Baldwin Beauty Schools

est. 1960

Beauty

ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES · NATIONAL ·

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EDUCATION BY pivot point

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Baldwin Beauty Schools is committed to training students in the ield of Cosmetology, Esthetician, Manicurist training programs to meet all of the expectations to excel in their course of study.

Our professional staff and administration assists with job training by employing strong core business values that enable the student to obtain employment in the industry.

Our institution provides exceptional instructional training provided by Pivot Point International. Pivot Point International is a world leader in beauty education.

Through the leadership and eduction at Baldwin Beauty Schools, students can expect intensive practical in the student salon and a broad scope of theoretical knowledge.

Baldwin Beauty Schools' purpose is to propel the student into a successful career in which they've been trained.

Randy Baldwin age 3

Baldwin Beauty Schools was founded for the purpose of training students to become professional hairstylists in 1960 by the late Ross Baldwin. He opened the Austin locations in 1979. Today President Randy Baldwin and his wife Wendi Baldwin, Director of Education continues the family owned institution owning both campus locations.

2010 Austin Independent School District announces the opening of Ross Baldwin Elementary School in South Austin.

Ross Baldwin 1924-2007

North Austin location

Both institutions are located in modern shopping centers and are reached by two major freeways. Bus routes are in walking distance. We have student lounge areas for lunch and there are many nearby restaurants.

Each institution has separate classrooms with power point presentation equipment and materials for viewing educational materials. Student salons for clinic instructional purposes are equipped with beautiful custom made styling stations that enable students to learn efficiently with proper storage. In addition, there are treatment rooms equipped with machines and apparatus necessary to complete skin care services.

There is a library with reference materials containing books, periodicals, Pivot Point DVD's, and VHS and DVD films for related subjects to all cosmetology related courses of study that the institution enrolls.

The institution recognizes a need to ensure that students who are handicapped are able to participate in the learning experience by having ramps in the parking lot into the school, rest rooms are large in size for turnabouts, and there is adequate aisle space.

Investing in your education is an important decision that will effect your financial future.
Therefore, know the facts; make an informed decision by considering the following:

- A busy student salon offers volumes of practical hands-on experience on live models allowing the student a true salon experience everyday. Students attending Baldwin Beauty Schools receive this experience.
- Calling local salons for school referral. Baldwin Beauty Schools maintains a remarkable reputation with the best salons in Austin & the surrounding metro area.
- The value of educational support such as the tools, materials, and course books. Baldwin Beauty Schools is affiliated with Pivot Point Int.'l.

	Course Programs	Non-Refundable Application Fee	Books & Tools	Tuition	Total Cost
☐	Cosmetology	$100.00	$1,900.00	$13,900.00	$15,900.00
☐	Esthetician	$100.00	$700.00	$9,700.00	$10,500.00
☐	Manicurist	$100.00	$700.00	$7,700.00	$8,500.00

- Federal Aid available if eligible.
- Monthly payment plans with no interest are available and can be made by cash, credit card, check, money order, and Title IV loan.
- No over contract fees

In the event a student should graduate earlier from the program stated on the contract, the students financial aid package may be recalculated and this may result in liabilities owed by the student and / or the institution if applicable.

The institution does not charge over contract fees on any program.

In the event the school offers on-line distance education, verification of identity and on-line classes will be provided at no cost to the student.

Beauty

Design Forum Kinetics

Haircutting, Styling, and related thoery	400
Hair Coloring and related theory	150
Cold Waving and related theory	100
Manicuring and related theory	100
Orienation, rules, and laws	75
Shampoo and related theory	75
Chemical hair relaxing and related theory	50
Facials and related theory	25
Hair and scalp treatment and related theory	25
TOTAL HOURS	1000
TOTAL WEEKS	34

Full Time: 32 hours weekly Part Time: 24 hours weekly

Allows the licensee to practice all hair care services that include:

- Shampooing, styling, cutting, chemical services, blow drying, wigs and hair extensions.
- All skin care services including facials, waxing, eye-lash tinting, eye-lash extensions, the use of facial equipment, cosmetic make up, and body treatments.
- Manicures, pedicures, and all artificial nail enhancements.

