



BEAUTY INSTITUTE

CATALOG 2023-2024

FOR CHARLOTTE BRANCH

9101 Kings Parade Boulevard Suite 101,
Charlotte, N.C. 28273
Tel. (704) 697-1447 Fax (704) 697-1446

Published: September 2002 (Main Branch)
Revised: May 2023



SAN LORENZO MAIN BRANCH

Calle Muñoz Rivera #57 and #100 Sur
San Lorenzo, P.R. 00754
Tel. (787) 736-0435 Fax (787) 736-4140



CAGUAS BRANCH

Paseo Gautier Benítez #26 Caguas, P.R. 00725
Tel. (787) 745-3438 Fax (787) 745-3439



CHARLOTTE BRANCH

9101 Kings Parade Boulevard Suite 101,
Charlotte, N.C. 28273
Tel. (704) 697-1447 Fax (704) 697-1446

TABLE OF CONTENTS

Message from the President	3
Disclosure	4
History	5
Mission, Philosophy and General Objectives	5-6
Administration – Faculty	6
Accreditation and Lincense	7
Description of Facilities	7
Admission Requirements and Procedures	8
Readmission Policy	9
Attendance and Tardiness	9
Duration of the Course	10
Language of Instruction	10
Class Schedule	10
Satisfactory Academic Progress Policy	10-14
Leave of Absence Policy	14
Privacy and Access Policy and Student Information	15
Graduation Requirements	16
Class Size and Transfer Policy	16
Tuition and Fees	17
Extra Instructional Fee and Miscellaneous Costs	17
Financial Aid	18
Payment Method and Plan	18
Student Services	18
Registrar Office	19
Counseling Office	19
Placement Services	19
Financial Aid Office	20
Extracurricular Activities	20
Nondiscrimination Policy	20
Compensation for Successful Graduate	21
Physical Demand for Performance Profession	21
License Requirements (Cosmetology)	21
Additional Training	21
Policy on Security on Campus	22-23
Refund and Cancellation Policy	24-26
Cosmetology	27-28
Course Format and Assessment Procedure	28
Academic Calendar	29
Institution Regulation	30-32
Policy and Procedures for Establishing a Grievance	32
Sexual Harassment Policy	33
Students Social Security Policy	34

MESSAGE FROM THE PRESIDENT

Dear Student:

Greetings,

MyrAngel Beauty Institute's staff welcomes you to the institution you have chosen to achieve your goals. We are all willing to give you the support and encouragement so that you achieve your goals.

To achieve these goals there are essential elements that are at your disposal, such as counseling, placement services, available financial aid to those who qualify, tutoring, etc..

This catalog will help you understand the institution's academic and administrative expectations. In essence MyrAngel Beauty Institute's education base is essential to help you work in the wonderful world of beauty. All we need from you is your interest in learning and improving yourself. Our staff and instructors are dedicated and held accountable in ensuring that you fulfill your desire to excel.

My greatest satisfaction both personal and professional is greatly upon graduation, which will reaffirm that you will always be part of the family of MyrAngel Beauty Institute.

God bless you and give you good health!

Sincerely,

Carlos R. Badillo
President, Board of Directors

DISCLOSURE

This catalog is published by MyrAngel Beauty Institute located on Calle Munoz Rivera # 57 and #100 South San Lorenzo, Puerto Rico 00754. The information provided herein is effective from September 2002.

MyrAngel Beauty Institute reserves the right to modify the curriculum, admission requirements and academic, tuition costs, and administrative rules of conduct and any rules, regulations or corporate policy at the time it deems appropriate or necessary. These changes will be made taking into consideration the "standards" of accrediting agencies and the regulations of the Department of Education of the United States.

MyrAngel Beauty Institute reserves the right not to offer any course or gradually discontinue any program when this does not justify the costs incurred in its continuation.

The act of registration means that the student agrees to comply with all institutional regulations. The student will be responsible for staying informed about the regulations, academic requirements of your program and the rules of conduct of the institution.

MyrAngel Beauty Institute admits students without regard to race, color, sex, age, ethnic origin, disability, religion or political idea. In that sense, all students have the same rights and privileges to participate in programs and activities available to the students. This policy of nondiscrimination applies in considering candidates for employment in the institution.

SPECIAL NOTE

This document will be given to students that are admitted to MyrAngel Beauty Institute. The remaining documents to be read and study by the student are:

1. Enrollment Agreement
2. Student Guide
3. Documents on the use and abuse of drugs and alcohol

HISTORY

In 2002, the Corporation B.A.L. Educational Group, Inc. D / B / A MyrAngel Beauty Institute decided to set up in the town of San Lorenzo an educational institution dedicated to the field of beauty, with the aim of providing excellent educational service to the people of this town and adjacent areas. MyrAngel Beauty Institute was authorized by the General Council of Education on November 21, 2002 and accredited by the National Accrediting Commission of Career Arts & Sciences, Inc. in January 2005. The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and programs of cosmetology arts and sciences, Electrology, and massage.

In February 2006 MyrAngel Beauty Institute obtained eligibility for students to apply for federal funds from the Department of Education of the United States of America.

In October 2009, the Corporation decided to establish a Branch in the town of Caguas with the intentions of providing excellent education to the central area of the country and develop professionals in the field of beauty that would compete in this comprehensive and robust field of employment.

