



# *Tanya's Beauty School*

**17175 SW Tualatin Valley HWY Beaverton, Oregon 97003**  
**-where all instruction occurs-**  
All classes are taught in English

## **Student Catalog**

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Welcome,

Thank you for considering our school which prepares students for one of the economy's fastest growing and profitable professions. Cosmetologist and those in the beauty care are in strong demand, as the US Bureau of Labor and Statistics reports employment of tattoo artists and cosmetologists is projected to grow 19 percent from 2020 to 2030, much faster than the national average for all occupations.

Tanya's Beauty school was established in 2015 by owner Tanya Nguyen. The owner has worked in in the cosmetology industry more than twelve years. Her specialty is management, paying attention to small cosmetic and artistic details and continually updating her school to today's market trends.

The school owner (Ms. Nguyen) is in complete charge of the school, the staff and student training. If students have any challenges or questions with your classes or training, they should speak to Tanya Nguyen immediately.

Things to remember:

- a. If you have any questions, do not be afraid to ask.
- b. If you need help, let your instructor, or the school staff know to work with you.
- c. We're always open to suggestions and constructive criticism.
- d. We must all work hard to maintain the school's objectives.

Welcome,

**Tanya Nguyen**  
Tanya's Beauty School  
President/Owner

### Mission Statement

The Mission of Tanya’s Beauty School is to ensure the success of our students in the fields of nail technology, esthetics and as tattoo artist. Our priority is to help our students unlock their creativity, imagination, and achieve professional success. At the completion of our program, students should be able to pass the Oregon state licensing exam in their chosen program, and gain entry level employment in the fields of their program: Esthetics, Nail Technology or as a Cosmetic Tattoo artist.

### Catalog

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

### Facilities

The school is located at 17175 SW Tualatin Valley HWY Beaverton, Oregon 97003, in an updated facility of 3,200 square feet, where all instruction occurs. The school includes a large clinic and classrooms. A practical work area includes 4 pedicure chairs, 4 nail tables, 6 facial beds, student lunchroom, 3 classrooms, dispensing room, 7 practical rooms and 2 ADA restrooms. All instruction occurs at this location. The maximum capacity of the facility for student enrollments is 42 students per shift.

### Programs

Tanya’s Beauty School is presently offering an **Esthetics 600-hour** program of 600 hours, a **Nail Technology** program of 281 hours and a **Cosmetic Tattoo** program of 360 clock hours and a **Full Specialist (1,125 clock hours)** program. Each of these programs leads to licensure in the state of Oregon.

### Program Schedules

Program	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>*Full Specialist (1,125 clock hours)</b> 8 hours a day 40 hours / 28 Weeks total	10:00 am to 7:00 pm	10:00 am to 7:00 pm	10:00 am to 7:00 pm	10:00 am to 7:00 pm	10:00 am to 7:00 pm	----
<b>*Esthetics 600 hours</b> 40 hours a week 15 weeks total	10:00am to 7:00 pm	10:00am to 7:00 pm	10:00am to 7:00 pm	10:00am to 7:00 pm	10:00am to 7:00 pm	--
<b>*Esthetics 600 hours</b> 31 hours a week 19.50 weeks total	----	10:00am to 7:00 pm	10:00am to 7:00 pm	10:00am to 7:00 pm	10:00am to 7:00 pm	10:00 am to 6:00 pm

<b>*Esthetics 600 hours</b> 24 hours a week 25 weeks total	10:00am to 7:00 pm	10:00am to 7:00 pm	10:00am to 7:00 pm	---	----	-----
<b>*Esthetics 600 hours</b> 23 hours a week 26weeks total	-----	----	-----	10:00am to 7:00 pm	10:00am to 7:00 pm	10:00 am to 6:00 pm
<b>***Esthetics 600 hours</b> 13 hours a week 46 weeks total	---	-----	----	----	11:00am to 6:00 pm	11:00 am to 6:00 pm
<b>*Nail Technology</b> 281 hours 13 hours a week 21.75 weeks total	---	---	---	---	11:00am to 6:00 pm	11:00am to 6:00 pm
<b>*Nail Technology</b> 281 hours 24 hours a week 11.75 weeks total	10:00am to 7:00 pm	10:00am to 7:00 pm	10:00am to 7:00 pm	----	----	----
<b>*Nail Technology</b> 281 hours 23 hours a week 12.25 weeks total	-----	-----	-----	10:00am to 7:00 pm	10:00am to 7:00 pm	11:00 am to 6:00 pm
<b>*Cosmetic Tattoo</b> 360 hours 16 hours a week 22.50 weeks total	-----	-----	10:00 am to 7:00 pm	10:00 am to 7:00 pm	-----	-----
<b>*Cosmetic Tattoo</b> 360 hours 15 hours a week 24 weeks total	-----	-----	-----	-----	10:00 am to 6:00 pm	10:00 am to 6:00 pm

\*Includes a 1-hour lunch  
\*\* Includes a 30-minute lunch

## **(School Calendar) Enrollment Start Dates 2022**

**New Enrollment class start dates for 2023 are:** Jan 3rd, 2023, Feb 7th, 2023, March 7th, 2023, April 4<sup>th</sup>, 2023, May 2nd, 2023, June 6th, 2023, July 11<sup>th</sup>, 2023, August 8<sup>th</sup>, 2023, September 5<sup>th</sup>, 2023, October 3<sup>rd</sup>, 2023, November 7<sup>th</sup>, 2023 and December 5<sup>th</sup> 2023.

## **(School Calendar) Holidays**

The school is closed; Labor Day, Columbus Day, Memorial Day, Veteran's Day, Thanksgiving Eve/Thanksgiving Day, Christmas Eve and Christmas Day, New Year's Eve, and New Year Day, Chinese/Vietnamese New Years' Day, Easter and 4th of July. In case of severe weather conditions or snowstorms, the school will follow the Beaverton School District for inclement weather. If the Beaverton Schools are closed because of the weather, our school will also be closed. Students can check school Facebook or Instagram for accurate closure updates. A special holiday may be declared for staff training, COVID-19 closures, weather emergencies or other reasons.

## **School Hours 1**

Hours of operation for Tanya's Beauty School are Tuesday– Friday 10:00 am - 7:00 pm, Saturday 10:00 am– 7:00 pm and Sunday 10:00am - 6:00 pm.

## **Administration Hours**

Administration Hours are Tuesday – Friday 12:00 am -2:00pm or by appointment. For an appointment call:(503)-896-7322 or email tanyanguyen1978@yahoo.com.

## **Admission**

Tanya's Beauty School is accepting students for admission once the following criteria have been met:

- All students must be 18 years of age or older and provide
- Submit online application form (\$50.00 fee)
- Provide their Social Security number or TIN.
- Provide a copy of his/her High School Diploma, or GED, or their transcript showing high school completion, or documentation proving completion of homeschooling at the secondary level as defined by state law or have evidence that verification of a foreign student's high school diploma has been 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.
- An academic transcript showing completion of at least a two-year program that is acceptable towards a bachelor's degree will substitute for a Highschool diploma or GED.
- **If a high school information appears to be questionable**, for example (age and date of graduation are not reasonable, or the documentation doesn't look official, etc.) an official transcript will be requested and evaluated by the director of education prior to enrolling the student. If the information cannot be verified by the school the student must pass a GED test prior to enrollment. Self-Certification will not be allowed for enrollment or Title IV purposes.
- **Ability to Benefit Exam (ATB):** Tanya's Beauty School is currently accepting Ability to Benefit Exams, for admissions. The school uses Wonderlink, Test Fees are the responsibility of the student. Exams may be proctored on site at Tanya's Beauty School, students much achieve a passing score on a scale that reports as Pass/Fail with scores reporting graphically in relation to minimum scores. Phone (Wonderlink) : 1-877-605-

9496. More details can be found at <http://www.wonderlic.com/shop-need/student-assessment/Ability-to-Benefit-ATB>

- Applicant must provide a valid, current, government-issued picture ID, such as an Oregon Driver's license, ID Card, other state issued ID, or Passport.
- **Transfer students only:** Transfer students shall provide transcripts from **prior** instructional institution **before** enrollment. Failure to provide the required documentation of previous training, in any circumstance, prior to enrollment will result in not being able to apply those hours that could be accepted toward your enrollment.
- This institution does not award credit for experimental learning.
- This institution has **not** entered into an articulation or transfer agreement with any other institution.

