours).
Quantitative Measure (Attendance)	Minimum 70 % cumulative attendance.
Qualitative Measure (Academics)	Minimum 75 % cumulative average (written and practical).
Maximum Time Frame	Completion required within 150 % = 450 hours / 9 weeks.
Basis of Evaluation	Evaluations based on actual hours completed, not scheduled hours.
Warning Status	Students not meeting SAP enter Warning status for one evaluation period.
Probation Status	Students remaining below standards may appeal and be placed on Probation.
Appeal Process	Written appeal must be submitted within 5 business days with documentation.
Reinstatement	Students regain good standing after meeting SAP standards.
Leave of Absence (LOA)	Approved LOAs extend both contract period and maximum time frame equally.

Program Content

Hours	Subjects & Units of Instruction
25 Hours	Orientation, Rules and Law, and Sanitation: TDLR Rules, Infection Control, Public Health and Hygiene, Salon Safety, and Professional Ethics.
125 Hours	Haircutting and Hairstyling: Men's Haircutting, Clipper Techniques, Taper Fades, Shear Over Comb, Blow Drying, Styling, Beard and Mustache Design, and Finishing Techniques.
75 Hours	Shaving and Facial Hair Design: Shaving with Straight Razor, Facial Massage, Skin Preparation, Razor Safety, and Hot Towel Procedures.
50 Hours	Facials and Scalp Treatments: Skin Analysis, Facial Massage, Scalp Treatments, Men's Skincare, and Equipment Use.
25 Hours	State Board Preparation: Written and Practical Exam Review, Mock Testing, and Career Readiness.
Total Program Hours: 300 Hours.	

All practical training is supervised by licensed instructors in a fully equipped clinic environment.

Students receive hands-on experience performing services on live models in compliance with TDLR regulations.

Grading Scale

Letter Grade	Description	Percentage Range
A	Excellent	90 – 100 %
B	Very Good	80 – 89 %
C	Satisfactory / Passing	75 – 79 %
D	Unsatisfactory	60 – 74 %
F	Failing	Below 60 %

Students must achieve a minimum academic average of 75 % and maintain 70 % attendance to remain in satisfactory standing.

Instructional Methods

Classroom lectures and demonstrations
 Live model practice and evaluation
 Multimedia presentations and visual aids
 Written exams and practical assessments
 State board preparation sessions

Professional Competencies

The program emphasizes technical mastery, professional ethics, and client relations. Students will develop advanced grooming and customer service skills that are essential for success in today's barbering industry. Additional training includes communication, professionalism, business management, and entrepreneurship.

Required Textbooks and Materials

Textbook / Reference	Student Kit / Supplies
<i>Milady Standard Barbering, 7th Edition (2022)</i>	Burmax Barber Student Kit

Textbook / Reference

Milady Standard Foundations, 1st Edition (2020)

Texas Barber Law & Rule Book (Title 16 TAC Chapter 83; Occupations Code 1603)

PSI Exam Bulletin – Class A Barber Crossover

Student Kit / Supplies

Clippers, Razors, Combs, Brushes, and Towels

Mannequin Head and Practice Tools

ALAI Institute Uniform and Apron

Licensure and Examination

Upon successful completion of the 300-hour program and meeting graduation requirements:

Students qualify to apply for the Texas Class A Barber License through TDLR.

Candidates must pass the PSI Written and Practical Licensing Examinations.

Academic credits may not transfer for reciprocity or licensure in other states.

Career Opportunities

Graduates may pursue employment as:

Licensed Class A Barber

Men's Hair Stylist or Grooming Specialist

Barbershop Manager / Owner

Platform Artist or Educator

Product Sales Representative

Compliance Statement

This program complies with:

NACCAS Standards VII, VIII & IX – Educational Programs, Evaluation, and SAP.

TDLR Title 16 TAC §83.120 & §83.121 – Crossover Curriculum and Licensing Requirements.

Texas Workforce Commission (TWC) – Career School and College Regulations.

PSI Texas Class A Barber Crossover Examination Requirements.

Graduation requirements & credentials awarded

To qualify for graduation from any program, students must meet all the following minimum requirements, in accordance with the Texas Department of Licensing and Regulation (TDLR) and National Accrediting Commission of Career Arts & Sciences (NACCAS) standards:

Complete the required number of clock hours for the chosen course of study as mandated by TDLR and the institution.

Successfully complete all required academic coursework, including quizzes, classroom tests, and projects, as outlined in the program curriculum.

Pass the final written and practical examinations, if applicable to the course of study.

Complete all required practical services and performances as outlined in the program curriculum and TDLR requirements.

Complete all required exit paperwork and satisfy any financial or administrative obligations to the institution prior to graduation.

Upon satisfactory completion of all graduation requirements, students will be awarded a Training Certificate or Graduation Diploma, officially recognizing their successful completion of the program.

To qualify for graduation from any program, a student must meet all of the following minimum requirements:

- Complete the required number of clock hours for the chosen course of study, as mandated by TDLR and the institution.
- Successfully complete all required coursework, including quizzes, classroom tests, and projects (if applicable to the course).
- Pass the final written and practical examinations (if applicable to the course).
- Complete all required practical services as outlined in the program curriculum.
- Complete all required exit paperwork and clear any outstanding balances or obligations to the school.

Upon satisfying all graduation requirements, the student will be awarded a Training Certificate or Graduation Diploma on the day of program completion.

4.0 Tuition, Fees & Refund Policy (Financial Responsibility)

4-1 Tuition and fee structure

ALAI INSTITUTE School - Tuition and Fee Structure (NACCAS Compliant)

At ALAI INSTITUTE Cosmetology Operator School, we adhere strictly to the guidelines set forth by the National Accrediting Commission of Career Arts & Sciences (NACCAS)/TWC. Our tuition and fee structure are transparent, fair, and designed to comply with these regulations, ensuring a clear understanding for all prospective and current students.

1. Tuition Fees:

Program-Based Tuition: The tuition cost is determined based on the specific program chosen by the student. Each program's tuition covers all necessary academic and practical training required for completion.

2. Additional Fees:

Registration Fee: A non-refundable registration fee is required at the time of enrollment to secure a student's place in the program.

Kit and Supplies: Students are required to purchase a kit and supplies necessary for their course. A list of these items and their costs is provided upfront.

Examination Fees: Any fees associated with final examinations or licensure tests are disclosed at the beginning of the program.

3. Payment Plans and Options:

Flexible Payment Plans: We offer various payment plans to accommodate different financial situations. These plans are designed to make education at ALAI INSTITUTE Cosmetology Operator School accessible and manageable.

Scholarships and Financial Aid: Information on scholarships and financial aid options is available for eligible students. We assist in navigating these options to reduce financial barriers.

4-2 Refund Policy:

Clear Refund Policy: "NACCAS is excluded from the institution's refund and collection of policies. All collection efforts must be ethical. Correspondence about cancellation and settlement by ALAI INSTITUTE, banks, agencies, lawyers, or their representatives must recognize the Withdrawal and Settlement Policy."

Grounds for Termination

The institution reserves the right to terminate a student's enrollment under any of the following circumstances:

Failure to maintain satisfactory academic progress, including attendance, grades, or required practical services.

Violation of school rules, regulations, policies, or code of conduct, as outlined in the student handbook and institutional policies.

Failure to meet financial obligations to the school.

Behavior that is disruptive, unethical, unsafe, or unprofessional, including actions that interfere with the learning environment or endanger others.

Falsification of records or providing false information to the institution.

Failure to comply with federal, state, or local laws affecting licensure or program eligibility.

Extended unapproved absences or exceeding the maximum time frame allowed for completion of the program.

The school will follow due process as outlined in its policies before terminating a student. Students who are terminated may be subject to the institution's refund policy and may appeal termination in accordance with the school's Grievance and Appeals Procedure.

4-3. Additional Costs: PolicyIV.04/26d

Uniforms and Personal Equipment: Any additional costs for uniforms or personal equipment required for the course are clearly outlined.

Extra-curricular Activities: Occasionally, there may be extra-curricular activities or special workshops which may require additional fees. Participation in these activities is optional.

4-4 Transparency and Advisement:

Open Disclosure: All fees and costs associated with enrollment and participation in our programs are disclosed upfront, with no hidden charges.

Financial Counseling: Our financial counselors are available to discuss the fee structure, offer advice, and assist in planning the financial aspect of your education.

ALAI INSTITUTE Cosmetology Operator School provides high-quality education that is accessible and transparent in financial commitments. Our compliance with NACCAS regulations is a testament to our commitment to integrity and student support.

★ Course cost

Hours		Tuition	Book & kits	TDLR Fee	Application Fee	Total
Esthetician	750H	12,050	2,500 (Non-Refundable)	25	100(Non-Refundable)	14,675
Esthetician Hybrid	750H	12,050	2,500 (Non-Refundable)	25	100(Non-Refundable)	14,675
Master Aesthetics (Laser 150H, Esthetician 750H)	900H	21,000	3,000 (Non-Refundable)		100(Non-Refundable)	24,125
Master Aesthetics Hybrid (Laser 150H, Esthetician 750H)	900H	21,000	3,000 (Non-Refundable)		100(Non-Refundable)	24,125
Cosmetology Operator	1,000 H	14,800	3,000 (Non-Refundable)	25	100(Non-Refundable)	17,925
Cosmetology Operator Hybrid	1,000 H	14,800	3,000 (Non-Refundable)	25	100(Non-Refundable)	17,925
Eyelash extension	320H	6,000	1,500 (Non-Refundable)	25	100(Non-Refundable)	7,625
Eyelash extension Hybrid	320H	6,000	1,500 (Non-Refundable)	25	100(Non-Refundable)	7,625
Class A Barber	1,000 H	14,800	3,000	25	100(Non-Refundable)	17,925

			(Non-Refundable)			
Class A Barber Hybrid	1000H	14,800	3,000 (Non-Refundable)	25	100(Non-Refundable)	17,925
Advanced Master Laser program	150H	13,000	-		100(Non-Refundable)	13,100
Advanced Master Laser program	150H	13,000			100(Non-Refundable)	13,100
Class A Barber to Cosmetology operator	300	5000	1,500 (Non-Refundable)	25	100	6,625
Cosmetology operator to Class A Barber	300	5000	1,500 (Non-Refundable)	25	100	6,625

4-5. Payment Plans and Accepted Methods of Payment

AMERICAN LASER & AESTHETICS INSTITUTE offers structured payment plan options for approved programs. Students may meet with a school official to review available **payment arrangements, due dates, and financial obligations** prior to enrollment or during the admissions process. All payment terms must be documented and acknowledged in the **Enrollment Agreement or Financial Plan Addendum**.

Accepted Methods of Payment:

Tuition, fees, and other institutional charges may be paid using one or more of the following approved methods:

Cash

Credit or Debit Card

Cashier's Check or Money Order

Personal Check (*subject to bank clearance and institutional approval*)

Authorized Payment Plan through the Institution

Online Payments via Authorize.net (if applicable)

Approved Third-Party Funding:

Scholarships

VA Benefits or Workforce Education Programs

Employer Sponsorship or Other Approved Funding Sources

All payments must be made according to the financial schedule outlined in the Enrollment Agreement.

Failure to maintain timely payments may result in **administrative hold, loss of clinic privileges, suspension of attendance, or termination of enrollment** until the account is brought back into good standing.

Empowering Opportunities for Individuals with Disabilities - Texas Workforce Solutions Vocational Rehabilitation Services (TWS-VRS)

TWS-VRS is committed to assisting individuals with physical or mental disabilities in preparing for, finding, or maintaining employment. Discover a location near you by visiting: www.twc.texas.gov or Texas Workforce Solutions Vocational Rehabilitation Services (TWS-VRS) is 800-628-5115.

Enhance Your Future with Veterans Affairs Education Benefits (VA)

Eligible veterans can access valuable VA education benefits. American Laser & Aesthetics Institute is approved by the Texas Veteran Commission under the provision of Title 38, U.S. Code for VA educational benefits to train veterans and other eligible persons for approved programs and courses required for those programs. Download the application form at www.gibill.va.gov or call 1-888-442-4551 for mail delivery or any inquiries.

DEPARTMENT OF VETERANS AFFAIRS (DVA) STUDENT POLICIES 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. ALAI INSTITUTE 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 ALAI INSTITUTE 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’ (DVA) website – benefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates: 1. The date on which payment from VA is made to ALAI INSTITUTE 2. 90 days after the date ALAI INSTITUTE certified tuition and fees following the receipt of the certificate of eligibility. ALAI INSTITUTE will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33. 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 web site at [https:// www.benefits.va.gov/gibill](https://www.benefits.va.gov/gibill) ATTENDANCE POLICY FOR VA STUDENTS For Department of Veterans Affairs (DVA) purposes, recording of attendance will be subject to the following policy: Students using veterans’ benefits to attend ALAI INSTITUTE Hair Skin Nails will have attendance monitored until the time the student drops, graduates, or completes the program. Unsatisfactory attendance will be reported to the DVA even if the VA student has completed the required number of hours and no refund is due to the student and/or refund sources. Therefore, the attendance policy (20% of the total program and/or being absent five (5) consecutive days) will apply

throughout the student's stay in school. All violations of the attendance policy will be reported to DVA on VA Form 22- 1999b within 30 days when the student exceeds the allowed number of absences.