MyrAngel Beauty Institute has excellent professional instructors who in addition to continuing college and/or attending further educational seminars, are active in their respective careers enabling them to teach their students the most up-to-date information available daily in this changing world of beauty which is essential in this field.

In February 2017, in order to expand our teaching system in the United States of America, it was decided to establish a branch in Charlotte, North Carolina.

Mission of the institution

MyrAngel Beauty Institute recognizes that as an institution dedicated to the art of beauty education, it has a particular responsibility in society: a source that nurtures a society of skilled personnel, technical, professional and competent people to provide the beauty services for their welfare and happiness.

That is why academic offerings are meticulously developed and in tune with the needs of the labor market, especially in the field of beauty.

The institution has the objective of preparing its graduates to successfully passing the board examination in the program of study.

OBJECTIVES

MyrAngel Beauty Institute educates and train youth and adults in Cosmetology offering a complete comprehensive and modern style of education that includes the most advanced techniques. It provides extensive knowledge and manual skills that prepares graduates to take the board examination of the Beauty State Board specialists and other areas related to their profession.

MyrAngel Beauty Institute encourages its students to pursue advanced studies in this field to further develop their knowledge and skills in their professional field and in related areas.

BOARD OF DIRECTORS

Carlos R. Badillo President	Ángel L. Delgado Vice-President
Myrna L. Laboy Secretary	Carlos R. Badillo Treasurer

ADMINISTRATION

Myrna L. Laboy Executive Director	Natalie Edwards Branch Director
---	---

José Klutts Registrar	Josué Aceituno Financial Aid
---------------------------------	--

Ángel L. Delgado
Academic Director

María González Cosmetology Instructor	Erika Grier Cosmetology Instructor
---	--

Stephanie Baldwin Cosmetology Instructor	Bernetta Ingram Cosmetology Instructor
--	--

The institution is licensed by:

North Carolina Board of Cosmetic Art Examiners
1207 Front Street Suite 110
Raleigh, NC 27609
Tel. (919) 733-4127

The institution is Accredited by:

**NATIONAL ACCREDITING COMMISSION OF CAREER
ARTS & SCIENCES (NACCAS)**

3015 Colvin St.
Alexandria, VA 22314
Tel. (703) 600- 7600

US DEPARTMENT OF EDUCATION

Washington, DC USA

FACILITIES DESCRIPTION

MyrAngel Beauty Institute Charlotte Campus is located at 9101 Kings Parade Boulevard Suite 101 Charlotte, N.C. 28273. This is a centralized location accessible to all modes of transportation available in the Charlotte area. In addition, the Institution has 6,475 square feet of facilities including offices and classrooms distributed as follows: Three Administrative Offices, One Research Area, One Clinic, One Theory Cosmetology Classroom, and One Practice Cosmetology Classroom, a practice area of Nail techniques, a dispensary, a food area for students and a Reception area.

ADMISSION POLICY AND PROCEDURES

- I. Students who have completed the 4 years of high school or equivalent.
 - a. Complete the application and admission contract
 - b. Any document to verify age such as: a birth certificate, voter registration card or Driver's license
 - c. Official transcript or diploma as proof of graduation from high school or equivalent education (GED Certificate). If home-schooled, the student should present a certificate from the NC department of education.
 - d. Pay the Application fee.

II. If the student provides a foreign high school diploma, they have to submit their high school documentation to a private entity authorized by the North Carolina state to translate the document into English and confirm the academic equivalence to a U.S. high school diploma in order to be accepted by the institution.

III. The institution does not discriminate in employment, admission, training or graduation policies because on the basis sex, age, race, color, religion or ethnic origin and does not accept students who are attending or have been admitted to another school offering a similar curriculum.

STUDENTS WITHOUT A HIGH SCHOOL DIPLOMA OR GED

Students without High School Diploma or GED can be accepted if the applicant passes the "SABE" to be admitted to the institution. The review is provided by a third party or independent agent. Students who choose this option (SABE) will not be eligible for Title IV funds (Pell, SEOG, or Work Study). The student must do the following:

- a. Complete the application and admission contract.
- b. Before registering a student, we verify the student is at least 18 years old and that s/he has completed at least the eighth grade. The student should present any of the following documents: driver's license, voter's card, birth certificate or any other document that can be show as a proof of age. The exam must be the "SABE" published by C 7 B Mc Millan Mac Grae Hill and it is divided in two parts: reading and math. For admission procedures, the student must get at least 697 (total) score in Reading and 712 (total) score in Mathematics. The exam is given by a third party Technical Testing Services. An appointment will be arranged for the student in order to take the exam. The examination will be provided and evaluated by a qualified person following the rules of the publisher. This person will operate independently and in accordance with federal requirements. This person will provide a corrected answer sheet, an original certification for school. The examiner must sign and date all tests administered and corrected by him or her. The student will be informed about the test results. If the student passes the exam he or she will be accepted. If the student does not pass, the student will not be accepted and will be referred to the admission policy. A student only can retake the exam under the publisher's rules "SABE."
- c. A transcript, diploma or certificate evidencing that he or she has passed at least the eighth grade.
- d. Parent or Legal Guardian Authorization (under 21 years old).

