



**X tylo**  
Beauty College

# *School Catalog*

# *2021*

Phoenix Campus: 2828 N 36<sup>th</sup> St,  
Phoenix, AZ 85008 (602)254-6722

Tolleson Campus: 1200 N. 91<sup>st</sup> Ave Suite A,  
Tolleson, AZ 85353 (623) 230-2947

**\* ONLY Phoenix Campus is approved for Title IV Funding\***

[Xtylo82@outlook.com](mailto:Xtylo82@outlook.com)

[www.xtylocollege.com](http://www.xtylocollege.com)

*2021 Catalog*

*Published: April 2021*

*Revised: April 2021*

*Catalog is revised regularly, as needed.*

*English*



**Xtylo**

Beauty College

**TABLE OF CONTENTS**

Welcome.....	4
Approval, Accreditation, Membership.....	5
History and Ownership.....	5
College Facilities.....	5
Mission Statement.....	5-6
Instructors.....	6
Programs Offered.....	6
Statement of Non-Discrimination.....	6
Office Hours.....	6
Class Schedule.....	6-7
Holidays and Non-Business Days.....	7
School Calendar of Program Initiation.....	7
Admission.....	7
Admission Policy.....	7-8
Re-Enter.....	8
Ability-To-Benefit Policy.....	8
Acceptance to the School.....	8
Transfer of Clock Hours from Xtylo Beauty College to Other Institutions.....	8
Clock Hour Transfer to Xtylo Beauty College.....	8
English as a Second Language.....	8
Attendance Policy.....	9
Tardy, Absence, and Attendance Policy.....	9
Make-Up Hours.....	9
Attendance Status.....	9
Leave of Absence Policy.....	10
Grading System.....	10
Incomplete Grades.....	10
Graduation Certificate.....	10
Satisfactory Academic Progress Policy.....	10
Evaluation Periods.....	10-11
Attendance and Academic Progress Assessments.....	11
Quantitative Evaluation(Attendance).....	11
Qualitative Evaluation(Academic).....	11
Maximum Period to Complete the Program.....	11
Maximum Time Allowed.....	12
Determining the Status of Progress.....	12
Warning.....	12
Probation Period.....	12
Restoration of Satisfactory Progress.....	12
Interruptions, Program Incompletes, Withdrawals.....	12
Appeal Procedure.....	13
No Credit, Resources, Courses, Repetitions.....	13
Transfer Hours.....	13
Reinstatement.....	13
Graduation Requirements.....	13
Requirements and Cost for the State Board Exam.....	13
Academic Transcription.....	13
Suspensions and Expulsions.....	13-14
Program Termination.....	14
Complaint Procedure.....	14
Notification Under FERPA/Disclosure of Educational Records.....	14-15
Drug Abuse Prevention Program.....	15
Crime Prevention and Safety.....	15
Weapons Prohibition.....	15
Copy Rights Policy.....	15
Rules of Conduct/Regulations.....	15-16
Regulation of the Uniform and Appearance.....	16
Prevention of Sexual Harassment/Violence.....	16
Security and Protection on Campus.....	16
Health and Physical Consideration.....	16
Security Requirements.....	17



Emergency Evacuations Plan.....	17
Employee/Student Co-Fraternity Policy.....	17
Personal Property.....	17
Excursions.....	17
Pregnancy.....	18
Program Transfer.....	18
Schedule Change.....	18
Changes in Policies and Programs.....	18
Retention of Student Records.....	18
Denigration Policy.....	18
United States Constitution Day.....	19
Programs of Study.....	19
Certificate of the Program-Cosmetology.....	19
Program Description.....	19
Curriculum.....	19
Educational Goals.....	19
Program Objectives.....	19
Program Content.....	19-20
Practical Requirements.....	20
Grading Scale.....	21
Requirements to Graduate.....	21
Licensing Requirements.....	21
State Board License Exam Fees.....	21
Program Certificate-Instructor Training.....	21
Program Description.....	21
Curriculum.....	22
Work on the Clinic Floor.....	22
Program Development.....	22
Program Content.....	22
Evaluation of Academic Progress.....	22
Grading Scale.....	23
Requirements to Graduate.....	23
Licensing Requirements.....	23
State Board License Exam and Fees.....	23
Program Certificate-Nail Technician(Tolleson Campus Only).....	23
Program Description, Program Format.....	24
Educational Goals.....	24
Objective of the Program, Curriculum.....	24
Program Content, Practical Requirements.....	25
Grading Scale.....	25
Requirements to Graduate.....	25
Licensing Requirements.....	25-26
State Board Exam and Fees.....	26
Student Services, Orientation.....	26
Tutoring Assistance.....	26
Counseling Services and Academic Assessments.....	26
Library.....	26
Housing.....	26
Parking Lot.....	26
Graduation Ceremony.....	26
Employment Placement Assistance.....	27
Overdue Account.....	27
School Refund Policy.....	28-29
The Return of Title IV Funds Policy.....	29
Withdrawal from the Program.....	29
Cancellation of the Program.....	30
School Closure Policy.....	30
Catalog Certification.....	30
Phoenix Campus Organization Chart.....	31
Tolleson Campus Organization Chart.....	32
Tuition and Fees Policies.....	33
Payment of Tuitions, Scholarships, Additional Costs.....	33



Dear Student,

Welcome to Xtylo Beauty College; We thank you for selecting Xtylo Beauty College for your training in the beauty industry. You are about to enter a learning experience like no other. The skills you acquire and learn will prepare you to be successful in this fun and creative work industry.

At Xtylo Beauty College, we aim to offer you professional training that will enhance your opportunity to take and pass the licensing examination required by the Arizona State Board of Cosmetology. Passing this exam gives you the privilege of working in this fun and creative industry.

Our approach is to provide you with the necessary knowledge and skills that will make you successful in the career. Each operation you are about to do is designed to help you learn a specific vision and / or tool.

The different operations that make up this course are necessary for you to take the required state licensing exam and pass it. State license is required to obtain a work permit as a Cosmetologist, Nail Technician and or Instructor Training. Your training will take place in an environment like that of your prospective employers. This means that you are expected to be punctual, respectful to your instructor, your peers, and your employers. It also means hard work, dedication, and a lot of practical work on your part. Their training will consist of theory classes, manual practical work, store management, business concepts and the elements of personal success.

The training you will receive will allow you to gain an entry-level position in the beauty industry. The actual experience and advancements in this industry will depend on your own efforts once you work in the field of beauty.

It is a pleasure to have you at Xtylo Beauty College. The degree of your success will depend on the effort you are willing to apply throughout the course of your training.

Again, welcome to Xtylo Beauty College. All the staff wishes you a successful career in the world of Cosmetology!

Sincerely,

*Ms. María Arroyo Mosqueda*

Owner/Instructor

*Mr. Aaron Aguilera Guiza*

Owner



### **APPROVAL**

Xtylo Beauty College, 2828 N. 36<sup>th</sup> St. Phoenix, AZ, 85008, was approved by the Arizona State Board of Cosmetology. The approval of the office implies compliance with laws and regulations. Xtylo Beauty College is a private institution. School License #CSL00183

Xtylo Beauty College, 1200 N. 91<sup>st</sup> Ave Suite A. Tolleson, AZ, 85353, was approved by the Arizona State Board of Cosmetology. The approval of the office implies compliance with the laws and regulations. Xtylo Beauty College is a private institution. School License #CSL00211

### **ARIZONA STATE BOARD OF COSMETOLOGY**

1740 W Adams St, Suite #4400

Phoenix, AZ, 85007

Phone Number: (480) 784-4539

Fax: (480) 784-4962

[www.Azboc.gov](http://www.Azboc.gov)

### **The following programs are approved by Arizona State board of Cosmetology:**

Cosmetology	1600 Hours
Instructor Training	350 Hours
Nail Technician	600 Hours

### **ACCREDITATION (Phoenix Campus)**

Xtylo Beauty College LLC is Accredited since February 4, 2019, by the National Accrediting Commission of Career Arts & Sciences (NACCAS). The accreditation with NACCAS is still valid.

3015 Colvin Street, Alexandria VA 22314

(703) 600-7600

### **United States Department of Education**

School Participation Management Division OPE ID 042863. The Institution is eligible to apply for participate in the following programs authorized under the higher Education Act of 1965, as amended. Title IV. FPELL, FSEOG, FDSL P Staff, FDSL P staff Unsub. FDSL P PLUS. Effective date August 23, 2019.

### **MEMBERSHIP**

American Association of Cosmetology Schools (AACCS). 9927 E Bell Rd. Suite 110, Scottsdale, AZ 85260, (800) 831-1086 or (480) 281-0431. [www.beautyscholls.org](http://www.beautyscholls.org)

### **HISTORY AND OWNERSHIP**

Xtylo Beauty College has been training students in the field of Cosmetology since 2014. The College has earned reputation for excellence and quality education.

### **COLLEGE FACILITIES**

**Xtylo Beauty College Phoenix Campus** is located at 2828 N. 36<sup>th</sup> St. Phoenix, AZ 85008, close to Thomas Ave. and freeways I-10,202, and I-51. The College is located on a spacious, 6,500 square feet, one-floor, air-conditioned, with space for 100 students. Facilities include 2 classrooms, 1 lounge for facials, 2 offices, 1 storage room, reception area, 1 waiting room, student practice area floor and 2 restrooms. It also has modern facilities, with many benefits for our staff and students. Our school simulates classroom condition to help our students "learn by doing", with a modern team and a variety of supplies that help improve student knowledge. Each student uses a locker to store their private items.

**Xtylo Beauty College Tolleson Campus** is located at 1200 N. 91<sup>st</sup> Ave Suite A, Tolleson, AZ 85353 closed I-10 freeways off 91<sup>st</sup> Ave. The College is located on a spacious, 10,000 square foot one-floor, air-conditioned, with space for 300 students. Facilities include 4 classrooms, 1 lounge for facials, 5 offices, 1 storage room, reception area, 1 waiting room, student practice area floor and 2 restrooms. It also has modern facilities, with many benefits for our staff and students. Our school simulates classroom condition to help our students "learn by doing", with a modern team and a variety of supplies that help improve student knowledge. Each student uses a locker to store their private items.

### **MISSION STATEMENT**

The mission of Xtylo Beauty College is to provide the student with the necessary education to pass the Arizona State Board of Cosmetology Test; to pursue your profession and succeed in any area of the beauty industry.

To achieve this goal our School has the following:

1. We maintain highly qualified and competent teachers and staff, always updating them and giving them continuous training and education.



**Xtylo**

Beauty College

2. We provide the student with a complete program, basic and advanced knowledge of cosmetology, with an emphasis on classroom techniques.
3. We teach the value of the professionalism, including the high standards, skill and personal conduct that will allow the student to acquire a job or have their own salon.
4. We follow up with the student to continue preparing them in education, once obtained their license of Cosmetology, or Nail technician we can prepare them for Instructor Training so that they can acquire other positions like Clinic Instructor, classroom teachers, director of schools, congressmen, and business owners.

**INSTRUCTORS**

**Qualified Instructors**

Each of the Xtylo Beauty College Instructors is dedicated to the success of our students. Our Instructors have their current licenses issued by the State Board of Cosmetology of the State of Arizona. Instructors have a minimum of 2 years of experience in education and training in current subject practices they teach.

**Substitutes Instructors**

The substitute Instructor adjusts there schedule according to the needs of the students alternating the day and night schedules.