Unlock Your Education with MyCAA Financial Assistance Program

The MyCAA (Military Spouse Career Advancement Accounts) program is designed to provide financial aid for eligible military spouses to pursue their educational and career goals.

Benefit Highlights:

Financial assistance for education and training programs

Covering tuition, fees, and other related costs

Empowering military spouses to advance their careers.

For more information and to check eligibility, visit www.militaryonesource.mil or call 1-800-342-9647.

Explore these life-changing opportunities today and take a step towards a brighter future."

Scholarships programs.

Need-Based Scholarships: Provide financial assistance to students who demonstrate financial need. This can make education more accessible to individuals who may otherwise struggle to afford it.

Diversity and Inclusion Scholarships: Promote diversity and inclusivity by offering scholarships to underrepresented groups in the cosmetology operator and medical aesthetics fields. This can help create a more diverse and inclusive learning environment.

Internship or Employment Scholarships: Partner with companies in the beauty and aesthetics industry to offer scholarships to students who commit to working with them after graduation. This can create a pipeline of talented professionals for these companies.

Alumni Scholarships: Encourage successful graduates to give back to the school by establishing scholarships for future students. This can create a strong alumni network and foster a sense of community.

Essay or Project-Based Scholarships: Organize scholarship competitions where students submit essays, projects, or business plans related to the beauty or aesthetics industry. This can encourage creativity and innovation.

4-6 Refund and Payment Policy —

American Laser & Aesthetics Institute complies with the Texas Department of Licensing & Regulation (TDLR) and NACCAS requirements regarding student refunds, cancellations, payment terms, and financial obligations.

Cancellation and Refund Policy:

1. Cancellation Within 72 Hours of Enrollment: Students who cancel enrollment within 72 hours (excluding weekends and holidays) of signing the enrollment agreement are entitled to a full refund, including the \$100 application fee.

2. Cancellation Within Three Business Days: If written notice of cancellation is received within 72 hours (excluding weekends) of signing the enrollment agreement, a full refund will be issued, excluding the \$100 non-refundable application fee.

3. Cancellation After Three Business Days but Before Classes Begin: Cancellations after three business days but prior to the first day of class will receive a refund minus the \$100

non-refundable application fee and any non-refundable program-related costs (e.g., books, kits, supplies).

4. Cancellation Within the First Three Days of Classes: Students who cancel within the first three calendar days of instruction are eligible for a full tuition refund, excluding the \$100 non-refundable application fee and non-refundable program-related costs.

5. Application Rejection: If a student's application is rejected, a full refund is issued including the \$100 application fee and all related fees.

Refund Calculation Table (NACCAS Standard):

Percent of Scheduled Time Enrolled to Total Course | School Shall Receive/Retain

0.01% to 10% | 10%

10.01% to 20% | 20%

20.01% to 25% | 25%

25.01% to 49.9% | 50%

50% and over | 100%

Refunds are processed within 45 calendar days from the official date of withdrawal or cancellation. In cases of illness, hardship, or mitigating circumstances, a fair and reasonable settlement will be made.

Extra Instruction / Overage Charges: The institution charges \$25 per hour (equivalent to \$250 per 10-hour week) for any instruction required beyond the contracted completion date.

Financial Responsibilities: Students and sponsors must pay tuition and fees in accordance with the payment schedule. Balances overdue by more than three days may incur a \$100 late fee, and attendance may be suspended until payment is resolved.

Grounds for Termination: The institution may terminate a student for unsatisfactory academic progress, violation of policies, failure to meet financial obligations, or unsafe or unethical conduct.

Grounds for Termination

The institution reserves the right to terminate a student's enrollment under any of the following circumstances:

Failure to maintain satisfactory academic progress, including attendance, grades, or required practical services.

Violation of school rules, regulations, policies, or code of conduct, as outlined in the student handbook and institutional policies.

Failure to meet financial obligations to the school.

Behavior that is disruptive, unethical, unsafe, or unprofessional, including actions that interfere with the learning environment or endanger others.

Falsification of records or providing false information to the institution.

Failure to comply with federal, state, or local laws affecting licensure or program of eligibility.

Extended unapproved absences or exceeding the maximum time frame allowed for completion of the program.

4-7 Refund Policy for students called to active Military service.

A student at the school or college who withdraws from the school or college because of the student.

being called to active duty in a military service of the United States or the Texas National Guard may

elect one of the following options for each program in which the student is enrolled:

- If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following.

- A grade of incomplete with the designation "withdrawn military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty. without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has: satisfactorily completed at least 90 percent of the required coursework for the program; and demonstrated sufficient mastery of the program material to receive credit for completing the program.

- The payment of refunds will be totally completed such that the refund instrument has been. negotiated or credited into the proper account(s), within 60 days (about 2 months) after the effective date of termination.

5.0 Academic Standards & Satisfactory Academic Progress (SAP)

5-1. Grading Policy and Procedures

In compliance with NACCAS Standard IX and TDLR §83.72, American Laser & Aesthetics Institute (ALAI) evaluates students using a combined academic and practical grading system to ensure fair, consistent, and transparent assessment of student performance.

Grading Components

Student performance is measured using the following evaluation categories:

Evaluation Category	Description	Weight
Theory / Written Knowledge	Exams, quizzes, written assignments, state board preparation	40%
Practical / Clinical Performance	Hands-on demonstrations, technical application, safety & sanitation	50%
Professionalism & Participation	Attendance, conduct, engagement, client interaction, dress code compliance	10%

NACCAS Standard IX requires evaluation in both academic and practical competency. ALAI Institute exceeds this by including professionalism as a measurable criterion aligned with industry expectations.

Official Grading Scale (Institution-Wide Standard)

Letter Grade	Description	Percentage Range
A	Excellent	90 – 100 %
B	Very Good	80 – 89 %
C	Satisfactory / Passing	75 – 79 %
D	Unsatisfactory	60 – 74 %
F	Failing	Below 60 %

Students must maintain 75% academic average and 70% attendance to remain in satisfactory standing and qualify for graduation.

Minimum Academic Requirement: A 75% or higher overall grade must be maintained to remain in Good Standing per NACCAS SAP policy.

Theory / Written Evaluation Procedures

Theory assessments include written exams, unit quizzes, workbook completion, and state board test preparation exercises.

Students must score at least 75% on all theory assessments to be counted as satisfactory.

Make-up exams are permitted only under approved attendance policy conditions and must be scheduled within 7 calendar days.

Students must maintain a minimum cumulative grade average of 75% (or a letter grade of C) or meet the institution's academic standards for graduation, whichever is higher. Project completion and practical assessments are included in the calculation.

Quantitative Measures – Attendance

Students must attend a minimum of 70% of the scheduled hours to meet SAP requirements. Attendance is measured cumulatively at each evaluation point.

Approved Leaves of Absence (LOA) extend both the student's contract period and maximum time frame by the number of days in the LOA.

Maximum Time Frame

Students must complete their program within 150% of the program length, measured in clock hours based on a 100% attendance schedule.

For example, if a program is 1,000 clock hours, the maximum time frame allowed is 1,500 clock hours.

Failure to Meet SAP Standards

Students who fail to meet the SAP standards will be subject to the following actions:

Warning: Issued when a student first fails to meet SAP. The student remains enrolled and must meet standards by the next evaluation point.

Probation: If the student fails to meet SAP after a warning, they may be placed on probation with an academic improvement plan. Continued enrollment is allowed if it's determined the student can meet SAP by the next evaluation.

Termination: If the student fails to meet SAP at the end of the probation period or fails to meet the improvement plan requirements, the student will be terminated from the program.

Appeal Process

Students who are terminated for not meeting SAP may appeal the determination in writing within five (5) business days of notification. Appeals must include supporting documentation of mitigating circumstances (e.g., illness, family emergency, etc.).

The Director or SAP Committee will review appeals and provide a written decision within ten (10) business days. The decision is final.

Reinstatement After Termination

Students whose appeals are approved may be reinstated on probationary status with an academic plan designed to ensure future compliance. If the student does not meet the plan requirements, termination will occur without further appeal.

Impact on Financial Aid (if applicable)

Students receiving financial aid must maintain SAP to remain eligible. Failure to meet SAP standards may result in the loss of aid eligibility. Reinstatement of aid depends on regaining SAP status or successful appeal approval.

Maximum Time Frame (Item #6)

Students must complete their program within 150% of the published program length, measured in both clock hours and weeks, based on a 25-hour per week schedule. This ensures students progress at a satisfactory pace and complete within the allowable timeframe required by NACCAS and TDLR regulations.

Program	Official Program Hours	150% Maximum Hours	150% Maximum Weeks
Cosmetology Operator	1,000	1,500	60
Class A Barber	1,000	1,500	60
Esthetician (Specialty)	750	1,125	45
Eyelash Extension (Specialty)	320	480	19.2
Master Aesthetics Program	900	1,350	54
Master Laser Program	150	225	9
Cosmetology Operator → Class A Barber (Crossover)	300	450	18
Class A Barber → Cosmetology Operator (Crossover)	300	450	18

Note: Crossover program lengths are established by TDLR and must also comply with NACCAS maximum time frame standards. Institutional programs such as Master Aesthetics and Master Laser are defined by the school and follow the same 150% rule.

If a student does not complete the program within the 150% maximum time frame, they will be terminated from the program and must reapply for readmission, subject to space availability and financial obligations.

Maximum Time Frame (150%) — Hours & Weeks @ 25 hrs/week

Program	Official Program Hours	Source	150% Max Hours	150% Max Weeks (@25/wk)
Cosmetology Operator	1,000	TDLR / TAC §83.202.	1,500	60
Class A Barber	1,000	TDLR / TAC §83.202.	1,500	60
Esthetician (Specialty)	750	TDLR.	1,125	45
Eyelash Extension (Specialty)	320	TDLR / TAC §83.202.	480	19.2
Master Aesthetics Program (institutional)	900	School-defined	1,350	54
Master Laser Program (institutional)	150	School-defined	225	9
Cosmetology Operator → Class A Barber (Crossover)	300	TDLR (Crossover).	450	18
Class A Barber → Cosmetology Operator (Crossover)	300	TDLR (Crossover).	450	18

Notes & compliance cues

The 1,000-hour requirements for Cosmetology Operator and Class A Barber are set in 16 TAC §83.202. Texas Licensing and Regulation

Esthetician = 750 hrs and Eyelash = 320 hrs are TDLR standards. Texas Licensing and Regulation+1

Texas crossover programs in both directions are 300 hours (not 150). Texas Licensing and Regulation+1

For NACCAS Item #6, list both hours and weeks in your SAP section; ensure these same numbers appear verbatim in the enrollment agreement.

5-2 Practical Grading Criteria - ALAI INSTITUTE School

Practical Evaluation Procedures

ALAI evaluates hands-on learning through live model demonstrations, mannequin work, skill labs, and clinical floor assessments, consistent with NACCAS Practical Skill Competency Requirements.

Practical Grading Criteria Includes:

- Technical Accuracy & Skill Execution – Correct procedure steps and technical control

- Safety & Sanitation Compliance – Proper disinfection and TDLR-regulated safety protocols

- Client Care & Communication – Professional interaction, consultation, and draping etiquette

- Time Management & Station Readiness – Completes service within allocated time and maintains clean workspace

- Professional Conduct & Presentation – Uniform compliance, tool maintenance, demeanor, and courtesy

Practical assessments are scored using a standardized rubric/checklist. Instructors issue ratings per service, which are documented and stored in the student's academic file for NACCAS audit traceability.

Performance Feedback & Remediation

Instructors provide written and verbal feedback following each evaluation.

Students receiving a grade below 70% will enter a Skill Development Support Plan and may be assigned:

- Extra practice hours

- Skills lab retraining

- Instructor-led coaching or one-on-one remediation

Academic Probation & Dismissal

Any student falling below 70% in theory or practical evaluations will be placed on Academic Warning.

If improvement is not demonstrated by the next evaluation checkpoint, the student may be placed on Academic Probation per SAP policy.

Failure to meet standards during probation may result in dismissal, as outlined in the Enrollment Agreement and SAP Policy.

Grade Posting & Student Access

Grades are published at each official SAP Evaluation Checkpoint and recorded in the student academic file, available upon request.

Students may submit a written appeal to the Academic Committee within 5 business days of grade posting for review.

Evaluation Periods

SAP evaluations are conducted at similar intervals, whether in clock hours, weeks, or months.

The first evaluation must occur no later than the midpoint of the academic year or the program, whichever comes first.

Evaluation periods are based on scheduled hours.

Students receive a written evaluation of their academic progress, which is kept in their student file.