### **Application Status Notification of School Acceptance:**

School staff will notify the student regarding their application process within 14 business days of receipt by mail or phone. If, for any reason, the school denied admission to any applicant, the applicant will be notified by mail within 2 weeks. Any applicant denied admission will be able to re-apply any time once they are able to meet all school's requirements. Once an application is completed and the \$50 application fee is paid, students will be admitted on a first come first serve basis. If no room is available students will be put on a wait list for future enrollment.

### **Transfer Policy**

The transferability of hours previously earned at another institution are determined at the sole discretion of Tanya's Beauty School's administration. All transfer hours must be determined **prior** to enrollment and included in your enrollment agreement.

### **Re-entry (Re-Enrollment Policy)**

A student who withdraws from Tanya's Beauty School's may re-enter into the same course of study without the loss of credit for prior hours and operations earned during prior enrollment and will re-enter at the same Satisfactory Academic Progress status as when they left if *re-entry occurs within 180 days of last day of attendance*. A student who was terminated for behavior reasons may not be eligible for re-entry. Students who re - enter *more* than 180 days after last day of attendance will have their transcripts evaluated for the number of hours, they will receive credit for. Decisions regarding transfer of hours will be at the sole discretion of the school's Administration. A new registration fee of \$150 must be paid to re- enroll.

### **Statement of Nondiscrimination**

Tanya's Beauty School is committed to providing equal opportunities to all applicants in all programs, and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation or enrollment of students or employees based on race, color, religion, religious beliefs, national (ethnic) origin, sex, sexual orientation, perceived gender, or gender identity, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Any person unlawfully discriminated against, as described in ORS 345.240 may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and industries. The policies governing employees will be enforced where instructional or other staff or other personnel have been found to have engaged in discriminatory behavior.



### Orientation Day

Orientations are held on Tuesdays at 2:00 pm or by appointment. Students **must** attend an orientation prior to beginning their program. For an appointment call:(503)-896-7322 or email [tanyanguyen1978@yahoo.com](mailto:tanyanguyen1978@yahoo.com). No clock hours are earned at orientation.

### Tuition and Fees

Tuition and Fees	Esthetics 600 hours	Nail Technology	Cosmetic Tattoo	Full Specialist (1,125 clock hours)
Registration Fee*	\$150	\$150	\$150	\$150
Tuition	\$3,150	\$3,395	\$7,315	\$13,805
Books**	\$250	\$250	\$250	\$750
Supplies**	\$500	\$500	\$850	\$2,150
<b>Total Tuition &amp; Fees</b>	<b>\$4,050</b>	<b>\$4,295</b>	<b>\$8,565</b>	<b>\$16,855</b>

\*Non-Refundable

\*\* Non-Refundable 7 days after signing enrollment agreement

### Payment Methods

Methods of payment accepted by the school are cash, credit card, check or money order, zelle and Tanya's Beauty School payment plan. A non-sufficient funds fee of \$35 will be added for returned checks. **Late Payment Fees:** Monthly payments are due by the 1<sup>st</sup> of each month and considered late by the close of the 5<sup>th</sup> business day of each month and may be assessed a flat \$35.00 late fee, plus a daily late charge of \$5 per day.

### Tanya's Monthly Payment Plan

Program	Deposit	Monthly Payment
Nail Technology	\$500	\$500+
Esthetics 600 hours	\$1,000	\$500+
Cosmetic Tattoo	\$1,500	\$1,000+
Full Specialist (1,125 clock hours)	\$2,000	\$1,000+

**Payment Plan Terms:** Monthly payments are due by the 1<sup>st</sup> of each month and considered late if not received by close of business on the 5<sup>th</sup> of each month. All late payments will be assessed a flat fee of \$35 plus a daily late charge of \$5 per day. In addition, any payment that is returned unpaid (ex. Insufficient funds, stop payments, etc.) will be charged an additional \$35 bank charge fee. **Interest:** Simple interest of 15% will be charged.

**Non-Institutional Fees:** The state of Oregon licensing exam fees is the responsibility of the students.

**Drop fees:** All students are charged a \$25.00 drop fee for all drops for any reason (attendance, discipline, withdraw or program change). Students who withdraw prior to graduation will be charged a \$35 transcript fee.

### **Extra Instructional (Overtime) Charges**

Students are expected to complete their training within the time specified in the enrollment agreement. If a student requires additional training beyond the scope of the course and or beyond the contract end date, the institution will assess \$250 a week as extra-instruction charge (weeks will not be prorated). **All monies received for extra-instruction prior to completion of the student contract are refunded if the student terminates prior to graduation.**

### **Returned Book Policy**

If a student elects to return their books and or supplies to the school (unopened), said refund will not exceed 50% of the original price.

### **Fee Waivers**

Currently, the school does not offer any fee waivers.

### **Tardy Policy & Early Out Policy**

Students arriving more than 10 minutes after their scheduled start time, *may* not be allowed to attend school that day and are welcome to return on time, the following school day. Students are asked to stay to the end of their scheduled day. If they need to leave early due to a medical appointment, family emergency or other reason, please discuss with the Director or Instructor in advance. More than 5 late arrivals in one calendar month may result in a student write up according to the school's conduct policy.

### **Excused and Unexcused Absences**

An absence is an absence at Tanya's Beauty School, there is no contract extension for an excused absence, but the school does appreciate you calling/texting in if you will know you will be out for scheduling purposes. Students are asked to call school staff, not a friend or fellow student. In the event a student is absent 14 *consecutive calendar* days, for any reason, said student(s) will be dropped and may re-enroll per the terms of the re-enrollment policy.

<b>Esthetics 600 hours</b>	<b>Course Description Program Outline</b>
<b>Program / Course Description</b>	<p>Tanya's Beauty School's <b>Esthetics 600 hours program is a 600-hour course</b>, studying skin care and facial care practices, performed on the human body or face for the purpose of keeping the skin of the human body or face healthy and attractive and not for medical diagnosis or treatment of disease or physical or mental ailments. The course includes:</p> <ul style="list-style-type: none"><li>• Facial use of the hands or mechanical or electric apparatuses or appliances for cleansing,</li><li>• Stimulating, manipulating, exfoliating or applying lotions or creams</li><li>• Temporary removal of hair (waxing), eyebrows tint, and eyebrows lamination</li><li>• Makeup artistry</li><li>• Eyelash extensions, lift, perm and tint</li><li>• Body Treatments</li><li>• Light Therapy</li></ul>
<b>Program Mission &amp; Objectives</b>	<p>The Mission of Tanya's Beauty School is to ensure the success of our students in the fields of nail technology, esthetics and as tattoo artist. Our priority is to help our students unlock their creativity, imagination, and achieve professional success. At the completion of our program, students should be able to pass the Oregon state licensing exam in their chosen program, and gain entry level employment in the fields of their program: Esthetics, Nail Technology or as a Cosmetic Tattoo Artist.</p>