**THE INSTITUTION OFFERS THE FOLLOWING PROGRAMS**

PROGRAM	HOURS	MONTHS	WEEKS	LANGUAGE OF INSTRUCTION
Cosmetology (Full Time)	1600 Hours	12	52	Spanish/English
Cosmetology (Part-Time)	1600 Hours	16	69	Spanish/English
Instructor Training	350 Hours	3	11	Spanish/English
Nail Technician (Full Time)	600 Hours	5	19	Spanish/English
Nail Technician (Part-Time)	600 Hours	6	24	Spanish/English

**\*Educational Programs: CIPT 12.0401 Cosmetology full time and part time in Spanish (Phoenix Campus) are approved for Title IV funding.**

**STATEMENT OF NON- DISCRIMINATION**

Xtylo Beauty College does not discriminate based on race, creed, color, religion, sex, sexual orientation, disability, age, marital status, ethnic origin, or any other basis prohibited by federal or state law, employment or application, Admission, operation, participation, access, procedures of the school programs and activities. The school meets all local, state, and federal laws barring discrimination. According to equal opportunity for employment and admissions shall be extended to all persons. All inquiries or complaints regarding these laws and regulations should be directed to the Director of Education, who will provide students with procedures available for resolving complaints to alleged unlawful discrimination actions.

**OFFICE HOURS**

The school's administrative offices are open during work hours.

**\*Phoenix Campus:** Monday from 8:30 a.m. - 5:00 p.m. and Tuesday to Friday from 8:30 a.m. - 5:00 pm. And Saturday from 8:30 a.m. - 4:00 p.m. For admissions, academic, financial aid, and accounting matters, please make an appointment or visit the offices within your office hours. The entire administrative office can be reached at (602) 254-6722 or by email at [Xtylo83@outlook.com](mailto:Xtylo83@outlook.com)

**\*Tolleson Campus:** Tuesday to Friday from 8:30 a.m. - 5:00 pm. And Saturday from 8:30 a.m. - 4:00 p.m. For admissions, academic, financial aid, and accounting matters, please make an appointment or visit the offices within your office hours. The entire administrative office can be reached at (623) 230-2947 or by email at [Xtylo81@outlook.com](mailto:Xtylo81@outlook.com)

**CLASS SCHEDULE**

**Cosmetology Program**

**Morning Class:**

**Nigh Class:**

**Tuesday to Friday  
Monday and Saturday**

8:30 a.m. – 3:00 p.m.  
8:30 a.m. – 5:00 p.m.

**Tuesday to Friday  
Saturday**

4:00 p.m. – 8:00 p.m.  
8:30 a.m. – 5:00 p.m.



**Nail Technician Program (Tolleson Campus Only)**

**Morning Class:**

**Night Class:**

**Tuesday to Friday**  
**Saturday**

8:30 a.m. – 3:00 p.m.  
8:30 a.m. – 5:00 p.m.

**Monday to Friday**  
**Saturday**

5:00 p.m. – 10:00 p.m.  
8:30 a.m. – 5:00 p.m.

**HOLIDAYS AND NON-BUSINESS DAYS (ALL DATES ARE SUBJECT TO CHANGE)**

Xtylo Beauty College is closed on Sunday and the following holidays: New Years, "Glory Saturday", Memorial Day, Fourth of July, Labor Day, Thanksgiving Day (Friday and Saturday after Thanksgiving) Winter Break (December 24 to the first working day of January). A special holiday may be declared for special reason emergencies. Holidays of all religions/beliefs are respected and allowed.

**SCHOOL CALENDAR OF PROGRAM INITIATION**

<b>COSMETOLOGY, INSTRUCTOR, NAIL TECHNICIAN</b>	<b>FULL TIME DATES OF START</b>	<b>PART-TIME START DATES (COSMETOLOGY ONLY)</b>
JANUARY 2021	01/04/2021	01/05/2021
FEBRUARY 2021	02/01/2021	02/02/2021
MARCH 2021	03/01/2021	03/02/2021
APRIL 2021	04/05/2021	04/06/2021
MAY 2021	05/03/2021	05/04/2021
JUNE 2021	06/07/2021	06/08/2021
JULY 2021	07/05/2021	07/06/2021
AUGUST 2021	08/02/2021	08/03/2021
SEPTEMBER 2021	09/07/2021	09/07/2021
OCTOBER 2021	10/04/2021	10/05/2021
NOVEMBER 2021	11/01/2021	11/02/2021
DECEMBER 2021	12/06/2021	12/07/2021

**ADMISSION**

As a prospective student, you should review this catalog before signing the enrollment contract. They should also review the Academic performance information, which is provided to them before signing the enrollment contract. Prospective students can visit the College facilities and review education plans with the admissions representative before enrolling or signing the enrollment contract.

**ADMISSIONS POLICY**

The following are the requirements and procedures for admission at Xtylo Beauty College:

1. Applicants must attend an initial personal interview which determines the prospect of the individual's success in his/her chosen program. Parents and significant others are encouraged to attend.
2. All applicants must complete an application for admission. (Application for admissions)
3. All applicants must visit the Xtylo Beauty College facilities before enrolling.
4. Xtylo Beauty College requires you to have a high school diploma or equivalent (GED) to be admitted to the institution.
  - Applicants who do not have a high school diploma or equivalent (GED) may apply for enrollment under Arizona State Law ARS 32-511 who have completed and received two-year of high school education or its equivalent and or have completed 10th grade education and show evidence that the person is 16 years of age or older; **however, they will not be eligible to receive financial aid funds.**
  - Applicants who do not possess a high school diploma or its equivalent, but who are at least 18 years old, According to NACCAS Standard IV Criterion 1 and Policy IV .02 an Ability-To-Benefit student/applicant is beyond the age of compulsory education lacks a high diploma or its equivalent (GED), has the ability to benefit from the education training offered or training offered at an institution. To be admitted based on his or her ability to benefit, a student:
    - A) For courses and (or programs) of 600 hours or more, after enrollment, satisfactory complete 225 clock hours.) **however, they will not be eligible to receive financial aid funds.**
5. All applicants must complete financial arrangements prior to enrollment.
6. All applicants must complete the enrollment agreement (must be signed by a parent or guardian if the applicant is under 18 years of age).
7. All applicants must pay the registration fee of \$100.00 Dollars that is not refundable.
8. Submit a valid photo ID, provide a Social Security number, if you do not have a Social Security number \*ID card or driver's license with a photo issued by the government that is not expired.



**Xtylo**  
Beauty College

9. If you have evidence of verification of foreign high school diploma must be performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
10. The prospects for the instructor's training program must have:
  - High School Diploma or equivalent.
  - Current Cosmetology License issued by the State Board of the State of Arizona.
  - A minimum of 1 year of experience in the cosmetology industry.

**\*Title IV Applicants (ONLY Phoenix Campus is approved for Title IV Funding)**

Eligible Candidates must fill out their Federal Aid Application (FAFSA); in order to be eligible FA Students or applicants must provide the following documentation:

- U.S. Citizen or Legal Permanent Resident.
- Have a High school diploma or GED and/or If you have evidence of verification of foreign high school diploma must be performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

**RE-ENTER**

Any student who intends to re-enroll must sign a new enrollment agreement. New enrollment is based on the current cost of tuition and registration fees. The students agreed to re-enter the study program, they will be placed under the same satisfactory progress status that prevails at the same time of the previous withdrawal. The reentry fee for students who have withdrawn or wish to re-enter 30 days after completion is \$ 100.00 which is non-refundable.

**ABILITY-TO-BENEFIT POLICY**

In accordance with NACCAS Criterion IV and Policy IV .02, a Ability-to-Benefit student/applicant is beyond the age of compulsory education, lacks a high school diploma or its equivalent (GED), has the ability to benefit from the education or training offered in an institution.

To be admitted based on their ability to benefit, the student must complete:

\*For program and/or programs of 600 hours or more, after enrollment, satisfactory completion of 225 clock hours.

**However, they will not be eligible for financial aid funds. \* Phoenix Campus \***

**ACCEPTANCE TO THE SCHOOL**

Upon completing the required documents for admission, the Xtylo Beauty College administration will review the information and inform the applicant of their enrollment status. If an applicant is not accepted, all monies will be refunded, except for the \$ 100.00 registration. dollars that is not refundable.

**TRANSFER OF CLOCK HOURS FROM XTYLO BEAUTY COLLEGE TO OTHER INSTITUTIONS**

The transferability of clock hours you earn in our institution is at the complete discretion of an institution to wish you may seek to transfer. Acceptance of the certificate you earn in the program is also at the complete discretion of the institution to which you may seek to transfer. If the clock hours or certificate that you earn at this institution is not accepted at the institution you seek to transfer, you may be required to repeat some or all the coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may be seeking to transfer after attending Xtylo Beauty College to determine if your clock hours or certificate will be transferred.

**Note: Academic records / records will not be released until tuition fees are paid in full.**

**CLOCK HOUR TRANSFER TO XTYLO BEAUTY COLLEGE**

Xtylo Beauty College will consider the credits obtained by other institutions accredited by a body recognized by the United States Department of Education (USDE) if the student can provide the institution with the credits earned, and if the programs are comparable to those offered by our institution. Official transcripts must also be provided on the applicant's student transfer. Xtylo Beauty College will agree to transfer a maximum of 50% of the total hours of the program. Our institution does not accept hours or credits earned through exams, achievement tests, or experiential learning.

**ENGLISH AS A SECOND LANGUAGE**

The College does not offer Visa services to future students from other countries, endorses the attendance of foreign students or provides English language services. English as a Second Language instruction is not offered by Xtylo Beauty College. English and Spanish programs at Xtylo Beauty College. They are taught in their respective language in order to successfully complete the application, college entrance test, interview process and completion of instruction at Xtylo Beauty College, the student must be able to speak, read and write in English/Spanish. Proficiency in English / Spanish is documented by:

- 1.) The admissions interview.
- 2.) Receipt of prior educational documentation as established in the admission policy.





**ATTENDANCE POLICY**

Regular attendance and punctuality will help develop the good habits necessary for a successful career. All scheduled class hours must be attended.

Attendance must be maintained at an average of 67% percent of scheduled attendance and the student is expected to complete the course of study within 1.5 times of the time period established in the enrollment agreement.

**TARDY, ABSENCE AND ATTENDANCE POLICY**

Students who are not physically present in class at their starting time are considered late. Xtylo Beauty College must be notified at least fifteen minutes before class start time if the student is late. Students should report their tardiness to the instructor, director of education, or other administrative personnel. If a notification is not received within the established time, you will not be allowed to enter the first hour of class. **Only five late arrivals are allowed per month, more than five late arrivals per month and will be suspended for one day. (If the student is not satisfied with the suspension, his case must be evaluated by the Director of Education)**. The College has established a grace period of 5 minutes for the student to mark their entry and be counted for the total hours of that day. If the student passes the established grace period, they will be considered late for class. All absences must be reported, the student must notify the school at least 15 minutes before the class start time and, no later than 10:00 a.m., for part-time students in the evening and no more 4:30 p.m. afternoon when you are absent. Failure to notify in time may result in disciplinary action. The absence is excused or unexcused. Students who need permission to be absent for family reasons must notify 2 weeks in advance and present written proof of the event. The student will continue to be marked as absent, late, or as if left early if he/she is absent from class due to medical, dental, or legal, personal, or legal appointments. To be granted time off for early dismissal, students must submit a Time Off Form to the Director of Education or Assistant Principal. Students who know they must leave early for the day should notify the Instructor as soon as possible to help avoid classroom disruption and customer scheduling problems. Students who have been absent from their scheduled classes for 14 consecutive calendar days, not including scheduled school vacations, will be removed from the program (except those who are required to participate in military duty). Students must provide Xtylo Beauty College with written documentation verifying required military duty and requested length of service. The instructor or administrative staff will review the tardiness or absences with the student to determine possible corrective measures for the problem in question. Student hours and operation, once properly earned by the student, will not be removed from the student's records based on school disciplinary action. **\* Saturdays and Mondays are mandatory school days, if absent it can be suspended for 3 days unless you bring valid proof of medical appointments, court, or other legal reasons.**

**MAKE-UP HOURS**

If a student is absent from class, he can make up the hours after evaluating his attendance. The student will have to make an appointment with the Director of Education and make up their hours on the scheduled days.

