BROKEN ARROW BEAUTY COLLEGE

School Catalog

EDUCATION BY pivot point®

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Table of Contents

Subject	Page(s)
School Membership Information & Disclosures	1
Location Description, Contact Information, Mission Statement	2
Objectives, History of the Company	3
Administration & Staff Members Listing	3
Admissions Policy	4
Attendance Policy	5
Non-Discrimination Statement	6
Graduation Requirements	6
New Student Orientation Class & Advising	6
Employment Assistance	7
Professional Dress Code Policy	7
Veterans Educational Benefits Requirements & Policies	8
Financial Aid, Scholarships, How to Apply for Aid	9
Rules & Regulations	10
Privacy Policy	11
Extra Instructional Charges Policy	11
Withdrawal and Settlement Policy	12
Leave of Absence Policy	13
Course Descriptions, Schedules, Outlines, Grading Scale & Pricing	14-20
Start Dates, School Holiday Listing, & School Closing Information	21

Broken Arrow Beauty College is owned by Broken Arrow Beauty College, Inc. The information in this catalog only pertains to Broken Arrow Beauty College.

Licensed by the Oklahoma State Board of Cosmetology & Barbering
2401 NW 23rd Street, Suite 84
Oklahoma City, OK 73106, (405) 521-2441

Accredited by the National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS)
3015 Colvin Street
Alexandria, VA 22314, (703) 600-7600

Legacy School of Pivot Point International
8725 Higgins Road #700
Chicago, IL 60631, (847) 866-0500

Member of the American Association of Cosmetology Schools
9927 E. Bell Rd., Suite 110 Scottsdale, AZ 85260
Phone: (800)-831-1086 Fax: (480) 905-0993

Our Net Price Calculator for our courses can be found on our website at http://www.babeautycollege.com/NetCalc/npcalc.htm

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: http://www.BABeautyCollege.com

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Broken Arrow Beauty College
2001 S Elm Place
Broken Arrow OK 74012
Phone: 918-294-8627
Fax: 918-294-8635
www.BABeautyCollege.com

The School is located in central Broken Arrow at 2001 S Elm Place in the Elmtree Center. It is easily accessible from multiple major highways, like Broken Arrow Expressway (exit Elm Place and turn South), HWY 169 (via 91st St and turn East), the Creek Turnpike (exit Elm Place and turn North). The school has 17,263 square feet of space, a portion of a larger building, and can accommodate up to 150 students. The school facilities include 39 Student Salon stations, Multi Bay Spa Facial area for Microdermabrasion, SPA Facial and Waxing treatments, a 10 station Manicurist area and a 6 station Pedicuring area. The school has 6 classrooms, a student break room, a dispensary and administrative offices and break area, and an outside seating break area. In keeping with current trends, smoking or vaping inside the school building is prohibited. Adequate, free, well-lit student and customer parking spaces are provided adjacent to the school in the school-owned parking lot. Special parking has been designated and provided for the handicapped.

Mission Statement

Our mission is to provide a conscientious, scientific educational training program, based on proven techniques and sound business principles to prepare our graduates for gainful employment in the profession of Cosmetology, Barbering, Esthetician, Manicurist, or Master Instructor.

Objectives

Our school is a student-oriented environment with the goal of making our graduates a credit to the profession of Cosmetology, Esthetician, Manicuring, Barbering, or as a Master Instructor. At our school, you will acquire an advanced education in the many-faceted field of Cosmetology, Esthetician, Manicuring, Barbering, or as a Master Instructor following the Pivot Point curriculum as interpreted by our dedicated instructors and practiced in the Student Salon. These are our objectives and they apply to each course we teach. We are dedicated to maintaining honest, ethical, and fair relationships with staff, students, customers, state boards and other schools. We use professionally approved teaching techniques and training aids and purchase high quality equipment, supplies, and professional products for student use.
A unique part of our curriculum that you'll want to know about is **PIVOT POINT.** When you get your training at a Pivot Point Legacy School you'll be getting the benefit of proven training techniques which have been developed and tested for over 50 years. Through scientifically-based techniques you will learn the skills and knowledge you will need to help you succeed in the fast-paced world of Cosmetology, Esthetician, Manicuring, Barbering, or as a Master Instructor. In order to constantly upgrade the quality of the training that students receive, our staff participates in educational seminars, conferences, and annual meetings.

History of the Company

The school has been in operation since February of 1969 and was purchased by the current owners in April of 1983 with eleven students enrolled at the time. The original location was on Main Street in the city of Broken Arrow OK. That facility was space restricted and quickly became too small for future growth. In 1985 we became the first Pivot Point School in Oklahoma. In July of 1988 the school was moved to the 400 South Elm Place location in Broken Arrow OK. In 2003 the demand for enrollment was very high and the facilities were again space restricted. This was when the idea for the second location became a reality. The Tulsa OK location was purchased in January 2004, remodeled, and opened in May of 2004. Additional growth in enrollment led to the need for more space at the Broken Arrow OK facility. This initiated an expansion and remodel of the Broken Arrow OK facility completed in December 2010. Both locations continued to have high enrollments for many years but then the number of enrolling students dropped on a national level which affected us as well. In early 2019 we made the tough decision to consolidate the two campuses back together into the Tulsa OK campus location. In 2023 the school was once again full and needed more space, so the family decided to purchase and remodel a much larger building in Broken Arrow at 91st and Elm Place to accommodate the need for more students. The school moved into the new location in the Fall of 2024.The school continues to be family owned and operated, which now includes the second generation of family members.