<b>Graduation Requirements</b>	<p><b>Graduation Requirements</b></p> <p>In order for students to graduate from Tanya's Beauty School and be issued a Certificate of completion, students must meet all of the following criteria:</p> <ul style="list-style-type: none"> <li>• Compete all requisite hours</li> <li>• Complete and passes all written and practical exams with a minimum cumulative grade of 75%.</li> <li>• Meets all financial obligations to the school</li> <li>• Completed exit interview</li> </ul> <p>Official transcripts will be issued and faxed to Oregon Health Licensing Office within 14 days of the above being completed. Students will be required to pay all State Board Exam fees.</p>															
<b>Total Clock Hours &amp; Attendance</b>	<p>Tanya's Beauty School's Esthetics 600 hours <b>program is a 600-hour course.</b></p> <p>Students are asked to arrive no later than 10 minutes after the start time. Those arriving late may not be allowed to attend school that day and are welcomed to return on time, the following school day.</p> <p>For a student to be deemed making satisfactory attendance progress (quantitative), the student must maintain a minimum attendance average of 75%. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued (clocked by the student), by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame of 133% of the course.</p>															
<b>Exams</b>	<p>The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 75% to maintain satisfactory attendance progress. <b>Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published policy for Scheduling and Grading, Make-Up Work, Incomplete's and Repetitions.</b> A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school.</p>															
<b>Grading System</b>	<p>Students are graded by using a grading system of 0 to 100 points and converted to a percentage (%) of the total. The grading point system is then converted into alphabetical letters. Students are evaluated regularly on the practical and theoretical work. Students must maintain a "C" average (75%) to maintain satisfactory academic status. Students must have good coordination and show an aptitude for their chosen field. The system detailed below is the grading system utilized by Tanya's Beauty School.</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>90% - 100%</td> <td>A</td> <td>Excellent</td> </tr> <tr> <td>80% - 89%</td> <td>B</td> <td>Good</td> </tr> <tr> <td>75% - 79%</td> <td>C</td> <td>Passing</td> </tr> <tr> <td>60% - 74%</td> <td>D</td> <td>Not Passing</td> </tr> <tr> <td>59% or Below</td> <td>F</td> <td>Failing</td> </tr> </table>	90% - 100%	A	Excellent	80% - 89%	B	Good	75% - 79%	C	Passing	60% - 74%	D	Not Passing	59% or Below	F	Failing
90% - 100%	A	Excellent														
80% - 89%	B	Good														
75% - 79%	C	Passing														
60% - 74%	D	Not Passing														
59% or Below	F	Failing														
<b>Instructional Methods</b>	Traditional Classroom, Lecture, Demonstration and School Salon Floor															
<b>Distance Education</b>	None															
<b>Learning Materials/Textbooks</b>	<ul style="list-style-type: none"> <li>• Step-by-Step Procedures for Milady Standard Esthetics: Fundamentals 11th Edition (ISBN-13: 978-1111307097)</li> <li>• Workbook for Milady Standard Esthetics: Fundamentals 11th Edition (ISBN-13: 978-1111306915)</li> </ul>															

	<ul style="list-style-type: none"> <li>Pivot Point's Salon Fundamentals for Esthetics, 2nd Edition, Published 2012 : www.pivotpoint.com</li> <li>Oregon Administrative Rules: 817-015-0050 (Skin Care Services) and 817-015-0065 (ClientRecords)</li> </ul>
<b>Internship/Externship</b>	None
<b>Faculty &amp; Qualifications</b>	All instruction is provided by registered Oregon Teachers
<b>Skills and competencies to be acquired by the student.</b>	<ul style="list-style-type: none"> <li>At the completion of the program the student will be able to understand and practice in an entry-level professional salon setting: Facials, Exfoliants, Microdermabrasion, Light Therapy, Chemical Treatments, Electrotherapy, and Body Treatments.</li> </ul>

<b>Esthetics 600 hours program 600 Hours</b>			
<b>Module (s)</b>	<b>Description</b>	<b>Hours</b>	<b>Operations</b>
<b>Oregon Laws and Rules</b>	This course will involve training in decontamination and infection control, salon cleanliness, disinfection, client safety, practitioner safety, client records and overall Oregon Law requirements. Each student enrolled will be expected to perform sanitation duties expressed in Oregon Law and Administrative Rules. You will also learn OSHA hazardous chemical information. The daily sanitation procedures will need to be performed prior to, during, and after the services that students perform.	<b>20</b>	<b>0</b>
<b>Career Development</b>	Career Development will prepare students for entering the workplace in a new career, concentrating on your professionalism, customer service, and business practice skills.	<b>20</b>	<b>0</b>
<b>Anatomy &amp; Physiology</b>	Anatomy & Physiology involved in the field of esthetics.	<b>18</b>	<b>0</b>
<b>Microbiology</b>	Microbiology involved in the field of esthetics.	<b>4</b>	<b>0</b>
<b>Esthetic Services</b>	Students will learn to perform Facials, Exfoliants, Microdermabrasion, Light Therapy, Chemical Treatments, Electrotherapy, and Body Treatments.	<b>280</b>	<b>140</b>
<b>Facial Make Up</b>	Students will learn to provide facial make up services.	<b>40</b>	<b>20</b>
<b>Hair Removal</b>	Students will learn to provide f hair removal services.	<b>60</b>	<b>60</b>
<b>Implements/Tools / Equipment</b>	Students will learn to utilize and sanitize tools and equipment.	<b>15</b>	<b>0</b>
<b>Product Knowledge/Chemistry</b>	Students will learn about safe use of products and chemistry.	<b>17</b>	<b>0</b>
<b>Safe Usage, Safety Devices&amp; Federal Regulations and Standards</b>	The study of Safe Usage, Safety Devices& Federal Regulations and Standards.	<b>10</b>	<b>0</b>
<b>Eyelash Training</b>	Training and salon floor practice in eyelash treatments and eye lash extensions.	<b>116</b>	<b>10</b>
<b>Total Hours</b>		<b>600</b>	<b>-----</b>
<b>Total Operations</b>		<b>-----</b>	<b>230</b>

<b>Nail Technology</b>	<b>Course Description Program Outline</b>
<b>Program / Course Description</b>	Tanya's Beauty School's <b>Nail Technology</b> is a 281-hour program dedicated to helping our students learn the art and science of nail design, acrylic, solar tips, forms, and gels, and more. <b>Nail Technology</b> students will learn to shape, file, color and nails design, as well as perform full manicures and pedicures. Our school also teaches hand, calf and foot massages as an added value service for clientele. Lastly, our students are instructed regarding the importance of Oregon rules and laws, salon safety, and sanitation procedures, diseases and conditions of the nails, client consultation and professionalism.
<b>Program Mission &amp; Objectives</b>	The Mission of Tanya's Beauty School is to ensure the success of our students in the fields of nail technology, esthetics and as tattoo artist. Our priority is to help our students unlock their creativity, imagination, and achieve professional success. At the

	completion of our program, students should be able to pass the Oregon state licensing exam in their chosen program, and gain entry level employment in the fields of their program: Esthetics, Nail Technology or as a Cosmetic Tattoo Artist.															
<b>Graduation Requirements</b>	In order for students to graduate from Tanya's Beauty School and be issued a Certificate of completion, students meet all of the following criteria: <ul style="list-style-type: none"> <li>• Compete all requisite hours</li> <li>• Completes and passes all written and practical exams with a minimum cumulative grade of 75%.</li> <li>• Meets all financial obligations to the school</li> <li>• Completed exit interview</li> </ul> Official transcripts will be issued and faxed to Oregon Health Licensing Office within 14 days of the above being completed. Students will be required to pay all State Board Exam fees.															
<b>Total Clock Hours &amp; Attendance</b>	Tanya's Beauty School's <b>Nail Technology is a 281-hour program.</b>  Students are asked to arrive no later than 10 minutes after the start time. Those arriving late may not be allowed to attend school that day and are welcomed to return on time, the following school day. For a student to be deemed making satisfactory attendance progress (quantitative), the student must maintain a minimum attendance average of 75%. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued (clocked by the student), by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame of 133% of the course.															
<b>Exams</b>	The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 75% to maintain satisfactory attendance progress. <b>Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published policy for Scheduling and Grading, Make-Up Work, Incomplete's and Repetitions.</b> A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school.															
<b>Grading System</b>	Students are graded by using a grading system of 0 to 100 points and converted to a percentage (%) of the total. The grading point system is then converted into alphabetical letters. Students are evaluated regularly on the practical and theoretical work. Students must maintain a "C" average (75%) to maintain satisfactory academic status. Students must have good coordination and show an aptitude for their chosen field. The system detailed below is the grading system utilized by Tanya's Beauty School.  <table style="margin-left: auto; margin-right: auto;"> <tr> <td>90% - 100%</td> <td>A</td> <td>Excellent</td> </tr> <tr> <td>80% - 89%</td> <td>B</td> <td>Good</td> </tr> <tr> <td>75% - 79%</td> <td>C</td> <td>Passing</td> </tr> <tr> <td>60% - 74%</td> <td>D</td> <td>Not Passing</td> </tr> <tr> <td>59% or Below</td> <td>F</td> <td>Failing</td> </tr> </table>	90% - 100%	A	Excellent	80% - 89%	B	Good	75% - 79%	C	Passing	60% - 74%	D	Not Passing	59% or Below	F	Failing
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60% - 74%	D	Not Passing														
59% or Below	F	Failing														
<b>Instructional Methods</b>	Traditional Classroom, Lecture, Demonstration and School Salon Floor.															
<b>Distance Education</b>	None															
<b>Learning Materials/Textbooks</b>	<ul style="list-style-type: none"> <li>• Milady Standard Nail Technology 7th Edition (ISBN-13: 978-1285080475)</li> <li>• Workbook for Milady Standard Nail Technology, 7th Edition 7th Edition (ISBN-13: 978-1285080512)</li> </ul>															