READMISSION POLICY

A student, who is not able to keep attending classes, can be readmitted to the institution by completing an application that would be approved by the Academic Affairs Director and/or the registrar, taking into consideration the following aspects:

- a. Academic Achievement
- b. Tuition Payments (Treasurer's Office)

The Office of the Registrar will approve readmission requests and will inform the student in a period not exceeding 10 working days. Students who will not be readmitted will be notified in the same way and will also receive an explanatory letter.

If a student is not readmitted, but thinks that he or she has that right, may appeal the decision to the Executive Director. The Executive Director may revoke the decision of the Registrar or Academic Affairs Director if the student meets all the requirements for readmission.

Readmitted students will keep previous hours, which will be valid for a period of 5 years and a financial credit will be given for any amount that has been paid taking in consideration that the student have not repeated the same hours in their new class schedule or have not made any changes in their curriculum. In the case a student made any changes; the institution will grade only the new hours taken and it will approve them based on its content and time. If approved, an economic credit will be given for the amount paid.

If the student apply for readmission on/ or before a year from his last day of attendance will pay \$25.00. After a period greater than a year, any student applying for readmission will pay a fee of \$50.

TRANSFER POLICY

MyrAngel Beauty Institute accepts students from other beauty institutions. Interested students must go through an orientation, to determine if they qualify based on admission requirements and rules of the institution. You will be given hours for approved materials in the previous institution; provided that such materials have been approved with a grade no lower than 70% (2.0) and that institution is approved by the North Carolina Board of Education and/or federal agency that accredits beauty schools. No hours will be validated if the student has attended other institution where the materials are not compatible. An official transcript will be required and such students will be evaluated by the Academic Director and determined based on the above criteria, what materials will be validated. A student financial aid transcript will be asked, if it intends to seek financial aid in our institution. The student must study at least 50% of total hours at the institution program to receive Certificate / Diploma MyrAngel Beauty Institute.

ATTENDANCE

MyrAngel Beauty Institute recognizes that timely and continuous support classes is necessary for students to acquire the knowledge and skills required in their curriculum in order to develop a sense of responsibility and punctuality needed later to perform in the world of work and relationships with other human beings.

Any student who is absent from classes or behind in their studies, for whatever reason, will be responsible for catching up on their work and must attend tutoring periods if their teacher considers necessary.

PROGRAM LENGHT

The program lasts 1,500 hours.

PROGRAM LANGUAGE

The official instructional language is English and Spanish.

CLASS SCHEDULE

Institution class schedule:

- a. Morning Classes Monday-Friday: 8:30 am - 3:00 pm (30 hours per week)
- b. Evening Classes Monday-Thursday: 5:00 pm - 10:00 pm (20 hours per week)

SATISFACTORY ACADEMIC PROGRESS POLICY

MyrAngel Beauty Institute has implemented a policy that measures the Academic progress of students in a qualitative and quantitative way.

This information requires that all full-time or part-time students enrolled in the programs approved by NACCAS be evaluated their academic progress.

This policy can be found on the catalog to ensure that every student receives a copy prior to enroll and complies with the requirements established by the National Accrediting Commission Of Career Arts and Sciences (NACCAS) and the federal regulations established by the U.S. Department of Education. The catalog is also available on the institution's website myrangelbeautyinstitute.com
Satisfactory progress is defined in terms of general average.

QUANTITATIVE MEASURE USED

The quantitative measure of the time spent on the training received is defined in Clock Hours. A clock hour is defined as a minimum of 50 minutes of instruction during a 60 minute period.

The student will be required a minimum of 67% of the quantitative measure in order to be considered in compliance with satisfactory progress. This percent is obtained by dividing the amount hours accrued (at least 70% grade) by the number of hours scheduled.

MyrAngel Beauty Institute defines its academic periods in "academic terms". The program has a maximum of four academic terms.

QUALITATIVE MEASURE USED

To approve the subject matter the student is required a minimum score of 2 points (on a 4-points scale or 70 %).

The grades of theory work related are assigned based on tests and/or examinations, plus the assigned tasks. The practical work and clinic will be evaluated taking into consideration the level of the student, application of theory and professional skill. We may require that a student repeat a service or evaluation to acquire greater skill or improve.

It will consider the grades accumulated at the time of evaluation.

The conversion method to be used with another scoring system is as follows:

4 points	A	100% - 90%	Excellent
3 points	B	89% - 80%	Good
2 points	C	79% - 70%	Average
1 point	D	69% - 60%	Poor
0 point	F	59% or less	Not approved

TIME TO COMPLETE

The academic policy of MYRANGEL BEAUTY INSTITUTE requires students to complete the course in a term of time and a half (150 %) of the time stipulated in the program. Students who do not complete their program within the maximum time required may continue studying paying cash their studies. In the case of part-time students, a pro-rated calculation is made based on the time required to complete the program.

ACADEMIC EVALUATION PERIODS

The academic year established by the institution for their programs is 900 hrs.

The evaluation periods are based on scheduled hours.

The satisfactory academic progress of the student will be monitored at the end of each academic term. Students meeting the minimum requirements of satisfactory academic progress at the evaluation point are considered in satisfactory progress until the next evaluation period. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

Students are evaluated their satisfactory progress as follows:

Cosmetology: 450 hrs, 900hrs, 1,200hrs, 1,500hrs (Final evaluation)

All students will be evaluated once complete the program in order to determine if the student is a candidate for graduation.