Administration and Staff Members

Frances Sells – Chief Executive Officer / President
Jeff Sells – Chief Operating Officer / Vice President
Angela Sells – Admissions Director
Tori Allen – Administrative Assistant

Broken Arrow Beauty College Instructor Staff	
Tara Rea	Master Instructor Cosmetology & Barbering
Kelly London	Master Instructor Cosmetology & Barbering
Brittany Liggins	Master Instructor Cosmetology & Barbering
Barbara Juneau	Master Instructor Cosmetology
Sarah Lewis	Master Instructor Cosmetology & Barbering
Katherine Materne	Master Instructor Cosmetology

Admissions Policy

Broken Arrow Beauty College admits as regular students those of either sex, who have the following qualifications:

1. A High School Diploma or a transcript from the high school where you graduated showing the graduation date, OR an official GED certificate or GED Transcript, OR a Home School Diploma with a transcript detailing the subjects studied. It is required that a foreign diploma be translated and verified as the equivalent of a US High School Diploma by a qualified outside agency hired by the institution. The student is responsible for the cost of the translation and verification.

2. Beyond the age of sixteen, the compulsory school attendance age in Oklahoma.

3. The Master Instructor Course also requires the enrollee to hold an Oklahoma valid current Oklahoma base license in their discipline or be registered to take the Cosmetology exam at the Oklahoma State Board of Cosmetology and Barbering. If any person enrolled prior to examination shall fail to appear or fail to pass Oklahoma State Board of Cosmetology and Barbering examination, he/she shall immediately cease master instructor training until such time as he/she shall again register for and show proof of achieving a passing score on the Oklahoma State Board of Cosmetology and Barbering examination.

4. Our institution does not admit students based on Ability-to-Benefit criteria.

Our procedure is to collect and retain the following documents in the student's folder:

1. A Copy of the Student's Driver's License or Birth Certificate.

2. A Copy of one of the following documents:
    a. High School Diploma
    b. High School transcript which shows the student's graduation date.
    c. Home School Diploma with a transcript detailing the subjects studied.
    d. Foreign Diploma and the translation and verification by a qualified outside agency.
    e. GED Diploma or an official GED transcript
    f. An academic transcript of a student who successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.

3. Additionally, for Master Instructor Students: A copy of a valid current Oklahoma base license in their discipline or if currently registered to take the Oklahoma State Board of Cosmetology and Barbering examination, a copy of the completed Oklahoma State Board Registration form. Once the actual license is received it must be submitted to the school.

Re-Entry Students

- No student may re-enter until 6 months (180 days) after their last date of attendance.

- All charges owed to the school for previous training must be paid in full before re-entry.

- A Re-entry student returning to complete the same course will return in the same Satisfactory Academic Progress status as of the time of withdrawal. A review of the student's cumulative Satisfactory Academic Progress status will be completed to determine if the student was in cumulative Satisfactory Academic Progress at the time of withdrawal. If the student was not in Satisfactory Academic Progress at the time of withdrawal it will be determined if cumulative Satisfactory Academic Progress, including all previous training in the same course at our school, can be achieved by the end of the first Segment of the re-enrollment, if not the student will not be allowed to re-enter.

- Any student allowed to re-enroll below cumulative satisfactory academic progress requirements must complete their first segment of the re-enrollment in satisfactory academic progress with a minimum cumulative academic average of 75% and a minimum cumulative attendance average of 70% before any financial aid awards will be made.

- A student may re-enter only once per course.

- A student who re-enters will be charged at the current hourly tuition rates and will be responsible for paying a new application fee.

Transfer Students

- Transfer students are subject to administrative approval for acceptance to the school on an individual basis.

- Transfer students must complete 50% of the state required hours for the course with our school in order to provide the student with the professional skills training required to graduate from our program. Hours certified by the Oklahoma State Board of Cosmetology and Barbering can be transferred in as hours attempted and completed for up to 50% of the total hours required for the course.

  For Example: For the Basic Cosmetology course of 1250 hours, a student could transfer up to 625 hours as credit toward the Basic Cosmetology course, enrolling in 625 additional hours to complete the course.

- No action is taken to solicit the transfer of students already attending a competing school or to solicit the enrollment of people already registered with other schools.

Attendance Policy

Broken Arrow Beauty College Campus Hours of Operation:
Daytime: Full-Time (8:30am - 4:00pm Mon - Fri)
Daytime: Part-Time (8:30am - 1:00pm Mon - Fri)

Students enrolled in the Basic Cosmetology, Manicurist, Barbering, Esthetician, or Master Instructor courses are enrolled as full-time students only, unless enrolled for part-time classes defined as half-time or less than half-time. Reference the course description pages in this catalog for the assigned schedules per course. No student will be enrolled for any course that cannot or does not attend a minimum of fifteen hours per week. Attendance must be 70% or higher to remain in good standing with the school.

Grading Scale

90 - 100 > A - Excellent
80 - 89 > B - Very Good
75 - 79 > C - Satisfactory
74 and Below > F - Unsatisfactory
Academically (all written tests and practical work grades) must be 75% or higher.

Non-Discrimination Disclosure Statement

In compliance with federal, state, and local government requirements, our school does not discriminate against any individual on the basis of age, sex, race, color, religion, national and ethnic origin, financial or social status, handicap or sexual orientation in the administration of its educational programs, school-administered programs and publications, or employment practices.

Our school follows the requirements established by the Americans with Disabilities Act. Our school does not discriminate against qualified individuals with disabilities. Our school will provide reasonable accommodation for the known disability of a qualified applicant, student, client, or employee except when the accommodation imposes an undue hardship on the school, fellow employees or fellow students.