	<ul style="list-style-type: none"> <li>Pivot Point's Salon Fundamentals for nails, 1st Edition, Published 2012: www.pivot-point.com</li> <li>Oregon Administrative Rules: 817-010-0101 (Equipment) and 817-015-0065 (client Record)</li> </ul>
<b>Internship/Externship</b>	None
<b>Faculty &amp; Qualifications</b>	All instruction is provided by registered Oregon Teachers.
<b>Skills and competencies to be acquired by the student.</b>	At the completion of the program the student will be able to understand and practice in an entry-level professional salon setting: Fills, Overlays, Forms, Removals and repairs.

	<b>Nail Technology</b>		
<b>Module(s)</b>	<b>Description</b>	<b>Hours</b>	<b>Operations</b>
<b>Oregon Laws and Rules</b>	This course will involve training in decontamination and infection control, salon cleanliness, disinfection, client safety, practitioner safety, client records and overall Oregon Law requirements. Each student enrolled will be expected to perform sanitation duties expressed in Oregon Law and Administrative Rules. You will also learn OSHA hazardous chemical information. The daily sanitation procedures will need to be performed prior to, during, and after the services that students perform.	<b>20</b>	<b>0</b>
<b>Career Development</b>	Career Development will prepare students for entering the workplace in a new career, concentrating on your professionalism, customer service, and business practice skills.	<b>20</b>	<b>0</b>
<b>Anatomy &amp; Physiology</b>	Anatomy & Physiology involved in the field of Nail Technology	<b>18</b>	<b>0</b>
<b>Microbiology</b>	Microbiology involved in the field of Nail Technology	<b>2</b>	<b>0</b>
Manicuring	Students will learn to provide manicuring services.	<b>40</b>	<b>20</b>
Pedicuring	Students will learn to provide pedicure services.	<b>40</b>	<b>20</b>
Artificial Nails	Students will learn to provide client services including fills, overlays, forms, removals and repairs	<b>120</b>	<b>30</b>
Implements/Tools / Equipment	Students will learn to utilize and sanitize tools and equipment.	<b>6</b>	<b>0</b>
Product Knowledge/Chemistry	Students will learn about safe use of products and chemistry.	<b>8</b>	<b>0</b>
Safe Usage, Safety Devices& Federal Regulations and Standards	The study of Safe Usage, Safety Devices& Federal Regulations and Standards	<b>7</b>	<b>0</b>
<b>Total Hours</b>		<b>281</b>	<b>----</b>
<b>Total Operations</b>		<b>----</b>	<b>70</b>

<b>Cosmetic Tattoo</b>	<b>Course Description Program Outline</b>
<b>Program / Course Description</b>	Tanya's Beauty School's <b>Cosmetic Tattoo</b> is a 360-hour program. In this program students will be introduced to permanent cosmetic tattoo, safety sanitation, needles, tattoo machine, equipment supplies, infection control, color theory, skin disease, client service, business operation and most important, hands-on live model. It is our mission to help each student to attain their dream of becoming a licensed tattoo artist. We are committed to identifying each student's individual style of learning to help reach his/her professional goals.
<b>Program Mission &amp; Objectives</b>	The Mission of Tanya's Beauty School is to ensure the success of our students in the fields of nail technology, esthetics and as tattoo artist. Our priority is to help our students unlock their creativity, imagination, and achieve professional success. At the completion of our program, students should be able to pass the Oregon state licensing

	exam in their chosen program, and gain entry level employment in the fields of their program: Esthetics, Nail Technology or as a Cosmetic Tattoo Artist.															
<b>Graduation Requirements</b>	<p>In order for students to graduate from Tanya's Beauty School and be issued a Certificate of completion, students meet all of the following criteria:</p> <ul style="list-style-type: none"> <li>• Compete all requisite hours</li> <li>• Completes and passes all written and practical exams with a minimum cumulative grade of 75%.</li> <li>• Meets all financial obligations to the school</li> <li>• Completed exit interview</li> </ul> <p>Official transcripts will be issued and faxed to Oregon Health Licensing Office within 14 days of the above being completed. Students will be required to pay all State Board Exam fees.</p>															
<b>Total Clock Hours &amp; Attendance</b>	<p>Tanya's Beauty School's <b>Cosmetic Tattoo</b> is a 360-hour program.</p> <p>Students are asked to arrive no later than 10 minutes after the start time. Those arriving late may not be allowed to attend school that day and are welcomed to return on time, the following school day.</p> <p>For a student to be deemed making satisfactory attendance progress (quantitative), the student must maintain a minimum attendance average of 75%. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued (clocked by the student), by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame of 133% of the course.</p>															
<b>Exams</b>	<p>The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 75% to maintain satisfactory attendance progress. <b>Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published policy for Scheduling and Grading, Make-Up Work, Incomplete's and Repetitions.</b> A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school.</p>															
<b>Grading System</b>	<p>Students are graded by using a grading system of 0 to 100 points and converted to a percentage (%) of the total. The grading point system is then converted into alphabetical letters. Students are evaluated regularly on the practical and theoretical work. Students must maintain a "C" average (75%) to maintain satisfactory academic status. Students must have good coordination and show an aptitude for their chosen field. The system detailed below is the grading system utilized by Tanya's Beauty School.</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>90% - 100%</td> <td>A</td> <td>Excellent</td> </tr> <tr> <td>80% - 89%</td> <td>B</td> <td>Good</td> </tr> <tr> <td>75% - 79%</td> <td>C</td> <td>Passing</td> </tr> <tr> <td>60% - 74%</td> <td>D</td> <td>Not Passing</td> </tr> <tr> <td>59% or Below</td> <td>F</td> <td>Failing</td> </tr> </table>	90% - 100%	A	Excellent	80% - 89%	B	Good	75% - 79%	C	Passing	60% - 74%	D	Not Passing	59% or Below	F	Failing
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59% or Below	F	Failing														
<b>Instructional Methods</b>	Traditional Classroom, Lecture, Demonstration and School Salon Floor															
<b>Distance Education</b>	None															
<b>Learning Materials/Textbooks</b>	<ul style="list-style-type: none"> <li>• Oregon Revised Statutes: Chapter 690, Division 350-410 • Chapter 690, Division 992 • Chapter 676, Division 560-625 • Chapter 676, Division 992</li> </ul>															