Non-Refundable Application Fee	$100
Books and Tools	$1,900
Tuition	$13,900
Total Cost	$15,900

January 10	May 23	August 29
February 7	June 6	September 26
February 21	June 20	October 10
March 7	July 5	October 24
April 4	July 31	November 21
April 18	August 15	December 12
May 2		

- State Written and / or practical examinations
- License application fee

Part-Time hours are available. Please inquire with the admissions office.

All courses are taught in English

Holiday dates for 2023 - July 4th - November 23rd/24th - December 26th

Level of Program Occupation:

As a licensed Cosmetology practitioner, you may perform all hair services that include shampooing, styling, cutting, chemical services, wigs, hair extensions, and hot tool services. In addition to the Cosmetology license, the practitioner may perform all skin and nail services that include facials, waxing, eye lash and brow treatments, facial equipment, pedicuring, manicuring, and nail enhancements.

Course Description:

Students in training will have an 8-week required classroom instruction taught in English that will include theoretical lectures and classroom work, demonstrations, practicing on mannequins and at times perform on a live model in the classroom setting. After completing the required classroom instruction, the student will be allowed participate in the student salon to continue their training on live guests and mannequins under the supervision of licensed instructors for the duration of their required clock hour training.

Course Objective:

The institution is prepared to provide instruction to take and pass the state licensure written and practical exams and provide skills necessary for entry-level work in a professional salon or related occupation and build strong client and employment relationships.

Instructional Methods:

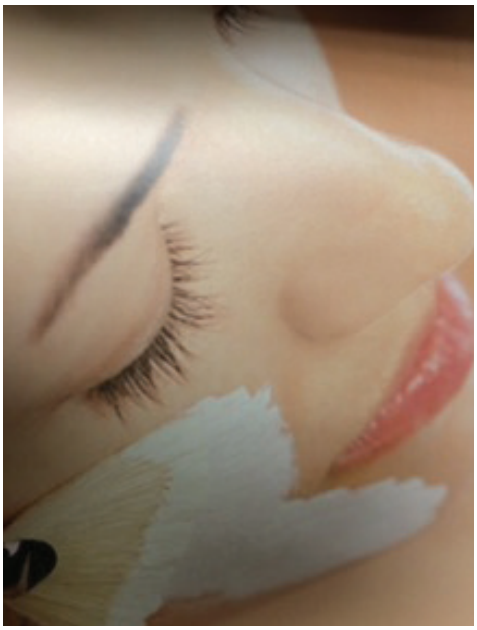
The cosmetology program includes a combination of lectures, demonstration, visual aids, printed illustrations, and interactive activities. Students will demonstrate their knowledge through theory, technical skill, and exams.

Grading System:

Satisfactory Academic progress must be made on written tests and practical lab assignments. Written tests are given upon the completion of subject chapters. The student is graded by the instructor and the student must pass with a minimum of 70%. If practical lab and any exams are lower than 70% the student is required to retake the lab or written exam until the score is passing. Missed tests can be made up but it is the student's responsibility to contact the instructor to schedule a make-up exam.

A = Excellent (90 - 100)
B = Good (80 - 89)
C = Satisfactory (70 - 79)
D = Unsatisfactory (69 & Below)

Beauty



Courtesy of Dermalogica Skin Care

Orientation	50
Sanitation, Safety, and First Aid	40
Anatomy and Physiology	90
Chemistry	50
Electricity, machines, and Related Equipment	75
Care of Client Consultation/Analysis	50
Facial Treatment	225
Superfluous Hair Removal	25
Aroma Therapy	15
Nutrition	10
Make-up/Color Psychology	85
Management	35
TOTAL HOURS	750
TOTAL WEEKS	25

Full Time: 32 hours weekly Part Time: 24 hours weekly

Allows the licensee to practice all skin care services including facials, waxing, eye-lash tinting, eye-lash extensions, the use of facial equipment, cosmetic make up, and body treatments.