Graduation Requirements

We grant a certificate to graduating students. A professional license may then be obtained by passing the related Oklahoma State Board of Cosmetology and Barbering Examination. Students will be eligible for the State Board Examination upon completion of their enrolled program's number of clock hours (Basic Cosmetology or Barbering-1250, Non-Chemical Cosmetology and Non-Chemical Barbering -1000, Manicurist-600, Esthetician-600, Master Instructor-600) and the following minimum requirements:

1. 75% of practical procedures completed
2. All required theory and practical tests completed with a grade of at least 75% on each
3. All required final exams both written and practical with a grade of at least 85% on each
4. All financial obligations to the school must be satisfied before the student begins the last 50 hours of the program.

New Student Orientation Class

This informative and required training class is normally scheduled for the Friday prior to the scheduled start date of each course from 10:00am - 12:00pm for all classes. A member of the Admissions Staff will notify you when you are scheduled to be in the New Student Orientation class. If you are unable to attend the New Student Orientation training, please contact an Admissions Staff Member to make other arrangements prior to the start of the course.

Advising

Advising services are available to our students through the Administrative Offices. Individual appointments will be scheduled when requested by students.

Employment Assistance

The school will assist you in finding a job when you graduate using the following steps:

1. Identifying employment opportunities and advising graduating students on appropriate means to realize these opportunities.
2. Individual and in-class advising about how to apply for a job, complete a resume, etc.
3. The Greater Tulsa Metro Area Salon Owners contact our school directly in order to hire our graduates.
4. Although we cannot guarantee employment for everyone, the majority of our students find a job either before or soon after graduation.

Information on completion rates and a campus security report are available to all prospective students upon request.

Professional Dress Code Policy

It is a requirement of the Oklahoma State Board of Cosmetology and Barbering that all students meet the policy while attending school. The school has selected attire that is attractive, comfortable and affordable. Additional details and a copy of the policy are provided upon request and at the New Student Orientation Class.

Veterans Educational Benefits Requirements & Policies

- Broken Arrow Beauty College does require students to produce the VA's Certificate of Eligibility by the first day of class, provide a written request to be certified, and/or provide additional information needed to properly certify the student for Veteran Educational Benefits through the School Certifying Official.

- Broken Arrow Beauty College maintains a written record of the previous education and training of the eligible person or veteran that clearly indicates on the school contract that appropriate credit, as approved by the Oklahoma State Board of Cosmetology & Barbering, has been granted by the educational institution for previous education and training, with the training period shortened proportionately.

- Students using VA Education benefits must provide all post-secondary and military transcripts to the school and the school must evaluate any such transcripts for prior training credit.

- Broken Arrow Beauty College does not have any policies in place that penalize in any way a VA beneficiary for delayed payment by the VA. This includes policies that prevent enrolling, assess a late penalty fee, require securing alternative or additional funding, deny access to any school resources, classes, libraries, or other institutional facilities that are available to other students that have paid.

- Students receiving Veteran's Education benefits must meet satisfactory academic progress (SAP) and attendance requirements in accordance with the school's SAP and Attendance policies in order to remain eligible to be certified for VA education benefits. VA will be notified if students fail to meet academic requirements during their enrollment and VA certification will be terminated which may result in VA requiring students to repay a portion or all benefits received. Once benefits are terminated due to SAP or attendance, students are ineligible to be certified for VA education benefits until SAP is once again met or if the student successfully appeals the determination with the school.

- VA education benefits will be terminated while a VA student is on a school approved Leave of Absence. See the schools' Leave of Absence Policy for further details and allowances.

- Broken Arrow Beauty College is in compliance with 38 U.S. Code § 3679(e) and Public Law 115-407, Veterans Benefits and Transition Act of 2018 Section 103 in regard to enrollment of Veteran Benefit Students.

Financial Aid

Our Financial Aid Program is designed to make it possible for you to attend school. This school's attendance and refund policies are in compliance with the requirements of the National Accrediting Commission of Career Arts and Sciences and the Department of Education. This allows us to participate in the Federal Department of Education's Title IV Funding Programs which provide funds to assist you with your educational expenses. Remember, you don't have to be disadvantaged to get financial assistance. Some of the programs available if you qualify are:

PELL GRANTS - Awards made by the Federal government based on individual student needs.

DIRECT STUDENT LOANS - Loans based on individual need which you repay after completing your training.

NATIVE AMERICAN TRIBAL EDUCATIONAL BENEFITS - Provides some financial assistance to students who are at least a ¼ blood descendant member of a Native American Tribe. Contact your tribal office to see if you qualify for benefits.

VETERANS ADMINISTRATION - Provides assistance through a variety of programs for eligible Veterans and their dependents. Visit VA.GOV for more information and to apply for benefits.

Scholarships

As a member of American Association of Cosmetology Schools (AACS) our students are eligible to apply for scholarships offered through AACS, they partner with industry sponsors to offer scholarships and grants to deserving students. For more details check the following location on the AACS website.

http://beautyschools.org/careers-in-beauty/grants_scholarships/

How to Apply for Federal Title IV Financial Aid

Prospective students are encouraged to apply for financial aid as soon as possible. There is no cost or obligation if you apply and do not attend school. To apply for Pell Grants and/or Federal Student Loans prospective students must complete the FREE APPLICATION FOR STUDENT AID (FAFSA).