Satisfactory Academic Progress periods for transfer students are based on actual contracted hours or the established evaluation periods, whichever comes first. Transfer hours accepted from another institution will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

The evaluation determines whether the student is meeting the minimum requirements of Satisfactory Progress. Evaluations ensure students have had an evaluation before midpoint of the program.

AVERAGE

To maintain satisfactory progress the student will maintain an average of two points (70%). Failure to comply with this requirement shall apply probation or termination, according to the merits of the case.

HONOR

96 - 100 High Honor

90 - 95 Honor

Students that approve a unit with 69% or less and/or have unexcused absences with regularity may not participate in distinctions of honor or high honor, regardless of whether the student repeats the unit.

ADDITIONAL ELEMENTS

Course incompletes, withdrawals, or repetitions do not apply to the institution.

The remedial materials, the incomplete and the repetitions of the courses have no effect on the “standards” of the policy of satisfactory progress of the institution.

INTERRUPTIONS (LEAVE OF ABSENCE)

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.

WITHDRAWAL

The student will receive a qualification of "W" in case of a withdrawal, once course has begun it will not count for the general average neither the class will be count as approved.

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.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation.

If at the end of the warning period, the student still has not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation.

Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation.

If at the end of the probationary period, the student still has not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days.

The appeal and decision documents will be retained in the student file.

If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

LEAVE OF ABSENCE POLICY

The institution has a policy of Leave of Absence where the students can request an interruption in their program of study. The request can be approved for the following reasons: health problems, for travel, work, motherhood, childcare, illness, death of a close relative, by waiting for one or more units of study or any situation so warrants.

When requesting a leave of absence, the student must comply with the policy of the institution and must have a real expectation that the student may return.

The request must be in advance, unless unforeseen reasons prevent the student from doing so, in writing, include the reason and the student's signature.

The institution may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision and collects the request from the student at a later date. The approved LOA would be determined by the institution to be the first date the student was unable to attend.

A student will not be granted a Leave of absence if the LOA, together with any additional LOAs previously granted, exceeds a total of 180 days in any twelve (12) month period.

If the leave of absence is approved:

- The student will not be considered a withdrawal, so a refund calculation is not required.
- The student will not be assessed any additional institutional charge.
- An addendum to the contract will be signed by both parties, the 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.

Upon returning, the student will return to the status that had at the moment of the interruption.

The student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA, a withdrawal will be processed, and the refund policy will be applied doing the corresponding reimbursement if applied.

The student's withdrawal date for the purposes of calculating a refund is the last day of attendance to the institution. Once it processed the withdrawal, the student should request readmission before being incorporated to classes again. The student will not lose the right acquired as for the units and hours accumulated at the interruption. Upon returning, the student will start in the point of the interruption.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Family Educational Rights and Privacy Act 1974 (FERPA) give students certain rights regarding educational records.

1. The right to inspect and review the student's educational records is within 45 days of the date the institution receives an access request, the student must submit to the registrar, director of the academic department, or other appropriate official, a written request identifying the document (s) they wish to inspect. An official at the institution receiving the request will make arrangements for access and notify the student when and where the required documents can be inspected. If the request cannot be processed by the officer to whom the request was addressed, she/he will find an officer and inform the student in relation to the request.

2. It is a student right to request the amendment of educational records when they believe the information contain is inaccurate or misleading. Students should write to the official responsible for registration in a clear manner which part of their educational record they want to amend, and specify why it is inaccurate or misleading. If the institution decides not to amend the educational record as requested by the student, the institution will notify the student and advise them of their right to a hearing on the request for an amendment, additional information regarding the hearing procedures will be provided to students when they are notified of the right to a hearing.

3. It is a right to consent the disclosure of personally identifiable information contained in educational records, except to the extent that FERPA authorizes a disclosure without consent. One exception which permits disclosure without consent is the disclosure to school officials with legitimate educational interests. The institution discloses educational records without consent to officials of another school in which the student seeks or intends to enroll.

NOTE: FERPA requires the institution to make a reasonable attempt to notify the student about the educational records requested unless the institution submitting the request communicate in its notification that it intends to send the records according to the student's request.

4. A school may disclose personal information without student consent to the following parties:

- Accreditation Agencies
- Alleged victim of a crime
- Authorized organizations conducting educational research.
- Parents or guardians of dependent minors student as defined by the IRS.
- Parents or guardians of a student under the age of 21 in respect to a law violation related to alcohol abuse.
- School officials with really educational interests.
- USA General Comptroller, General Attorney, U. S. Department of Education. State and local officials.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution of the state to meet the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

FERPA Web site: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

GRADUATION REQUIREMENTS

Students are eligible to graduate and qualify for the certification examination of the Board of Examiners of required programs once they meet the following requirements:

1. Successful completion of the number of hours of theory and practical training as curricula.
2. Have a minimum GPA of 2.00.

After meeting these requirements the student will receive a certificate/diploma attesting to the training received. To receive the certificate/diploma the student must have no financial debts with the institution.

CLASS CAPACITY

The maximum number of students per classroom is 25.

TUITION AND FEES

The following tuition and fees apply to all students in MyrAngel Beauty Institute.