5-3 Satisfactory Academic Progress (SAP) Policy

The Satisfactory Academic Progress (SAP) Policy ensures that all students enrolled in approved programs at American Laser & Aesthetics Institute maintain consistent academic performance and attendance. This policy applies to every student enrolled, regardless of program, attendance status (full-time or part-time), or funding source, and is applied consistently and uniformly in accordance with NACCAS Standards.

The SAP policy is provided to all applicants prior to enrollment and is included in the catalog and enrollment agreement.

Instructor Evaluation

All instructors are evaluated by the School Director or a designated supervisor at least once every 12 months, using a written performance evaluation form. The evaluation includes, at a minimum, the following criteria:

- Teaching preparation and effectiveness

- Classroom management and student engagement

- Professionalism and communication skills

- Compliance with school policies and procedures

Instructors receive feedback on strengths and areas for improvement and are offered opportunities for professional development and continuing education. Evaluations are acknowledged by signature and stored in the instructor's personnel file. Instructors not meeting minimum standards are placed on a corrective action plan and monitored until satisfactory results are achieved.

Student Evaluation

Student progress is evaluated using both qualitative (academic) and quantitative (attendance) elements. Evaluations occur at designated intervals during the program to ensure students meet the minimum standards of satisfactory progress.

Performance-Based Evaluation: Students must progress in practical skills through successful completion of projects, practical exams, and hands-on training.

Regular assessments ensure competency in these practical areas.

Theoretical Understanding:

A strong grasp of theoretical knowledge is essential. Students must pass written tests, assignments, and quizzes that cover key theoretical concepts. The criteria for passing these evaluations are set at the program's start.

Attendance and Participation

Consistent attendance and active participation in all classes and practical sessions are mandatory. This includes engaging in class discussions and workshops, which are integral to the learning process.

Cumulative Progress Review

Periodic comprehensive reviews assess students' overall progress in practical skills and theoretical knowledge, ensuring they are on track to complete the course successfully.

5-4 Grounds for Termination

The institution reserves the right to terminate a student's enrollment under any of the following circumstances:

Failure to maintain satisfactory academic progress, including attendance, grades, or required practical services.

Violation of school rules, regulations, policies, or code of conduct, as outlined in the student handbook and institutional policies.

Failure to meet financial obligations to the school.

Behavior that is disruptive, unethical, unsafe, or unprofessional, including actions that interfere with the learning environment or endanger others.

Falsification of records or providing false information to the institution.

Failure to comply with federal, state, or local laws affecting licensure or program of eligibility.

Extended unapproved absences or exceeding the maximum time frame allowed for completion of the program.

The school will follow due process as outlined in its policies before terminating a student.

Students who are terminated may be subject to the institution's refund policy and may appeal termination in accordance with the school's Grievance and Appeals Procedure.

5-5 Evaluation Periods (SAP Evaluation Schedule)

In accordance with TDLR and NACCAS regulations, students will be evaluated for Satisfactory Academic Progress (SAP) at each checkpoint listed below. Each evaluation will measure attendance percentage and academic grade average. SAP reports will be documented, signed, and maintained in each student's permanent academic file.

Program	Total Hours	Evaluation Point 1 (50% Completion – Midpoint Check)	Evaluation Point 2 (If Applicable)	Reference Duration / Notes
Class A Barber	1,000	450 Hours (Daytime: 13 wks / Eve: 26 wks)	900 Hours (Daytime: 26 wks / Eve: 52 wks)	TDLR/NACCAS requires SAP at 450 & 900 HRS
Class A Barber (Hybrid)	1,000	450 Hours (Evening: 26 wks)	900 Hours (Evening: 52 wks)	Hybrid follows same checkpoints
Esthetician	750	375 Hours (Daytime: 11	Final SAP at completion	SAP at 375 HRS only per TDLR

		wks / Eve: 22 wks)		
Esthetician (Hybrid)	750	375 Hours (14–22 wks Hybrid)	Final SAP at completion	Matches TDLR midpoint
Eyelash Extension	320	160 Hours (Day: 5 wks / Eve: 10–17 wks)	Final SAP at completion	SAP at 160 HRS only
Eyelash Extension (Hybrid)	320	160 Hours (17 wks Hybrid)	Final SAP at completion	Same midpoint policy
Master Aesthetics Program	900	450 Hours (Day: 13 wks / Eve: 17 wks)	Final SAP at 900 HRS	50% midpoint SAP
Master Aesthetics Hybrid	900	450 Hours (Day: 13 wks / Eve: 26 wks)	Final SAP at completion	Follows NACCAS 50% rule
Advanced Master Laser Program	150	75 Hours (Day: 2 wks / Eve: 4 wks)	Final SAP at completion	SAP at 75 HRS only
Advanced Master Laser program Hybrid	150	75 Hours (Hybrid Online + Hands-on)	Final SAP at completion	Same 75 HRS checkpoint
Barber to Cosmetology Crossover	300	150 Hours (Day: 5 wks / Eve: 10 wks)	Final SAP at completion	SAP at 150 HRS only
Cosmetology to Barber Crossover	300	150 Hours (Day: 5 wks / Eve: 10 wks)	Final SAP at completion	SAP at 150 HRS only

TDLR & NACCAS Compliant — For Catalog & ISS Exhibit 7)

To comply with NACCAS Standard IX – Satisfactory Academic Progress and TDLR §83.120, the institution measures student progress using both quantitative (attendance) and qualitative (academic performance) standards.

1. Quantitative Measurement – Attendance Requirement

Students must maintain a minimum cumulative attendance pace of 70% to be considered making Satisfactory Academic Progress (SAP), in accordance with TDLR/NACCAS guidelines.

Attendance is calculated cumulatively from the first day of class through each official evaluation point.

Formula for Attendance Pace:

$$\frac{\text{Actual Hours Attended}}{\text{Scheduled Hours}} = \text{Cumulative Attendance \%}$$

Attendance percentage must be high enough to ensure completion of the program within the maximum time frame allowed by regulation.

2. Qualitative Measurement – Academic Grade Requirement

Students must maintain a minimum academic grade average of 75% or higher at each SAP checkpoint.

Grades are calculated based on written exams, practical evaluations, and required clinical performance, as defined in each program outline.

Maximum Time Frame for Completion (TDLR / NACCAS Compliance)

Students must complete their program within 150% of the published program length, as required by NACCAS.

TDLR enforces a maximum completion limit of 145% of scheduled hours.

Therefore, the institution enforces SAP based on the lower standard of 145% to remain in full compliance with state law.

Example:

If a program is 1,000 clock hours, the maximum allowable time to complete is 1,450 hours (145%).

Students who fail to meet the pace required to complete within the maximum timeframe will be dismissed from the program. They may apply for re-entry on a cash tuition basis only, pending administrative review.

Re-enrollment does not reset SAP calculation unless officially approved under a new enrollment contract and in alignment with NACCAS re-entry standards.

Course Schedule — Standard vs. Maximum Time Frame (MTF)

Program	Weekly Hours	Program Hours	Standard Weeks @100%	MTF Hours (150%)	MTF Weeks
Cosmetology Operator (Daytime)	35	1,000	28.6	1,500	43
Cosmetology Operator (Part-Time)	25	1,000	40.0	1,500	60
Esthetician (Daytime)	35	750	21.4	1,125	33
Esthetician (Part-Time)	25	750	30.0	1,125	45
Class A Barber (Daytime)	35	1,000	28.6	1,500	43
Class A Barber (Part-Time)	25	1,000	40.0	1,500	60
Master Aesthetics (Daytime)	35	900	25.7	1,350	39
Master Aesthetics (Part-Time)	25	900	36.0	1,350	54
Eyelash Extension (Daytime)	35	320	9.1	480	14
Eyelash Extension (Part-Time)	25	320	12.8	480	20

Advanced Master Laser (Daytime)	35	150	4.3	225	7
Advanced Master Laser (Part-Time)	25	150	6.0	225	9
Class A Barber → Cosmetology Operator (Daytime)	35	300	8.6	450	13
Cosmetology Operator → Class A Barber (Daytime)	35	300	8.6	450	13

Note:

All program lengths and maximum time frames comply with the 150% standard established by NACCAS Standard IX and TDLR Title 16TA C§83.120.

The maximum time frame represents the longest period allowed for students to complete their program while maintaining the Satisfactory Academic Progress.

Re-Enrollment After Termination or Withdrawal

Students whose enrollment has been terminated for exceeding the maximum time frame or for failure to maintain Satisfactory Academic Progress (SAP) may apply for re-enrollment under the institution's Re-Enrollment Policy. Re-admission is not guaranteed and is subject to administrative review and available space in the program. The institution may require documentation demonstrating that the conditions which led to the termination have been resolved.

If the student is approved for re-admission:

1. Cash-Pay Basis:

Re-enrolled students will be accepted on a cash-pay basis only. Because they have exceeded the original enrollment contract and SAP timeframe, they are no longer eligible for financial aid or payment under their prior enrollment agreement.

2. Evaluation of Previously Earned Hours:

The institution may evaluate, and credit clock hours and practical services previously completed, provided those hours meet current academic and practical standards. All accepted hours will be documented in the student's new enrollment agreement. Any hours not accepted must be re-completed. The re-admission evaluation will consider attendance, grades, and skill proficiency.

3. New Enrollment Agreement:

A new enrollment agreement will be executed, establishing the tuition rate, program schedule, and expected completion date.

4. SAP Re-Establishment:

Re-enrolled students must meet the institution's SAP standards within the next evaluation period to regain good standing.

Regulatory References

- NACCAS Standard IX, Item #10: The institution must have a policy describing the process for re-establishing satisfactory progress and conditions for re-enrollment after termination.
- NACCAS Standard VII (Admissions) & SAP Policy Checklist: Requires institutions to describe the financial terms of re-admission and the procedure for evaluating prior earned hours.
- TDLR Title 16 TAC §83.71: Permits institutions to evaluate and accept prior clock hours compl at a licensed school in Texas when determining course credit.

5-6 Policy on Distance Education

(NACCAS Policy IX.02 & TDLR Chapter 83 Compliant – For Catalog and ISS Submission)
Introduction

American Laser & Aesthetics Institute is committed to delivering high-quality distance education in accordance with NACCAS Policy IX.02 and TDLR §83.120. Distance education is designed to support academic theory instruction only and does not replace clinical or hands-on practical training, which must be completed on campus under licensed instructor supervision.

Limitation of Distance Education Use

Distance education will not be used for any portion of clinical instruction that requires a student to perform practical services on a live model or client.

All hands-on practical skills, model services, and clinical floor work must take place on campus, with direct instructor oversight as required by TDLR.

Instructor Interaction and Participation Documentation

ALAI ensures regular and substantive interaction between instructors and students during distance education theory hours.

All student participation is time-tracked and documented using LMS activity logs, timestamp verification, or equivalent attendance tracking.

A Distance Education Activity Log is maintained for each student and retained in the academic file for NACCAS review.

Substantive Interaction (NACCAS Requirement)

Substantive interaction requires active engagement in teaching or assessment. Instructors must perform at least two (2) of the following:

Providing direct instruction.

Assessing or giving feedback on student coursework.

Responding to student academic questions regarding lesson content.

Facilitating academic discussions related to course material.

Regular Interaction

Regular interaction is defined as continuous instructor involvement in student progress and must include:

Scheduled academic engagement sessions to allow for instructor–student interaction.

Continuous monitoring of student participation to ensure instructor remains responsible for instruction and feedback.

Asynchronous Delivery Validation

For clock-hour programs delivered asynchronously:

ALAI validates actual “seat time” through LMS activity reports, timestamp completion logs, or comparable digital verification.

Students must complete required online instructional hours before attending related practical sessions on campus.

Monthly On-Campus Assessment Requirement

A qualified instructor will conduct an on-campus evaluation at least once per month to assess any academic content completed via distance education.

Assessment ensures that knowledge acquired online is retained, understood, and applied correctly before progressing to practical competencies.

Final Examination Requirement

To meet graduation requirements:

Students must complete all academic theory hours (including any distance education hours).

Students must pass a comprehensive written and practical final examination administered on campus to verify agency-required competencies for TDLR State Board licensure.

Transcript and Academic Record Identification

All official and unofficial transcripts, reports, and academic records will clearly identify the number of hours completed via distance education. This ensures transparency and regulatory compliance during inspection or licensing verification

Reciprocity and Disclosure

Prior to enrollment, students receive written disclosure stating:

"Distance education hours completed at this institution may not be accepted toward licensure or reciprocity in other states."

A signed and dated acknowledgment of this disclaimer is maintained in the student's enrollment file.

5-7 Policy on class cancellations and makeup

Class Cancellations (TDLR Emergency Procedures Compliance)

In cases of unforeseen circumstances—such as **severe weather, power outages, or state-declared emergencies**—the institution may temporarily suspend classes for safety.

Students will be notified promptly via email, text message, and/or phone call.

Cancelled clock hours will not negatively impact SAP status, provided the student maintains active enrollment and returns on the next scheduled instructional day.