1. Apply online at **https://studentaid.gov/** You will need to complete the **2026-2027 FAFSA** application unless otherwise advised by the school Financial Aid Office. When requested by the application process for a school code, enter **015930**, and the school will automatically receive an electronic copy. There is a computer available at the school for your use if you do not have a computer with internet access.
2. You will be given the opportunity to import your Federal Tax Information directly from the IRS to your **2026-2027 FAFSA Application**. We recommend you use this option.
3. Contact a School Representative once you receive the email confirmation that your FAFSA Application has been accepted.

Rules and Regulations

1. Students are scheduled to be at school in theory class by 8:30 a.m. Clock in when you arrive at school – Time will start accumulating at 8:30 AM. If you arrive after 8:40AM, you will not be permitted to attend theory class. Clock ins between 8:30AM-8:40AM will automatically begin counting at the time of clock in. Although you may clock in any time after 8:40AM, time will round to 9:20AM when theory class ends, and clinic floor time begins.
2. Students are required to meet the Professional Dress Code policy to attend school. Students who do not meet this policy will be clocked out and sent home for the remainder of the day.
3. Students are responsible for their own equipment and personal property and should affix their own locks to their case and locker. Once tool kit items or equipment are issued, they must be replaced by the student.
4. Each student is responsible for cleaning their assigned station and putting away supplies between customers. Students are required to participate in the designated Classroom and/or Salon cleaning periods as assigned by the instructors. Students who do not meet this policy will be clocked out and sent home for the remainder of the day.
5. Students are to take customers as assigned to them; refusal to take a patron will result in your being clocked out and sent home for the remainder of the day.
6. Students may not perform a service on another student unless they have permission from the designated staff member and have obtained a Service Ticket from the front desk. Violation of this rule can result in both students being clocked out and sent home for the remainder of the day.
7. Telephone calls on school phones, except for emergencies, are not permitted while in school. Messages will be taken. Students are to use personal cell phones for all calls unless otherwise permitted by an administrative staff member.
8. Students are asked to minimize cell phone calls and to not use the speaker phone function in the Classrooms, Dispensary, or Student Salon area.
9. Students are not permitted to gossip, cause discord, use or sell drugs or alcoholic beverages, steal or use abusive language at any time. To do so could lead to being expelled from school.
10. No Food is allowed in the Classrooms, Dispensary, or Student Salon area. A student breakroom is provided for this purpose. Any drinks are to have a lid or covered to avoid contamination.
11. No Pictures or Personal items are allowed on stations or external decoration of the student ‘s tool kit.
12. All Students are required to take any failed exam over until a passing grade of 75% or higher is achieved. A minimum grade of 85% on each portion (written and practical) of the final exam is required for graduation. The student is required to repeat the final exams until a grade of 85% or higher on each portion is achieved.
13. When considering the total hours for each student, the time will be rounded to the nearest half-hour.
14. One formal personal leave of absence of a minimum of two weeks up to a maximum of 60 days will be allowed for each student per 12-month period, calculated from the first day of the first official Leave of Absence (LOA). A Leave of Absence request must be signed prior to the start of the leave. An approved Leave of Absence will extend the student’s contract period and maximum time frame by the same number of days as the Leave of Absence. For details, an additional LOA, or if you have special circumstances see the **Leave of Absence Policy.**
15. The School does not recognize excused absences except as an approved official Leave of Absence.
16. All visitors must check in at the front desk and asked to stay in the reception area until approved by Administration to move to another area of the building. This campus is not considered an “open campus” and all visitors must be approved before they can remain on campus.
17. Students are allowed 3 breaks per day - 15 minutes in morning, a 30-minute lunch break, and 15 minutes in the afternoon. Any student leaving campus longer than 15 minutes is required to clock out when they leave.
18. Failure to abide by these rules will result in disciplinary action and possible expulsion. These rules may be changed at the discretion of the administrator and posted in the school.

Privacy Policy

Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of the student's education records.

Students and parents/guardians of dependent minors are guaranteed the right to access and review the student's educational file. Students must submit a written request to review their file to the school director. The student will be granted supervised access to their records within five business days of the request. The student file cannot be removed from the Administrative Office, but the student can request copies of the documents, at the student's cost. Any third-party request for information will require written authorization from the student or parent/guardian of a dependent minor student each time the information is requested. Broken Arrow Beauty College requires a **Student Information Release Authorization Form** to be completed by the Student or Parent/Guardian of a dependent minor student for each third-party request of information. Broken Arrow Beauty College provides access to student records without written consent to its Accrediting Agencies, the United States Department of Education, the State Licensing Agency, Veteran's Administration, Law Enforcement Agencies, and any other school official. The institution maintains a record of all release forms and requests for information.

A student is considered to be a Dependent Student if the student's Parent (or one of their parents) claims them as a dependent for federal tax purposes. The student should fill out the **Student Parental Disclosure Form** to verify this before information is released to the student's Parent(s)

Broken Arrow Beauty College will use reasonable methods to authenticate the identity of parents, students, school officials and other parties before disclosing education records.

The student or the parents of a dependent student have the right to request amendment of education records. The institution will evaluate the request and decide within 30 days whether to amend the record as requested. The requesting parties will be informed of the institution's decision and that they have a right to a hearing. If denied after the hearing, the student or parent will be allowed to insert a statement in the record.

All students in attendance will be supplied with a notification of their FERPA rights during orientation and annually in the 4th quarter of each year if the student has been in continuous attendance for more than one calendar year.

Forms with which to authorize the release of records are available in the Administrative Office and in the Student Handbook.