	<ul style="list-style-type: none"> <li>• Oregon Administrative Rules: •Chapter 331, Division 900-950 • Chapter 331, Division 001-030</li> <li>• The Ultimate Tattoo Bible, 2nd Edition, Published 2007-2010: Section – page number; 1-19, 2-44,45,48,49,50,51,54,56,57,61,62,65,67,68,73,74 &amp; 76, 3-100,104,108,111,112,113,114,118,120 &amp; 125 and 4-134,135,136 &amp; 138 <a href="http://www.ultimate-tattoo-bible.com">www.ultimate-tattoo-bible.com</a>,</li> <li>• Barron's E-Z Anatomy and Physiology; Published 2010: Chapter- page number; 4-74&amp;81, 5-98,99,100,101&amp;105, 12-281 and 14-320: <a href="http://www.barronseduc.com">www.barronseduc.com</a></li> <li>• Skin Deep, 3rd Edition, Published 2007: Section - page number; B-45, C-99, D-105 &amp;114, E-123, F143 &amp;145, I-188, K-197, L-217, M-225,233&amp;239, N-253&amp;258, P-269,302&amp;303, S-318,320,326 &amp; 351, T-372, U-382, V-390, W-395 &amp; 396 and Glossery-426: <a href="http://www.encyclopediacenter.com/skindeep-third-edition.html">www.encyclopediacenter.com/skindeep-third-edition.html</a></li> <li>• Tattoo Machine Set-up, Tuning &amp; Maintenance; Published 2005: <a href="http://www.infiniteirons.com">www.infiniteirons.com</a></li> <li>• Oregon Occupational Safety &amp; Health (OSHA), Bloodborne Pathogens (three publications; link to each publication listed below): <a href="http://osha.oregon.gov/OSHARules/div2/div2Z-1030-bloodborne.pdf">http://osha.oregon.gov/OSHARules/div2/div2Z-1030-bloodborne.pdf</a> <a href="http://osha.oregon.gov/edu/Documents/workshop-materials/1-290w.pdf">http://osha.oregon.gov/edu/Documents/workshop-materials/1-290w.pdf</a> <a href="http://osha.oregon.gov/OSHAPubs/2261.pdf">http://osha.oregon.gov/OSHAPubs/2261.pdf</a> <input type="checkbox"/> Attached is the Candidate Information Bulletin that includes specific content covered within.</li> </ul>
<b>Internship/Externship</b>	None
<b>Faculty &amp; Qualifications</b>	All instruction is provided by registered Oregon Teachers.
<b>Skills and competencies to be acquired by the student.</b>	At the completion of the program the student will be able to understand and practice in an entry-level cosmetic tattoo services professional salon setting:

<b>Cosmetic Tattoo</b>		
<b>Subject</b>	<b>Hours</b>	<b>Procedures</b>
Needles and Needle Bars	<b>20</b>	-
Tattoo Machines	<b>20</b>	-
Equipment Supplies	<b>20</b>	-
Safety Infection Control	<b>40</b>	-
Color Theory Pigments	<b>10</b>	-
Design Art Placement	<b>10</b>	-
Skin	<b>20</b>	-
Client Services	<b>20</b>	-
Business Operations	<b>20</b>	-
Oregon laws and Rules	<b>20</b>	-
Discretionary Hours	<b>10</b>	-
Procedures	<b>150</b>	<b>50</b>
<b>Total Hours</b>	<b>360</b>	--
<b>Total Operations</b>	-----	<b>50</b>



<b>Full Specialist (1,125 clock hours)</b>	<b>Course Description Program Outline Full Specialist (1,125 Clock Hours)</b>
<b>Program / Course Description</b>	Tanya's Beauty School's Full Specialist (1,125 clock hours) program is a 1,125-clock hour program dedicated to helping our students learn the art of Nail Technology Esthetics and Cosmetic Tattoo. Our students are instructed regarding the importance of Oregon rules and laws, salon safety, and sanitation procedures, diseases and conditions of the nails, client consultation and professionalism as well as the arts and entry- level employment in the fields of: Nail Technology, Esthetics and Cosmetic Tattoo.
<b>Program Mission &amp; Objectives</b>	The Mission of Tanya's Beauty School is to ensure the success of our students in the fields of nail technology, esthetics and as tattoo artist. Our priority is to help our students unlock their creativity, imagination, and achieve professional success. At the completion of our program, students should be able to pass the Oregon state licensing exam in their chosen program, and gain entry level employment in the fields of their program: Esthetics, Nail Technology or as a Cosmetic Tattoo Artist.
<b>Graduation Requirements</b>	<p>In order for students to graduate from Tanya's Beauty School and be issued a Certificate of completion, students meet all of the following criteria:</p> <ul style="list-style-type: none"> <li>• Compete all requisite hours</li> <li>• Completes and passes all written and practical exams with a minimum cumulative grade of 75%.</li> <li>• Meets all financial obligations to the school</li> <li>• Completed exit interview</li> </ul> <p>Official transcripts will be issued and faxed to Oregon Health Licensing Office within 14 days of the above being completed. Students will be required to pay all State Board Exam fees.</p>
<b>Total Clock Hours &amp; Attendance</b>	<p>Tanya's Beauty School's Full Specialist (1,125 clock hours) program is a 1,125-clock hour program.</p> <p>Students are asked to arrive no later than 10 minutes after the start time. Those arriving late may not be allowed to attend school that day and are welcomed to return on time, the following school day.</p> <p>For a student to be deemed making satisfactory attendance progress (quantitative), the student must maintain a minimum attendance average of 75%. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued (clocked by the student), by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame of 133% of the course.</p>
<b>Exams</b>	The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 75% to maintain satisfactory attendance progress. <b>Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published policy for Scheduling and Grading, Make-Up Work, Incomplete's and Repetitions.</b> A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school.

<b>Grading System</b>	<p>Students are graded by using a grading system of 0 to 100 points and converted to a percentage (%) of the total. The grading point system is then converted into alphabetical letters. Students are evaluated regularly on the practical and theoretical work. Students must maintain a “C” average (75%) to maintain satisfactory academic status. Students must have good coordination and show an aptitude for their chosen field. The system detailed below is the grading system utilized by Tanya’s Beauty School.</p> <table> <tr> <td>90% - 100%</td> <td>A</td> <td>Excellent</td> </tr> <tr> <td>80% - 89%</td> <td>B</td> <td>Good</td> </tr> <tr> <td>75% - 79%</td> <td>C</td> <td>Passing</td> </tr> <tr> <td>60% - 74%</td> <td>D</td> <td>Not Passing</td> </tr> <tr> <td>59% or Below</td> <td>F</td> <td>Failing</td> </tr> </table>	90% - 100%	A	Excellent	80% - 89%	B	Good	75% - 79%	C	Passing	60% - 74%	D	Not Passing	59% or Below	F	Failing
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<b>Distance Education</b>	None															
<b>Learning Materials/Textbooks</b>	<ul style="list-style-type: none"> <li>• Milady Standard Nail Technology 7th Edition (ISBN-13: 978-1285080475)</li> <li>• Workbook for Milady Standard Nail Technology, 7th Edition 7th Edition (ISBN-13: 978-1285080512)</li> </ul>															

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<b>Internship/Externship</b>	None

<b>Faculty &amp; Qualifications</b>	All instruction is provided by registered Oregon Teachers.
<b>Skills and competencies to be acquired by the student.</b>	At the completion of the program the student will be able to understand and practice in an entry level professional salon setting: Fills, Overlays, Forms, Removals, and repairs.  At the completion of Esthetics portion of the program the student will be able to understand and practice in an entry-level professional salon setting: Facials, Exfoliants, Microdermabrasion, Light Therapy, Chemical Treatments, Electrotherapy, and Body Treatments.

