

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

- a) 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.
- (b) 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.
- (c) Upon withdrawal, and provided that the agreed tuition and fees have been tendered, a student is entitled to an official transcript of credit earned at the school withdrawn from. The transcript must be ready for pickup or, if mailed, postmarked within ten calendar days of the school's receipt of notice of withdrawal. A copy of the transcript must be kept in the student's file for 6 years and the copy must be made available at the request of the department.
- (d) A student who withdraws from a cosmetology school is entitled to a refund in accordance with Texas Occupations Code, Chapter 1602.
- (e) Withdrawal or termination shall be defined by the number of hours scheduled according to the enrollment agreement or contract the student has signed with the school or other document acceptable to the department and not the clock hours the student has earned during class attendance.
- (f) If a school closes or ceases operation before the class credit is earned, the student is entitled to a tuition refund in accordance with Texas Occupations Code, Chapter 1602.
- (g) 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.

(h) A student enrolled for a specialty course may withdraw and transfer hours acquired to the operator course not to exceed the amount of hours of that subject in the operator curriculum. Students enrolled in the operator course may withdraw and transfer up to the maximum specialty hours within the operator curriculum for that course.

(i) 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. Students transferring from other cosmetology schools will be granted transfer hours based on transcripts. Courses with an 85% or higher grade will be eligible for transfer hours credit with a maximum of 20% of the students completed hours allowable for transfer.

(j) 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. 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. For the remaining hours to full graduation requirements, the Cosmetology transfer students will pay \$15/hr and Instructor transfer students will pay \$10/hour. 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.