PROGRAM	TUITION & FEES	HOURS
Cosmetology Program	\$17,500.00	1,500
Application Fee	\$25.00	
**Lab., book, equip & mat.	<u>\$2,495.00</u>	
	\$20,020.00	

Readmission

A student who is readmitted within one year of the withdrawal date will pay \$ 25.00. ** No refunds for books and / or equipment, unless it is delivered in good condition.

EXTRA INSTRUCTIONAL CHARGE

Any student that extends time to complete their program of studies that is set to the learning agreement will be entitled to 10% of the duration of the program at no additional cost. In moving from a 10% additional time billed basis of \$ 20.00 per day.

MISCELLANEOUS FEES

Withdrawal fee	\$100.00
Transcript of Credits	\$ 3.00
Certifications	\$ 3.00
ID Card	\$ 5.00
Graduation Fee	\$ 95.00 **

** First transcription that provides graduating students is free.

(These are non-refundable fees.)

FINANCIAL AID

1. Federal Grants (for those who qualify)
2. Student Loans (for those who qualify)

Students may apply for this financial assistance provided demonstration of financial need to benefit them and while meeting the satisfactory progress policy established by the institution.

The amount of scholarship will depend on the funds available. The Financial Aid Office will inform students individually on the maximum or minimum quantities that they may receive. Be used to assess students' financial need criteria established by the Department of Education of the U.S. in their financial aid programs, specifically those that apply to Pell Grant.

METHOD AND PAYMENT PLAN

Methods of payment include full payment at time of signing the Enrollment Agreement, application fee paid at time of signing agreement with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card or through federal or non-federal programs or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

After finishing the course the student must have satisfied the full payment thereof. If not, and after exhausting all collection proceedings, will refer the account to the collection agency. The student is required to pay the outstanding balance and the costs incurred in collecting your account.

STUDENT SERVICES

MyrAngel Beauty Institute offers the Following services to its student body:

1. Total orientation prior to enrollment by staff of the Office of Admissions.
2. Total guidance regarding financial aid programs.
3. Total academic guidance by the Academic Manager and / or the orientation of the institution.

REGISTRAR OFFICE

The Registrar's Office has filed the Following documents:

1. Student Certification
2. Diplomas
3. Transcript of Credits
4. Certification of Hours
5. Academic Progress
6. Withdraws
7. Grades

This documentation May be requested only by the student or legal guardian, if the student is a minor.

COUNSELING OFFICE

The Counseling Office offers the following services:

1. Personal guidance to help students cope with the various problems that may affect their academic progress.
2. Services of a counselor in the area of guidance and counseling.
3. Counseling services accommodation or housing areas but has no proper facilities for these purposes.
4. Opportunity for the student to replace the hours of absence after hours.
5. Seminars and lectures related to the subjects.
6. Accessibility to student records for inspection but cannot be removed from the designated area.
7. The institution respects the right to privacy and does not disclose any kind of information about the student unless the written authorization.
8. Guidance on Examination Board Exam to students in the Cosmetology program provided the request.

PLACEMENT SERVICE

The main objective of the employment service is to contact businesses and agencies that have places available for those students who are looking employment. Part of this service is aimed at the student to organize and write your resume, complete a job application and forms of behavior in a job interview and at work. The institution will assist the student in search of employment, but cannot guarantee that it will be obtained.

FINANCIAL AID OFFICE

The Financial Aid Office has been trained in regards to financial support provided by the Department of Education of the United States for students who qualify. At the present time the institution provides financial assistance such as:

- a. Title IV (Pell, SEOG and Work Study)
- b. Students Loans

The student does not have to pay the financial aid (Title IV) who qualified once finished in the institution. The student loans have to be paid according to their regulations

This office operates full time and after hours by appointment.

EXTRA CURRICULAR ACTIVITIES

The Institution recognizes that the academic life of the students is very important, therefore, MyrAngel Beauty Institute offers a number of extracurricular activities that enrich the curriculum of the institution. These activities are organized by the teachers in coordination with the Academic Director according to the needs of each study program. Examples of some of these activities are:

1. Beauty Pageants.
2. Beauty student competitions in Puerto Rico and the United States.
3. Free beauty services to nursing homes, government offices, shopping centers and others.
4. Seminars, conferences and beauty fairs demonstrations, government and private offices.
5. Student participation in conferences and seminars related to the beauty industry.

NON-DISCRIMINATION POLICY

MyrAngel Beauty Institute does not discriminate against any person because of race, color, age, sex, religion, nationality, marital status, political affiliation, ethnic origin or disability.

COMPENSATION TO A SUCCESSFUL GRADUATE TO EXPECT

Graduate students with good academic performance and meet all the requirements required by law to practice can earn an income of about \$2,420 a month or more.

PHYSICAL DEMAND FOR PERFORMANCE PROFESSION

The profession of Cosmetology requires many hours standing with arms raised. Sometimes chemicals used issue a strong odor. In the above profession good posture is very important to maintain physical health.

SAFETY REQUIREMENTS

The security requirements for this profession involving the sterilization of all equipment, tools, good personal hygiene and in some cases the use of gloves and nose mask.