<b>Full Specialist (1,125 clock hours) Nail Technology Module</b>			
<b>Module(s) Nails</b>	<b>Description</b>	<b>Hours</b>	<b>Operations</b>
<b>Oregon Laws and Rules (Nails)</b>	This course will involve training in decontamination and infection control, salon cleanliness, disinfection, client safety, practitioner safety, client records and overall Oregon Law requirements. Each student enrolled will be expected to perform sanitation duties expressed in Oregon Law and Administrative Rules. You will also learn OSHA hazardous chemical information. The daily sanitation procedures will need to be performed prior to, during, and after the services that students perform.	<b>20</b>	<b>0</b>
<b>Career Development (Nails)</b>	Career Development will prepare students for entering the workplace in a new career, concentrating on your professionalism, customer service, and business practice skills.	<b>20</b>	<b>0</b>
<b>Anatomy &amp; Physiology (Nails)</b>	Anatomy & Physiology involved in the field of Nail Technology	<b>18</b>	<b>0</b>
<b>Microbiology (Nails)</b>	Microbiology involved in the field of Nail Technology	<b>2</b>	<b>0</b>
<b>Manicuring</b>	Students will learn to provide manicuring services.	<b>40</b>	<b>20</b>
<b>Pedicuring</b>	Students will learn to provide pedicure services.	<b>40</b>	<b>20</b>
<b>Artificial Nails</b>	Students will learn to provide client services including fills, overlays, forms, removals and repairs	<b>120</b>	<b>30</b>
<b>Implements/Tools / Equipment (Nails)</b>	Students will learn to utilize and sanitize tools and equipment.	<b>6</b>	<b>0</b>
<b>Product Knowledge/Chemistry (Nails)</b>	Students will learn about safe use of products and chemistry.	<b>8</b>	<b>0</b>
<b>Safe Usage, Safety Devices&amp; Federal Regulations and Standards (Nails)</b>	The study of Safe Usage, Safety Devices& Federal Regulations and Standards	<b>7</b>	<b>0</b>
<b>Total Hours Nails</b>		<b>281</b>	<b>----</b>
<b>Total Operations</b>		<b>----</b>	<b>70</b>
<b>Module (s) Esthetics</b>	<b>Full Specialist (1,125 clock hours) Esthetics Module</b>	<b>Hours</b>	<b>Operations</b>
<b>Oregon Laws and Rules (Esthetics)</b>	This course will involve training in decontamination and infection control, salon cleanliness, disinfection, client safety, practitioner safety, client records and overall Oregon Law requirements. Each student enrolled will be expected to perform sanitation duties expressed in Oregon Law and Administrative Rules. You will also learn OSHA hazardous chemical information. The daily sanitation procedures will need to be performed prior to, during, and after the services that students perform.	<b>20</b>	<b>0</b>

<b>Career Development (Esthetics)</b>	Career Development will prepare students for entering the workplace in a new career, concentrating on your professionalism, customer service, and business practice skills.	<b>20</b>	<b>0</b>
<b>Anatomy &amp; Physiology (Esthetics)</b>	Anatomy & Physiology involved in the field of esthetics.	<b>18</b>	<b>0</b>
<b>Microbiology (Esthetics)</b>	Microbiology involved in the field of esthetics.	<b>4</b>	<b>0</b>
<b>Esthetic Services (Esthetics)</b>	Students will learn to perform Facials, Exfoliants, Microdermabrasion, Light Therapy, Chemical Treatments, Electrotherapy, and Body Treatments.	<b>280</b>	<b>140</b>
<b>Facial Make Up (Esthetics)</b>	Students will learn to provide facial make up services.	<b>40</b>	<b>20</b>
<b>Hair Removal (Esthetics)</b>	Students will learn to provide f hair removal services.	<b>60</b>	<b>60</b>
<b>Implements/Tools / Equipment (Esthetics)</b>	Students will learn to utilize and sanitize tools and equipment.	<b>15</b>	<b>0</b>
<b>Product Knowledge/Chemistry (Esthetics)</b>	Students will learn about safe use of products and chemistry.	<b>17</b>	<b>0</b>
<b>Safe Usage, Safety Devices&amp; Federal Regulations and Standards (Esthetics)</b>	The study of Safe Usage, Safety Devices& Federal Regulations and Standards	<b>10</b>	<b>0</b>
<b>Total Hours</b>		<b>484</b>	<b>---</b>
<b>Total Operations</b>			<b>220</b>

<b>Cosmetic Tattoo Module</b>	<b>Full Specialist (1,125 clock hours)</b>	
	<b>Course Description Program Outline</b>	
<b>Subject</b>	<b>Hours</b>	<b>Procedures</b>
Needles and Needle Bars	<b>20</b>	-
Tattoo Machines	<b>20</b>	-
Equipment Supplies	<b>20</b>	-
Safety Infection Control	<b>40</b>	-
Color Theory Pigments	<b>10</b>	-
Design Art Placement	<b>10</b>	-
Skin	<b>20</b>	-
Client Services	<b>20</b>	-
Business Operations	<b>20</b>	-
Oregon laws and Rules	<b>20</b>	-
Discretionary Hours	<b>10</b>	-
Procedures	<b>150</b>	<b>50</b>
<b>Total Hours</b>	<b>360</b>	<b>--</b>
<b>Total Operations</b>	<b>-----</b>	<b>50</b>

<b>Full Specialist Total Program</b>	<b>Hours</b>	<b>Operations</b>
<b>Total Hours (Esthetics)</b>	<b>484</b>	<b>-----</b>
<b>Total Operations (Esthetics)</b>	<b>-----</b>	<b>220</b>
<b>Total Hours Nails</b>	<b>281</b>	<b>---</b>
<b>Total Operations (Nails)</b>	<b>-----</b>	<b>70</b>

<b>Total Hours Cosmetic Tattoo</b>	<b>360</b>	<b>50</b>
<b>Total Operations</b>		
<b>Program Totals</b>	<b>1,125</b>	<b>280</b>

### Leaves of Absence

Tanya's Beauty School is not presently offering Leaves of Absence; with programs ranging from 281-1,125 hours the programs are short, make up hours are available by attending another schedule. The school deems the program too short to benefit from missing a long period of time. Students are reminded that 10 days are built into their contract for personal matters, illness and vacation before they are charged overtime. Students are also reminded if they miss more than 14 sequential calendars days of school, they will be dropped from their program but are welcome to re-enroll according to the school's admission policy.

### Satisfactory Academic Progress Policy

Tanya's Beauty School's Satisfactory Academic Progress is consistently applied to **all** students enrolled at the school, regardless of their class schedule. This policy is provided to all students prior to enrollment by printing in the school catalog. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. Tanya's Beauty School's Satisfactory Academic Progress Policy includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis, as explained in the policy.

### Evaluation Periods

The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. Evaluations will be performed on scheduled hours. The chart below details the evaluation points applicable to each program:

<b>Program</b>	<b>Course Length</b>	<b>Evaluation Points in Scheduled Hours</b>
<b>Esthetics 600 hours</b> 600 hours	600 hours	300 Scheduled Hours & 13 weeks
<b>Nail Technology</b> 281 hours	281 hours	140.50 Scheduled Hours & 4weeks
Cosmetic Tattoo 360 Hours	360 hours	180 Scheduled Hours & 10.50 weeks
Full Specialist (1,125 clock hours) 1,125 Hours	1125 Hours	450 Scheduled Hours and 13 weeks & 900 Hours and 26 weeks

\*The institution operates all programs according to a schedule of 900 hours & 26 weeks of instruction.

### Attendance Progress

For a student to be deemed making satisfactory attendance progress (quantitative), the student must maintain a minimum attendance average of 75%. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued (clocked by the student),

by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame of 133% of the course.

### Qualitative Progress

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 75% to maintain satisfactory attendance progress. **Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published policy for Scheduling and Grading, Make-Up Work, Incomplete's and Repetitions.** A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their financial aid eligibility, *if applicable*. **The Institution is currently not approved for Title IV financial Aid or Veteran's benefits, at this time.**

### Maximum Time Frame

Students are required to complete their program within 133% of the published program length. The maximum time frame permitted for transfer students who need less than the full course length will be determined based on the number of scheduled contracted hours. Any student who has exhausted the maximum time frame will be dropped from the program and may elect to re-enroll on a cash pay basis in a manner consistent with the school's admissions policy.