**Note:** Each theory, and/or practice operation must be reviewed by the instructor before receiving credit. Losing your card will cause you to lose hours and credits from the time you had in class.

**Remember!** You must be responsible for marking your entry and exit so that you do not lose your hours, if you do not mark your entry, exit or only one of them will result in the loss of class attendance. No staff has the authority to mark your card other than the Director of Education.

**ATTENDANCE STATUS**

Full-time students are required to enroll in a minimum of 24-40 hours per week. Part-time enrollment requires a minimum of 12-24 hours per week.

The following are the number of hours per week required for each scheduled program.

PROGRAM	HOURS PER WEEK	MONTHS	WEEKS	LANNGUAGE OF INSTRUCTION
Cosmetology (Full Time)	32	12	52	Spanish/English
Cosmetology (Part-Time)	24	16	69	Spanish/English
Instructor Training	32	3	11	Spanish/English
Nail Technician (Full Time)	32	5	19	Spanish/English
Nail Technician (Part-Time)	25	6	24	Spanish/English



**LEAVE OF ABSENCE POLICY**

Occasionally, students may experience a personal, medical, or other protracted problem, making it difficult to attend classes. Xtylo Beauty College may allow a student in such circumstances to take a leave of absence (LOA) from the program. Xtylo Beauty College has a formal written policy regarding leaves of absence requiring that all requests for leaves of absence be submitted in writing in advance, including the reason for the student's request and including the student's signature, and must be approved by the Xtylo Beauty College, unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to Xtylo Beauty College, the student would not have been able to apply for the LOA in advance. Xtylo Beauty College may grant a LOA to a student who did not provide the application prior to the LOA due to unforeseen circumstances if Xtylo Beauty College will document the reason for its decision and collect the student's application at a later date. In this example, the approved LOA start date will be determined by Xtylo Beauty College as the first date the student was unable to attend college due to the accident. No additional fees will be charged to a student as a result of a requested LOA. A student will not be awarded a LOA if the LOA, along with any additional LOA previously awarded, exceeds a total of 180 days in any 12-month period. A student who was awarded a LOA in accordance with Xtylo Beauty College policy is not considered withdrawn and a refund calculation is not required at that time. A student's contract period will be extended for the same number of days taken in the LOA and an addendum to the enrollment agreement must be signed by Xtylo Beauty College and the student. A student will be withdrawn if the student takes a non-approved LOA or does not return by the expiration of the approved LOA. Xtylo Beauty College is required to take attendance, the withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

***\* If the student is under a LOA Leave of Absence he has to continue paying his monthly fee, because he is still an active student.***

**GRADING SYSTEM**

Students are evaluated monthly in theory, practical operations, and attendance.

The grading scale is as follows: Practical theory, practical operations are graded on the following scales.

<b><u>Theory</u></b>	<b><u>Practical</u></b>
90-100%	A (Excellent)
80-89%	B (Good)
70-79%	C (Satisfactory)
0-69%	F (Failing)

**INCOMPLETE GRADES**

Incomplete grades cannot be given a final grade and will affect grade point average until a final grade is assigned. However, at the end of the class session, students may be granted a maximum extension not to exceed 7 school days to complete the program requirements. If the student does not complete the program requirement within the extension period, they will receive an "F" grade in the class.

**GRADUATION CERTIFICATE**

When a student has completed the clock hours, for the program in which he is enrolled, the required hours of theory and practical operations, has passed the final exams, written for his program with a GPA of 70% or higher and the student tuition and fees have been paid in full, you are awarded a Certificate certifying that you have graduated from the corresponding study program. The school aids students to complete the documents necessary to request the corresponding state exam must be updated prior to graduation. ***\*Student cannot receive proof of training until tuition is paid in full or other arrangements made prior to completion of program and hours are made.***

**SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress Policy (SAP) is printed in the school catalog to ensure that all students enrolled in one of our part-time or full-time programs receive a copy prior to enrollment. This policy complies with the guidelines established by the National Accreditation Commission for Career Arts and Sciences (NACCAS) and federal regulations established by the United States Department of Education.

**EVALUATION PERIODS**

The evaluation periods in which attendance progress will be evaluated are as follows and are based on actual hours attended for the Tolleson Campus. Phoenix Campus is based on Scheduled Hours.

<b>Cosmetology</b> Scheduled Hours- 1600	<b>Full Time-</b> 450, 900, 1250, 1600 Midpoint of the academic year: 450, 900, 1250, 1600
<b>Cosmetology</b> Scheduled Hours- 1600	<b>Part-Time-</b> 450, 900, 1250, 1600 Midpoint of the academic year: 450, 900, 1250, 1600
<b>Instructor Training</b> Scheduled Hours- 350	<b>Full Time-</b> 175, 350 Midpoint of the program: 175, 350



**Xtylo**

Beauty College

<b>Nail Technician</b> Scheduled Hours- 600	<b>Full Time-</b> 300, 600 Midpoint of the program: 300, 600
<b>Nail Technician</b> Scheduled Hours- 600	<b>Part-Time-</b> 300, 600 Midpoint of the program: 300, 600

If a student is making satisfactory progress at the time of the assessment, the student is considered to be making satisfactory progress until the next assessment period. If a student is NOT making satisfactory progress at the time of the assessment, then a warning will be placed on the student.

**\*Transferred students:** midpoint of contracted hours or established evaluation periods, whichever occurs first

Assessments will determine if the student has met the minimum requirements for satisfactory academic progress. Assessment frequency ensures students have had at least one midpoint assessment in the program.

**ATTENDANCE AND ACADEMIC PROGRESS ASSESSMENTS**

Students must demonstrate satisfactory academic progress to complete their programs by meeting the established standards of Xtylo Beauty College. Satisfactory academic progress is the measure of qualitative (academic) progress for students and quantitative (attendance) progress for students as defined below.

- Grade point average (GPA) is calculated by a minimum cumulative academic grade of 70% or more in practice and a minimum cumulative theoretical grade of 70% or more.

**QUANTITATIVE EVALUATION (ATTENDANCE):**

Students are expected to complete their program in 150% percent of the normal time set for completion. Assessments are based on cumulative attendance percentage. The attendance percentage is determined by dividing the total accumulated hours by the total number of hours scheduled. Therefore, in each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the program, indicating that, given the same attendance rate, the student will graduate within the maximum period allowed and the student will be considered to be progressing satisfactorily.

**QUALITATIVE EVALUATION (ACADEMIC):**

Students are expected to maintain a cumulative average of 70% of their combined practical and written grades to be considered to be making satisfactory academic progress during an assessment period. During the study, at least two complete practical and written skills exams will be taken. Practical skills are evaluated in accordance with procedures established by the Arizona State Board of Cosmetology and evaluation criteria adopted by Xtylo Beauty College. The theory classes will require written exams to be taken in each of the study chapters as established by the Arizona State Board of Cosmetology and Xtylo Beauty College guidelines. Students must make up the failed or missed test and incomplete assignments.

<b>THEORY AND PRACTICAL GRADES</b>	
90-100%	A (Excellent)
80-89%	B (Good)
70-79%	C (Satisfactory)
0-69%	F (Failing)

Due to the accumulated capabilities of individual students, some may progress from one level of training to another at a faster rate. However, all students will be required to satisfactorily complete all subjects prior to graduation unless credit has been allowed for prior training in a particular subject area.

**MAXIMUM PERIOD TO COMPLETE THE PROGRAM**

The maximum time a student has to complete any program is 1½ times the duration of the program. Transfer hours from another institution that are accepted into the student's educational program are counted as attempted and completed hours for the purpose of determining when the allowed time limit has been exhausted. The duration of the program approved by the National Accreditation Commission for Professional Arts and Sciences (NACCAS) is defined as the period of time identified in the enrollment contract. **(ONLY Xtylo Beauty College Phoenix is approved for Title IV funds)** absences are not included in this total. A leave of absence will also extend the expected graduation date of the student's contract and the maximum time of one and a half (1 ½) times the duration of the program as established in the enrollment agreement by the number of days taken in the leave of absence. Students re-enter in the same state as when they left. The 67% attendance rate is programmed into our software system check at the assessment points for each program. However, we do monitor satisfactory progress manually throughout the student program to ensure that students have ample opportunity to improve if they are below standards. Failure to attend classes for 14 consecutive days will result in termination of the program.

The regular maximum term to complete each program is as follows:



**MAXIMUM TIME ALLOWED**

PROGRAM WEEKS	SCHEDULED HOURS
Cosmetology Full Time (1600 Clock Hours, 32 Hours per Week, 52 Weeks)	2400 Clock Hours
Cosmetology Part-Time (1600 Clock Hours, 24 Hours per Week, 69 Weeks)	2400 Clock Hours
Instructor Training (350 Clock Hours, 32 Hours per Week, 11 Weeks)	525 Clock Hours
Nail Technician Full Time (600 Clock Hours, 32 Hours per Week, 19 Weeks)	900 Clock Hours
Nail Technician Part-Time (600 Clock Hours, 25 Hours per Week, 24 Weeks)	900 Clock Hours

**\*The institution operates all programs according to the schedule of 900 hours per academic year of instruction.**

Students who have not completed the program within the maximum term can continue as students at Xtylo Beauty College on a cash payment basis described below:

- Each program has been scheduled to be completed within an allotted time frame. It is not realistic to expect to receive a free education. The school has reserved space, equipment, and licensed instructors for each student and program. If a student does not graduate within the contract period, additional training will be charged at the rate of \$ 10.00 per hour, which will be paid in advance, until graduation. Students will not be allowed to check in until the appropriate daily payments are made.

**DETERMINING THE STATUS OF PROGRESS**

Students who meet the minimum academic requirements and attendance at the assessment point are considered to have satisfactory academic progress until the next scheduled assessment. Students will receive a printed copy of their Determination of Satisfactory Academic Progress at the time of each of the assessments. Students who consider not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted. **(ONLY Xtylo Beauty College Phoenix is approved for Title IV funding)** unless the student has a warning or prevailed after an appeal resulting in a probationary period.

**WARNING**

Students who do not meet the minimum requirements for attendance or academic progress receive a warning and are considered to be making satisfactory academic progress during the warning period. The student will be informed in writing about the actions required to achieve satisfactory academic progress for the next evaluation. If at the end of the warning period, the student has not yet met the academic and attendance requirements, they may be placed on probation and, if applicable, the students may be deemed ineligible for Title IV funding. **(ONLY Xtylo Beauty College Phoenix is approved for Title IV funds)**

**PROBATION PERIOD**

Students who do not meet the minimum requirements for attendance or academic progress after the warning period will be placed on probation and are considered to have satisfactory academic progress during the probationary period if the student appeals the decision and prevails in the appeal. Additionally, only students who have the ability to meet the standards of the Satisfactory Academic Progress Policy at the end of the testing period can be placed on probation. Students placed on an academic plan must be able to meet the requirements set forth in the academic plan by the end of the next testing period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be informed in writing of the actions required to achieve satisfactory academic progress in the next evaluation. If at the end of the probationary period, the student has not yet met the academic and attendance requirements required for satisfactory academic progress or the academic plan, it will be determined that they are NOT making satisfactory academic progress and, if applicable, the students they will not be considered eligible to receive Title IV funds. **(ONLY Phoenix Campus is approved for Title IV funds)**

**RESTORATION OF SATISFACTORY PROGRESS**

Students can reestablish satisfactory academic progress and Title IV aid, **(ONLY Xtylo Beauty College Phoenix is approved for Title IV funds)** as appropriate, by meeting minimum attendance and academic requirements by the end of the warning or period test.

**INTERRUPTIONS, PROGRAM INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted by a Leave of Absence, the student will return to school in the same state of progress as before the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken on the leave of absence and will not be included in the calculation of the student's cumulative attendance percentage. Students who withdraw prior to completing the program and wish to re-enroll will return in the same satisfactory state of academic progress as at the time of withdrawal.