The institution will provide makeup opportunities for any cancelled instructional time to ensure completion of all required clock hours.

Makeup Hours Procedure

Students who miss class due to illness, emergency, or institutional class cancellation may make up the missed clock hours under the following conditions:

- Makeup sessions must be scheduled within two (2) weeks of the missed class.
- Makeup hours must be approved and documented by administration and recorded in the official attendance tracking system for SAP compliance.
- Failure to complete makeup hours within the approved window may result in recorded absence affecting SAP standing.

Transfer of Hours & TDLR Acceptance Rule

Students transferring to another licensed TDLR school may request that completed hours be transferred.

- Only verifiable clock hours recorded through TDLR or the official school management system will be released.

- If transferring to another licensed institution with no interruption or downgrade in training quality, tuition and fees previously paid may be transferred with the student and no refund is due, consistent with TDLR financial policy.
- A Transfer Form and Hour Transcript will be provided upon written request, in compliance with student records regulations.

TDLR Maximum Transfer Hour Limitations (Per Program Type)

Program	Maximum Transferable Hours Allowed (TDLR Rule)
Cosmetology Operator (1000 Hrs)	Up to 500 hours from a prior Cosmetology Operator program — OR — up to 100 hours from Esthetics — OR — 100 hours from Manicuring
Esthetician (750 Hrs)	Up to 375 hours from a prior Esthetics program — OR — 100 hours from a Cosmetology Operator program — OR — 50 hours from HS or 1500-hour Cosmetology program
Class A Barber (1000 Hrs)	Up to 500 hours from a prior Barber program — OR — 100 hours from Esthetics — OR — 100 hours from Manicuring

✦ **Important:** Transfer students remain subject to **SAP review, financial clearance, and curriculum alignment evaluation** before placement in the program schedule.

5-8 Re-Enrollment After Termination or Withdrawal

Students whose enrollment has been terminated for exceeding the maximum time frame or for failure to maintain Satisfactory Academic Progress (SAP) may apply for re-enrollment under the institution's Re-Enrollment Policy. Re-admission is not guaranteed and is subject to administrative review and available space in the program. The institution may require documentation demonstrating that the conditions which led to the termination have been resolved.

If the student is approved for re-admission:

1. **Cash-Pay Basis:**

Re-enrolled students will be accepted on a cash-pay basis only. Because they have exceeded the original enrollment contract and SAP timeframe, they are no longer eligible for financial aid or payment under their prior enrollment agreement.

2. **Evaluation of Previously Earned Hours:**

The institution may evaluate, and credit clock hours and practical services previously completed, provided those hours meet current academic and practical standards. All accepted hours will be documented in the student's new enrollment agreement. Any hours not accepted must be re-completed. The re-admission evaluation will consider attendance, grades, and skill proficiency.

3. **New Enrollment Agreement:**

A new enrollment agreement will be executed, establishing the tuition rate, program schedule, and expected completion date.

4. **SAP Re-Establishment:**

Re-enrolled students must meet the institution's SAP standards within the next evaluation period to regain good standing.

Regulatory References

- NACCAS Standard IX, Item #10: The institution must have a policy describing the process for re-establishing satisfactory progress and conditions for re-enrollment after termination.
- NACCAS Standard VII (Admissions) & SAP Policy Checklist: Requires institutions to describe the financial terms of re-admission and the procedure for evaluating prior earned hours.
- TDLR Title 16 TAC §83.71: Permits institutions to evaluate and accept prior clock hours completed at a licensed school in Texas when determining course credit.

5-9. Attendance and tardiness policies

Regular Attendance and Punctuality

Commitment to Attendance: Students are expected to attend all scheduled classes. Regular attendance is vital for the successful completion of our programs and to gain the full benefits of the educational experience.

Importance of Punctuality: Timeliness is crucial in maintaining a professional atmosphere. Students are expected to be on time for all classes. Punctuality reflects professional discipline and respect for both the educational process and fellow classmates.

Handling Tardiness

Minimizing Disruptions: If a student arrives late, they should enter the class quietly to avoid disturbing the ongoing session.

Consequences of Frequent Tardiness: Regular tardiness can adversely affect a student's progress. Continuous late arrivals may lead to disciplinary actions, including meetings with administration, loss of privileges, or in extreme cases, suspension.

Dealing with Absences

Notification of Absences: If a student cannot attend a class, they must inform the school administration in advance. Absences without prior notification may be considered unexcused and impact on the student's record.

Making Up for Missed Classes: Students are encouraged to make up for missed hours by attending additional classes or sessions, scheduled in consultation with the school administration.

Attendance Tracking

Use of Time Clock System: The school employs a time clock system to track student attendance. This system is crucial for maintaining accurate records and ensuring adherence to program requirements.

Distance Education Attendance: For distance education students, ALAI INSTITUTE Cosmetology Operator School requires documentation of completed coursework. This documentation must comply with the attendance tracking standards applied to traditional in-person classes.

Commitment to Professional Standards

ALAI INSTITUTE Cosmetology Operator School is dedicated to fostering a professional learning environment. Adherence to this combined Attendance and Tardiness Policy is essential for your academic success and professional growth. We appreciate your cooperation in upholding these standards.

Compliance with Regulations

This policy is in compliance with the Texas Workforce Commission (TWC), Texas Department of Licensing and Regulation (TDLR), and National Accrediting Commission of Career Arts & Sciences (NACCAS) regulations

6.0 Graduation & Certificate Issuance Policy

6-1 Graduation Requirements

To be eligible for graduation, a student must:

Complete 100% of required TDLR-approved clock hours

Maintain Satisfactory Academic Progress (minimum 75% academic average and required attendance)

Pass all practical, written, and competency-based evaluations

Complete externship/internship hours (if applicable)

Meet all financial obligations to the school

Complete Exit Interview / Final Clearance

Return any school-issued property not included in the student kit

Note: Completion of the program does not guarantee licensure or employment. Licensure eligibility is regulated by the Texas Department of Licensing & Regulation (TDLR), which requires separate examination and clearance.

6-2 Certificate Issuance & Final Clearance

Once all graduation requirements are verified, the institution will issue a Certificate of Completion/Diploma, signed by an authorized school official.

Certificates reflect the program title, total clock hours, and date of completion.

Please allow 7–14 business days for document processing.

A student's status will be updated to Graduate/Completed in institutional records for TDLR and NACCAS documentation.

6-3 Official Transcript & Documentation Release

Official transcripts are issued only after all academic and financial requirements are met and Exit Clearance is completed.

One official transcript is provided at no cost upon graduation. Additional transcripts or replacement certificates require a written request and administrative fee.

Graduation records are retained in the student's permanent file and are available upon request for review by TDLR, NACCAS, or TWC inspectors.

7.0 Student Conduct and termination policy

7.1 Professional Conduct Standards

Students must:

Demonstrate professionalism, respect, and courtesy at all times.

Follow all catalog policies, including attendance, academic honesty, safety, technology use, and facility rules.

No harassment, discrimination, threats, cyberbullying, profanity, or disruptive behavior will be tolerated.

Maintain respectful communication with instructors, staff, fellow students, and clients.

7.2 Dress Code & Personal Appearance Requirements

Uniform: Black scrubs or ALAI Institute shirt with black slacks/scrub pants.

Footwear: Closed-toe, professional shoes required.

No hats, caps, rags, or beanies.

Personal hygiene: Students must arrive groomed and clinic-ready before clocking in.

No children permitted in classrooms or clinic areas.

The institution reserves the right to enforce dress standards as part of employability skills training.

7.3 Use of Technology & Social Media Policy

Electronic devices (phones, tablets, cameras) may be used only when authorized by an instructor for educational purposes.

Personal use allowed only on breaks in designated areas.

Unauthorized recording, photographing, or posting of students, staff, or clients without written consent is prohibited.

Online conduct must remain professional. Defamation, obscenity, or negative representation of the school online may result in disciplinary action.

Intellectual Property: Unauthorized duplication or distribution of copyrighted materials using school systems is prohibited and may result in dismissal and legal action under 18 U.S.C. §2319.

7.4 Prohibited Conduct & Disciplinary Action Levels

The following violations may result in warning, probation, suspension, or dismissal:

Disrespectful or disruptive behavior

Unauthorized device use in class or clinic

Failure to clock in/out correctly or falsifying time records

Failure to bring required books, kits, or learning materials

Eating in non-designated areas or leaving station without permission

Unsafe conduct or violation of clinic sanitation rules

- **Repeated tardiness (more than 15 minutes late to class/clinic)**
-

7.5 Grounds for Immediate Termination

Students may be automatically dismissed for:

- 1. Being under the influence of drugs or alcohol while on campus or at school events.**
- 2. Violence, threats, obscene or sexually inappropriate conduct.**
- 3. Cheating, falsifying documents, forging signatures, or tampering with clock hours.**
- 4. Harassment, bullying, discrimination, or intimidation of staff, students, or clients.**

5. Unauthorized recording or sharing of confidential school or client content.

7.6 Drug-Free & Zero Tolerance Policy

This is a drug-free educational facility.

Possession, distribution, or presence under the influence of alcohol, narcotics, illegal or controlled substances is strictly prohibited.

Violations may result in immediate termination and referral to law enforcement, in compliance with federal drug-free institutional regulations.

7.7 Appeal / Due Process Procedure

Students have the right to appeal disciplinary decisions.

Appeals must be submitted in writing to the School Director within 5 business days stating the reason for review.

The Director will review and issue a final decision in writing. The school maintains documentation for NACCAS audit tracking.

7.8 Internal Grievance / Complaint Resolution Procedure (Required by TWC & NACCAS)

Students may file a written grievance regarding academic, conduct, or administrative matters.

Grievance must include: date of incident, names involved, details, and student signature.

Submit to School Director at info@aesthetics.school or in person at 1111 Babcock Road, San Antonio, TX 78201.

Complaints unresolved at the school level will be referred to:

Texas Workforce Commission – Career Schools and Colleges

101 East 15th Street, Room 226T · Austin, TX 78778 · (512) 936-6959 ·

<http://csc.twc.state.tx.us>

7.9 FERPA – Student Record Access & Privacy

Student records are protected under FERPA federal law.

Students (and parents of dependent minors) may request access to records with proper authorization.

Records are maintained securely and released only under FERPA-permitted conditions (licensing authorities, accreditation review, safety circumstances, official transfer requests, etc.)

Student Conduct and Access to Records

The institution provides resources and education to students regarding acceptable conduct and the consequences of policy violations. This approach fosters an understanding of the importance of maintaining a professional, safe, and respectful educational environment.

In accordance with federal regulations and institutional policy, the institution provides access to student records to the student, as well as to parents or legal guardians of dependent minor students, upon proper verification and request. All student records are maintained securely, and access is granted in compliance with the Family Educational Rights and Privacy Act (FERPA) and applicable state regulations.

8.0 Distance / Hybrid Learning Policy

8.1 Distance Education / Hybrid Delivery Policy

****Institution Authorization and Scope of Distance Education Delivery****

The American Laser & Aesthetics Institute is approved to deliver up to 50% of eligible programs through Distance Education (Hybrid Delivery) in compliance with TDLR Title 16 TAC §83.120 and NACCAS Policy VI.02 — Distance Education Standards. Distance Education is used only for theory-based instruction. All practical, clinical, and live-model services are conducted exclusively on campus under direct instructor supervision.

****Purpose of Hybrid Delivery****

Distance Education enhances academic flexibility while ensuring that all learning outcomes, clock hour requirements, and instructor oversight remain equivalent to traditional on-campus instruction. All Distance Education content mirrors the approved TDLR curriculum for each program.

****Delivery Platform and Security****

Distance Education is delivered through Microsoft Teams / LMS, a secure, password-protected platform. Only enrolled students and licensed instructors are granted access. Attendance is verified using timestamp tracking, camera verification, and instructor-monitored participation.

****Distance Education Restrictions (TDLR Rule) **esthetician**

- No live model or practical procedures may be performed online.
- All hands-on assessments, demonstrations, and final practical exams must occur in person on campus.
- Final written and practical exit examinations are administered on-site by a licensed instructor before graduation eligibility.

****Attendance Verification and Clock Hour Compliance****

Distance Education clock hours are awarded only when a student is logged in under their own account, maintains camera presence during synchronous instruction, submits assigned coursework, and participates in instructor-led discussions. A clock hour consists of a minimum of 50 minutes of active participation within a 60-minute instructional period. All engagement is documented and retained for compliance review.

****Regular and Substantive Interaction (NACCAS Requirement)****

In accordance with NACCAS Policy VI.02, instructors must initiate and maintain regular and substantive interaction with students through:

- Scheduled live lectures or instructor-led virtual sessions
- Graded assignments and feedback
- Instructor-facilitated academic discussion
- One-on-one intervention when SAP concerns or performance alerts arise

Instructor interaction is initiated by faculty, not solely requested by students. Logs of instructor contact are retained.

****Monthly On-Campus Academic Validation****

All students enrolled in Distance Education are required to attend campus at least once every 30 days for academic verification and/or assessment conducted by a licensed instructor. This requirement ensures that distance coursework is being understood and that academic progress is validated by hands-on performance checks.