LICENSING REQUIREMENTS FOR COSMETOLOGY

- A) Fill out an online Application for Examination (Written and Practical) at www.dlroope.com
- B) Examination Fee Written \$69.00 and Practical \$79.00 (No personal checks are accepted)
- C) Two 2x2 photos (passport style)
- D) Current photocopy of your photo id with your signature. (Driver's License, State id, etc.)
- E) School Application portion filled out by school official
- F) Fill out a License Application at NC Board of Cosmetic Arts Examiners website
- G) License Fee \$49.00

(Institution personnel is available for assistance in the license process)

ADDITIONAL TRAINING

Myrangel Beauty Institute provides 8 hours for each additional unit to go deeper into the description of established topics by the curriculum, in both theoretical and practical. At the end of each program of study the student will have received an additional study time to the minimum set by the examination board and / or the NC Board of Cosmetic Art. This additional training time makes it easier on student achievement necessary for professional success of each graduate.

POLICY ON CAMPUS SECURITY

The institution requires all employees as well as students, to notify the office any criminal action around or within the institution, so that it can immediately be notified the local police.

Among the crimes are the following:

1. Murders
2. Robbery
3. Armed robbery
4. Rape or attempted abductions
5. Unrest
6. Motor Vehicle Theft

They must also notify immediately if they see someone using or distributing drugs or alcohol within the school or around.

The procedure is as follows:

The student and / or employee should identify who is committing any crime and must immediately notify the Director of the institution. If the Director is not present, notify the administrative staff that is available at that time. They shall notify the local police the addresses, the issue and prepare a complaint if applicable. The person who is accused will be given the opportunity to present evidence to defend the disciplinary committee of the institution. The institution has a discipline committee which is composed of the Director of the institution, the Academic Director and Counselor. The institution makes the final decision based on the evidence offered and the nature of the act committed. The institution shall document any situation that happened to take corrective action and bring annual statistics.

ANNUAL REPORTS

Keep statistics of all criminal acts that are discussed above in the institution during the year.

At the end of the year a broken down by each criminal act is prepared on an annual report.

This report will be prepared by Ms. Myrna Laboy, Executive Director of the institution in coordination with the guidance of the institution.

The results will be used to report them annually to the Department of Education of the United States, to active students and to prospective students who inquire to the institution.

Copies of this report will be posted on the bulletin boards of the institution or you can access a copy in the institution website myrangelbeautyinstitute.com.

LOCAL OFFICES

MyrAngel Beauty Institute maintains communication with the following local offices to report criminal acts occurring in the institution. These are:

- Local Police
- Department of Social Services
- Department of Health
- Drug Treatment Centers
- Domestic Violence Center

These offices offer lectures annually on:

- Abuse of drugs and alcohol - is informed about state laws on the use and abuse of alcohol and drugs and the penalties that apply.
- Sexual Education
- Robberies
- AIDS
- Other

These seminars are offered to students and administrative staff annually to help prevent crime both in the institution and at home. They provide guidance on the laws of North Carolina in relation to all criminal acts that engage in the institution.

INSTITUTIONAL SECURITY

The institution has a security alarm and cameras. If any criminal act occurs, automatically inform the Branch Director (Mr. Ray Castillo). If it is a serious offense a formal complaint can be done with the local authorities and through a lawsuit.

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.

The institution will apply the following policy to determine whether the institution must refund the student any money credited to your account from non-Title IV or any other financial aid.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. Applicant is not accepted by the institution shall be refunded all the money paid.
2. If a student (under legal age, his guardian) cancels his enrollment and demands a refund of the money in writing, within 3 business days of signing the agreement, all monies paid will be refunded regardless has started classes or not.
3. If the student cancels after the first three days of signing the agreement but before starting classes the school will refund all money paid less the application fee of \$25.00.
4. The student notifies the institution in writing the withdrawal.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. In cases of cancellation or withdrawal 1,2,3,4, the cancellation date is determined by the postmark on the written notice or the date on which such notice was given to an administrative officer of the institution in person.
7. If the student is expelled by the institution.
8. Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.
9. After classes begin, refunds will be computed based on the last day attended the Institution using the following table:

**Percentage hours schedule
to total length of program**

Amount of total tuition owed to the Institution

0.01 to 4.9%	20% of total funds owed
05.00 to 09.9%	30% of total funds owed
10.00 to 14.9%	40% of total funds owed
15.00 to 24.9%	45% of total funds owed
25.00 to 49.9%	70% of total funds owed
50.00 to 100.0%	100% of all funds owed

TO CALCULATE THE WITHDRAWAL, THE SAME IS DETERMINED AS FOLLOWS:

All refunds are based on scheduled hours in the payment period or enrollment for which funds have been allocated.

If the student did not officially withdraw according to established policy, the last day of attendance will be determined by the institution for purposes of reimbursement for administrative withdraw. It should not be processed later than 14 days from the last day of student attendance.

The institution shall retain a withdrawal fee of \$100.00. Other miscellaneous fees incurred by the student will be calculated separately at the time of the withdrawal. The fees are identified in the catalog and the enrollment agreement.

Attended time is defined as the time between the start date of classes and the last day of physical attendance at the institution. Any money due the student will be refunded within the next 45 days after processing the withdrawal and / or cancellation.

If mitigating circumstances, the institution may agree to a refund in excess of this policy.

If the course is canceled subsequent to a student's enrollment, and before instruction in course and/or program has begun, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid. If the school 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.

Special cases: In case of illness, accident, family tragedy or any other circumstance that precludes the student completing his training, the institution may make a reasonable settlement with the acceptance of both parties.