Extra Instructional Charges Policy

Each course/program has been scheduled for completion within an allotted time frame. A grace period of ten percent has been added to the calculated completion date for each program. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the contract period, any additional training will be billed at the current course hourly tuition rate as published in the school catalog at the time of the contract extension. Students will not be allowed to clock in until payment arrangements have been made with the school and any required payments have been received.

Withdrawal and Settlement Policy

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or 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. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less a non-refundable application fee in the amount of $75.
4. A student notifies the institution of his/her withdrawal in writing.
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. A student could be expelled by the school for violation of rules and regulations located on page 9 of the school catalog, as well as, an unofficial withdrawal will be determined by the institution by monitoring attendance at least every 14 days.
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
8. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 09.9%	15%
10% to 19.9%	25%
20% to 29.9%	35%
30% to 39.9%	45%
40% to 49.9%	55%
50% to 59.9%	65%
60% and over	100%

9. All refunds will be calculated based on the students' last date of attendance. Any monies due to a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If a course is cancelled subsequent to a student's enrollment, and before instruction in the course has begun, the school shall provide a full refund of all monies paid within 45 days of notice of the course or program cancellation. If the school cancels a course and/or program and ceases to offer instruction, after students have enrolled and instruction has begun, the school shall at its option: provide a pro rata refund within 45 days of notice to the student; or resume teaching the course and/or program within 30 days of notice to the student; or participate in a Teach-Out agreement or provide a full refund of all monies paid, less the non-refundable application fee. If the school closes permanently and ceases to offer instruction after the students have enrolled and instruction has begun the school must make arrangements for the students, at its option, the school will provide a pro rata refund or participate in a Teach-Out Agreement.

10. Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of $100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment contract.

11. If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Feral Stafford Student Loan Program: second to subsidized Federal Stafford Student Loan Program; third to the Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

12. This School's attendance and refund policies are in compliance with the requirements of our Accrediting Agency and the US Department of Education.

Leave of Absence Policy

Definition:
An approved leave of absence (LOA) is a temporary interruption in a student's education. It refers to a period of time during which a student is not in academic attendance and is not considered a withdrawal, therefore no refund calculation is required while on Leave of Absence. The reasons for a Leave of Absence may be Personal, Medical or Administrative.

Veteran's Administration (VA) education benefits will be terminated while a VA student is on a school approved Leave of Absence.

Conditions/Approved Leave of Absence:
A leave of absence must meet **all** conditions; otherwise the student will be considered to have ceased attendance at the institution and will be withdrawn.

- The student must provide a completed Student Request for Leave of Absence form with a signature, the date, and a reason for the LOA on the document prior to beginning the LOA, which must be approved (signed) by an administrator.
- If unforeseen circumstances prevent prior approval (i.e. accident, acts of nature, etc), contact a school administrator. Once the school receives the late request for the Leave of Absence from the student, it will document its decision in regards to the reason to allow the late request for the Leave of Absence. If approved, the start date of the Leave of Absence will be the first date the student was unable to attend school.
- No additional charges must be involved.
- There must be a reasonable expectation on the part of the school that the student will be able to return to the institution and complete their training. In order to met this criteria the reason for the absence must be defined on the written LOA request form in the Section titled "Reason for Absence".
- One formal personal leave of absence of a minimum of two weeks up to a maximum of 60 days will be allowed for each student per 12-month period, calculated from the first day of the first official Leave of Absence (LOA). See **Special Circumstances** below for additional information.
- An approved Leave of Absence will extend the student's contract period and maximum time frame by the same number of calendar days as the Leave of Absence. The extended contract end date is documented on the Leave of Absence form and will be signed/initialed by school administration and the student.
- If you do not return from a LOA by the expiration date or you take an unapproved Leave of Absence, you will be **withdrawn** as of the last date of attendance. If you have Title IV Financial Aid, this withdrawal can affect your loan repayment terms, including exhausting some or all of your loan grace period.

Special Circumstances:
Administrative Leaves may be granted to accommodate class, testing schedules, or other circumstances at the discretion of the school administrator on a case-by-case basis.

A student could be granted more than one LOA for unforeseen circumstances such as jury duty, military requirements (including training or service requirements for the National Guard, Reserve, or Active Duty) or if you meet the criteria covered under the Family and Medical Leave Act of 1993 (FMLA). Physician's Statement of the reason for the absence is required, see below for details on the documentation specifics.

Circumstances that are covered under the FMLA, as applied to students, are:

- Birth of a son or daughter of the student and the need to care for that son or daughter, beginning on the
- date of birth of the child;
- Placement of a son or daughter with the student for adoption or foster care, beginning on the date of the
- placement;
- Need to care for the student's spouse, or a son, daughter, or parent, if the spouse, son, daughter, or parent has a serious heath condition;
- Serious health condition that makes the student unable to function as a student.

To Request a Medical Leave of Absence documentation from a physician is required and must contain the following:

- **The medical facilities letter head with address & phone number**
- **It must state that the student has a medical condition requiring absence from school, it must contain a beginning date and a date the student can return to school. If it is a special circumstance that requires the student to provide care for the students child, spouse or parent that must included on the document.**
- **The signature of the attending physician.**

The total amount of all Leaves of Absence cannot exceed 180 days for each student per 12-month period, calculated from the first day of the first official Leave of Absence (LOA).

BASIC COSMETOLOGY

Course Description:

This course prepares the student for employment in the Cosmetology industry as a Hairstylist, Manicurist, Esthetician, and Salon Owner or as a Representative in the Cosmetology products industry. It is also a prerequisite to further study as a Master Instructor.