****Reciprocity and Licensure Disclosure (Required Catalog Statement)****

Distance Education hours earned through this institution are approved by the State of Texas (TDLR). However, other states may not accept Distance Education hours for reciprocity or licensure transfer. Students planning to seek licensure outside of Texas should contact the respective state board to confirm acceptance.

****Recordkeeping and Data Retention****

Attendance logs, participation records, instructor interaction logs, and distance education academic assessments are retained for a minimum of five (5) years and made available to TDLR, NACCAS, and TWC upon request.

****Policy Review and Compliance Monitoring****

This All-Distance Education Policy is reviewed annually by the Lead Instructor / Compliance Director and updated to reflect any changes in TDLR or NACCAS regulations to ensure continued compliance.

8.2 Esthetician Distance

Course Description

Duration: 750 Hours

The Esthetician Program is a state-approved, 750-hour comprehensive course designed to train students in the science, art, and business of skin care and beauty therapy. Students study skin anatomy and physiology, product chemistry, infection control, facials, hair removal, makeup artistry, and salon management.

This curriculum is approved by the Texas Department of Licensing and Regulation (TDLR) under Title 16 TAC §83.120 and prepares graduates for the PSI Written and Practical Licensing Examinations required for the Texas Esthetician Specialty License.

Instruction combines theoretical learning, hands-on practice, and professional development to ensure that graduates are fully prepared for employment in salons, spas, dermatology offices, or medical-aesthetic settings.

Satisfactory Academic Progress (SAP) Standards – Esthetician

This program follows the institution's official Satisfactory Academic Progress (SAP) Policy in accordance with NACCAS Standard IX and TDLR guidelines.

All students must maintain both qualitative and quantitative standards to remain in good standing.

Course Goals

Master professional facial and advanced skin care procedures.

Apply state laws, sanitation, and infection-control protocols.

Demonstrate client consultation, analysis, and care skills.

Exhibit professional ethics, time management, and salon readiness.

Successfully passed the TDLR / PSI Written and Practical Esthetician Licensure Exams on the first attempt.

Esthetics Course Content

Instruction integrates theory with supervised practice and emphasizes attitude, communication, professionalism, and career development, in compliance with NACCAS Standard VII.B(2).

Course Reference Materials

Licensure and Examination

Upon completion of the 750-hour Esthetician Program, graduates are eligible to apply for the TDLR Esthetician Specialty License.

Students must pass the PSI Written and Practical Examinations, which assess theoretical knowledge, infection-control procedures, facial techniques, and hair-removal skills under standardized PSI testing conditions.

Compliance Statement

This program complies with:

NACCAS Standards VII, VIII & IX (Educational Program, Distance Education and SAP Requirements)

TDLR Title 16, Texas Administrative Code §83.120 (Esthetician License Requirements)

Texas Workforce Commission Career School Regulations

PSI Esthetician Licensing Examination Bulletin (Current Edition)

8.3 Master Aesthetics Program Distance

Official Program Name: Master Aesthetics

Total Clock Hours: 900 Hours (750 Esthetician + 150 Advanced Laser Training)

Regulatory Approval: Texas Department of Licensing and Regulation (TDLR), Title 16 TAC §83.120 and §83.121

Accrediting Standard: NACCAS Standards VII, VIII & IX – Educational Programs, Evaluation, and Satisfactory Academic Progress

Course Description

The Master Aesthetics Program is a state-approved, 900-hour advanced curriculum that integrates the Esthetician Program (750 hours) with the Advanced Master Laser Program (150 hours).

This program is designed for students seeking in-depth expertise in medical-grade aesthetics, advanced skincare technology, and laser device operations.

Students gain comprehensive training in facial treatments, body care, skin physiology, chemical exfoliation, and non-invasive laser-based procedures.

All instruction occurs on campus under the supervision of TDLR-licensed instructors in fully equipped classrooms and treatment labs.

Graduates are prepared for TDLR Esthetician Licensure and professional certification in laser aesthetics, positioning them for advanced careers in medical spas, dermatology clinics, and cosmetic practices.

Program Objectives

Upon successful completion of the program, students will be able to:

Demonstrate advanced knowledge of skin anatomy, histology, and disorders.

Perform advanced facial and laser-assisted procedures in compliance with safety and TDLR regulations.

Maintain infection control and sanitation procedures according to OSHA and state standards.

Operate and maintain aesthetic and medical laser devices effectively.

Provide professional client consultations and individualized skincare solutions.

Demonstrate business, communication, and ethical professionalism in medical spa settings.

Successfully pass the TDLR/PSI Esthetician Specialty Exams and obtain Advanced Laser Certification.

Grading Scale

A minimum grade of 75% and 70% attendance are required to maintain satisfactory progress and be eligible for Graduation.

Satisfactory Academic Progress (SAP) Standards – Master Aesthetics

Program Content

Instruction includes classroom lectures, demonstrations, guided practice, live model services, clinical observation, and written/practical assessments.

Instructional Methods

Lecture and demonstration by licensed instructors

Written exams and performance evaluations

Hands-on practice on live models

Classroom discussions and client case studies

State Board preparation and mock testing

Required Textbooks and Materials

Licensure and Examination

Upon completing all 900 hours and internal evaluations:

Graduates qualify for the TDLR Esthetician Specialty License after passing the PSI Written and Practical Exams.

Graduates also receive Advanced Laser Certification upon successful completion of 150 laser hours and required supervised procedures.

Career Opportunities

Graduates may pursue employment as:

Medical Aesthetician

Laser Technician

Skin Care Specialist

Med Spa Manager / Owner

Sales Representative (Laser or Skincare Products)

Clinical Trainer or Aesthetic Consultant

Compliance Statement

This program meets or exceeds the standards and regulations of:

NACCAS Standards VII, VIII & IX – Educational Programs, SAP, and Evaluation.

TDLR Title 16 TAC §83.120 & §83.121 – Esthetician and Laser Program Requirements.

Texas Workforce Commission (TWC) – Career School Regulations.
PSI Texas Esthetician Examination Requirements.

8-4 Cosmetology operator Distance

Official Program Name: Cosmetology Operator

Total Clock Hours: 1,000 Hours

Regulatory Approval: Texas Department of Licensing and Regulation (TDLR), Title 16
Texas Administrative Code §83.120

Accrediting Standard: NACCAS Standards VII, VIII & IX – Educational Programs,
Evaluation, and Satisfactory Academic Progress

Course Description

The Cosmetology Operator Program is a state-approved, 1,000-hour course designed to equip students with the essential technical, creative, and business skills needed for a successful career in cosmetology.

The curriculum emphasizes mastery in hair design, cutting, coloring, texture services, skin care, and nail technology, while promoting professional ethics, customer relations, and entrepreneurial readiness.

Students develop both theoretical knowledge and hands-on experience to meet TDLR licensing standards and become fully prepared for the PSI Written and Practical Examinations.

Graduates will be qualified for entry-level employment as hair stylists, colorists, makeup artists, manicurists, and salon professionals in the beauty industry.

Program Objectives

Upon successful completion of the program, students will be able to:

Demonstrate a positive attitude, integrity, and professional work habits.

Exhibit visual poise, personal grooming, and effective communication with clients and colleagues.

Perform basic and advanced techniques in hair cutting, styling, coloring, and chemical texture services.

Apply infection control and safety practices according to state law.

Perform facial and makeup applications, nail care, and client consultations.

Understand business management, client retention, and salon marketing.

Demonstrate ethical and professional conduct consistent with TDLR requirements.

Pass the TDLR/PSI Cosmetology Operator Written and Practical Exams.

Satisfactory Academic Progress (SAP) Standards – Cosmetology Operator

Program Content

All practical instruction is supervised by licensed TDLR instructors in a professional salon environment.

Grading Scale

Students must maintain 75% academic average and 70% attendance to remain in satisfactory standing and qualify for graduation.

Instructional Methods

Lecture and demonstration by licensed instructors

Written and practical evaluations

Hands-on practice with mannequins and live models

Classroom discussion and theory review

Client-based services under instructor supervision

PSI Exam preparation and mock testing

Academic and Professional Competencies

In each area of study, students receive both theory and practical instruction encompassing professional conduct, time management, customer service, and business communication.

Emphasis is placed on attitude, salesmanship, job readiness, and career professionalism to prepare students for employment and entrepreneurial success.

Required Textbooks and Materials

Licensure and Examination

Upon completion of all 1,000 clock hours and all graduation requirements:

Students are eligible to apply for the Texas Cosmetology Operator License through the Texas Department of Licensing and Regulation (TDLR).

Students must pass both the PSI Written and Practical Licensing Examinations.

Academic credits or training hours earned in Texas may not be accepted for reciprocity or licensure in other states.

Career Opportunities

Graduates may pursue employment as:

Hair Stylist or Color Specialist

Salon Manager or Owner

Platform Artist or Educator

Makeup Artist or Beauty Consultant

Product Sales Representative

Nail or Skin Care Specialist

Compliance Statement

This program complies with:

NACCAS Standards VII, VIII & IX – Educational Program, Evaluation, and SAP.

TDLR Title 16 TAC §83.120 – Cosmetology Operator Curriculum and Licensing Requirements.

Texas Workforce Commission (TWC) – Career Schools and Colleges Act.

PSI Testing Services – Texas Cosmetology Operator Licensing Examination
Requirements.Eyelash

8-5. Eyelash Extension Program Distance

Official Program Name: Eyelash Extension

Total Clock Hours: 320 Hours

Regulatory Approval: Texas Department of Licensing and Regulation (TDLR), Title 16
TAC §83.120 and §83.121

Accrediting Standard: NACCAS Standards VII, VIII & IX – Educational Programs,
Evaluation, and Satisfactory Academic Progress

Course Description

The Eyelash Extension Program is a state-approved 320-hour course that provides comprehensive training in the science and art of eyelash extension application. Students learn theoretical principles of lash anatomy, growth cycles, health and safety standards, and advanced lash application techniques, combined with extensive hands-on practice.

The curriculum meets all TDLR licensing requirements and prepares graduates to take the PSI Written and Practical Licensing Exams for Texas Eyelash Extension Specialty Licensure.

Program Objectives

Graduates of this program will be able to:

Demonstrate comprehensive understanding of lash anatomy and growth cycles.

Apply classic and volume lash extensions safely and efficiently.

Adhere to TDLR infection-control, sanitation, and safety protocols.

Perform professional client consultations, customized lash designs, and follow-up care.

Demonstrate business ethics and client management skills.

Pass the TDLR/PSI Eyelash Extension Licensing Examinations.

Satisfactory Academic Progress (SAP) Standards – Eyelash Extension
Program Content

Instruction includes classroom lectures, demonstrations, mannequin practice, live-model applications, and state-board preparation.

Grading Scale

Students must maintain 75% academic average and 70% attendance to remain in satisfactory standing and qualify for graduation.

Required Textbooks and Materials

Licensure and Examination

Upon completion of all 320 hours and internal evaluations, students qualify to take the PSI Written and Practical Licensing Exams for the Texas Eyelash Extension Specialty License.

Career Opportunities

Graduates may seek employment as:

Certified Eyelash Extension Specialist

Lash Studio Technician / Owner

Beauty Consultant or Salon Manager

Makeup and Lash Artistry Specialist

Product Educator or Trainer

Compliance Statement

This program meets or exceeds the requirements of:

NACCAS Standards VII, VIII & IX – Educational Programs, SAP, and Evaluation.

TDLR Title 16 TAC §83.120 & §83.121 – Curriculum and Licensure Requirements.

Texas Workforce Commission (TWC) – Career Schools and Colleges Regulations.

PSI Texas Eyelash Extension Licensing Exam Requirements.

8-6. Class A Barber Program / Distance

Official Program Name: Class A Barber

Total Clock Hours: 1,000 Hours

Regulatory Approval: Texas Department of Licensing and Regulation (TDLR), Title 16 Texas Administrative Code §83.120

Accrediting Standard: NACCAS Standards VII, VIII & IX – Educational Programs, Evaluation, and Satisfactory Academic Progress

Course Description

The Class A Barber Program is a state-approved, 1,000-hour curriculum designed to train students in all aspects of barbering, men's grooming, and hair design.

Students receive hands-on experience in haircutting, shaving, facial massage, chemical services, and sanitation procedures — blending traditional techniques with modern styling trends.

This comprehensive program equips students with the technical proficiency, business acumen, and professionalism necessary to succeed as licensed barbers in Texas.

All instruction is conducted on campus by TDLR-licensed instructors in fully equipped classrooms and clinic floors that simulate real barbershop environments.

Graduates are prepared for the TDLR/PSI Class A Barber Written and Practical Licensing Exams and for successful employment as barbers, barbershop owners, or educators in the grooming industry.

Program Objectives

Upon completion of the Class A Barber Program, students will be able to:

Demonstrate proficiency in haircutting, shaving, and men's grooming techniques.