### **APPEAL PROCEDURE**

If it is determined that a student is not making satisfactory progress, the student may appeal the decision within ten calendar days. Reasons for which students may appeal a negative progress determination include the death of a relative, an injury or illness of the student, or any other special or mitigating circumstances allowed. The student must submit a written appeal to the school on the designated form that describes why they did not meet satisfactory standards of academic progress, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress at the next assessment point. The appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be kept in the student's file. If the student prevails upon appeal, the satisfactory determination of academic progress will be reversed and federal financial aid will be reinstated, if applicable individually. The reinstatement of Satisfactory Progress and restitution applies to all students, financial aid or not. ***(ONLY Xtylo Beauty College Phoenix is approved for Title IV funds)***

### **NO CREDIT, RESOURCES, COURSES, REPETITIONS**

Non-accredited programs, remedies, and repetitions do not apply to this institution. Therefore, these items have no effect on the school's satisfactory academic progress standards.

### **TRANSFER HOURS**

The transfer hours from another institution that are accepted for the student's educational program are counted as attempted and completed hours in order to determine when the maximum time allowed has been exhausted. SAP evaluation periods are based on actual contracted hours at Xtylo Beauty College Campus in Tolleson. Phoenix Campus is based on Scheduled Hours.

### **REINSTATEMENT**

A prevailing student in the appeal process will be determined to be making satisfactory progress. Eligibility for financial aid funds will be restored to the student only during that pay period under probation status. ***(ONLY Xtylo Beauty College Phoenix is approved for Title IV funds)***

### **GRADUATION REQUIREMENTS**

When a student has completed the clock hours, for the program for which he / she has enrolled, the required hours of theory and practical operations, if he / she passed the final written exams for his / her program of study with an average of 70% or better and the student has paid tuition and fees in full, is awarded a certificate certifying their graduation from the appropriate program of study. The school aids students in completing the documents necessary to request the appropriate state exam, if applicable. The student's financial account must be current prior to graduation.

- Student cannot receive proof of training until tuition is paid in full or other arrangements are made prior to completion of program and hours.

### **REQUIREMENTS AND COST FOR THE STATE BOARD EXAM**

To be eligible to take the state exam, students must be at least 18 years old and have completed 10th grade (or equivalent), must have proof of academic qualification, photo ID, apply and pay the cost application for the exam. All services for this examination will be completed on a mannequin head and / or hand for the Arizona State Board examination.

#### **The costs are as follows:**

Cosmetology Exam	\$177.00
Instructor Exam	\$177.00
Nail Technician Exam	\$177.00

\* These prices are subject to change. Please visit [www.Azbec.gov](http://www.Azbec.gov) for current prices.

### **ACADEMIC TRANSCRIPTION**

Xtylo Beauty College will provide a transcript to each graduate at no cost. In case of requesting an additional transcript, copy of the certificate or proof of training, a fee of \$ 10.00 will be charged for each one. Financial accounts must be current before Xtylo Beauty College will hands out any transcripts.

### **SUSPENSIONS AND EXPULSIONS**

All students are expected to behave as responsible adults, attend classes regularly, and maintain a satisfactory level of academic achievement.

#### **Xtylo Beauty College reserves the right to suspend or expel any student who:**

- Displays inappropriate behavior towards fellow Xtylo Beauty College colleagues, individuals, the community, executives, and administration, as the conduct policy of this catalog.
- Use or is under the influence of alcoholic beverages or illegal drugs on or adjacent to Xtylo Beauty College property.
- Does not maintain satisfactory academic progress.



- Does not meet satisfactory clinical standards.
- You do not comply with the attendance policy or the rules of Xtylo Beauty College.
- Missing classes without notice or without valid excuse on a Saturday or before or after a holiday stipulated in the school calendar.
- You do not meet the financial obligations of Xtylo Beauty College.
- Does not comply with federal software piracy statutes that prohibit copying of licensed computer programs.

### **PROGRAM TERMINATION**

Xtylo Beauty College reserves the right to terminate the program, if they do not comply with regular academic attendance, financial regulations and conduct within the institution.

**Reasons for termination of the program may include, but are not limited to the following:**

- Breach of the attendance policy or rules.
- 14 days of consecutive absences.
- Less than 67% attendance in their study program.
- Failure to maintain satisfactory academic progress.
- Less than 70% in academics in your curriculum.
- Non-compliance with satisfactory clinical standards.
- Breach of financial regulations with Xtylo Beauty College.
- Conduct that a student engages in detrimental to fellow students, other individuals, the community, or Xtylo Beauty College, as stated in the catalog's conduct policy.
- Using or being under the influence of alcoholic beverages or illegal drugs on or near Xtylo Beauty College property.
- Violation of federal software piracy statutes that prohibit copying of licensed computer programs.

### **COMPLAINT PROCEDURE**

Students who wish to express a concern must adhere, in order, to the following procedures.

- Discuss the concern with the appropriate instructor. All discussions will take place before or after class or by scheduled appointment.
- If the concern cannot be resolved through the instructor, bring it up to the appropriate Director of Education or the School President.
- It is strongly recommended that all cases be submitted in writing to Xtylo Beauty College, and they will also accept an oral complaint. Xtylo Beauty College will provide oral or written correspondence within 10 business days. If the problem or complaint cannot be resolved after exhausting formal complaint procedures, students may report the concern to the following agency:

*ARIZONA STATE BOARD OF COSMETOLOGY*

*1740 W Adams St, Suite #4400*

*Phoenix, AZ, 85007*

*Phone Number: (480) 784-4539*

*Fax: (480) 784-4962*

[www.Azboc.gov](http://www.Azboc.gov)

### **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives rights to students and parents/guardians of dependent minors with respect to accessing the student's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

\*Parents/guardians of eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents of eligible students to review the records.

\*Parents/guardians of eligible students have the right to correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent/guardian of eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent/guardian or eligible student has the right to place a statement with the record, setting forth his or her view about the contested information.

**FERPA allows schools to disclose those records, 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.



**Xtylo**  
Beauty College

- Organizations conducting certain studies for on behalf of the school.
- Accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies.
- State and local authorities, within a juvenile justice system, pursuant to specific State Law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents/guardians and eligible students about directory information and allow parents/guardians and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents/guardians eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a newspaper article) is left to the discretion of each school.

### **DISCLOSURE OF EDUCATIONAL RECORDS**

Adult students, parents of minor students, and the legal guardian of tax-dependent students have the right to inspect, review, and challenge the information contained in their educational records. However, a member of staff must be present. Education records are defined as files, materials, and documents that contain information causally related to the student and are maintained by the institution. The school will maintain the records for five (5) years from the last date of attendance. The transcripts are kept permanently. Students do not have the right to inspect your parents' financial records. Written consent is required from the student (or his/her guardian if the student is a minor dependent) or government agencies authorized by law.

### **DRUG ABUSE PREVENTION PROGRAM**

Xtylo Beauty College strictly enforces an alcohol and drug no tolerance policy on campus and makes the following information available to its instructors, students, and staff. Anyone associated with Xtylo Beauty College seeking information, advice, or assistance in relation to drug abuse prevention can call or visit the following organization:

#### **ALCOHOLICS ANONYMOUS**

*Source of Life Group*

*2943 E McDowell Rd.*

*Phoenix, AZ, 85008*

*Phone Number: (602) 525-5728*

### **CRIME PREVENTION AND SAFETY**

In compliance with the Crime Prevention and Campus Security Act of 1990 (Public Law Title II 101-542, as amended) Xtylo Beauty College provides students with a current campus security policy and procedures. Additionally, students receive information on crime prevention, crime reporting, and crime statistics that have occurred on the Xtylo Beauty College campus.

### **WEAPONS PROHIBITION**

Xtylo Beauty College prohibits all persons entering campus from carrying weapons of any kind regardless of whether or not they are authorized to carry the weapon. Failure to comply with this policy will result in dismissal from Xtylo Beauty College.

### **COPY RIGHTS POLICY**

In the policy of Xtylo Beauty College, we respect the Rights of reproduction of data by Federal Law to owners of digital materials and software. It is against the policy of Xtylo Beauty College to use equipment or services to access, copy or otherwise reproduce, or device other digital materials protected by federal law of copying and reproduction or software, except as permitted under copyright law. author (specifically regarding "fair use") or specific license. The software provided through Xtylo Beauty College is for administrative and student use only and is to be used only on computers as specified in the computer software licenses. Xtylo Beauty College considers a violation of this policy a serious matter, and any such violation is subject to disciplinary action. Repeated violations will result in loss of privileges, among other computer sanctions.

### **RULES OF CONDUCT/REGULATIONS**

Xtylo Beauty College prides itself on maintaining academic standards. In today's competitive job market, professional conduct is a crucial factor in obtaining and keeping a job. For this reason, Xtylo Beauty College has established regulations for proper conduct. The emphasis is continually on regular attendance, promptness, honesty, and a positive attitude. Students must agree to abide by the following standards:

- 1.) Student will be held accountable for their actions in attendance at school.
- 2.) Dishonesty on the part of any student may result in suspension or termination from the College. Dishonesty also includes, but is not limited to, fraud, plagiarism, knowingly assisting another student to cheat or plagiarize or knowingly furnish false information to staff, faculty, administrators, or other officials.
- 3.) Students will be held responsible for any theft or damage to academy property and must reimburse the institution for such damage or loss.
- 4.) Any action that disrupts the learning of other students, including fighting, use of obscene words, harassment, fraud, and theft will not be tolerated.



**Xtylo**

Beauty College

- 5.) Students may not be under the influence of / or in possession of any toxic drink or drugs within the academy or in the vicinity of the property.
- 6.) Students may not possess any type of weapons or create a safety hazard while on school property.
- 7.) Xtylo Beauty College is a non-smoking place. Smoking is allowed outside our facilities.
- 8.) Animals are not allowed in the school with the exception of animals designated to help disabled people.
- 9.) Xtylo Beauty College does not offer babysitting services. Children are not allowed in instructional areas.
- 10.) Do not chew gum or eat during school hours.
- 11.) Cell phones must be on vibrator during school hours, the use of electronic phones or tablets during class time is prohibited.
- 12.) Students must comply with all required health and safety regulations. Violation of any of the above may result in suspension or termination by Xtylo Beauty College.

#### **REGULATION OF THE UNIFORM AND APPEARANCE**

Students must wear the appropriate uniform designated by Xtylo Beauty College. The full uniform is required for each area program. The uniform is black pants, with a black, white, or red blouse. No jeans, spandex leggings or exercise clothes are allowed. (The pants cannot have rips of any kind) Only closed shoes are allowed, no sports shoes or shoes of any kind that have laces. Students are expected to maintain good personal hygiene, maintain a clean appearance, and appear professional at all times. Makeup, hairstyles, nails, and jewelry should be discreet and moderate. Any student who is inappropriately dressed will not be allowed to stay in class and the time will be recorded as an absence.

#### **PREVENTION OF SEXUAL HARASSMENT/VIOLENCE**

Sexual harassment of students or applicants in any form is unacceptable conduct that will not be tolerated. Sexual harassment includes unwanted sexual flirtations, advances or proposals, sexual favors, verbal abuse of a sexual nature, subtle pressure or solicitation of sexual activities, unnecessarily touching an individual, graphic verbal comments about an individual's body, using sexually degrading words, a display of sexually suggestive objects or images at Xtylo Beauty College, offensive or sexually explicit jokes, physical and / or verbal assault, visual or physical conduct of a sexual nature. No student, applicant, or other employee of Xtylo Beauty College may threaten or imply, explicitly or implicitly, that a student or applicant must submit to sexual favors that will adversely affect their application, enrollment, degrees, or educational experience. Similarly, no employee shall promise, imply, or grant any preferential treatment in relation to any student or applicant with the intention of rewarding for engaging in sexual conduct. Any applicant who feels that he or she is the victim of sexual harassment by any student, applicant, or academy employee should bring the matter to the attention of the Executive Director or administrator. Any questions about this policy or information about sexual harassment should also be brought to the attention of school officials. Xtylo Beauty College will promptly investigate all allegations of sexual harassment in a confidential manner possible and take appropriate action, without justification.