Program	Maximum Weeks 133%	Maximum Hours Scheduled hours
<b>Esthetics 600 hours</b> 40 hours a week 15 weeks total	20	798
<b>Esthetics 600 hours</b> 31 hours a week 19.50 weeks total	26	798
<b>Esthetics 600 hours</b> 600 hours 24 hours a week 25 weeks total	33.25	798
<b>Esthetics 600 hours</b> 31 hours a week 19.50 weeks total	26	798
<b>Esthetics 600 hours</b> 13 hours a week 46 weeks total	61	798
<b>Nail Technology</b> 281 hours 23 hours a week 21 weeks total	28	374
<b>Nails Technology</b> 281 hours 13hours a week 37.25 weeks total	49.50	374

<b>Cosmetic Tattoo</b> 360 hours 15 hours a week 24 weeks total	32	479
<b>Cosmetic Tattoo</b> 360 hours 16 hours a week 22.50 weeks total	30	479
<b>Full Specialist (1,125 clock hours) 1125 Hours</b> 8 hours a day 40 hours / 28 Weeks total	37.25	1497

### Grading System

Students are graded by using a grading system of 0 to 100 points and converted to a percentage (%) of the total. The grading point system is then converted into alphabetical letters. Students are evaluated regularly on the practical and theoretical work. Students must maintain a “C” average (75%) to maintain satisfactory academic status. Students must have good coordination and show an aptitude for their chosen field. The system detailed below is the grading system utilized by Tanya’s Beauty School.

90% - 100%	A	Excellent
80% - 89%	B	Good
75% - 79%	C	Passing
60% - 74%	D	Not Passing
59% or Below	F	Failing

### Warning

Students who do not meet Satisfactory Academic Progress requirements will be placed in the status of Warning. Students must meet the minimum requirements for attendance **and** academics by the next scheduled evaluation, to be deemed making Satisfactory Academic Progress.

### Academic Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Tanya’s Beauty School does not allow for the status of probation.

### Re-Establishment of Progress

Students not meeting Satisfactory Academic Progress standards will be notified in writing of the actions required to attain the minimum requirements for attendance and academics by the next scheduled evaluation. The institution will notify the student of any evaluation in which the student is not meeting Satisfactory Academic Progress.

### Evaluation Results (SAP Reports)

All Satisfactory Academic Progress evaluations will be completed by the school within 7 school business days following the evaluation period, students will be notified of the results of their

evaluation(s) either by email (electronically) or in person (paper). The institution will notify the student of any evaluation in which the student is not meeting Satisfactory Academic Progress.

### **Student Access to Satisfactory Academic Progress Reports**

A hard copy of each Satisfactory Academic Progress evaluation is maintained in the student's file.

### **Interruptions, Leaves of Absences & Withdraws**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to 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 in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

### **Incompletes, Withdraws & Repetitions**

Incompletes, withdrawals, and repetitions do not apply to the institution and have no effect upon the institution's satisfactory academic progress standards if the institution has no such items or policies.

### **Transfer Students & SAP**

Transfer Students are evaluated at the midpoint of the contracted hours or the established evaluation periods, whichever comes first. Accepted transfer hours for students entering from another institution will be counted as both attempted and completed for the purpose of determining when the allowable maximum time frame has been exhausted.

### **Title IV and Financial Aid**

Tanya's Beauty School does not currently participate in Title IV funding.

### **Veteran's Education Funding**

Tanya's Beauty School does not currently offer Veteran's Educational benefits.

### **Make up Hours & Make Up Work**

Students are able to make up hours by attending another scheduled class outside the one they are enrolled with advance permission from an instructor, to assure student teacher ratios allow for such.

If a student fails or misses a written or practical exam/quiz they will be given an opportunity (1) to make up that exam/quiz on the next scheduled test date. Students are reminded they are required to have a cumulative score (qualitative) from their written and practical exams (combined) at the SAP evaluation point to be deemed making Satisfactory Academic Progress.

### **Family Educational Rights and Privacy Policy**

Tanya's Beauty School complies with the Family Educational Rights and Privacy Act of 1974 Buckley Amendment, Public Law 93-380 Section 438. All students' records are confidential. Students and parents or guardians of dependent minor students who are in regular attendance at the institution have the right to inspect and review the student's educational, financial, and



attendance records to ensure they are accurate and factual. Students and/or parents or guardians of dependent minors should complete a record request form and forward it to the school and allow up to 10 business days for processing. Records request forms can be obtained at school. Written consent is required before education records may be disclosed to the third party. Students are not entitled to inspect the financial records of their parents. Tanya's Beauty School official must be in the office at all times during the examination of the student's files.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

### **Disclosure and Retention of Students Records & Rights to Privacy**

The Federal Rights of Privacy Act (FERPA) is a federal law that protects the privacy of student education records. FERPA provides the right to students and parents or guardians of dependent minors to inspect, review and challenge information contained in the institution's student records. However, a school administrator must be present during the process to provide clarification and/or answers to related questions raised during the review of the student's files, materials and documents that contain information directly related to the student's period of enrollment that are maintained by the institution.

Tanya's Beauty School will keep records for 6 years from the last day of attendance. Students are not entitled to inspect the financial records of their parents. Written consent from the student and/or parents is required (**each time**) before educational records may be disclosed to any third party with the exception of accrediting commission or governmental agencies so authorized by law. Tanya's Beauty School requires a release form be completed for each third-party request of information.

### **Dress Code**

Personal hygiene and maintaining a professional appearance are the responsibility of each student.

- All students must wear their smock and name badge while on campus; if the students forget their smock, they may rent one for \$5 from the school for the day.
- No open toes or high heeled shoes
- No dresses or skirts above the knee.

### **Student Services (Cosmetic Services)**

No student is to do another student's hair, nails, wax etc. without first getting permission from their instructor. Order of priorities would be theory, practical, and clinical assignments for the day. Once completed, an instructor may give you permission. If a client comes in

while you are having your own service done and there is no one else available, you must service the client. Students are never to leave a client unattended – it could be dangerous to the client and is unprofessional.

### **Parking**

There is parking in front of the school.

### **Conduct Policy and Conduct Probation**

Tanya's Beauty School requires that all students conduct themselves in a courteous & professional manner at all times. Refusal to conduct themselves in an orderly and considerate manner, complying with all rules and regulations of the school and will be subject to the institution's Conduct Policy. Tanya's Beauty School has a progressive Conduct Policy, beginning with a verbal warning, followed by a written warning, then conduct probation, then suspension and/or termination for not correcting violations. **The following may be deemed violations of the conduct policy:**

- Failure to have books and equipment ready for class and/or clinic every day
- Failure to maintain infection control and clean his/her own station
- Using cell phone during services or during school hours are prohibited. Cell phones are to be on silent and put away during a service
- Using school phone for personal matters
- Failure to follow Personal Services Policy
- Violating smoking policy (only allowed outside the building and with proper disposal of butts)
- Eating on campus, other than in break room
- Theft or non-accidental damage to school property
- Cheating, plagiarism or any other academic dishonesty
- Physical or verbal abuse of others or any threat of force
- The use, possession, distribution, or being under the influence of alcohol, narcotics, or any other controlled substance on campus, or any off-campus school sponsored event
- Unauthorized entry into, unauthorized use of, and misuse of school property
- Possession or use of explosives or weapons
- Failure to comply with directions of school officials acting in performance of their duties
- Disorderly, lewd, indecent, obscene or offensive conduct on school campus
- Obstruction or disruption of the educational process
- Failure to follow the directions of school staff
- Leaving campus early without notifying staff in advance
- Failure to comply with Dress Code
- Leaving campus early without prior approval

### **Termination Conduct and Dismissal Policies**

The following acts *may* result in **immediate termination** from Tanya's Beauty School

- Intoxication or illegal drug use on campus
- Cheating on clock hours
- Cheating on number of assignments completed
- Stealing
- Having a weapon on campus
- Missing school for 14 sequential calendar days

### **Institutional Refund Policy**

For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or student shall be refunded within 40 days of official cancellation or withdrawal. **The school follows the Oregon state Refund Policy.** Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. If cancellation occurs within five business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded.
3. If cancellation occurs after five business days of the date of enrollment, and before the commencement of classes, the school may retain only the published enrollment fee. Such fee shall not exceed 15% of the tuition cost, or \$150, whichever is less.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 14 days.)
6. In type 2, 3, 4, or 5, official cancellations or withdrawals, 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.