Apply infection control and sanitation procedures in compliance with TDLR and OSHA standards.
Exhibit professionalism, customer service, and communication skills.
Perform a full range of chemical services, including hair coloring, permanent waving, and relaxing.
Understand the anatomy, physiology, and disorders of the hair and scalp.
Demonstrate business and marketing strategies for barbershop operations.
Pass the TDLR/PSI Written and Practical Examinations for Class A Barber Licensure.

Satisfactory Academic Progress (SAP) Standards – Class A Barber

Program Content

Instruction includes lectures, demonstrations, live model practice, guided evaluations, and state board mock testing.

Grading Scale

Students must maintain a 75 % minimum academic average and 70 % attendance to remain in satisfactory standing and qualify for graduation.

Instructional Methods

Classroom lecture and demonstration
Practical training with mannequins and live models
Written exams and practical assessments
Classroom discussions and instructor feedback
State Board preparation and mock testing

Academic & Professional Competencies

Each subject combines theory and hands-on practice to build both technical and professional skills.
Instruction emphasizes attitude, communication, client relations, salesmanship, and professional ethics, ensuring graduates meet employer and client expectations.

Required Textbooks and Materials

Licensure and Examination

Upon completion of the 1,000-hour program and meeting graduation requirements:
Graduates qualify to apply for the TDLR Class A Barber License.
Students must successfully pass the PSI Written and Practical Exams to obtain licensure.
Academic credits earned may not be transferable to or accepted for reciprocity in other states.

Career Opportunities

Graduates may pursue employment as:
Licensed Class A Barber
Men's Hair Stylist or Grooming Specialist
Barbershop Manager / Owner
Product Sales Representative or Educator
Barber Instructor (with additional licensure)

Compliance Statement

This program complies with:
NACCAS Standards VII, VIII & IX – Educational Programs, Evaluation, and SAP.

TDLR Title 16 TAC §83.120 & §83.121 – Class A Barber Curriculum and Licensing Requirements.

Texas Workforce Commission (TWC) – Career School and College Regulations.

PSI Texas Class A Barber Examination Requirements.9.0 Attendance Policy

9. Attendance Policy

9-1. Attendance requirements

Mandatory Attendance:

Students are required to attend all scheduled classes, labs, workshops, and other program-related activities.

Minimum Attendance Threshold:

Students must maintain a minimum attendance rate to remain in good academic standing.

Reporting Absences

Notification Procedure:

Students must notify their instructor or the administration in advance if they are unable to attend a class.

Documentation:

For absences due to illness or other valid reasons, appropriate documentation may be required.

Accommodations for Special Circumstances

Special accommodation may be made for absences due to illness, emergencies, or other extenuating circumstances, at the discretion of the program director.

Record Keeping

Attendance records will be maintained for each student and considered in evaluations of academic performance.

Appeals Process

Students may appeal decisions related to attendance-based disciplinary actions by following the institution's grievance procedure.

Amendments

This policy is subject to review and amendment to remain aligned with NACCAS standards and institutional goals. All changes will be communicated to students and faculty.

9-2. Attendance and Time Off Policy

Attendance Policy

Objective

To establish clear attendance requirements at [ALAI INSTITUTE], recognizing the critical role of regular attendance in student success and compliance with NACCAS accreditation standards.

Policy Statement

[ALAI INSTITUTE] is committed to fostering an environment that encourages full participation and engagement in the educational process. Regular attendance is essential for academic achievement and professional development.

This policy applies to all students enrolled in programs at [ALAI INSTITUTE].

Attendance and Time Off Policy

A student is considered absent if they miss any part of their regular schedule. Refer to the Course Schedule for details. Absences can significantly impact the learning process.

Students are required to notify ALAI INSTITUTE in advance of any planned absences by submitting a Student Absence Notice before the date of the planned absence. In the event of illness, emergencies, or other unexpected absences, students must inform their campus administrators at least thirty (30) minutes before the start of their class. This notification should be extended to the instructor, Clinic Service Manager, and any affected clients.

Consecutive Absences: Students absent for five (5) consecutive regularly scheduled course days without communication will be terminated from ALAI INSTITUTE on the 6th consecutive day of non-attendance.

Absences with Communication: Students absent for ten (10) consecutive regularly scheduled course days, even with prior communication, will face termination on the 11th consecutive day of non-attendance.

Monthly Notification: Students failing to meet ALAI INSTITUTE's minimum attendance requirements will receive a monthly Intent to Terminate Enrollment letter and may be subject to disciplinary actions.

Enrollment Termination: Non-compliance with attendance standards can lead to termination of enrollment. The official withdrawal date for students who withdraw or are terminated is the last day of attendance.

Attendance Percentage Calculation: The attendance percentage is calculated by dividing the total hours attended by the scheduled hours.

According to Title 40, Texas Administrative Code, Section 807.24, terminated students cannot re-enroll until the next evaluation period.

Make-up Classes:

Students can make up missed classes by coordinating with their instructor.

Make-up days depend on the availability.

9-3. Procedure for reporting absences (LOA)

Leave of Absence (LOA) Policy

Objective

The Leave of Absence (LOA) Policy allows students to take a temporary break from their studies for valid reasons, while maintaining their enrollment status. This policy is designed to support students facing unforeseen circumstances without penalizing their academic progress.

Eligibility

Students may request an LOA if they have completed a significant portion of their program and are facing unforeseen circumstances such as:

Medical issues (personal or family)
Family emergencies Military service
Jury duty or other significant life events beyond their control
All requests must be documented and supported as appropriate.

Duration

The maximum duration of a single LOA is 180 calendar days within any 12-month period. Multiple LOAs may be granted within the 12-month period, but the total combined number of days on LOA cannot exceed 180 days.
LOAs cannot be granted retroactively and must begin on or after the date of official request and approval.

Procedure

Request Submission

Students must submit a written, signed, and dated request for an LOA in advance of the leave. The request must include the reason for the LOA and the expected return date. In unforeseen emergencies where advance notice is not possible, the student or an authorized representative must contact the school as soon as practicable to submit the written request, with supporting documentation so the institute may establish the start date of the approved LOA as the first day the student was unable to attend.

Approval

LOAs are subject to institutional approval based on the student's academic standing, satisfactory academic progress (SAP), and the nature of the request.
Approval is granted by the School Director or designated administrator.
The institution maintains written documentation justifying the LOA in the student's file.
Contract Adjustment
Upon approval, a contract addendum is completed to extend the student's contract end date by the number of days approved for the LOA.
The student, the school, and relevant administrative staff sign this addendum.

Impact on Academic Progress

The LOA period does not count toward the maximum time frame allowed for program completion under the institution's Satisfactory Academic Progress (SAP) Policy. Students resume classes at the same point in the program where they left off. Their payment period and schedule are adjusted to reflect the new return date, no additional charges will be assessed as a result of an LOA. Students granted LOA are not considered withdrawn so no refund calculation is required at the time. Students must return by the approved LOA return date. Failure to return will result in administrative withdrawal from the program.

Return from LOA

Students are expected to return on or before the scheduled return date.
Upon return, students and the institution will sign a contract addendum reflecting the new program's completion date.
If a student fails to return from an LOA by the approved date or takes an unapproved LOA, the student will be withdrawn.
The withdrawal date for refund calculation purposes will be the student's last date of attendance prior to the LOA.

Title IV Disclosure

Note: The institution is not currently approved to offer Title IV Federal Financial Aid.

If this status changes in the future, students who are Title IV loan recipients will be informed of the impact that failing to return from an LOA may have on loan repayment terms, including the expiration of the grace period.

Cross-Reference

This LOA Policy is consistent with the NACCAS Leave of Absence Policy Checklist, and is published verbatim in the school catalog, enrollment agreement, and Leave of Absence Request Form to ensure compliance with accreditation standards.

9-4. Consequences of excessive absences

Academic Impact

Understanding the Importance of Attendance: At [IALAI INSTITUTE], regular attendance is crucial for academic success. Attendance not only contributes to the mastery of course material but also prepares students for professional reliability and discipline.

Effects on Grades and Performance: Excessive absences directly affect a student's ability to engage with and understand course content, which may result in lower grades and diminished learning outcomes. Participation and hands-on experiences, essential in our programs, cannot be fully replicated outside of the classroom setting.

Administrative Actions

Adherence to Attendance Policy: Students are expected to adhere to the attendance policy as outlined in the school catalog. This policy ensures the integrity of our educational programs and the success of our students.

Consequences for Non-Compliance:

Warning and Probation: Students who fail to meet the minimum attendance requirements may first receive a warning, followed by probationary status if absences continue. This stage is an opportunity for intervention and support to address attendance issues.

Potential for Dismissal: Persistent absenteeism, despite warnings and probation, may lead to dismissal from the program. This action is considered a last resort and is taken only after efforts to support the students in improving their attendance have been exhausted.

Review Process: Each case of excessive absence is reviewed on an individual basis, considering the student's circumstances and overall academic record.

Support and Guidance

Commitment to Student Success: Our institution is committed to supporting our students. We encourage students facing challenges impacting their attendance to communicate with their instructors or academic advisors as early as possible. Support services and resources are available to help students manage their commitments and maintain good attendance.

Re-Entry Policy: Students dismissed for attendance reasons may be eligible for re-entry based on the institution's re-entry policy, which includes a review of past attendance and academic performance.

Persistent absenteeism may result in disciplinary actions or termination, with re-enrollment at the school's discretion.

Example	Attended Hours	Absent Hours	Scheduled Hours	Percentage Calculation	Percentage
Example 1	100.50	9.50	110	$(100.5 / 110.00) \times 100$	91.36%
Example 2	485.75	34.25	520	$(485.75 / 520.00) \times 100$	93.41%

10.0 Student Services & Advising

10-1. Academic advising and support

Objective

To establish a comprehensive and effective academic advising system at [ALAI INSTITUTE] that supports student academic success, personal development, and career planning in compliance with NACCAS /TWC/TDLR standards.

Policy Statement

[ALAI INSTITUTE] is committed to providing high-quality academic advising to all students, recognizing its crucial role in student achievement and retention.

Scope

This policy applies to all academic advising activities within [ALAI INSTITUTE].

Roles and Responsibilities

Advisor Responsibilities:

Assist students in understanding program requirements and academic policies.
Guide students in course selection and creating academic plans.
Monitor academic progress and provide support or referrals as needed.
Offer career guidance and professional development advice.

Student Responsibilities:

Actively participate in advising sessions.
Stay informed about program requirements and academic policies.
Take responsibility for making informed decisions about their academic career.

Advising Procedures

Initial Advising: New students receive an initial advising session upon entry into their program.

Regular Advising Sessions:

Scheduled at least once each semester or more frequently as needed.

Advising Records:

Documentation of all advising sessions is maintained in the student's academic record

Advising Teams:

Each student is assigned an academic advisor based on their program of study.
Advisors are faculty members or professional staff with expertise in the respective academic area.

Advising Model:

A combination of one-on-one and group advising sessions, tailored to meet individual student needs.

10-2. Career services and job placement services

Job Placement: 60%

Graduation Rate: 96.6%

Pass state examination 100%

AMERICAN LASER & AESTHETICS INSTITUTE does not guarantee job placement. The staff works with local, regional, and national placement assistance organizations to assist graduates in job placement. Students are encouraged to submit their resumes to Career Services to receive assistance with their resumes. Students and graduates have access to the resource center to view job placement and community services available in the area.

Employment Assistance

AMERICAN LASER & AESTHETICS INSTITUTE cannot guarantee employment; however, students are encouraged to submit resumes to their instructor and to the Career Services Department. This will allow the school to assist students to strengthen job searching skills, preparing for interviews, and completing job applications. In addition, students are encouraged to prepare a paper or digital portfolio to exhibit their hands-on training. With this preparation, students may increase their skills and readiness to be employed in the field of salons, spas, medical spas, medical facilities, etc. The school will also post relevant job openings in the Student Resource area for students to review

10-3. Counseling and support services

Counseling and support services

ALAI INSTITUTE Cosmetology operator School - Counseling and Support Services for Students

At ALAI INSTITUTE Cosmetology operator School, we understand that the journey through cosmetology operator education can be both exhilarating and challenging. To support our students through their academic and personal growth, we offer comprehensive Counseling and Support Services designed to cater to a wide range of needs.

1. Academic Counseling:

Personalized Guidance: Our academic counselors provide one-on-one sessions to help you navigate your coursework, manage study schedules, and make informed decisions about your educational path.

Career Planning: We assist in mapping out future career opportunities, offering insights into various cosmetology operator fields and helping students identify their strengths and interests.

2. Personal Counseling:

Emotional Support: Our licensed counselors are available to offer support and guidance through personal challenges, stress, anxiety, or any other emotional concerns that students may encounter.

Confidentiality: We assure a safe and confidential environment where students can openly discuss their issues without fear of judgment.

3. Financial Aid Counseling:

Navigating Financial Options: We help in understanding and applying for financial aid, scholarships, and grants to make education more accessible.

