

The Salon Professional Academy establishes a criterion regarding the transfer of credit hours earned from another school as listed below:

All accepted transfer hours will be credited at the end of the program. A possibility exists that no transfer credit will be granted. Students transferring from another franchise location of Salon Professional Education Company will be placed into an existing class based on level of completion recorded on their transcript. Courses with an 85% or higher grade will be eligible for transfer hour's credit with a maximum of 100% of the student's completed hours allowable for transfer in general education chapters. Tuition balances do not transfer from one school to another.

A student wishing to transfer may be accepted to an educational course / program after carefully evaluating the student's academic records. Each transfer is evaluated on an individual basis in accordance with the Texas Occupations Code Section 1602.455 and Texas Administrative Code 83.74. A possibility exists that no transfer credit will be granted. The Academy does not accept transfer hours for the Instructor Training 500-hour or the Instructor Training 750-hour programs.

### **Texas Occupations Code Section 1602.455-Transfer Hours of Instruction requires:**

- In order for the hours of instruction to be transferred, a transcript showing the completed courses and number of hours certified by the school in which the instruction was given must be submitted to the executive director.
- In evaluating a student's transcript, the executive director shall determine whether the agreed tuition has been paid. If the tuition has not been paid, the executive director shall notify the student that the student's transcript cannot be certified to the school to which the student seeks a transfer until proof is provided that the tuition has been paid.
- On evaluation and approval, the executive director shall certify in writing to the student and to the school to which the student seeks a transfer that:
  - the stated courses and hours have been successfully completed and
  - the student is not required to repeat the hours of instruction.
- If a private beauty culture school license has been expired for more than 30 days, a student of that school may not transfer hours of instruction the student completed at that school.

### **Texas Administrative Rules Cosmetologists 83.74. Responsibilities: Transfer**

- A student desiring to transfer from one school to another must withdraw from the first school prior to the transfer. Enrollment in two or more schools of cosmetology at the same time is prohibited.
- A student transferring to a school who desires to claim credit earned must inform the school transferred to prior to enrollment of his/her prior attendance and must furnish to that school and the department a record of credit claimed. This record may be in the form of a transcript from the prior school or an extract from records of the department.
- Any student of an out-of-state private or public cosmetology school may submit a request to the department to transfer the completed credit to a Texas school. A transcript must be submitted on the prescribed form and certified by the school in which the instruction was given. Portions of the curricula of the department not taught in another state must be taken in an approved Texas school prior to taking the Texas examination.

Students will be required to complete theory and practical training that are unique to our franchise system. The Cosmetology specific classes include: Principal Based Design and Finishing, Color, Business Building Skills, Art of Consultation and Product knowledge for a total of 350 hours. Esthetics specific classes include: Business Building Skills for a total of 25 hours. Subjects of similar nature will not transfer from other schools. For the remaining hours to full graduation requirements, the Cosmetology transfer students will pay \$14.50/hr; Esthetics transfer students will pay \$14/hr. Transfer students will be subject to over contract fees, if applicable

The Salon Professional Academy does not have an established Articulation Agreement with any other school.

Reciprocity and requirements for The Salon Professional Academy:

- Licensed cosmetologists and estheticians from Texas may apply for licenses in their field of expertise in other states. Graduates must comply with each state's laws and rules to become licensed.
- The Salon Professional Academy offers educational programs in the state of Texas that only apply to licensing in the state of Texas. The Academy has not determined if courses may transfer to any other state.
- The state that the school has determined the above programs meet curriculum educational requirements for licensure and certification is Texas. The school has not determined if the programs meet curriculum educational requirements for licensure and certification in any other state.