Non-Refundable Application Fee	$100
Books and Tools	$700
Tuition	$9,700
Total Cost	$10,500

February 7	June 20	October 24
March 7	July 18	November 21
April 4	August 15	December 12
May 23	September 26	

- State Written and / or practical examinations
- License application fee

Part-Time hours are available. Please inquire with the admissions office.

All courses are taught in English

Holiday dates for 2023 - July 4th - November 23rd/24th - December 26th

Level of Program Occupation:

As a licensed Esthetician practitioner, you may perform all skin care related services for the face and neck to maintain the overall health and beauty of the skin. Upon completion of this course, the student will be competent and have the abilities to understand the theory and practice of facials, including the cleansing and manipulation of the skin on the face and neck; analysis of the face to determine the correct facial procedures and products based upon skin type, application of makeup and corrective makeup, eyelashes, waxing and safety and sanitation procedures required by TDLR.

Course Description:

Students in training will have an 4-week required classroom instruction taught in English that will include theoretical lectures and classroom work, demonstrations, practicing on mannequins and at times perform on a live model in the classroom setting. After completing the required classroom instruction, the student will be allowed participate in the student salon to continue their training on live guests and mannequins under the supervision of licensed instructors for the duration of their required clock hour training.

Course Objective:

The institution is prepared to provide instruction to take and pass the state licensure written and practical exams and provide skills necessary for entry-level work in a professional salon or related occupation and build strong client and employment relationships.

Instructional Methods:

The esthetician program includes a combination of lectures, demonstration, visual aids, printed illustrations, and interactive activities. Students will demonstrate their knowledge through theory, technical skill, and exams.

Grading System:

Satisfactory Academic progress must be made on written tests and practical lab assignments. Written tests are given upon the completion of subject chapters. The student is graded by the instructor and the student must pass with a minimum of 70%. If practical lab and any exams are lower than 70% the student is required to retake the lab or written exam until the score is passing. Missed tests can be made up but it is the student's responsibility to contact the instructor to schedule a make-up exam.

Nail Wrap Over-lay

Orientation	15
Equipment and Implements	15
Procedures	320
Arms & Hands Anatomy & Physiology	70
Composition of Nail and Disorders	
Sanitation, Safety & Bacteriology	100
Professional Practices	80
TOTAL HOURS	600
TOTAL WEEKS	20

Full Time: 32 hours weekly Part Time: 24 hours weekly

Allows the licensee to practice manicures, pedicures, and all artificial nail enhancements

Non-Refundable Application Fee	$100
Books and Tools	$700
Tuition	$7,700
Total Cost	$8,500

January 10	May 23	August 29
February 7	June 6	September 26
February 21	June 20	October 10
March 7	July 5	October 24
April 4	July 31	November 21
April 18	August 15	December 12
May 2		

- State Written and / or practical examinations
- License application fee

Part-Time hours are available. Please inquire with the admissions office.

All courses are taught in English

Holiday dates for 2023 - July 4th - November 23rd/24th - December 26th

Level of Program Occupation:

As a licensed Manicurist practitioner, you may perform all nail care related services for the hands and feet. Upon completion of this course, the student will be competent and have the abilities necessary to provide professional manicuring and pedicuring, hand and foot massage, nail repair, nail enhancements including scuplting, fills, tips, gels, polygel, dips and knowledge of products used on the nails and related equipments such as electric files and safety and sanitation procedures as required by TDLR.

Course Description:

Students in training will have an 2-week required classroom instruction taught in English that will include theoretical lectures and classroom work, demonstrations, practicing on mannequins and at times perform on a live model in the classroom setting. After completing the required classroom instruction, the student will be allowed participate in the student salon to continue their training on live guests and mannequins under the supervision of licensed instructors for the duration of their required clock hour training.

Course Objective:

The institution is prepared to provide instruction to take and pass the state licensure written and practical exams and provide skills necessary for entry-level work in a professional salon or related occupation and build strong client and employment relationships.