Budgeting and Financial Planning: Counselors can help with budgeting strategies and financial planning for students managing the costs of their education.

4. Peer Support and Mentorship:

Building Community: Opportunities for peer support groups and mentorship programs are available, creating a community where students can learn from and support each other.

Networking Opportunities: These programs also offer networking opportunities, connecting students with professionals and alumni in the cosmetology operator industry.

5.Resource Center:

Information Hub: Our resource center provides a wealth of information on various topics, including study materials, industry updates, and self-care tips.

At ALAI INSTITUTE Cosmetology operator School, we believe in nurturing every aspect of our students' development. Our Counseling and Support Services are here to ensure that you have a fulfilling, balanced, and successful journey in your cosmetology operator education and beyond.

10-4 Non-Discrimination

Accessibility services accommodations for students with disabilities

ALAI INSTITUTE Cosmetology operator School - Accessibility Services and Accommodations for Students with Disabilities

At ALAI INSTITUTE School, we are committed to providing an inclusive and accessible learning environment for all our students. We recognize the diverse needs of our student body, including those with disabilities, and are dedicated to offering appropriate accommodations and support to ensure equal access to our educational programs.

1. Personalized Accommodation Plans:

Assessment and Customization: Our team works closely with each student to assess their specific needs and develop personalized accommodation plans.

Collaboration with Instructors: We collaborate with faculty to ensure that accommodation is effectively implemented in the classroom and practical settings.

2. Academic Accommodations:

Alternative Formats: Course materials are available in alternative formats such as large print, braille, or electronic text.

Assistive Technology: We provide access to assistive technology including screen readers, speech-to-text software, and audio recorders.

3. Physical Accessibility:

Accessible Facilities: Our campus is designed to be physically accessible, with features such as wheelchair ramps, accessible workstations, and adjustable equipment. Our only First floor ALAI INSTITUTE Cosmetology operator School believes in empowering each student to reach their full potential. Our Accessibility Services and Accommodations are an integral part of this commitment, ensuring that students with disabilities have equal opportunities to excel in their cosmetology operator's education and career.

ALAI INSTITUTE does not discriminate in admission or access to our courses based on age, race, color, sex, disability, religion, sexual orientation, gender identity, gender expression, national or ethnic origin. Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to ALAI INSTITUTE 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 disability discrimination in any program or activity receiving federal financial assistance. The ADA prohibits 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. Individuals with disabilities wishing to request accommodation must contact the ADA Compliance Coordinator. A disclosure of a disability or a request for accommodation made to any staff, faculty, or personnel other than the ADA Compliance Coordinator will not be treated as a request for accommodation. However, if a student discloses a disability to such an individual, they must direct the student to the ADA Compliance Coordinator. Upon request, the ADA Compliance Coordinator (or his/her trained designer) will provide a student or applicant with a Request for Accommodations form, which is also available on to help ensure timely consideration and implementation, individuals making a request for an accommodation are asked to contact the ADA Compliance Coordinator and/or submit Request for Accommodations form at least two weeks prior to when the accommodation is needed.

10-5. Professional development policies

Applicable Regulatory Agencies

TDLR (Texas Department of Licensing and Regulation)	TWC (Texas Workforce Commission)
TDLR (Texas Department of Licensing and Regulation) Main Office: Austin 920 Colorado Austin, Texas 78701 Mailing Address: Texas Department of Licensing and Regulation P.O. Box 12157 Austin, Texas 78711 Telephone: (512) 463-6599 Toll-Free (in Texas): (800) 803-9202 Relay Texas-TDD: (800) 735-2989 Private Post-Secondary License # 705452 Laser Hair Removal Facility License #ZF10358	TWC (Texas Workforce Commission) Mailing Address: P.O. Box 149137 Austin, Texas 78714-9137 Physical Address Texas Workforce Commission 101 E 15th Street Austin, Texas 78778 Contact Customer Relations: 800-628-5115 Certificate of Approval for Career Schools and Colleges #S5672
NACCAS Candidate	
NACCAS Candidate 3015 Colvin St. Alexandria, VA 22314	

10-6 Student Access to their Files

Students are given copies of all signed documentation. Furthermore, students can request a copy.

of a needed document from the school. Student records will only be released to the student named on the document unless the student submits a written request for a third party to receive.

the information. Students will have access to make any necessary changes to their files at them.

Request

Release of Information to Third Parties #19

The American Laser & Aesthetics Institute respects the privacy of all student records in compliance with FERPA, NACCAS, and applicable regulations.

The institution does not sell student information to any third parties. If a third party requests student information, the student must submit a signed, written authorization specifying what information may be released and to whom. Only the information listed will be shared.

In accordance with state, federal, and accrediting agency regulations, the institution provides authorized agencies with access to student and institutional records as required for oversight and compliance purposes.

Student Conduct Expectations

Professionalism and Respect: Students are expected to demonstrate professionalism, respect for others, and integrity in all interactions within the institution.

Adherence to Policies: Compliance with all institutional policies, including those related to attendance, academic integrity, and use of facilities and resources, is mandatory.

Harassment and Discrimination: Harassment, discrimination, or any form of behavior that disrupts the learning environment or threatens the safety of others is strictly prohibited.

10-7 Disciplinary Policy

ALAI INSTITUTE School Policy on Intellectual Property and Social Media Use

1. Intellectual Property and Copyright Infringement Policy: ALAI INSTITUTE School strictly prohibits the unauthorized duplication, downloading, publication, distribution, or use of copyrighted material. This includes any illegal downloading or unauthorized distribution of copyrighted materials via the school's information systems.

Consequences:

Violations will result in advisement and can escalate to dismissal from ALAI INSTITUTE School.

Disciplinary actions by ALAI INSTITUTE School are in addition to legal repercussions enforced by local, state, or federal authorities.

Legal Sanctions under 18 U.S.C. § 2319:

Misdemeanor Infringement: Unauthorized copying of copyrighted works worth under \$2,500 can lead to up to 1 year in prison, a fine of up to \$100,000, or both.

Felony Infringement (First Offense): Copying at least 10 copyrighted works or works valued at \$2,500 or more can result in up to 5 years in prison, a fine of up to \$250,000, or both.

Felony Infringement (Subsequent Offenses): Repeat offenses involve the same penalties but with up to 10 years in prison.

2. Social media Policy: ALAI INSTITUTE School acknowledges the beneficial role of social media in promoting professional development in salon and spa industries. Students are encouraged to use social media platforms responsibly for career advancement.

Platforms Covered: This includes Facebook, Twitter, YouTube, Snapchat, Reddit, Instagram, TikTok, Pinterest, personal and public blogs, wikis, and any shared personal audio/video files.

Accountability: Students are responsible for their online content. The school does not tolerate obscenity, negative remarks, personal attacks, cyberbullying, or conduct those breaches ALAI INSTITUTE School's conduct standards.

Privacy and Permission:

Consent is required before posting or sharing photographs of students, staff, or clients.

ALAI INSTITUTE School reserves the right to remove any content from its social media outlets without prior notice.

Caution and Professionalism:

Students should be aware that online actions are often irreversible and can have long-term repercussions.

Professionalism and courtesy in online interactions are highly encouraged.

Noncompliance may lead to disciplinary actions.

Policy Appeal Procedure

Appeal Process

Right to Appeal: Students have the right to appeal disciplinary decisions.

Appeal Procedure: The appeal process will be communicated to the student, typically involving a written submission outlining the grounds for appeal.

10-8 Student Conduct and Access to Records

The institution provides resources and education to students regarding acceptable conduct and the consequences of policy violations. This approach fosters an understanding of the importance of maintaining a professional, safe, and respectful educational environment. In accordance with federal regulations and institutional policy, the institution provides access to student records to the student, as well as to parents or legal guardians of dependent minor students, upon proper verification and request. All student records are maintained securely, and access is granted in compliance with the Family Educational Rights and Privacy Act (FERPA) and applicable state regulations.

10-9 Amendments

This policy is subject to regular review and amendment in line with NACCAS standards and institutional goals. All policy changes will be communicated to students.

AMERICAN LASER & AESTHETICS INSTITUTE encourages students to use electronic communication devices for educational purposes. These Devices include the following: cell phones and other electronic devices.

Students may utilize electronic communication devices at school and at school activities when the instructor deems it appropriate for educational purposes. Personal, non-educational use of electronic devices are permitted during breaks or lunch only in

designated break areas. All other uses of electronic devices (texting, calling, or photos) in the school are prohibited with the possessing student.

subject to the disciplinary measures outlined in the Conduct and Employability Standards.

- Students should wear black scrubs or AMERICAN LASER & AESTHETICS INSTITUTE T-shirts with black slacks or scrub pants.
- Students should wear safe and appropriate foot ware such as closed-toe shoes.
- No hats, caps, rags, or beanies.
- Cameras, video, or voice recordings are not allowed without written consent.
- No children allowed in classrooms.
- Profanity or vulgar language is not tolerated.
- School is not responsible for lost or stolen items.
- Smoking is allowed only in designated areas.
- No eating in classrooms. All food should be stored in the break room area.
- Student is tardy when the student is not in his/her seat or station when their class begins.

If a student is more than 15 minutes late, disciplinary action will be taken.

- Students are expected to have good hygiene, neat hair, and makeup on, if desired, before clocking into class.
- Parking designated areas.
- All students must clock in or out themselves and are responsible for clock-in/out times.
- Laser and seminars must sign in to receive credit for attendance.
- Each student must personally clock in/out for himself/herself.
- Students leaving the facility for any reason, including smoking breaks, must clock out, except when an instructional area on campus is located outside the approved facility, that area is

Approved by the department and students are supervised by a licensed instructor.

- No credit shall be given for any times written in, except in a documented case of time clock failure or other situations approved by the department.
- If a student is in or out of the facility for lunch, he/she must clock out.
- If students are below attendance or not meeting academic requirements, the student may not receive discounted services.
- Be respectful to classmates, staff, and instructors.
- Student is responsible for all makeup work.
- Students must bring all necessary materials to class every day. This may include books, electronic devices, student kits, and printed materials.

Drug Free Workplace Policy

Students found in violation of these conduct expectations will be subject to disciplinary action.

which may include a written warning, probation, suspension, dismissal, and/or referral to law?

enforcement officials.

Conduct Termination

Students can be automatically dismissed for the following reasons:

1. Coming to class under the influence of drugs or alcohol
2. Misconduct (obscene, violent, or sexually inappropriate behavior, cheating, plagiarism, knowingly furnishing false information Conduct.

10-10 Internal Grievance Policy appeal, complaint resolution procedures

Overview

[ALAI INSTITUTE] is committed to providing a fair and respectful environment for all students. The Internal Grievance Policy is designed to address and resolve student concerns or complaints promptly and effectively.

Purpose

The purpose of this policy is to ensure that students could present grievances related to the institution's policies, procedures, or the conduct of its personnel, and to seek resolutions in cases where they believe their rights have been violated.

Scope

This policy covers grievances related to academic matters, student services, discrimination, harassment, and other issues impacting the student experience.

Procedure

Step 1: Initiating Resolution through Direct Discussion

The first action in the grievance process is a direct dialogue between the student and the concerned faculty or staff member. This crucial step aims to foster an amicable and prompt resolution to the issue.

Engaging in Direct Dialogue: Initially, the student should seek to address and resolve the concern by engaging in a conversation with the involved instructor or staff member. This approach should be characterized by a mutual willingness to understand each other's perspectives and seek a solution.

Prompt Communication: It is advisable for this conversation to take place as soon as the student recognizes an issue, ideally within 7 calendar days from when the issue arose, to facilitate timely resolution.

Recording the Discussion: Students are encouraged to keep a record of the grievance, detailing the specific concern, their reasons for dissatisfaction, and the efforts made to resolve the matter during this initial conversation.

Determining the Outcome: If this initial dialogue leads to a mutually agreeable resolution, there is no need for further action. However, if the issue remains unresolved, the student is then advised to move to Step 2, involving the formal grievance procedure with the school's administration.

Step 2: Escalation to School Administrator

If a student's issue remains unresolved after direct communication with the involved instructor or staff member, the next step is to escalate the matter to the school administration. This involves:

Submitting a Grievance Form: The student must fill out a Grievance Form and attach any supporting evidence. This form should be submitted to the school administrator's office within 14 calendar days after initial communication with the faculty or staff member.

Administrator's Review: The school administrator or an appointed representative will undertake a comprehensive review of the grievance.

Investigation and Decision: Within 14 calendar days of receiving the grievance, the administrator will conduct an objective investigation, which includes consulting with all relevant parties, examining the evidence, and deciding. The outcome will be communicated in writing to both the student and the administrative office.

Step 3: Appeal to President's Office

Should the student be dissatisfied with the decision made in Step 2; an appeal can be filed under certain conditions:

Conditions for Appeal: An appeal is appropriate if the student believes proper procedures were not followed during Step 2 or if there is new, relevant evidence that was not previously available.