Length and Schedule:

Full-Time Days: 35 hours/week (40 weeks/10 months)
8:30 a.m. - 4:00 p.m. Mon - Fri

Part-Time Days: 22.5 hours/week (62 weeks/15 months)
8:30 a.m. - 1:00 p.m. Mon - Fri

Course Outline: **Our Educational Objective is to provide an education and skills necessary to pass the Oklahoma State Board of Cosmetology and Barbering written and practical exams to obtain an Oklahoma State Board of Cosmetology and Barbering license within their field of study. The school does not utilize distance education on any course offered by the school. This course prepares the Student in both the theory and practical application of the following subjects.**

Subject	Hours
Theory	**125**
Manicuring, Pedicuring	**70**
Facials (includes Make-up Application)	**130**
Shampooing/Conditioning/Rinses/Scalp Treatments	**25**
Hair Styling	**250**
Hair Color Tints/Bleaches/other Color Treatments	**140**
Hair Cutting with Shears, Razor and Clippers (including Beard grooming)	**160**
Professional Management, Establishment Management, Exams, etc	**150**
Hair Re-Structuring, Permanent Waving, and Chemical Relaxing	**200**
Total Hours in this course	**1250**

Costs for the Course:

Tuition ($12.50/hour)	**$15,625.00**
Tool Kit	**$2,055.00**
Books: includes Printed Books & E-Books (Bring Your Own Device)	**$850.00**
Application Fee	**$75.00**
State Board Registration Fee	**$10.00**
Basic Skills Lab Fee	**$150.00**
Total for the Course	**$18,765.00**

Student payments: Can be made via the following methods Cash, Check, Money Order, or Credit Card through the school's front office or via electronic methods through our Payment Gateway. Students may make a full payment at time of enrollment.

Extra Instructional Charges: See Page 10 in this catalog for our policy on these possible charges.

Grading Scale: [**90 - 100** > A - Excellent] [**80 - 89** > B - Very Good]
[**75 - 79** > C - Satisfactory] [**74 and Below** > F - Unsatisfactory]
Academically (all written tests and practical work grades) must be 75% or higher.

Attending the New Student Orientation Class is required prior to starting this course see Page 6 of this catalog for details.

Start Dates: See Page 20 in this catalog or reference our website for the most current dates.

NON-CHEMICAL COSMETOLOGY

Course Description:

This course prepares the student for employment in the Cosmetology industry as a Hairstylist, Manicurist, Esthetician, and Salon Owner or as a Representative in the Cosmetology products industry.

Length and Schedule:

Full-Time Days: 35 hours/week (32 weeks/8 months)
8:30 a.m. - 4:00 p.m. Mon - Fri

Part-Time Days: 22.5 hours/week (49 weeks/12 months)
8:30 a.m. - 1:00 p.m. Mon - Fri

Course Outline: Our Educational Objective is to provide an education and skills necessary to pass the Oklahoma State Board of Cosmetology and Barbering written and practical exams to obtain an Oklahoma State Board of Cosmetology and Barbering license within their field of study. The school does not utilize distance education on any course offered by the school. This course prepares the student in both the theory and practical application of the following subjects.

Subject	Hours
Theory	**100**
Manicuring, Pedicuring	**70**
Facials (includes Make-up Application)	**130**
Shampooing/Conditioning/Rinses/Scalp Treatments	**40**
Hair Styling	**300**
Hair Cutting with Shears, Razor and Clippers (including Beard grooming)	**180**
Professional Management, Establishment Management, Exams, etc	**180**
Total Hours in this course	**1000**

Costs for the Course:

Tuition ($12.50/hour)	**$12,500.00**
Tool Kit	**$2,055.00**
Books: includes Printed Books & E-Books (Bring Your Own Device)	**$850.00**
Application Fee	**$75.00**
State Board Registration Fee	**$10.00**
Basic Skills Lab Fee	**$150.00**
Total for the Course	**$15,640.00**

Student payments: Can be made via the following methods Cash, Check, Money Order, or Credit Card through the school's front office or via electronic methods through our Payment Gateway. Students may make a full payment at time of enrollment.

Extra Instructional Charges: See Page 10 in this catalog for our policy on these possible charges.

Grading Scale: [**90 - 100** > A - Excellent] [**80 - 89** > B - Very Good]
[**75 - 79** > C - Satisfactory] [**74 and Below** > F - Unsatisfactory]
Academically (all written tests and practical work grades) must be 75% or higher.

Attending the New Student Orientation Class is required prior to starting this course see Page 6 of this catalog for details.

BARBERING

Course Description:

This course prepares the student for employment in the Barbering industry as a Barber, Hairstylist, Colorist, and Salon/Shop Owner or as a Representative in the Barbering products industry. It is also a prerequisite to further study as a Master Instructor.

Length and Schedule:

Full-Time Days: 35 hours/week (40 weeks/10 months)
8:30 a.m. - 4:00 p.m. Mon - Fri

Part-Time Days: 22.5 hours/week (62 weeks/15 months)
8:30 a.m. - 1:00 p.m. Mon - Fri

Course Outline: Our Educational Objective is to provide an education and skills necessary to pass the Oklahoma State Board of Cosmetology and Barbering written and practical exams to obtain an Oklahoma State Board of Cosmetology and Barbering license within their field of study. The school does not utilize distance education on any course offered by the school. This course prepares the Student in both the theory and practical application of the following subjects.