#### **SECURITY AND PROTECTION ON CAMPUS**

Students are responsible for their own safety and security; they must be aware of the safety and security of people. Xtylo Beauty College is not responsible for any student's personal effects that are lost, stolen, or damaged on campus, in the parking lot, or during any school activity. Students must immediately report any medical, criminal, or other emergency conditions that occur on campus to the Instructor, the Program Director, or any school employee. At the time of receipt of the medical or criminal emergency reports, the academy will obtain on behalf of the student, the information of the medical services or professional security, as appropriate. Students are encouraged to accurately report emergencies to school employees.

#### **HEALTH AND PHYSICAL CONSIDERATION**

In general, the professional in the field must be in good physical health as he / she will be working in direct contact with clients. In most aspects of the beauty field there is a great deal of standing, walking, pushing, bending, and stretching for long periods of time. A person must consider their physical limitations in terms of pursuing a career that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students (their parents or doctor) believe that they can meet the demands of training.





### **SECURITY REQUIREMENTS**

On a daily basis, students and professionals of the cosmetology career handle dangerous chemicals and solutions, which can cause allergic reactions, burn the skin and the scalp program. Mixtures can damage hair or nails or produce dangerous fumes if not mixed and stored properly. Electrical appliances are used near the sink and water areas. These devices must be properly cared for and maintained so that an electric shock does not occur to the Cosmetologist or Employer. Cosmetology professionals are exposed to human skin, the scalp program, nails, and sometimes blood! A cosmetologist can find contagious diseases or parasites while working on clients. Cleaning and disinfection should be practiced at all times. Generally speaking, cosmetologists work on tile or linoleum floors, which require closed-toe footwear and slip-resistant soles and avoid loose shoelaces, to avoid slipping and accidents. At all times, cosmetology professionals should wear lab coats or jackets and provide an "apron" or protective layer to each client to avoid the possibility of chemical splashes, spills, and general cleanliness.

### **EMERGENCY EVACUATION PLAN**

The emergency preparedness plan is available to students and staff.

- 1.) Fire Safety: Post and review evacuation procedure during new student orientation.
- 2.) In case of fire:
  - a. Contact the fire department to make sure they keep the number readily available. Provide the name and address of the business, the nature of the fire (what is burning), and the name of the person who reported the fire.
  - b. Evacuate the premises following the planned installation procedure.
  - c. Plan alternate exits for use in case the regular route is blocked by fire.
  - d. Maintenance of fire extinguishers annually.
- 3.) Use of fire extinguishers. Install away from potential fire hazards and near an escape route. Follow the instructions. Many work as follows:
  - a. Pull the pin.
  - b. Aim the mouthpiece.
  - c. Squeeze the handle.
  - d. Sweep from side to side at the base until the fire dies out.
- 4.) Recommended Procedures: The National Fire Protection Association recommends that you ONLY stand and fight a fire if ALL of the following are TRUE:
  - a. Everyone is leaving the facility and the fire department has been called.
  - b. The fire is small and confined to the work area where it started (bin, cushion, small appliance, etc.)
  - c. You can fight fire with your back to an escape route.
  - d. Your extinguisher is rated for the type of fire you are fighting and is in good working order.
  - e. You know how to operate the extinguisher.

### **EMPLOYEE/STUDENT CO-FRATERNITY POLICY**

Employees of Xtylo Beauty College are prohibited, in any circumstances, to date from participating in any inappropriate fellowship or undue familiarity with students, regardless of the age of the student or regardless of whether the student may have "consented" to this type of discussion. conduct. Additionally, our employees are unable to incentivize students or socialize with students outside of the school setting. Also, any action or comment by an employee that invites romantic or sexual involvement with a student is considered highly immoral, in violation of Xtylo Beauty College policy may result in disciplinary action. Inappropriate behavior by an employee including flirting, suggestive comments, dating, sexual requests, displays of affection, inappropriate personal gifts, frequent employee communication with the student (via phone, email, letters, notes, text messages, etc.) related to work or school; taking or accepting field trips, offering housing, selling, or buying anything of value, providing alcohol or drugs to students; inappropriate contact; and engaging in sexual contact or intercourse. We also expect our students to conduct themselves in a professional manner towards faculty and staff and follow the same guidelines that are presented here for employees. If a student hears from an instructor or staff involvement in an inappropriate relationship with a student, we ask that the incident be reported immediately to the Director of Education.

### **PERSONAL PROPERTY**

Xtylo Beauty College assumes no responsibility for loss or damage to personal or vehicular property (including vehicle contents) while on or adjacent to school property.

### **EXCURSIONS**

When appropriate, arrangements will be made for students to leave campus to observe their particular course of study as it applies to the real world of work. Xtylo Beauty College requires students attending field trips to sign liability release forms prior to attending. The excursions are not compulsory.



### **PREGNANCY**

Students who are pregnant at the time of enrollment must provide a written authorization from their physician prior to starting the program. A leave of absence due to pregnancy will affect your graduation date. The time taken during the leave of absence (LOA) will be added to the end of your contract, extending it without any extra charge. (Extra charges are based on hours not completed at the end of the established contract.)

### **PROGRAM TRANSFER**

The study program is tailored to your individual goals and abilities to guide each student through extensive procedures. A student may request a transfer from the academic program. However, program transfers may only be granted under special circumstances. Students will have to request in writing to the Director of Education for the change of program. Only one Program Transfer is granted for each student. The student would have to pay an additional fee for the transfer of the program.

### **SCHEDULE CHANGE**

The student can modify their schedule only once during the course at Xtylo Beauty College (for example, from morning to evening classes, etc.) Remember that by changing your schedule you may run the risk that there is some change in your package of financial help. (***ONLY Xtylo Beauty College Phoenix is approved for Title IV funds***)

### **CHANGES IN POLICIES AND PROGRAMS**

Xtylo Beauty College, at its sole discretion, may make reasonable changes to the program content, materials, and equipment that are deemed necessary to enhance the student's educational experience. Xtylo Beauty College reserves the right to make changes in organizational structure, policies and procedures as circumstances dictate.

When student capacity and curriculum are combined, classes are provided with great instruction, training, and contributing to a level of interaction between students. When federal, state laws, accreditation, policies, or professional standards occur, Xtylo Beauty College is obligated to make appropriate changes and will try to minimize the effects of any changes on current students.

### **RETENTION OF STUDENT RECORDS**

Xtylo Beauty College will maintain the student records of each student, if the student completes the educational program, for a period ending five years after the student's graduation, withdrawal, or termination date (except for students who withdraw their program). Student transcripts will be kept permanently. Student records must be retrievable will be in the name of the student and must contain the following applicable information.

- Written records and transcripts of any formal education or training to train students for entry to Xtylo Beauty College.
- Copies of all documents signed by the student, including contracts, debt documents, as well as documents related to financial aid.
- Copies of all tests the student receives prior to admission, records of the dates of enrollment and, if applicable, withdrawal, leave of absence, and at graduation.
- A transcript showing all classes and courses or other educational services that were completed or attempted but not completed and grades or assessments given to the student.
- A copy of documents that relate to student financial aid that are required to be maintained by law or by a loan guarantee agency.
- A document showing the amount of money received from or on behalf of the student and the date or dates the money was received.
- A document stating the amount of the refund, including the reimbursement of registration and the amount for the equipment, the method of calculating the reimbursement, the date the reimbursement was made, the reimbursement check number, and the name and address of the person or entity to which the refund was sent.
- Copies of the official report, notices, or warnings about the student's progress.
- Complaints received by the student, including any correspondence, notes, memos, or telephone records regarding the complaint.
- Xtylo Beauty College must maintain student attendance records.

### **DENIGRATION POLICY**

Positive feedback from Xtylo Beauty College. Xtylo Beauty College values your input on ways to improve all of the services we provide to our students. Our referral policy is designed to provide a means for you to share your ideas and comments with us. The quality of the experience and education obtained here is strongly influenced by the attitude of the instructors and employees. If you are positive and confident in speaking well of the quality of education, curriculum, instruction, facilities, and administration, the environment will be positive and safe. If, on the other hand, exposure to criticism from anyone, however well-intentioned, about the quality of education, curricula, instruction, facilities or administration, your confidence and your education may suffer. For this reason, we expect everyone to express concerns and constructive criticism only to administration, and never, under any circumstances, express views criticizing education, curriculum, instruction, facilities, or administration. Violation of this policy will result in disciplinary action, which may include immediate termination from your program.

### **UNITED STATES CONSTITUTION DAY**



**Xtylo**

Beauty College

Senator Byrd (D West Virginia) inserted the language into federal legislation that requires all institutions that participate in federal funds to schedule educational programming on the Constitution every September 17 or the same week it falls. In years in which September 17 falls on a weekend, programs will run in the preceding or following week. **(ONLY Xtylo Beauty College Phoenix is approved for Title IV funds)**

**PROGRAMS OF STUDY**

**CERTIFICATE OF THE PROGRAM-COSMETOLOGY**

1600 hours

- 12- and 16-months duration.
- 52 weeks of instruction: Full Time.
- 69 weeks of instruction: Part Time.
- The duration of the program may vary depending on the schedule.

**\* Instruction is offered in Spanish/English**

**PROGRAM DESCRIPTION**

The cosmetology program consists of 1,600 clock hours covering all phases of cosmetology. Hair Care, Skin Care, Nail Care mandated by the Arizona State Board of Cosmetology. The program is designed to prepare the student to pass the Arizona State Board of Cosmetology licensure examination and to help the student gain the knowledge and skills necessary for an entry-level position in the beauty field. A Cosmetology license is a requirement to operate as a cosmetologist in the state of Arizona. Approximate number of weeks to complete the program based on hours completed per week.

**CURRICULUM**

The cosmetology curriculum consists of 1,600 clock hours, technical instruction, and hands-on operations teaches the basic foundation for haircutting, haircoloring, hairstyling, hair extension application, make up, and manicuring techniques. For the purposes of this section, technical instruction shall mean instruction by demonstration, readings, class participation, or test. Practical operation means the actual performance by the student of completed services on another person or mannequin.

**EDUCATIONAL GOALS**

The cosmetology program is designed to prepare students for the state licensing examination and for profitable employment as a cosmetologist. The knowledge and skills will prepare graduate students for work as a Hairstylist or Colorist, Nail Technician, Brand/product representative, Brand salesperson, Salon Manager, Salon/Business Owner, Educator/Instructor, Styling consultant.

**PROGRAM OBJECTIVES**

- Acquire knowledge of laws and regulations governing the establishment practices of the Arizona State Board of Cosmetology.
- Acquire the knowledge of protection against infections in relation to all phases of hair, skin, and nails.
- Acquire knowledge of general theory related to cosmetology including anatomy, physiology, chemistry, and theory.
- Acquire business management techniques common to cosmetology.
- The licensed cosmetologist will be prepared to seek profitable employment as a hairdresser, salon director, hair colorist, salon owner, product demonstrator, or style publicist. They will be experts in all areas of Cosmetology.