Instructional Methods:

The manicurist program includes a combination of lectures, demonstration, visual aids, printed illustrations, and interactive activities. Students will demonstrate their knowledge through theory, technical skill, and exams.

Grading System:

Satisfactory Academic progress must be made on written tests and practical lab assignments. Written tests are given upon the completion of subject chapters. The student is graded by the instructor and the student must pass with a minimum of 70%. If practical lab and any exams are lower than 70% the student is required to retake the lab or written exam until the score is passing. Missed tests can be made up but it is the student's responsibility to contact the instructor to schedule a make-up exam.

A = Excellent (90 - 100)
B = Good (80 - 89)
C = Satisfactory (70 - 79)
D = Unsatisfactory (69 & Below)

Beauty

Whether you dream of working in a salon, owning a salon, or heading for the competitive field of fashion, Baldwin Beauty Schools provides a comprehensive hair and beauty education.

EDUCATION BY pivot point

Our schools use Pivot Point created coursebooks, textbooks and DVD's to prepare you for any exciting, lifetime career. Our educators help to build tomorrows best designers! Baldwin Beauty Schools educators are properly trained in Pivot Point curriculum.

Mr. Leo Passage is founder of Pivot Point, International for over 45 years. His works are in over 30 countries. His works will inspire you. Upon enrollment, you will be given these amazing sets of text course books including Salon Fundamentals training textbook and workbook and a beautiful supply kit generated from Pivot Point.

By combining Pivot Point, International with the finest instructional staff, Baldwin Beauty Schools will be a phenomenal beginning to your future!

You will love the Pivot Point experience! Please go to www.Pivot-Point.com and click on about us to see a video clip of Leo Passage and his passion.

Design Forum 266

- Argentina
- Australia
- Austria
- Belgium
- Bolivia
- Brazil
- Canada
- China
- Colombia
- Costa Rica
- Cyprus
- Denmark
- Dominican Republic
- Ecuador
- El Salvador
- Finland
- France
- Germany
- Guam
- Iceland
- Italy
- Japan
- Jordan
- Lithuania
- Malaysia
- Mexico
- Netherlands
- New Zealand
- Norway
- Panama
- Peru
- Poland
- Portugal
- Puerto Rico
- Russia
- Singapore
- South Africa
- South Korea
- Sweden
- Switzerland
- Taiwan
- Thailand
- United Kingdom
- United States
- Uruguay
- Venezuela

All prospective students requesting information on enrollment at Baldwin Beauty Schools must make an appointment with the administrator. Prior to enrollment a prospective student is given a school catalog.

- Successfully complete a personal interview with an Admissions Representative or designate.
- Student must be 17 or older to apply for any course offerings
- You must provide a high school diploma of completion/transcript, GED, approved homeschool certificate, college degree/transcript. Specifically, the high school transcript must show high school completion; a college degree, or transcript showing a minimum of two years completion toward a bachelor program. For a student who enrolled in a program that leads to an associates degree or it's equivalent in lieu of completing high school, if a high school transcript is presented it must indicate that the student excelled in high school. Students enrolling at Baldwin Beauty Schools may not be enrolled in a high school program.
- Baldwin Beauty School does not accept the Ability to Benefit (ATB).
- A $25.00 registration fee made payable to the Texas Department of Licensing and Renewal for first time enrollees is required in the form of a debit or credit card.
- Every student must sign an Enrollment Contract and submit a Non-Refundable Application Fee of $100.00
- Private pay students are required to make a down payment for tuition.
- Student may re-enter a program after they have withdrawn from a course.
- Newly enrolled students are required to submit 2 passport size photos
- Copy of a Driver's license or State ID
- Any and all necessary documentation for students applying for Financial Aid.
- The school does not provide on-campus housing.

Baldwin Beauty Schools is a private beauty school and may refuse admission to an applicant for any reason not protected by state or federal law. A person registering at Baldwin Beauty Schools cannot be enrolled in any other cosmetology school at the same time.