Subject	Hours
Safe Work Practices	155
Orientation to Barbering and Business Skills	175
Science of Barbering	155
Advanced Barbering	250
The Practice of Barbering	475
State Board Preparation (State Board Licensing Laws)	40
Total Hours in this course	1250

Costs for the Course:

Tuition ($12.50/hour)	$15,625.00
Tool Kit	$2,055.00
Books: includes Printed Books & E-Books (Bring Your Own Device)	$850.00
Application Fee	$75.00
State Board Registration Fee	$10.00
Basic Skills Lab Fee	$150.00
Total for the Course	$18,765.00

Student payments: Can be made via the following methods Cash, Check, Money Order, or Credit Card through the school's front office or via electronic methods through our Payment Gateway. Students may make a full payment at time of enrollment.

Extra Instructional Charges: See Page 10 in this catalog for our policy on these possible charges.

Grading Scale: [**90 - 100** > A - Excellent] [**80 - 89** > B - Very Good]
[**75 - 79** > C - Satisfactory] [**74 and Below** > F - Unsatisfactory]
Academically (all written tests and practical work grades) must be 75% or higher.

Attending the New Student Orientation Class is required prior to starting this course see Page 6 of this catalog for details.

Start Dates: See Page 20 in this catalog or reference our website for the most current dates.

NON-CHEMICAL BARBERING

Course Description:

This course prepares the student for employment in the Barbering industry as a Barber, Hairstylist, and Salon/Shop Owner or as a Representative in the Barbering products industry.

Length and Schedule:

Full-Time Days: 35 hours/week (32 weeks/8 months)
8:30 a.m. - 4:00 p.m. Mon - Fri

Part-Time Days: 22.5 hours/week (49 weeks/12 months)
8:30 a.m. - 1:00 p.m. Mon - Fri

Course Outline: Our Educational Objective is to provide an education and skills necessary to pass the Oklahoma State Board of Cosmetology and Barbering written and practical exams to obtain an Oklahoma State Board of Cosmetology and Barbering license within their field of study. The school does not utilize distance education on any course offered by the school. This course prepares the Student in both the theory and practical application of the following subjects.

Subject	Hours
Safe Work Practices	100
Orientation to Barbering and Business Skills	175
Science of Barbering	155
The Practice of Barbering	475
State Board Preparation (State Board Licensing Laws)	40
Total Hours in this course	1000

Costs for the Course:

Tuition ($12.50/hour)	$12,500.00
Tool Kit	$2,055.00
Books: includes Printed Books & E-Books (Bring Your Own Device)	$850.00
Application Fee	$75.00
State Board Registration Fee	$10.00
Basic Skills Lab Fee	$150.00
Total for the Course	$15,640.00

Student payments: Can be made via the following methods Cash, Check, Money Order, or Credit Card through the school's front office or via electronic methods through our Payment Gateway. Students may make a full payment at time of enrollment.

Extra Instructional Charges: See Page 10 in this catalog for our policy on these possible charges.

Grading Scale: [**90 - 100** > A - Excellent] [**80 - 89** > B - Very Good]
[**75 - 79** > C - Satisfactory] [**74 and Below** > F - Unsatisfactory]
Academically (all written tests and practical work grades) must be 75% or higher.

Attending the New Student Orientation Class is required prior to starting this course see Page 6 of this catalog for details.

ESTHETICIAN

Course Description:

This course prepares the student for employment in the Cosmetology industry as an Esthetician, Representative for a cosmetic company, or as a Salon owner or manager.

Length and Schedule:

Full-Time Days: 35 hours/week (19 weeks/5 months)
8:30 a.m. - 4:00 p.m. Mon - Fri

Part-Time Days: 22.5 hours/week (30 weeks/7 months)
8:30 a.m. - 1:00 p.m. Mon - Fri

Course Outline: Our Educational Objective is to provide an education and skills necessary to pass the Oklahoma State Board of Cosmetology and Barbering written and practical exams to obtain an Oklahoma State Board of Cosmetology and Barbering license within their field of study. The school does not utilize distance education on any course offered by the school. This course prepares the Student in both the theory and practical application of the following subjects.

Subject	Hours
Theory: Bacteriology, Sanitation, Sterilization, Cosmetology Law	120
Sciences: Anatomy, Histology, Dermatology & Physiology of the Skin	180
Facials, Chemistry, Light Therapy, and Make-up	200
Non-Permanent Hair Removal	40
Salon Development	60
Total Hours in this course	600

Costs for the Course:

Tuition ($12.50/hour)	$7,500.00
Tool Kit	$685.00
Books: includes Printed Books & E-Books (Bring Your Own Device)	$450.00
Application Fee	$75.00
State Board Registration Fee	$10.00
Basic Skills Lab Fee	$150.00
Total for the Course	$8,870.00

Student payments: Can be made via the following methods Cash, Check, Money Order, or Credit Card through the school's front office or via electronic methods through our Payment Gateway. Students may make a full payment at time of enrollment.

Extra Instructional Charges: See Page 10 in this catalog for our policy on these possible charges.

Grading Scale: [**90 - 100** > A - Excellent] [**80 - 89** > B - Very Good]
[**75 - 79** > C - Satisfactory] [**74 and Below** > F - Unsatisfactory]
Academically (all written tests and practical work grades) must be 75% or higher.

Attending the New Student Orientation Class is required prior to starting this course see Page 6 of this catalog for details.

Start Dates: **See** Page 20 in this catalog or reference our website for the most current dates.

MANICURIST

Course Description:

This course prepares the student for employment in the Cosmetology industry as a Manicurist, Pedicurist, Nail Technician, or as a Salon owner or manager.