**PROGRAM CONTENT**

<b><u>SUBJECT</u></b>	<b><u>HOURS</u></b>
<b>ORIENTATION</b>	
History and Personal Opportunities	
Practical Skills	
Your Professional Image	
Communication to Achieve Success	<b>24</b>
<b>GENERAL SCIENCES</b>	
Infection Control Principles and Practices	
General Anatomy and Physiology	
Structure, Growth y Nutrition of the Skin	
Skin Disorders and Diseases	
Structure and Growth of the Nails	
Nail Disorders and Diseases	
Hair and Scalp Properties	
Basic Chemistry Concepts	



Basic Electricity Concepts 62

**HAIR CARE**

Principles of Hairstyles Design  
 Scalp Care, Use of Shampoos and Conditioners  
 Haircutting  
 Hairdressing  
 Braids and Braided Extensions  
 Wigs and Hair Additions  
 Chemical Texture Services  
 Coloration 75

**SKIN CARE**

Hair Removal  
 Facials  
 Facial Makeup 28

**NAIL CARE**

Manicure  
 Pedicure  
 False Nails and Appliques  
 Nail Enhancements with Liquid Monomer and Powder Polymer  
 Nail Gels cured with UV Light 41

**COMMERCIAL SKILLS**

How to Prepare for Certification and Employment  
 At Work  
 The Salón as a Business 20

**PRACTICAL REQUIREMENTS**

Shampoo, Blow-dry, Styles, Braids	250
Haircuts	350
Complete Discoloration, Aluminum Techniques	70
Permanent Straightening, Retouch	20
Permanent Curls	50
Color, Color Retouch	70
Semi-Permanent, Temporary, Toner Colors	35
Roller Set, Finger Wave, Hairpin Curls	20
Facials	20
Makeup, Eyelash Extension	30
Hair Treatment, Conditioners	15
Hair removal	25
Thermal Curls	25
Manicure, Pedicure, Artificial Nails	75
Sales	15
Hair Extensions	15
Reception	15
Cleaning and Disinfection	250

**GRADING SCALE**



**X tylo**

Beauty College

	<b>Theory Exam</b>	<b>Clinic</b>
Excellent	90-100%	90-100%
Good	80-89%	80-89%
Satisfactory	70-79%	70-79%
Failing	0-69%	0-69%

**REQUIREMENTS TO GRADUATE**

When a student has completed the clock hours, for the program for which he/she has enrolled, the required hours of theory and practical operations, if he/she passed the final written exams for his / her program of study with an average of 70% or better and the student has fully paid the tuition and fees, they are awarded a Certificate certifying their graduation from the appropriate study program. The school aids students in completing the documents necessary to request the appropriate state exam, if applicable. The student's financial account must be current prior to graduation.

**\*Student cannot receive proof of training until tuition is paid in full or other arrangements are made prior to completion of program and hours.**

**LICENSING REQUIREMENTS**

A Cosmetology license will be issued by the State of Arizona only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the Arizona State Board of Cosmetology written and practical exam.

1. Submit your application to the state board of cosmetology (application is provided by the state).
2. Do any of the following:
  - a) Complete and receive the appropriate credits for at least two years of high school education or its equivalent as required by the board in its rules and present evidence that the person is at least 16 years old.
  - b) Submit proof of age to the state board of cosmetology
3. Present satisfactory evidence to the state board of any of the following:
  - a) The person has graduated from a 1600-, 600-, or 350-hour cosmetology course, depending on the course taken.
  - b) That the person is a graduate of a cosmetology school in another state or country that at the time of graduation the person had substantially the same requirements as this state for licensed schools.
4. Pass the exam to obtain a cosmetology license.
5. Pay the required fees.

**STATE BOARD LICENSE EXAM AND FEES**

To be eligible to take the state exam, students must be at least 16 years old and have completed 10th grade (or equivalent), must have proof of academic qualification, photo ID, apply for the exam all services for This test will be performed on the head or hand of a mannequin. \*\* Examinations: The exam will test the knowledge and skills necessary in the technical application of the cosmetology service. The practical part of the exam is taught in English only. The written part or the exam is given in English and Spanish.

**The costs are as follows:**

Cosmetology Exam	\$ 177.00
Instructor Exam	\$ 177.00
Nail Technician Exam	\$ 177.00

***\* Prices are subject to change, visit [www.Azbec.gov](http://www.Azbec.gov) for current prices.***

**PROGRAM CERTIFICATE - INSTRUCTOR TRAINING**

350 Hours

- 11 Weeks 3 Months Duration
- The duration of the program may vary depending on the schedule

***\* Instruction is offered in Spanish/English***

**PROGRAM DESCRIPTION**

The Instructor Training Program is designed to prepare the licensed cosmetologist who meets all of the requirements set forth in applicable state laws and our accreditation body to become a classroom cosmetology instructor. This Certificate Program consists of study programs that incorporate theory, skill observation, and practice. Topics include, but are not limited to, the role of the professional educator, curriculum development, student motivation, management of teaching methodology, and student testing and evaluation. The program is 350 hours.

**CURRICULUM**

Lead a Class and Practical Demonstration



**X tylo**

Beauty College

- Carrying out instructions and demonstrations in class and techniques.
- Occupational experiences and personal characteristics that will enhance the Cosmetology profession by producing quality students.
- Develop lesson plans, outlines, procedures, and tests that ensure student understanding.
- Development of course content that reflects a complete and correlated unit study.
- Development of supplementary teaching aids that will provide the student with a variety of ideas from which to draw and maintain motivation.
- Teach students good work, study, health, habits, and safety precautions.

This course requires a state license to be employed. All students must have completed the minimum required hours and operation by completing the 350-hour course.

**WORK ON THE CLINIC/SALON FLOOR**

- Supervise and train students as they practice the art of cosmetology on a live person or mannequin in a classroom or laboratory after the Student Instructor has received at least 80 hours of basic instructor training.

**PROGRAM DEVELOPMENT**

- Professional ethics.
- Effective Communication and Human Relations.
- Sales Management.

The duration of the program is divided into technical classroom instruction and hands-on experience in the science and art of teaching. You will receive traditional classroom training; However, the majority of your training will be hands-on exercises supervised by an experienced licensed instructor. This format provides an exceptional learning experience that prepares students with a strong background for teaching.

**PROGRAM CONTENT**

<u>SUBJECT</u>	<u>HOURS</u>
Orientation, Arizona Guidance, Rules and Laws	5
Teaching Methods, Curriculum Development, Testing Skills, Lesson Plans (Theory and Practice)	75
Effective Presentations, Class Management and Supervision	70
Learning Style Profile, Effective Presentation (Practice and Written), Effective Classroom Management and Supervision	50
Professional Development, and Communication Base	50
Clinical Supervision	100
Total Hours	350

**EVALUATION OF ACADEMIC PROGRESS**

The Arizona State Board of Cosmetology requires the completion of 350 hours of training to qualify graduates to apply for the Arizona State Licensure Exam for the Instructor. Students begin with classroom theory observation and practical sessions. Upon successful completion of all initial practical competencies (beginning educational theory and observation time), the student will advance to the clinic floor to begin teaching students in all phases of clinical services. Lab / Clinic and practical assignments are graded using the Arizona State Instructor Goals. Instructor program is taught primarily through demonstration and practice. Written tests are multiple choice formats. Students must pass a final written and practical test with a satisfactory grade (70% or higher) prior to graduation. Students upon successful completion will receive a "Certificate of Completion".

**GRADING SCALE**



**X tylo**

Beauty College

	<b>Theory Exam</b>	<b>Clinic</b>
Excellent	90-100%	90-100%
Good	80-89%	80-89%
Satisfactory	70-79%	70-79%
Failing	0-69%	0-69%

**REQUIREMENTS TO GRADUATE**

When a student has completed the clock hours, for the program for which he / she has enrolled, the required hours of theory and practical operations, if he / she passed the final written exams for his / her program of study with an average of 70% or better and the student has fully paid the tuition and fees, they are awarded a Certificate certifying their graduation from the appropriate study program. The school aids students in completing the documents necessary to request the appropriate state exam, if applicable. The student's financial account must be current prior to graduation.

**\*Student cannot receive proof of training until tuition is paid in full or other arrangements are made prior to completion of program and hours.**

**LICENSING REQUIREMENTS**

The instructor license will be issued by the state of Arizona only after the student has completed and graduated from the instructor training as described above and has passed the Arizona State Board of Cosmetology written and practical exam. A person is entitled to receive an instructor license if the person:

1. Submit your application to the board for the Instructor license (application is provided by the state)
2. Do any of the following:
  - a) Possesses a high school diploma or its equivalent as prescribed by the board in its bylaws and presents satisfactory evidence to the board that the person is at least 16 years of age.
  - b) Present to the board satisfactory evidence that the person is at least 18 years old.
3. You are a licensed cosmetologist, esthetician, nail technician, or stylist, applying for an instructor license to teach a subject in which the person is licensed and has practiced for at least one year in the profession to which the person is requesting an instructor for. Licensed and has received the following hours of instructor training:
  - a) 350 Hours.
4. Pass the exam for an instructor license.
5. Pay the required fees.

**STATE BOARD LICENSE EXAM AND FEES**

To be eligible to take the state exam, students must be at least 16 years old and have completed 10th grade (or equivalent), must have proof of academic qualification, photo ID, apply for the exam all services for This test will be performed on the head or hand of a mannequin. \*\* Examinations: The exam will test the knowledge and skills necessary in the technical application of the cosmetology service. The practical part of the exam is taught in English only. The written part or the exam is given in English and Spanish.

**The costs are as follows:**

Cosmetology Exam	\$ 177.00
Instructor Exam	\$ 177.00
Nail Technician Exam	\$ 177.00

***\* Prices are subject to change, visit [www.Azboc.gov](http://www.Azboc.gov) for current prices.***

**PROGRAM CERTIFICATE - NAIL TECHNICIAN (Tolleson Campus only)**

600 Hours

- 5 and 6 Months of Duration.
- 19 Weeks (600 Hours) of Instruction: Full Time.
- 24 Weeks (600 Hours) of Instruction: Part Time.
- The duration of the program may vary depending on the schedule.

***\*Instruction is offered in Spanish/English***

**PROGRAM DESCRIPTION**



**X tylo**

Beauty College

The Nail Technician Program consists of 600 clock hours covering all phases of the manicure and pedicure mandated by the Arizona State Board of Cosmetology. The program is designed to prepare the student to obtain the knowledge and skills necessary for an entry-level position in the field of nail technology and to pass the Arizona State Board of Cosmetology licensing examination. A Nail Technician license is a requirement to operate as a Nail Technician in the state of Arizona. Approximate number of weeks to complete the program based on hours completed per week.

**PROGRAM FORMAT**

The program format includes, but is not limited to, lectures, readings, video / audio, demonstration, and practice in performance and assessment, both written and oral.

**EDUCATIONAL GOALS**

The Nail Technician program is designed to prepare students for the state licensing exam and for profitable employment as a nail technician, manicurist, product demonstrator, or nail artist. The knowledge and skills will prepare licensed students to perform skills such as manicures, acrylic nail, and nail tip applications, and wraps and repairs.

**PROGRAM OBJECTIVE**

1. Acquire knowledge of laws and rules governing the Arizona State Board of Cosmetology Establishment Practices.
2. Understand protection against infection.
3. Acquire the knowledge of the general theory related to manicure, including Anatomy, Physiology, Chemistry and Theory related to the practical procedures performed.
4. Acquire commercial management techniques common to manicure.

**CURRICULUM**

- A. Each student in a nail technology course must complete the following curriculum.
  1. Theory of nail technology, and infection control. Diseases and disorders of the nail and skin, and anatomy. Physiology and histology of the limbs, nails, and structures of the skin. And the cosmetology laws and rules of the state of Arizona.
  2. Clinic and laboratory of nail technology, including theory involving nails, skin, and limbs.
    - a. Principles and practices of intent and security control.
    - b. Disease recognition and treatment of nail and skin disorders.
    - c. Massage and manipulation of the limbs.
    - d. Impersonal skills and professional ethics.
    - e. Product pharmacology and chemical interaction, formulation, composition, and risks.
    - f. Nail technology machines, tools and instruments and their related uses.
    - g. Clinical and laboratory practice that includes nails, skin, and extremities.
    - h. Consultations and prior and subsequent analysis to the client.
    - i. Manicure, including the use of tweezers.
    - j. Pedicure, including the use of tweezers.
    - k. Artificial nail enhancements (application and removal).
    - l. Alternative nail technology; Use of electrical file.
    - m. Pedicure spa modalities.
    - n. Exfoliation modalities on the extremities or on the body.
    - o. Require industry and ecology standards, including monitoring duties.
- B. The nail technology school will not receive compensation for students who perform clinical services to the public until the student has received at least 80 hours of nail technology.
- C. Each student will be assessed for progress and provided with suggested remediation of deficiencies.