Transfer of Hours / Transfer of Credit Policy:

Transfer of credit earned at another school includes:

Baldwin Beauty Schools, at its discretion, will accept up to the following maximum number of transfer hours from a student transferring from another institution:

Cosmetology - 500 clock hours
Esthetician - 375 clock hours
Manicurist - 300 clock hours

- The transferring student must supply the administrator with their state permit number to obtain access to their transcript of hours and proof of any previous tuition balances paid in full
- Transfer students will receive credit for hours received from other schools according to state law. The tuition with be adjusted accordingly.
- Determination of hours accepted may be based upon the institution and time period of which the hours were earned.
- Any and all hours must be accepted / approved by Baldwin Beauty Schools at the time of enrollment, and will be reflected on the student enrollment agreement. Once the student has begun attending any course of instruction, no additional transfer hours will be accepted.

Baldwin Beauty Schools offers excellent instructional staff. In addition to meeting the educational requirements for licensing, each instructor is requires to obtain a minimum of 12 hours of continuing education annually. Instructors have been thoroughly trained in the contemporary methods of teaching in the field of cosmetology.

Randy Baldwin - President

Wendi Baldwin - Director of Education

Jeremy Armagost - Director of Admissions

William Beltrone - CFO / Accounting

Terry Jones - Financial Aid Officer - financialaid@baldwinbeautyschools.com

Wendi Baldwin / Instructor

Randal D. / Instructor

Santa G. / Instructor

Molly L. / Instructor

Gracie K. / Instructor

"The Spectrum" Shopping Ctr.
8440 Burnet Road, Suite 140
Austin, Texas 78757
(512) 458-4127

Wendi Baldwin / Instructor

Jeremy Armagost / Instructor

Joanna B. / Instructor

Claudia A. / Instructor

Alicia S. / Instructor

Jennifer O. / Receptionist

"The Corners" Shopping Ctr.
3005 South Lamar, Suite 103
Austin, Texas 78704
(512) 441-6898

Headquarters Administration

Information contained in this catalog is common to both campus locations and is utilized by both.

Student Access to Records

Students attending Baldwin Beauty Schools have the right to access and review their educational file, this includes legal guardians / parents of dependent minor students (17 years of age) enrolled. The institution will not provide information on students attending Baldwin Beauty Schools to anyone without first receiving written consent from the student.

The request for access must be made in writing. Baldwin Beauty Schools will grant supervised access to records within five (5) business days of the request. The access to the file and records will be conducted during normal business operational hours.

NACCAS, the accrediting agency, requires a written and signed request for each third party request of information.

Baldwin Beauty Schools provides access to student records without written consent to its accrediting agency, the United States Department of Education, Texas Department of Licensing and Regulation, and any other school official.

Written release forms and requests are stored and maintained in the office.

Accreditation Process

The National Accrediting Commission of Career Arts and Sciences (NACCAS) requires Baldwin Beauty Schools to make available all student and institution records required for accreditation process and / or directive of the Commission without written consent.

Graduation Requirements

All graduating students must have:

1. Completed all subjects and hours outlined in their designated programs, as follows:
   Cosmetology - 1000 hours - 34 weeks Manicurist - 600 hours - 20 weeks
   Esthetician - 750 hours - 25 weeks
2. Taken and pass written examinations with a grade of 70 or above.
3. Pass all practical lab activities with a grade of 70 or above or letter grade of C or above.
4. Tuition and fees to be paid 10 days prior to graduation / or satisfactory arrangements made with the institution.

Upon completion of these requirements the student will receive a diploma of completion.

Advisory Board

The advisory board is composed of experts in one or more specialized areas. These people are selected from alumni, current students and professionals in the industry.
Based on their years of experience as successful owners, managers, and self employed professionals they are an invaluable source of information on advances in our field.

Employment Assistance

Although no guarantees of employment are expressed or implied by graduation, the school offers employment assistance to all graduates as long as they remain in the beauty profession. A continuously updated list of salons seeking personnel is kept in the administrative office. At a student's request, the school will also help assist with interviews with prospective employers. Through its many years in business, the school maintains a large, informal network for these purposes.