Length and Schedule:

Full-Time Days: 35 hours/week (19 weeks/5 months)
8:30 a.m. - 4:00 p.m. Mon - Fri

Part-Time Days: 22.5 hours/week (30 weeks/7 months)
8:30 a.m. - 1:00 p.m. Mon - Fri

Course Outline: Our Educational Objective is to provide an education and skills necessary to pass the Oklahoma State Board of Cosmetology and Barbering written and practical exams to obtain an Oklahoma State Board of Cosmetology and Barbering license within their field of study. The school does not utilize distance education on any course offered by the school. This course prepares the Student in both the theory and practical application of the following subjects.

Subject	Hours
Theory: Bacteriology, Sanitation, Sterilization, Anatomy, Cosmetology Law	80
Nail Structure, Composition, Disorders & Diseases, Manicuring, Pedicuring, Waxing and other Non-Permanent Hair Removal	220
Artificial Nails	160
Nail Art	60
Salon Development	80
Total Hours in this course	600

Costs for the Course:

Tuition ($12.50/hour)	$7,500.00
Tool Kit	$750.00
Books: includes Printed Books & E-Books (Bring Your Own Device)	$315.00
Application Fee	$75.00
State Board Registration Fee	$10.00
Basic Skills Lab Fee	$150.00
Total for the Course	$8,800.00

Student payments: Can be made via the following methods Cash, Check, Money Order, or Credit Card through the school's front office or via electronic methods through our Payment Gateway. Students may make a full payment at time of enrollment.

Extra Instructional Charges: See Page 10 in this catalog for our policy on these possible charges.

Grading Scale: [**90 - 100** > A - Excellent] [**80 - 89** > B - Very Good]
[**75 - 79** > C - Satisfactory] [**74 and Below** > F - Unsatisfactory]
Academically (all written tests and practical work grades) must be 75% or higher.

Attending the New Student Orientation Class is required prior to starting this course see Page 6 of this catalog for details.

Start Dates: See Page 20 in this catalog or reference our website for the most current dates.

MASTER INSTRUCTOR

Course Description:

The Master Instructor course prepares the student to take the State Board Master Instructor Examination. This will enable you to be a Master Instructor in a public or private Cosmetology school or to be a Cosmetology school administrator.

Length and Schedule:

Full-Time Days: 35 hours/week (19 weeks/5 months)
8:30 a.m. - 4:00 p.m. Mon - Fri
Part-Time Days: 22.5 hours/week (30 weeks/8 months)
8:30 a.m. - 1:00 p.m. Mon – Fri
Half-Time Days: 15 hours/week (44 weeks/11 months)
Student Selects Scheduled Weekdays of attendance at time of enrollment

Part-Time Days: Students enrolled in the Master Instructor course are enrolled as full-time students unless administrative approval is granted for a part-time schedule.

Course Outline: Our Educational Objective is to provide an education and skills necessary to pass the Oklahoma State Board of Cosmetology and Barbering written and practical exams to obtain an Oklahoma State Board of Cosmetology and Barbering license within their field of study. The school does not utilize distance education on any course offered by the school. This course prepares the Student in both the theory and practical application of the following subjects.

Subject	Hours
Review of the Cosmetology Curricula	55
Introduction to Teaching	85
Course Outlining and Development	165
Cosmetology Law	70
Teaching	100
Practice Teaching	125
Total Hours in this course	600

Costs for the Course:

Tuition ($12.50/hour)	$7,500.00
Books: includes Printed Books & E-Books (Bring Your Own Device)	$1250.00
Instructor Smocks	$80.00
Application Fee	$75.00
State Board Registration Fee	$10.00
Total for the Course	$8.915.00

Student payments: Can be made via the following methods Cash, Check, Money Order, or Credit Card through the school's front office or via electronic methods through our Payment Gateway. Students may make a full payment at time of enrollment.

Extra Instructional Charges: See Page 10 in this catalog for our policy on these possible charges.

Grading Scale: [**90 - 100** > A - Excellent] [**80 - 89** > B - Very Good]
[**75 - 79** > C - Satisfactory] [**74 and Below** > F - Unsatisfactory]
Academically (all written tests and practical work grades) must be 75% or higher.

Attending the New Student Orientation Class is required prior to starting this course see Page 6 of this catalog for details.

Start Dates: The Start date for this course is determined according to the time that is convenient for those starting the course and the school. Contact an Admissions Staff Member for further details.

BA Beauty College - Class Start Dates

Full-Time Day Class (Mon – Fri 8:30 am – 4:00 pm)		
Basic Cosmetology		
	January 25, 2027	April 26, 2027
Barbering		
	January 18, 2027	April 26, 2027
Esthetician		
	November 16, 2026	March 29, 2027
Manicurist		
	November 30, 2026	April 5, 2027
Part-Time Day Classes (Mon – Fri 8:30 am – 1:00 pm)		
Basic Cosmetology		
	January 25, 2027	April 26, 2027
Barbering		
	January 18, 2027	April 26, 2027
Esthetician		
	November 16, 2026	March 29, 2027
Manicurist		
	November 30, 2026	April 5, 2027
****** All start dates are subject to change ******		

School Holidays (School will not be in Session)	
Thanksgiving Holiday 2026	November 26-27, 2026
Christmas and New Year's Holidays 2026	December 19, 2026-January 3, 2027
Memorial Day 2027	May 31, 2027
Labor Day 2027	September 6, 2027
Thanksgiving Holiday 2027	November 25-26, 2027
Christmas and New Year's Holidays 2027	December 18, 2027-January 2, 2028
School Closing Information	
Any unexpected school closures due to weather or other extenuating circumstances the students will be notified via the school texting system and posted on our Facebook page.	