**PROGRAM CONTENT**

	<b><u>SUBJECT</u></b>	<b><u>HOURS</u></b>
<b>ORIENTATION</b>		
	History and Personal Opportunities	
	Practical Skills	
	Your Professional Image	
	Communication for Success	15
<b>GENERAL SCIENCES</b>		
	Infection Control, General Principles and Practices	
	General Anatomy and Physiology	





Structure, Growth and Nutrition of the Skin  
 Nail Structure and Growth  
 Nail Disorders and Diseases  
 Basic Concepts of Chemistry  
 Simplified Chemistry of Nail Care Products  
 Basic Concepts of Electricity 65

**NAIL CARE**

Manicure  
 Pedicure  
 Electric Filing  
 False Nails and Appliques  
 Nail Enhancers with Liquid Monomer and Polymer Powder  
 UV and LED Gels  
 The Creative Touch 60

**BUSINESS SKILLS**

Job Search  
 On the Job  
 The Salons Business 20

**PRACTICAL REQUIREMENTS**

Manicure	50
Pedicure	30
Electric Filing	80
False Nails and Appliques	80
Acrylic Nails	50
UV and LED Gels	50
The Creative Touch	40
Disinfection	80

**GRADING SCALE**

	<b>Examen Teórico</b>	<b>Clínica</b>
Excellent	90-100%	90-100%
Good	80-89%	80-89%
Satisfactory	70-79%	70-79%
Failing	0-69%	0-69%

**REQUIREMENTS TO GRADUATE**

When a student has completed the clock hours, for the program for which he/she has enrolled, the required hours of theory and practical operations, if he/she passed the final written exams for his / her program of study with an average of 70% or better and the student has fully paid the tuition and fees, they are awarded a Certificate certifying their graduation from the appropriate study program. The school aids students in completing the documents necessary to request the appropriate state exam, if applicable. The student's financial account must be current prior to graduation.

**\*Student cannot receive proof of training until tuition is paid in full or other arrangements are made prior to completion of program and hours.**

**LICENSING REQUIREMENTS**

A Nail Technician license will be issued by the State of Arizona only after the student has successfully completed and graduated from the Nail Technician course as described above and passed the Board of Cosmetology written and practical exam. State of Arizona.

1. Submit your application for the Nail Technician license to the state board of cosmetology (the application is provided by the state).
2. Do any of the following:
  - a) Complete and receive the appropriate credits for at least two years of high school education or its equivalent as required by the board in its rules and present evidence that the person is at least 16 years old.
  - b) Submit proof of age to the state board of cosmetology



**Xtylo**

Beauty College

3. Present satisfactory evidence to the state board of any of the following:
  - a) That the person has graduated from a 1600-, 600-, or 350-hour cosmetology course, depending on the course taken.
  - b) That the person is a graduate of a cosmetology school in another state or country that at the time of graduation the person had substantially the same requirements as this state for licensed schools.
4. Pass the exam to obtain a Nail Technician license.
5. Pay the required fees.

### **STATE BOARD LICENSE EXAM AND FEES**

To be eligible to take the state exam, students must be at least 16 years old and have completed 10th grade (or equivalent), must have proof of academic qualification, photo ID, apply for the exam all services for This test will be performed on the head or hand of a mannequin. \*\* Examinations: The exam will test the knowledge and skills necessary in the technical application of the cosmetology service. The practical part of the exam is taught in English only. The written part of the exam is given in English and Spanish.

#### **The costs are as follows:**

Cosmetology Exam	\$ 177.00
Instructor Exam	\$ 177.00
Nail Technician Exam	\$ 177.00

*\* Prices are subject to change, visit [www.Azbec.gov](http://www.Azbec.gov) for current prices.*

### **STUDENT SERVICES**

The staff is available specifically to attend to the needs of the students at Xtylo Beauty College. Student Services provides students with information on transportation, counseling, professional services available within the community, as well as assisting with other matters of special interest that may arise while attending Xtylo Beauty College.

### **ORIENTATION**

All prospective students must attend orientation prior to the first day of school. Students will be informed of the date and time of the orientation during the registration process.

### **TUTORING ASSISTANCE**

This policy is available and includes Instructors, Xtylo Beauty College staff to help students is in effect. We encourage students to meet with their instructors to review any academic activity. Xtylo Beauty College aids students with learning difficulties and students may be required to participate in skills reinforcement sessions outside of regular school hours. Instructors make every effort to identify students in need of assistance. Students, however, should take the initiative to seek help outside of class and discuss their difficulties with their instructor or director of education.

### **COUNSELING SERVICES AND ACADEMIC ASSESSMENTS**

Counseling services are provided to students regarding personal, career, or educational needs prior to their entry, upon entry, and after graduation. Students can make an appointment with the Director of Education, financial aid (if applicable), or with the instructor of their choice to provide counseling services. The school provides monthly leaderboards for practical operations. Once a month the student's attendance and academic progress are reviewed to determine if the student needs emotional support. Xtylo Beauty College aids students in solving personal or education-related problems that may occur in the course of their education. Information about career counselors and other community agencies is also available through counseling services.

### **LIBRARY**

Xtylo Beauty College has a bookstore with the books of the programs it provides. Library resources are available for your use including CDs/DVDs, as well as magazines and books. The resources are also accessible on the internet. Students can access library resources, which include computers with internet access.

### **HOUSING**

Xtylo Beauty College does not maintain any hosting services. Xtylo Beauty College assumes no responsibility for student housing.

### **PARKING LOT**

The College has ample free parking adjacent to the campus for the convenience of college staff and students, however, Xtylo Beauty College is not responsible for theft or any type of damage to your property.

### **GRADUATION CEREMONY**

Upon completion of the program, students are encouraged to attend a graduation ceremony and recognition of their effort is made at that ceremony. Upon successful completion of their program, graduates are encouraged to attend a graduation ceremony, this ceremony is held to recognize the efforts of graduates. Graduates must also pay Xtylo Beauty College's finance charges in full to attend the ceremony.



### **EMPLOYMENT PLACEMENT ASSISTANCE**

Our College of Beauty offers a free placement to all of our graduates. However, we cannot guarantee you a job.

Our staff will assist you during the employment process as follows:

- 1.) Provide you with a current list of employment opportunities for the licensed professional.
- 2.) It will help you in scheduling an interview.
- 3.) Monitor your placement and employment progress for 90 days.

We are required to send your employer a "How are you doing" survey. This form will become part of your permanent record and will be kept on file at the main campus.

**As a condition of our helping, you locate employment and by signing this agreement you are promising to abide by the following guidelines:**

- 1.) Inform us of any changes to your address and phone number.
- 2.) Be prompt for your interviews.
- 3.) Contact us after each interview.
- 4.) Mail back (if requested) any employment surveys.
- 5.) Please dress professionally for all interviews, i.e., clothing, makeup, and hair.
- 6.) Contact us for any changes in your employment status.
- 7.) Employment must be secured within six months of graduation date.

Graduates are expected to call the career services department each week to check on current job openings. Graduates are encouraged to start researching potential employers several months before completing their training. Students should follow up with the professional services department after each interview to review status.

Appearance and first impressions are key. A neat, clean, and professional attire is a must for interviews. Cleaning the hands, nails of the face and body are of the utmost importance. Smoking, chewing gum, and cell phones are not acceptable during job interviews. Students are encouraged to work with the professional services department to develop professional interviews and skills. Graduates who do not appear or behave in a rude or unprofessional manner may lose the right to assistance in obtaining professional services.

Graduates must arrive on time for interviews. If an interview needs to be rescheduled, the graduate should contact the employer and the professional services department 24 hours in advance. Excessive rescheduling of interviews may lose your right to career services assistance.

The success of the student and the professional services department depends on the mutual efforts of both.

Graduates are expected to aggressively pursue employment opportunities on their own, keep records of their contacts, and report these efforts to the career services department.

The mission of Xtylo Beauty College is to provide students with the skills and technical knowledge necessary for initial employment in **entry-level positions**. Xtylo Beauty College **CANNOT AND DOES NOT GUARANTEE A JOB TO ANYONE**. The College does not represent or guarantee the levels of compensation to anyone. Reported wage levels are based on published statistics from the United States Department of Labor.

Job Placement Opportunities FOR ALL PROGRAMS may be limited for someone with a criminal record. Please note that most employers conduct background checks, and some do drug tests. To be eligible for Job Placement assistance a graduate must have legal employment status in the United States. I fully understand that the Xtylo Beauty College and its representatives have not discussed salaries and jobs beyond the request for information published by the United States Department of Labor about the program of interest to me.

### **OVERDUE ACCOUNT**

Students who fail to make prompt payments or fail to make a good faith effort to keep their account current. You may be subject to late fees and disciplinary action from Xtylo Beauty College. Students who have been withdrawn for non-payment of tuition will not be admitted again until all late tuition payments have been paid in full. In addition, Xtylo Beauty College reserves the right to withhold a certificate or degree and deny requests for official or unofficial transcripts until the account is current. Students must also be in good financial condition to attend the graduation ceremony.



**SCHOOL REFUND POLICY**

For applicants who cancel enrollment, or students who withdraw from enrollment, a fair and equitable agreement will apply. The following policy will apply to all terminations for any reason, by either party, including the student's decision, program cancellation, or school closure.

Any monies owed to the applicant or student must be refunded within 45 days of the official cancellation or withdrawal. The official cancellation or withdrawal will occur at the earliest date that:

- 1.) An applicant not accepted by the school shall be entitled to a refund of all monies paid. (except the non-refundable application fee of \$100.00)
- 2.) If a student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement, all monies collected by the school shall be refunded, except the non-refundable application fee of \$100.00, regardless of whether the student has actually started training.
- 3.) If a student cancels his/her contract after three business days after signing, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school less a non-refundable application fee of \$100.00 for all programs offered. Or if the student decides to withdraw after his/her first day of class and has opened his/her kit/equipment, there will be no refund of the \$1,200.00 of the total cost of the kit for Cosmetology and/or \$700.00 of the total cost of the kit for Nail Technician and Instructor Training.
- 4.) A student to notify the institution of his/her withdrawal in writing.
- 5.) A student on an approved leave of absence must notify the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
- 6.) A student is expelled by the school. (Unofficial withdrawals for clock hour students are determined by the institution by monitoring clock hour attendance at least every 30 days.)
- 7.) In type 2,3,4, 5, or 6, official cancellations or withdrawal, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll, and instruction had begun but have withdrawn prior to program completion, (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours.