If you are going to be absent or arrive late, you must notify your school office before 9:00 a.m. If a student does not arrive by 10 am while clocking physical clock hours the student may not attend at all for the day. Proper arrangements can then be made to service the customers previously scheduled for you. Notifying the school when you will be absent or late shows consideration for your school, your customer and your fellow students.

Missed tests and assignments receive a grade of 0 and will bring your average down. Missed or failed tests can be made up but it is your responsibility to contact the Instructor within 5 days of missing the test to schedule a make up. The maximum possible grade on a make up test is 70. Your application for State licensure examination cannot be filed with the State Board until you have completed the required number of clock hours and tuition paid in full.

A-Excellent (90-100) • B-Good (80-89) • C-Satisfactory (70-79) • D-Unsatisfactory (69 & below)

At present time a standard electronic bio metric time clock approved by the Texas Department of Licensing and Regulations is used for general attendance records. Attendance records are maintained in a permanent file by the school. Any other records as may be promulgated by the U.S. Department of Education, T.D.L.R. or NACCAS will be maintained. An electronic scanner will be used for tracking students hours in the near future. Students not in attendance during regular business operating hours are not charged for absences. Baldwin Beauty Schools does not charge over contract fees on the enrollment agreement for any course offered. Baldwin Beauty Schools does not keep a record of excused / unexcused absences.

Baldwin Beauty Schools permits leaves of absence during its programs. The institution has a formal written request that must be submitted in advance and in writing, unless unforeseen circumstances prevent the student from doing so.

The request will include:

- Reason for the leave of absence.
- Leave of absences are granted for personal reasons that may include: financial, medical, travel, and / or legal matters. There are no required number of days within a leave that must be taken.
- A student may not be granted a LOA if the LOA, together with any additional LOA's previously granted exceed a total of 180 days in any 12 month period.
- The start and completion date of the leave
- Original start date and new completion date
- The student's signature and date
- Staff signature and date
- The institution establishes the start date of the approved LOA as the first date the student was an able to attend.

In the event of unforeseen mitigating circumstances, the institution may grant a Leave of Absence to a student whom did not provide the request prior to the leave. The school may document the reason for its decision and collect the rest from the student at a later date. This policy must be followed when requesting an Leave of Absence.

A leave of absence or other interruptions will extend the student's contract period and maximum time frame by the same number of days of the leave of absence or scheduled interruption. This leave is used as an actual addendum to the contract. Changes to the enrollment agreement must be initialed by all parties; or an addendum to the enrollment agreement will be signed by all parties.

There are no charges applied to the contract and the leave may not exceed 180 total days in a 12 month period. During this period of time the student is not considered withdrawn therefore; no refund calculation is required at this time.

In the event that the student does not return from the leave of absence the withdrawal date will be the students last date of attendance and this last date of attendance will be used for the institutional refund calculation.

*Texas Department of Licensing and Regulation requires the school to withdraw any student not in attendance for 10 calendar days without notification. Attempts to notify will be made.

The following types of social behavior that keep you and your fellow students from learning are not acceptable and may result in your **suspension** or **termination**. BALDWIN BEAUTY SCHOOLS RESERVES THE RIGHT TO TAKE ANY DISCIPLINARY ACTION IT DEEMS NECESSARY AND REASONABLE UNDER THE CIRCUMSTANCES.

a. refusing to service an assigned patron or refusing to comply with the instructor's assignments
b. discussing of sexual activities or beliefs
c. speaking in a foreign language in the presence of a patron or student who cannot speak that language
d. cursing or using foul or vulgar language
e. engaging in disruptive behavior
f. immoral or unprofessional conduct
g. arguing with an instructor in the presence of another student or patron
h. cheating, dishonesty or falsification of records
i. consuming or possessing alcoholic beverages and/or illegal substances during school

Activities that will result in immediate termination are theft from a student, theft from a patron or theft of school property/money.