Filing an Appeal: The appeal must be lodged within 14 calendar days of the school administrator's decision. It should be directed to the office of the President and must include a written justification for the appeal, along with any new evidence supporting the grounds for further review.

Final Review and Decision: The President or a designated member of the American Laser & Aesthetics Institute will conduct an objective review of the grievance process executed in Step 2. This review will involve consulting all parties involved and considering any new evidence. The President's decision, provided in writing, will be considered final.

Confidentiality

Grievances and investigations will be handled with confidentiality to protect the privacy of all involved parties.

Non-Retaliation

The institution prohibits retaliation against any student who files a grievance or participates in an investigation. Any retaliation should be reported immediately and will be subject to disciplinary action.

Amendments

This policy is subject to regular review and amendment to remain in alignment with NACCAS, TWC, TDLR standards and institutional objectives. Changes will be communicated through official channels.

Complaints

Where to report

Complaints are encouraged to be submitted immediately to the school. Complaints may be submitted to the school director via email or in written form.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 that

protects the privacy of student education records. FERPA applies to any public or private, elementary, secondary, or post-secondary school. It also applies to any state or local education

agency that receives funds under an applicable program of the US Department of Education. FERPA allows schools to disclose information from a student's education record, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for, or on behalf of, the school.
- Accrediting organizations
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific state law
- To comply with a judicial order or lawfully issued subpoena.

REPORTING RECORDING AND MAINTAINING RECORD When the grievance is concluded, all documentation shall be forwarded to the school administrator, who will maintain it in accordance with the state archival policies.

AMERICAN LASER & AESTHETICS INSTITUTE is required to direct all unsolved grievances to:

Texas Workforce Commission Career Schools and Colleges, Room 226T 101 East 15th Street
Austin, Texas 78778-0001 Phone: (512) 936-6959 <http://csc.twc.state.tx.us>

GRIEVANCE PROCEDURE PUBLISHED IN FOLLOWING LOCATION

Texas Workforce Commission Career Schools and Colleges, Room 226T 101 East 15th Street
Austin, Texas 78778-0001 Phone: (512) 936-6959 <http://csc.twc.state.tx.us>

10-4. Faculty-student ratio and interaction policies

Faculty-Student Ratio

Objective: To ensure an optimal learning environment, [ALAI INSTITUTE] maintains a faculty-student ratio that aligns with the best educational practices and NACCAS standards.

- **Ratio Standards:** Our institution adheres to a faculty-student ratio that allows for personalized attention and effective instruction. For example, in practical classes, the ratio does not exceed 1 instructor per 25 students, while in theory-based lectures, the ratio is maintained at 1 instructor per 30 students.
- **Program-Specific Ratios:** Depending on the program's nature, specific courses may have adjusted ratios to ensure the highest quality of education and hands-on training.
- **Monitoring and Adjustment:** The faculty-student ratio is regularly monitored and adjusted according to program needs, enrollment numbers, and feedback from both faculty and students.

Interaction Policies

Purpose: To foster a productive and respectful environment that enhances learning and professional development.

Open Communication: Faculty are encouraged to maintain open lines of communication with students. Office hours, in-person meetings, and electronic communication are available to address academic inquiries, provide feedback, and offer guidance.

Respectful Interactions: All interactions between faculty and students should be professional, respectful, and supportive. The institution upholds a policy of non-discrimination and mutual respect in all communications.

Feedback and Evaluation: Regular feedback sessions are scheduled, allowing students to discuss their progress, challenges, and goals. Faculty provide constructive feedback aimed at fostering student growth.

Professional Boundaries: The institution emphasizes the importance of maintaining professional boundaries in all faculty-student interactions. Any concerns regarding inappropriate interactions are addressed promptly and with discretion.

Mentorship and Support: Faculty members serve as mentors and advisors, guiding students not only in academic matters but also in professional development and career planning.

Conflict Resolution: In the event of conflicts or misunderstandings, the institution has a clear process for resolution, ensuring fairness and impartiality.

Continuous Improvement

Commitment: [ALAI INSTITUTE] is committed to continually enhancing the quality of faculty-student interactions. Regular assessments and surveys are conducted to gather feedback, which is used to inform policy improvements and professional development programs for faculty.

11.0 Campus Safety & Emergency Procedures

11. Safety and Security

Regular Safety Drills: Conducted periodically to prepare for various emergencies, including fire, lockdowns, and evacuations.

Security Measures: Implementation of security measures such as surveillance cameras, controlled access to facilities, and security personnel on campus.

Safety Training: Comprehensive safety training for students and staff, including the correct handling of cosmetology operator and laser equipment, chemicals, and other materials.

11-1. Campus safety policies

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Regular Safety Drills: Conducted periodically to prepare for various emergencies, including fire, lockdowns, and evacuations.

Security Measures: Implementation of security measures such as surveillance cameras, controlled access to facilities, and security personnel on campus.

Safety Training: Comprehensive safety training for students and staff, including the correct handling of cosmetology operator and laser equipment, chemicals, and other materials.

SCHOOL POLICY REGARDING STUDENT CONDUCT

Students are responsible for conducting themselves in a manner that helps enhance an environment of learning in which the rights, dignity, worth, and freedom of each member of the academic community are respected. Students are responsible for conducting themselves in a manner that helps enhance an environment of learning in which the rights, dignity, worth, and freedom of each member of the academic community are respected.

Students on the AMERICAN LASER & AESTHETICS INSTITUTE campus are expected to behave in a manner that will create a safe and orderly academic environment for themselves and others. Students found in violation of these conduct expectations will be subject to disciplinary action which may include a written warning, suspension, dismissal, and/or referral to law enforcement officials. Below is a partial list of inappropriate behaviors that will be subject to disciplinary action.

1. Academic dishonesty, including any form of plagiarism, cheating, falsification of records, or collaboration with others to defraud.
2. Actions that disrupt teaching, learning, administration, or interfere with the rights of others.
3. Non-compliance with the directives of school faculty and staff.
4. Violation of written policies, rules, or procedures.
5. Theft of any kind, and related behaviors such as possessing stolen property or using the property of others without their permission.
6. Damage to property or destruction of property.
7. Creation of unsafe conditions.
8. Carrying out a false alarm or creating an emergency such as a fire or a bomb threat.
9. Hurting others, threatening others, or engaging in behavior that may result in harm to others.
10. Selling, consuming, and/or possessing alcoholic beverages.
11. Possessing or using drugs not prescribed for the student by a physician; selling any drugs; possessing or using illegal drugs or narcotics.
12. Possessing a firearm or other deadly or dangerous weapons such as knives, knuckles, clubs, baseball bats, and hammers while on the property of the school or in any part of the school building.
13. Sexual harassment in any form by students or any member of the administration, faculty, or staff is prohibited. The school is committed to creating and maintaining an environment for all school personnel and students that is free of harassment, forced sexual activity, or any other sexual communication or conduct that interferes with performance in the classroom or the workplace.

Sexual Harassment Defined Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's student status.
- b. submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individuals, or such conduct has the purpose or effect of unreasonably

interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Our campus has designated student break areas. No eating or drinking is permitted anywhere in the school other than in assigned break areas. If a student utilizes any of these break areas, it is their responsibility to clean up after themselves.

11-2. Emergency procedures

Emergency Response Plan: A detailed plan outlining procedures for various emergencies, accessible to all students and staff.

First-Aid and CPR Training: Available to students and staff, ensuring a prompt response to health emergencies.

Emergency Contact Information: Clearly displayed throughout the campus, including numbers for local emergency services and campus security.

11-3. Health and wellness resources and available to students

On-Campus Health Support: Availability of basic health services or referrals to local healthcare providers.

Health Insurance Guidance: Assistance in understanding health insurance options and access to healthcare.

Support Systems

Student Support Groups: Peer-led support groups for sharing experiences and offering mutual support.

Health Education: Regular health education sessions covering a range of topics from preventive care to lifestyle choices

12.0 Externship / Internship Policy

Provide meaningful, practical learning experiences relevant to the student's program.

Assign a supervisor or mentor to guide and evaluate the student's performance.

Provide feedback to the school regarding the student's progress and performance

12-1. Eligibility and application process

Eligibility Criteria:

Students must be enrolled in a qualifying program and have completed a specified portion of their coursework with satisfactory academic standing.

Demonstrated commitment to the field and adherence to school policies.

Application Process:

Complete and submit the externship/internship application form available at the school's administrative office.

Provide a current resume and cover letter, if required.

Attend an interview or orientation session for the externship/internship program.

Policy Enforcement & Amendments

This policy is reviewed annually to maintain compliance with NACCAS, TDLR, and TWC requirements. Updates will be published in the Catalog and apply to all active students.

Overview

At [ALAI INSTITUTE], we are committed to maintaining a positive, respectful, and safe learning environment. This Student Conduct and Discipline Policy outlines our expectations for student behavior and the procedures for addressing conduct that falls below these standards.

12-2. Roles and responsibilities

Student Responsibilities:

- Adhere to the professional standards and conduct expected in the workplace.
- Complete assigned tasks and projects within the designated timeframe.
- Maintain regular attendance and punctuality.
- Communicate effectively with both the externship/internship site and school supervisors.

School Responsibilities:

- Provide students with a list of approved externship/internship sites.
- Monitor and support student progress throughout the externship/internship.
- Serve as a liaison between the student and the externship/internship site.

Externship/Internship Site Responsibilities:

- Provide meaningful, practical learning experiences relevant to the student's program.
- Assign a supervisor or mentor to guide and evaluate the student's performance.
- Provide feedback to the school regarding the student's progress and performance.

12-3. Evaluation Criteria

Performance Assessment:

- Evaluation is based on the student's ability to apply theoretical knowledge in a practical setting.
- Assessment of professional skills such as communication, teamwork, and problem-solving.

Feedback and Reports:

- Regular feedback sessions with the externship/internship supervisor.
- Submission of a final report or project, as required by the program.

Credit and Completion:

- Externship/internship completion is contingent upon fulfilling the required hours and achieving satisfactory evaluations.
- Credits awarded towards the student's program upon successful completion of the externship/internship.

13.0 Faculty & Staff Directory

13-1 Faculty and Staff

Founder--Jang Bae Kim, Youn Park	Administrative Support Staff: Veronica Zabith, Crystal Vasquez
School Director-Youn Park	
Laser hair removal Supervisor Dr – Dr John Choi	Financial / Student Accounts Coordinator - Woo Lee.
Esthetician Educator - Emma Gutierrez, Miranda Gonzalez, Crystal Vasquez	Admissions & Enrollment Coordinator - Areej Kamil
Cosmetology Educator- Crystal Vasquez, Youn Park	Master Aesthetics Educator – Crystal Vasquez, Rana Abdelwahab, Racha Kamel
Academic & SAP Coordinator: Crystal Vasquez	Advanced Master laser program Educator –Rana Abdelwahab, Crystal Vasquez, Sheri Yazdanian

13-2. Faculty qualification

Administrative roles include but are not limited to:

Position	Primary Responsibilities
School Director	Oversees institutional leadership, NACCAS/TDLR compliance, and policy enforcement
Admissions & Enrollment Coordinator	Manages student enrollment, records, and eligibility verification
Financial / Student Accounts Coordinator	Oversees tuition processing and refund compliance
Academic & SAP Coordinator	Monitors student progress, attendance, and SAP compliance
Administrative Support Staff	Maintains records, assists with scheduling, and supports daily operations
Director of Education (if applicable)	Oversees curriculum delivery, instructor supervision, and educational quality standards

13-3. Professional development policies

Applicable Regulatory Agencies

TDLR (Texas Department of Licensing and Regulation)	TWC (Texas Workforce Commission)
TDLR (Texas Department of Licensing and Regulation) Main Office: Austin 920 Colorado Austin, Texas 78701 Mailing Address: Texas Department of Licensing and Regulation P.O. Box 12157 Austin, Texas 78711 Telephone: (512) 463-6599 Toll-Free (in Texas): (800) 803-9202 Relay Texas-TDD: (800) 735-2989 Private Post-Secondary License # 705452 Laser Hair Removal Facility License #ZF10358	TWC (Texas Workforce Commission) Mailing Address: P.O. Box 149137 Austin, Texas 78714-9137 Physical Address Texas Workforce Commission 101 E 15th Street Austin, Texas 78778 Contact Customer Relations: 800-628-5115 Certificate of Approval for Career Schools and Colleges #S5672
NACCAS Candidate	
NACCAS Candidate 3015 Colvin St. Alexandria, VA 22314	

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14.0 ISS & NACCAS Cross-Reference Compliance Index

ISS Ref	Requirement	Catalog Section	Page #
ISS IV.1	Admissions – diploma verification & foreign credential evaluation policy	2.0 Admissions Policy (2.1, 2.3)	8-10
ISS V.1	Tuition, Refund, and Cancellation (include TWC 40-hr rule where applicable)	4.0 Tuition, Fees & Refund Policy	46-53

ISS VI.1	Satisfactory Academic Progress (attendance + academics + MTF + warning/probation/appeal)	5.0 Academic Standards & SAP	54-66
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