TITLE IV FUNDS REFUND POLICY FOR WITHDRAWAL

The institution has adopted a policy of refund according to the Regulations of Post- secondary Education (known by its acronym as HEA amendment 1998), under which are adjusted evenly tuition costs and other costs related to students who withdrew or failed to complete the enrollment period. We use the computerized system of the U.S. Department of Education (Title IV Funds Return).

UNEARNED REFUND FUNDS:

The refund will be issued within 45 days from the withdrawal date. Once federal programs have been refunded in direct proportion to their original contribution. If at the time the student withdraws, it has received less financial aid reflecting the computation, the institution will complete the late disbursement procedure specified by the U.S. Department of Education.

APPLICATION OF REFUND POLICY

Under no circumstances shall a student be required to pay more than the amount stated in the contract. All refunds are based on scheduled hours in the payment period or enrollment for which funds have been allocated.

TERMINATION BY THE INSTITUTION

The institution may terminate any student for at least one of the following reasons:

- a. Unsatisfactory academic progress
- b. Consecutive absences
- c. Payments delinquency
- d. Noncompliance with the rules or regulations established by the institution.

COSMETOLOGY (39-5012) - 1,500 Hours

- a. Morning Classes Monday-Friday: 8:30 am - 3:00 pm (30 hours per week)
- b. Evening Classes Monday-Thursday: 5:00 pm - 10:00 pm (20 hours per week)

Program Description and Objectives

The main purpose of the course is to train the student in cosmetology in both theoretical and practice experiences to be ready to enter the world of work in this profession. The course is intended to develop those skills related to health, hygiene and safety. At the same time, it seeks to develop in students those motor skills that allow them to contribute to the world of art and beauty as a professional. After completing the academic requirements of the program of study, students will be able to take the board exam and be licensed and able to practice the profession of cosmetologist, makeup artist, manicurist, teacher, administrator lounge, salon owner, product demonstrator and cosmetics, etc.

SUBJECT	HOURS
Orientation	37.5
General Sciences	37.5
Anatomy, Physiology, Chemistry & Electricity	37.5
Hair Care	37.5
Haircutting	37.5
Styling Techniques I	37.5
Hair Styling I	37.5
Esthetics	37.5
Nail Care	37.5
Hair Styling II	37.5
Hair Styling III	37.5
Hair Styling IV	37.5
Long Hair Graphics I	37.5
Long Hair Graphics II	37.5
Wigs and Hairpieces	37.5
Hair Techniques II	37.5
Hair Techniques III	37.5
Bleaching I	37.5
Bleaching II	37.5
Color I	37.5
Color II	37.5
Permanent I	37.5
Permanent II	37.5
Smoothing I	37.5
Smoothing II	37.5
Haircutting II	37.5

Haircutting III	37.5
Haircutting IV	37.5
Haircutting V	37.5
Esthetics Advanced	37.5
Waxing	37.5
Make Up II	37.5
Manicuring	37.5
Artificial Nails Set	37.5
Pedicure	37.5
Business Administration	37.5
Exam Practicum	37.5
Clinic	112.5

TOTAL HOURS **1,500**

Program Tuition	Lab, Equip, Mat and Book	Median Debt: Institutional Fin	Median Debt: Título IV Loans	Median Debt: Private Loans	Graduation Rates	Employment Rates
\$17,500	\$2,495	0.00	\$0.00	\$0.00	67%	66%

PROGRAM FORMAT AND EVALUATION PROCEDURES

Course Format

- a. Lectures
- b. Practical Demonstrations
- c. Audio-Visual Materials
- d. Practical and theory Worksheets
- e. Illustrations
- f. Written and Practical Evaluations

Evaluation Procedures

- a. Testing in both theory, practical and clinic areas
- b. Examinations after each unit of the course
- c. Monthly practical/clinic workshops
- d. Final Examination

ACADEMIC CALENDAR

The policy of the institution is to begin classes after completing the required registration in sections. The start dates are in a continuum basis from:

January 2, 2019 thru December 20, 2019

January 2, 2020 thru December 18, 2020

Official Holidays

The following holidays will be observed by the institution.

January

Martin Luther King Jr. Day

February

President's Day

May

Memorial Day

July

United States Independence Day

September

Labor Day

October

Columbus Day

November

General Election Day (when applies)

Veterans Day

Thanksgiving Day

December

Christmas Academic Break

Is at the discretion of the administration of Myrangel Beauty Institute, to grant any other day.

INSTITUTION RULES

I. Uniform:

The students are required to wear uniforms when attending classes.

II. Equipment:

The student should bring his/her equipment every day to the institution.

III. Books and other learning materials:

The students should bring their books and educational materials to class daily.

IV. ATTENDANCE AND TARDINESS:

1. Every student should attend classes daily and on time.
2. If the student misses a class, s/he will be responsible to check with the instructor and/or classmates in order to recover the subject missed.
3. Students shall not leave the classroom or the institution facilities during school hours.

V. INSTITUTION RESPONSIBILITIES:

The student must:

1. Keep the work area tidy, clean and in order before leaving the institution.
2. Returned to its place any equipment used.
3. Place disposable materials in the appropriate containers.
4. Sterilize the equipment before and after use.
5. Avoid gatherings in the classroom.
6. Get along with classmates.
7. Recognize your values and skills as well as those of your classmates.
8. Inform the teacher first or the academic director any problems or suggestions regarding the institution or its programs. A suggestion box will be provided.
9. Use adequate vocabulary and voice tone.
10. Complete the tasks assigned by the teacher with the necessary responsibility.