In the event of school closure Baldwin Beauty Schools will offer the student a reasonable opportunity to promptly resume and complete the canceled course of study through a teach out program (not associated with this institution). The institution will advertise and contact each student individually concerning the closure. NACCAS will be provided a student roster of affected students. Arrangements made for students to complete their education will be attached to the roster. The institution will choose a teach out program that will exist in the same geographic area and it will be approved by the Texas Department of Licensing and Renewal. The teach out program school shall not charge more than the original cost of the school for the teach out period. The institution shall dispose of all records in accordance with the state laws. If the school does not have a teach out plan the students will receive a pro-rata refund of tuition.

We comply with Title IV and IX of the Civil Rights Act of 1964 and all requirements imposed by or pursuant to the regulation of the Department.

Education issued pursuant to that title, to the end that, in accordance with Title VI and IX of that act of the regulation, no person in the United States shall, on the grounds of race, ethnic origin, religion, color, sex, or age be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program of activity for which the application received federal financial assistance from the department.

Texas Department of Licensing and Regulation
920 Colorado Austin, Texas 78701
P.O. Box 12088 Austin, Texas 78711
(800) 803-9202

National Accrediting Commission
Career Arts and Sciences
3015 Colvin Street
Alexandria, Virginia 22314
(703) 600-7600

If a student withdraws from a contracted course or fails to complete training and later returns, the student will return at the same satisfactory academic progress status as applied prior to the interruption. Students meeting satisfactory academic progress requirements at the point of the withdrawal may apply for re-enrollment and will be considered to be meeting satisfactory academic progress requirements at the point of re-entry. Students failing to meet minimum satisfactory academic progress requirements at the point of withdrawal will be considered for re-enrollment on a case by case basis. If said student is approved for re-enrollment, any Financial Aid will be suspended until such time the student meets the satisfactory academic progress requirements. However, financial obligations to the school are the student's responsibility. The student may be required to pay from pocket, any charges such as tuition, needed supplies or re-entry fee. All grades and completed hours will carry over to the second period of enrollment.

Texas Mandated State Refund Policy applies to all terminations for any reason by either party including student decision, course or program cancellation, or school closure. This refund policy applies to tuition and fees charged in the enrollment agreement. An applicant not accepted by the school may be entitled to a refund of all monies paid.

A fair and equitable settlement will apply for applicants of official and unofficial withdraws, and / or terminations under Texas Occupations Code Title 9 Section 1602.457 administered by the Texas Department and Licensing and Regulations.

Any and all refunds due to a student who withdraws shall be refunded within 30 days of a determination that a student has withdrawn whether officially or unofficially from the last date of attendance. This applies to formal termination by the school or formal cancellation by the student or in the case of leave of absence.

Unofficial withdraws of clock hour students are determined by the school through monitoring clock hour attendance at least every 30 days.

In the case of documented mitigating circumstances such as disabling illness, or injury, death in a student's immediate family or any other documented mitigating circumstance the school may exceed its minimum refund guidelines based on its withdrawal and settlement policy.

CANCELLATION AND SETTLEMENT POLICY.
If a student (or in the case of a student under legal age, his / her parent or guardian) cancels his / her enrollment and demands his / her money back in writing within (3) business days of the signing of the enrollment agreement or contract, all monies collected by the school shall be refunded. The cancellation date will be no later than midnight of the third day after the date the agreement of contract is signed by the student, excluding Saturdays, Sundays and legal holidays; or entered into because of a misrepresentation made: A) in the advertising or promotional materials of the school; or B) by owner or representative of the school.

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All students must notify the school of their withdrawal. The formal cancellation date will be determined by the postmark on written notification for proper refund's, the date said notification is delivered to the school in person, the date the school terminates, or 10 days after the last date of attendance, or expiration date of an approved leave of absence. This policy applies regardless of whether or not the student has actually started training.

If the student is on a leave of absence then decides to withdraw, or unofficially withdraws, the date of the withdrawal will be the last date of attendance. Refunds will be based on that date and refunded within 30 days.

If the student is expelled from the school they shall receive a refund calculated by the last date of attendance.

All refunds are calculated based on the students last day of attendance.

All extra costs such as books and tools and licensing and registration fees are not covered under tuition, therfore are not subject to a refund unless the student has not entered class.