### **Refund Computation:**

For students who enroll and begin classes but withdraw prior to course completion (after five business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based **on scheduled hours.**

- If enrollment is canceled within five business days of enrollment: 100% refund
- If enrollment is canceled after five business days, but prior to onset of program: the school may retain only the published enrollment fee. Such fee shall not exceed 15% of the tuition cost, or the \$150, whichever is less.
- If enrollment is canceled after program has begun: If less than 50% of program has been offered, a tuition refund is prorated and determined by percentage of program offered in scheduled hours.
- If 50% or more of program has been offered, there is no refund, and the student is responsible for the entire tuition amount as agreed upon in the enrollment contract.

In the case of disabling illness, injury, or death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid, or completion of the course at a later time.

### **Withdraw Procedure and Process**

1. That tuition charges will accrue based on the hours that the program is offered by the school and that I have contracted/scheduled to attend, rather than my actual attendance.
2. That any refund calculation is based on my last date of physical attendance and,

3. Per OAR 715-045-0008, Advanced Deposits, “Prior to the beginning of classes, no private career school shall require from an enrollee an advance deposit in excess of twenty (20) percent of the total tuition and fees.

a) Schools that offer short-term programs designed to be completed in one (1) term and four (4) months, whichever is less, can require payment of all tuition and fees on the first day instruction begins.

b) For those programs designed to be four (4) months or longer, a school cannot require more than one (1) term or four (4) months of advanced payment of tuition at a time. When fifty (50) percent of the program has been offered; the school can require payment of all tuition.

c) At the student’s option, a school may accept payment in full for tuition and fees after the student has been accepted and enrolled and the date for commencement of classes is specifically disclosed on the enrollment agreement.

**Official cancellations or withdrawal date:** 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.

Any inquiry a student may have regarding the school’s refund policy may be made in writing to Tanya’s Beauty School, or Oregon Higher Education Coordinating Commission, 255 Capital NE, Salem, OR 97310 or by calling (503)947-5751.

### **Graduation Requirements**

In order for students to graduate from Tanya’s Beauty School and be issued a Certificate of completion, students meet all of the following criteria:

- Compete all requisite hours
- Completes and passes all written and practical exams with a minimum **cumulative** grade of 75%.
- Meets all financial obligations to the school
- Completed exit interview (exit survey)

Official transcripts will be issued and faxed to Oregon Health Licensing Office within 14 days of all of the above being completed. Students will be required to pay all State Board Exam fees.

### **Records and Retention & Academic Transcripts**

Tanya’s Beauty School will be maintained onsite for 6 years and transcripts are kept permanently in compliance with and National Accrediting Commission of Career Arts and Sciences (NACCAS). Students who need a Proof of Training or a transcript of their training may contact the school office and request the form desired. **Transcripts are not provided to students who have ledger balances.** The first copy of the official transcript is provided at no charge once program is completed in full. Students who drop prior to the completion of their program will have a \$35.00 transcript fee. Subsequent copies are available upon advance payment of the transcript *may* have a fee of \$10.00. Transcripts may only be released to the student upon receipt of a written request bearing the student's live signature.

### **Employment Assistance**

While enrolled at Tanya’s Beauty School, students will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention. **Employment assistance is provided, but job placement is not guaranteed.**

### **Student Services (Advising & Counseling)**

Available student services at Tanya's Beauty School include but are not limited to academic counseling. Instructor(s) provide academic counseling for students and encourage students to seek extra help with in practical or technical work. The school makes no representation or guarantees relating to the student services; however, the school staff is willing to offer assistance and guidance in the areas listed below when possible. **Student housing is not available.**

- Referrals to social service agencies
- Ridesharing or transportation
- Referral to drug or alcohol abuse programs
- Health service agencies
- Assistance in organizing student study groups

The school's administration's office is open Tuesday – Friday 12:00 am -2:00pm or by appointment. For an appointment call:(503)-896-7322 or email tanyanguyen1978@yahoo.com.

### **Career Opportunities**

U.S. Department of Labor's Standard Occupational Classification Codes (CIP Codes) Labor's Standard Occupational Classification: #12.0411 Permanent Cosmetics /Makeup and Tattooing, #12.0410 Nail Technician/Specialist and Manicurist and **#12.0409** Aesthetician/Esthetician and Skin Care Specialist.

### **Housing**

Tanya's Beauty School does not have student housing.

### **Dress Code**

Students are required to wear a clean school smocked upon arrival.

### **Articulation Agreements**

Presently, the school has not entered into any articulation agreements.

### **Ownership**

Tanya's Beauty School is owned by Tanya's Beauty School, LLC an Oregon corporation.

### **Bankruptcy History**

Tanya's Beauty School, LLC dba Tanya's Beauty School does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.).

### **Accreditation, licensing, and Approval Disclosure Statement**

Tanya's Beauty School, located at 17175 SW Tualatin Valley HWY, Beaverton, Oregon 97003. The institution is a private institution and is licensed to operate by:

Higher Education Coordinating Commission  
255 Capital Street  
Salem, Oregon 97301  
(503) 947-5751

Oregon Health Licensing  
700 Summer ST NE, Suite 320  
(503)378-8667

### **Accreditation**

Tanya's Beauty School is not accredited, as of this date.

### **Grievance Policy and Student Complaints**

Most problems or complaints that students may have with the school, can be resolved through a personal meeting with the student's instructor or school administrator. If, however, this action does not resolve the matter to the satisfaction of the student, he/she/they should take the following steps:

- **First Step (Verbal)** -resolve these problems with school officials, this can be done by a private meeting and the school representatives will investigate and respond to student within 10 calendar days.
- **Second Step (Written)**-If the first step of talking to a school official failed and the issue is not resolved, a student needs to submit an internal grievance to the school writing via US mail or email to [tanyanguyen1978@yahoo.com](mailto:tanyanguyen1978@yahoo.com) and should outline the allegation. Once the school receives the written documentation, a school representative will meet the complainant and complete the investigation and respond to the student in writing within 15 calendar days.

**Final Step** - Should this procedure fail students may contact: Higher Education Coordinating Commission, Private Career Schools, Oregon Higher Education Coordinating Commission, 3225 25th St., SE, Salem, OR 97302" After consultation with appropriate Commission staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of the Oregon Administrative Rules 715-045-0001 through 715-045-0210, the Commission will begin the complaint investigation process as defined in OAR 715-045-0023 Appeals and Complaints.

### **Staff and Administration**

**Tanya Nguyen:** School Director & Owner, Licensed Esthetician, Nail Technician, and Registered Oregon teacher

**Tanya Nguyen:** Registered Oregon Teacher in Nail Technology and Esthetics

**David Nguyen:** Receptionist, Administrative Assistant and Licensed Tattoo Oregon Tattoo Artist

**Thao Nguyen:** Registered Oregon Cosmetic Tattoo Teacher and Substitute Esthetics Teacher

**Thuy Nguyen:** Assistant Nail Technology Teacher



### **Pre-Enrollment Disclosures**

\_\_\_\_\_ I have received a school catalog (in print or electronically), understand I can always print another on the school web page and understand the below policies are included in such:

\_\_\_\_\_ State Licensing Requirements: I understand the state of Oregon's Licensing Requirements as put forth in the school's catalog.

\_\_\_\_\_ Satisfactory Academic Progress Policy (SAP): I understand the policy set forth in the catalog.

\_\_\_\_\_ Industry Prerequisites: I understand industry prerequisites for employment in the profession including, but not limited to physically demanding postures and other considerations covered in the school's catalog.

\_\_\_\_\_ Course Outline: I understand my programs program's Course Outline set forth in the catalog.

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I have reviewed the below disclosures and understand they are also posted on the school's web page:

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Student Name (Print):

Date:

Student Name (Sign):