11. Pay tuition and/or other fees on time.
12. The student is responsible for the use and handling of equipment.
13. Any student with skills and who want to help his/her peers, should be prudent in order to avoid discomfort among their peers.
14. The institution is not responsible for the lost or damage of students equipment.
15. Students cannot bring their children or other guests to the institution, unless they are models.
16. Students may not give or pass their tasks or duties assigned by teachers to other students.
17. The institution can transferred previous classes taken at other beauty institutions as long as the previous institution is accredited and the student approved the evaluation given to verify his/her knowledge (The student must bring an official transcript.)
18. The student must take and approved all theory and practical texts, and pay the institution in full, in order to receive the certificate after they have completed their training.
19. All documents released to the institution shall become its property, and therefore will not be returned.
20. Student may be groom at the institution only on the days assigned by the administration as a grooming day.
21. The institution will provide, in writing, information regarding the consequences, sanctions or decisions taken in the event of misconduct, or lack of compliance of the institution rules.
22. Consecutive tardiness will be referred to the advisement office.
23. Students will use their own equipment; the institute does not allow lending equipment or materials among students.
24. It is prohibited by the institution non-authorized sales.
25. It is prohibited by the Institution the use, possession, sales or distribution of control substances (drugs) and/or alcohol inside the institution or its surroundings or during any activity sponsored by the institution.
26. It is prohibited to eat and smoke inside the institution.
27. It is prohibited the use of cellular phones or other electronic devices inside class rooms.
28. The use, possession, sale or distribution of controlled substances (Drugs) and / or alcoholic beverages within the Institution or during the Celebration of any activity sponsored by the Institution, both inside and Outside the facilities thereof.
29. It is forbidden to smoke in the institution.

MyrAngel Beauty Institute reserves the right to expel, suspend or refuse to accept, at any time, a student who does not meet the standards of conduct of the institution, as published in this catalog.

STUDENT GRIEVANCE PROCEDURE

All students who understand that their rights are being violated or not attending to the extent and commitment has been agreed, according to the Catalog or understanding may complain directly to the school Director of the institution within 60 days the date which the acts took place.

When filing a complaint with officials of the institution, it should be reviewed in a period not more than 30 days after receipt. The student will be notified about the investigation and actions taken.

If, after careful evaluation, the situation cannot be resolved, the complaint must be filed with the Grievance Committee of the institution or the agency that apply.

This committee should meet and review the allegations no later than (90) days of receipt of the complaint. Interviews can be conducted to the people involved. Have all the information the Grievance Committee must send a letter within 15 calendar days establishing the steps to correct the problem or demonstrating that the allegations do not have base according to the information provided. The school management may accept, reject or modify the committee's recommendations.

Students must exhaust all remedies to resolve disputes with procedures of the institution before notifying the accrediting agency.

The institution shall maintain records of complaints processed.

SEXUAL HARASSMENT POLICY

Sexual harassment in employment and in the academic environment is illegal and discriminatory, oblivious to the best institutional interests, which must not be allowed regardless of rank or position of the persons who may be involved. Under no circumstances should any staff incurred directly or indirectly conduct configures a working environment, administrative and academic aspects are present sexual harassment in all its forms.

In the application of institutional policy should be aware that:

- Sexual harassment can be set between same sex or opposite sex.
- No person in this institution is obliged to allow, accept, receive or tolerate acts or sexual advances unwelcome.
- As defined by law, sexual harassment is any unwanted sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when one or more of the following circumstances:
 - When to submit to such conduct is made implicitly in a term or condition of employment or study environment of a person.
 - When submission to or rejection of such conduct by the person becomes a basis for decision-making in the employment or student academic assessment.
 - When such conduct has the purpose or effect of unreasonably interfering with work performance or that person's academic work or when creating a work or study environment intimidating, hostile or offensive.

The student or employee who engages in sexual harassment will go through a investigation process.

The Board of Directors of the institution shall take the final decision based on the results of this investigation.

Sanctions can be and are not limited to:

- Written warning
- Indefinite Suspension
- Segregation of duties if is an employee and classes if is a student.

The employee or student has the right to appeal this decision. The same will be in writing no later than 5 days after receiving the notice.

The Board of Directors will answer this appeal in writing no later than 10 days of receiving it.

USE OF STUDENT SOCIAL SECURITY POLICY

As part of the implementation of Law 186 of September 1, 2006, which prohibits the use of social security numbers as identification routine in public and private educational institutions from preschool to postsecondary MyrAngel Beauty Institute has established Institutional Policy follows:

The institution may not use the social security number of the student as routine identification, or used in any list, nor may it be included in any directory. This number may not be accessible to any person other need or authority has access to it.

By written consent, or older students legally emancipated or parents with custody of the minor, may voluntarily waive these provisions. This disclaimer condition is no tuition, graduation, grades transcription or credits or services.

"I certify that this catalog is correct in content and policy indicated therein and Students, Faculty and Directors receive a copy thereof. "

Carlos R. Badillo Hernandez
President, Board of Directors
May 2023

NOTE: This Catalog is subject to change.