Cancellation of a course before the program has begun the school shall at its option:

1. Provide a full refund of all monies paid: or
2. Provide completion of the course

Cancellation of a course or program and ceases to offer instruction after students has enrolled and instruction has begun; the school shall at its option:

1. Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school, or:
2. Provide completion of the course and or program, or;
3. Participate in a teach-out agreement, or;
4. Provide a full refund of all monies paid

If the institution is permanently closed or no longer offering program instruction after a student has enrolled, the institution will provide:

1. Provide a pro-rata refund
2. The school does not participate in any teach-out plans with other institutions.

For students who enroll and begin classes, the following schedule of tuition adjustments is authorized;

- 90 percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the course, whichever is shorter.
- 80 percent of any outstanding tuition for a withdrawal or termination that occurs after the first week or first one-tenth of the course, whichever period is shorter, but within the first three weeks of the course.
- 75 percent of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the course but not later than the completion of the first 25 percent of the course.
- 50 percent of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the course.
- If Student withdraws or is terminated by the School during the last 50 percent of the Course, the School may retain 100 percent of tuition and fees paid by the Student and is not obligated to refund any additional outstanding tuition. .
- Refunds are calculated by scheduled hours and will be refunded within 30 days.

The school gives each student personalized, friendly vocational guidance, and counselors help with achievement goals, aptitude evaluation, assistance in financial arrangements, assistance in scheduling training hours, and assistance in government approved programs. Since almost all students already reside in the area of the school, no housing or boarding assistance is formally maintained.

All graduates must also pass a State Board Examination to receive a License to practice in Texas. These examinations are given in Austin as scheduled by the Texas Department of Licensing and Regulations. The school will assist in scheduling this examination. The student is responsible for all costs related to taking the exam. After passing the State Board Exam the student will be notified by T.D.L.R. and the Student will be asked to pay a fee for the license.

Transfer of Hours / Transfer of Credit Policy:

Transfer of credit earned at another school includes:

Baldwin Beauty Schools, at its discretion, will accept up to the following maximum number of transfer hours from a student transferring from another institution:

Cosmetology - 500 clock hours

Esthetician - 375 clock hours

Manicurist - 300 clock hours

- The transferring student must supply the administrator with their state permit number to obtain access to their transcript of hours and proof of any previous tuition balances paid in full
- Transfer students will receive credit for hours received from other schools according to state law. The tuition with be adjusted accordingly.
- Determination of hours accepted may be based upon the institution and time period of which the hours were earned.
- Any and all hours must be accepted / approved by Baldwin Beauty Schools at the time of enrollment, and will be reflected on the student enrollment agreement. Once the student has begun attending any course of instruction, no additional transfer hours will be accepted.

PELL GRANT/DIRECT STUDENT LOAN PROGRAM: The U.S. Department of Education awards Pell Grants/Loans to students who have established eligibility by filing the FAFSA (Free Application for Federal Student Aid) application with the U.S. Government contractor. The Student Aid Report (SAR) received from the contractor provides data for deeming eligibility for the students' course of study.

CONDITIONS OF ELIGIBILITY: All regular students are eligible to apply for assistance. The Federal Student Aid Application and institutional application sheet must be completed by all applicants. Eligibility is based on financial need according to established Federal Regulations, regular enrollment and maintaining good standing as at least a half time student. Financial assistance may or may not meet all cost related to the educational period.

METHOD OF DISBURSEMENT: All Federal financial assistance awarded by the school is disbursed according to Federal regulations.

FINANCIAL AID OFFICE: Students and prospective students may visit the Financial Aid Office at either Baldwin campus and receive counseling regarding financial aid programs.

PAYMENT PLAN: All regular students are eligible to pay for their course of study in equal monthly payments with no interest or carrying charges. A down payment and supply kit are generally required at time of enrollment. The institution accepts the following methods of payment: Cash, credit card (MasterCard or Visa), money order, check, title four, and loan payment.

Many students receive assistance from outside sources such as the Department of Rehabilitation Services. The school welcomes these resources and cooperates fully.