<b>TOTAL% COMPLETED OF THE DURATION OF THE PROGRAM</b>	<b>TOTAL% OF ENROLLMENT RECEIVED BY THE SCHOOL</b>
0.1% a 4.9%	20%
5% a 9.9%	30%
10% a 14.9%	40%
15% a 24.9%	45%
25% a 49.9%	70%
50% and More	100%

- 8.) All refund will be calculated based on students last date of schedule attendance. Any monies due to student who withdrawal shall be refunded within 45 days of formal cancellation by the student or by formal termination by the school, which shall occur no more than 14 calendar days after the last day of physical attendance, or in the case of a leave of absence, the earlier of the scheduled date of return or the date that the student notifies the school that he/she will not be returning. In the case of disabling illness of injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
- 9.) The refund policy will apply to tuition and fees charged in the enrollment agreement. Other miscellaneous charges to the student for books, kit items, products, etc., or debts to the school incurred by the student will be calculated separately at the time of withdrawal. The student is responsible for 100% of the charges for those items; these items become the property of the student when issued and are not included in tuition adjustment computations.
- 10.) If the school is permanently closed or is no longer offering instruction after a student has enrolled, and instruction has begun, the school will make a Pro Rata refund of tuition for each student or provide program completion through a pre-established teach out agreement with another institution. If the program is canceled after a student's enrollment, the school will provide a full refund of all monies paid or completion of the program at a later time. If the program is canceled by the school after the students have enrolled and before instructions has begun, the school will, 1) provide a pro rate refund for all students transferring to another school based on the hours accepted by the receiving school 2) provide the completion of the program 3) participate in a teach-out agreement 4) or provide a full refund to all monies paid.
- 11.) Xtylo Beauty College is required to take assistance; the required reimbursement date is determined counting from the date the withdrawal was determined. However, for Xtylo Beauty College for clock hours, reimbursement is calculated by dividing the total number of scheduled hours from the last date of attendance at scheduled hours for the duration of the program.



**Xtylo**

Beauty College

*\*This refund policy applies to the tuition and fees charged in the enrollment agreement. Other miscellaneous charges that the student may have incurred at the institution (for example, additional kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All rates are identified in the catalog and in the registration agreement. (Only Xtylo Beauty College Phoenix is approved for Title IV funds)*

### **THE RETURN OF TITLE IV FUNDS POLICY(ONLY for Phoenix Campus that is approved for Title IV Funding)**

The federal Higher Education Act (HEA) of 1965 was amended in 1998, and new regulations were established regarding Title IV student financial aid programs. Students earn their Title IV federal financial aid by attending class and if they are not enrolled long enough to earn some or all their aid, the "unearned" portion must be returned to the appropriate Title IV program.

Title IV financial aid programs include Federal Pell Grant, Federal Stafford Loans and Federal Work-Study (FWS). Federal Work-Study earnings are not affected by Title IV regulations concerning the return of unearned federal financial aid. Only federal grants and federal loans are affected by this policy.

This is a distinctive refund policy for financial aid that differs from the College refund policy. Title IV funds (Financial Aid) are awarded to a student under the assumption that the student will attend school for the entire period for which the aid is awarded. In accordance with Federal regulations, a student must earn their Title IV funds for each payment period.

Students earn their Title IV funds on a prorated basis over the first 60% of each payment period. For students attending clock hour programs, the percentage is hours the student was scheduled to complete divided by total clock hours in the period.

After the point, the student was scheduled to complete more than 60% of the scheduled hours of the payment period, the student is eligible to retain 100% of the Title IV funds scheduled for that payment period.

If a student receiving Financial Aid withdraws before he or she was scheduled to complete more than 60% of the scheduled hours in a payment period, the school is required to perform the Return to Title IV calculation to:

- a) determine the portion of aid earned by the student up until the date of withdrawal,
- b) return the amount of unearned aid to the appropriate Title IV Program (i.e., loans, grants, etc.),
- c) notify the student of the return calculation results and any amount(s) the student may owe to the school and/or the Department of Education because of the return calculation.

The school is also required to perform calculations based on its institutional refund policy.

For students attending clock hour programs, a student earns their Title IV funds on a prorated basis over the first 60% of the scheduled hours for each payment period.

After attending 60% of scheduled hours of the payment period, the student is eligible to retain 100% of the Title IV funds scheduled for that payment period.

If after the return and refund calculations, you have an amount due payable to the Department of Education you must remit your payment to the Department of Education immediately.

IN ADDITION TO MAKING YOUR PAYMENT (S), FEDERAL REGULATIONS REQUIRE THAT, AFTER SEPARATION FROM THE EDUCATIONAL INSTITUTION, YOU, THE LOAN BORROWER, MUST COMPLETE AN ADVISORY SESSION FOR THE DISMISSAL OF YOUR STUDENT LOAN TO RECOGNIZE YOUR STUDENT LOAN RIGHTS AND RESPONSIBILITIES REGARDING YOUR STUDENT LOAN.

[https://nslds.ed.gov/nslds/nslds\\_SA/public/SaEcWelcome.do](https://nslds.ed.gov/nslds/nslds_SA/public/SaEcWelcome.do)

Lastly, keep in mind that the student loans you borrowed to pay for your education at XTYLO BEAUTY COLLEGE will be repaid six months after the last day you attended school. Your loan servicer will notify you very soon of your scheduled loan payments and where to send those payments. Make sure you send your payments on time to avoid further penalties and a bad credit rating. If you are interested in learning more about your student loans, feel free to visit the website, contact your student loan servicer, or contact our office at the phone number above for assistance.

### **WITHDRAWAL FROM THE PROGRAM**

You may withdraw from school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 50 percent or less of your scheduled hours in the current program pay period up to the last day of attendance. The refund will be less the registration or administration fee not to exceed \$ 100.00 and less any deduction for equipment not returned in good condition, within 45 days of resignation. If the student has completed more than 50% of the period for which the student was charged, the tuition is considered a gain and the student will not receive funds.

In determining a refund under this section, a student who has completed the training program will be considered when any of the following situations exist:

- The student notifies the institution of his withdrawal or the date of withdrawal, whichever occurs later.
- The institution terminates the enrollment of the student who does not meet the requirements to maintain satisfactory progress; Breach of the rules and regulations of the institution; Excessive absences to the maximum established by the institution; Or breach of financial obligations to Xtylo Beauty College.
- The student did not attend 14 consecutive school days.
- The student does not return from his leave of absence, the determination date is based on either the date of his return or the date of notification of the student, whichever occurs first.

### **CANCELLATION OF THE PROGRAM**



**Xtylo**

Beauty College

If a program is canceled after the enrollment of a student and before instruction begins, the College shall, at its option:

- Provide a full refund of all monies paid; or
- Provide completion of the course or program

The start and end dates of all course schedules are subject to change. Students will be duly notified. Students will be offered the opportunity to consent as provided by law. In cases where such changes cause undue hardship, a refund will be offered. Xtylo Beauty College reserves the right to withdraw a scheduled program if enrollment is insufficient to complete a class. All money paid will be returned. Our university does not use accreditation names for any type of collections. The school does not give discounts.

### **SCHOOL CLOSURE POLICY**

If the College permanently closes and stops offering instruction after students have enrolled and instructions have begun, the College will make arrangements for students:

- Will be entitled to a prorated tuition refund.
- If the program is canceled after the student's enrollment, and before instruction in the program begins, the student will be entitled to a full refund of all funds paid.
- At least 30 days prior to closure, the university must notify the Office in writing of its intention to close and provide a closure plan. A list of all students who were enrolled at the time of college closing, including the amount of each prorated refund, must also be submitted to our accrediting agency.

### **CATALOG CERTIFICATION**

Xtylo Beauty College certifies that the information contained in this publication is current and correct, but is subject to change without notice, and does not constitute an agreement in the contract by Xtylo Beauty College. The catalog is updated annually by Xtylo Beauty College. The College also makes every effort to ensure the accuracy of the information provided.

As a prospective student, you should review this catalog before signing the enrollment contract. In addition, they should review the academic performance information, which is provided to them before signing the enrollment contract. Prospective students have the facility to visit Xtylo Beauty College facilities and review educational plans with the appropriate person prior to enrolling or signing the enrollment contract.



**PHOENIX CAMPUS ORGANIZATION CHART**

**President/CEO/ CAO/CFO**

Maria Arroyo Mosqueda

**Director of the School of Education**

Senia Goytia

**Financial Officer**

Karen Moreno

**Admissions**

Stefany Macias

Elizabeth Soto

**Admissions/Accountant**

Maria Arroyo Mosqueda

**Academic Degrees/Attendance/Admissions**

Senia Goytia

Yuliana Villalobos

**Morning Instructor/Supervisory Instructor**

Senia Goytia

**Morning Instructor**

Maria Arroyo Mosqueda placeholder image

Senia Goytia

**Afternoon Instructor**

Yuliana Villalobos

Karla Moreno

**Substitute Instructor**

Monica Arreola

*\* All instructors have a Cosmetology Instructor License.*



**TOLLESON CAMPUS ORGANIZATION CHART**

**President/CEO/CAO/CFO**

Maria Arroyo Mosqueda

**School Director of Education**

Senia Goytia

**Financial Aid Officer**

Karen Moreno

**Admissions**

Mia Elizabeth Soto

Stefany Macias

**Admissions/Accountant**

Maria Arroyo Mosqueda

**Qualifications/Attendance/Admissions**

Senia Goytia

**Morning Instructor/Supervisory Instructor**

Mirta Uriarte

**Moring Instructor**

Mirta Uriarte

Norma Cota

**Afternoon Instructor**

Mirta Uriarte

Abigail Roldan Stone

Senia Goytia

**Substitute Instructor**

Monica Arreola

*\* All instructors have a Cosmetology Instructor License.*





**TUITION AND FEES POLICIES**

Tuition fees are posted to students' tuition account on a pay period by pay period basis. However, the registration fee, books, and supplies for the entire course will be assessed and posted to the student's tuition account within the first payment period. A pay period is defined as 450 clock hours, 900 clock hours, 1250 clock hours, 1600 clock hours for the Cosmetology Program. Instructor Training, a pay period is defined as 175 clock hours, 350 clock hours. Nail Technician a pay period is defined as 300 clock hours, 600 clock hours.

***\*Except for the \$ 100.00 registration fee, which is non-refundable.***

***\*Registration and student kit must be paid before the first day of class.***

PROGRAM	REGISTRATION	KIT	TUITION	TOTAL
COSMETOLOGY	\$100.00	\$1,200.00	\$13,200.00	\$14,500.00
INSTRUCTOR TRAINING	\$100.00	\$700.00	\$8,750.00	\$9,550.00
NAIL TECHNICIAN	\$100.00	\$700.00	\$6,300.00	\$7,100.00

COSMETOLOGIA				
1 <sup>st</sup> Payment Period	2 <sup>nd</sup> Payment Period	3 <sup>rd</sup> Payment Period	4 <sup>th</sup> Payment Period	Total
\$4,150.00	\$4,050.00	\$3,150.00	\$3,150.00	\$14,500.00

INSTRUCTOR TRAINING		
1 <sup>st</sup> Payment Period	2 <sup>nd</sup> Payment Period	Total
\$4,825.00	\$4,725.00	\$9,550.00

NAIL TECHNICIAN		
1 <sup>st</sup> Payment Period	2 <sup>nd</sup> Payment Period	Total
\$3,600.00	\$3,500.00	\$7,100.00

**PAYMENT OF TUITION**

Enrollment for the first enrollment period of the selected program is due to the first session of each module unless alternative arrangements are made with the Administration Department. Payment can be made by cash, check, or money order payable to Xtylo Beauty College. Tuition payments must be made in person at the school administration, during regular office hours. Checks that are returned for insufficient funds will be charged a \$ 35 processing fee. If tuition payments by check are returned more than once for insufficient funds during the term of the enrollment agreement, all future payments after a check Returns will only be accepted in cash or money order.

**SCHOLARSHIPS**

For information on internal scholarships or awards that you may qualify for, please consult your admissions representative. (restrictions apply) Home Scholarship Restrictions: Scholarships will be awarded if there is availability, the goal of Xtylo Beauty College is for the student to complete their program and meet all the graduation requirements stipulated in the catalog, so that it is awarded at the end of the program.

**ADDITIONAL CHARGES**

- \$5.00 Surcharge for Payments.
- Miscellaneous Supply Costs not to Exceed \$200.00.
- The cost for additional hours is \$10.00 per hour for any program beyond the end date of the program, the amount due must be paid in advance. All additional days must be consecutive. \$10.00 per hour after the program end date.