

Total Transformation Institute of Cosmetology Consumer Information

Notice of Availability of Institutional and Financial Aid Information

Please see Total Transformation Institute's Webpage regarding Financial Aid.

Contact Information for Assistance in Obtaining Institutional or Financial Aid Information

Please see Total Transformation Institute's Webpage regarding Financial Aid.

Student Financial Assistance

Assistance Available From Federal, State, Local and Institutional Programs

Please see Total Transformation Institute's Webpage regarding Financial Aid.

Description of Financial Aid disbursement procedures

Please see Total Transformation Institute's Webpage regarding Financial Aid.

Future Professional Financial Aid Rights and Responsibilities

Please see Total Transformation Institute's Webpage regarding Financial Aid.

Facilities and Services Available to Students with Disabilities

Found in Total Transformation Institute's Current Catalog

Price of Attendance

Found in Total Transformation Institute's Current Catalog or a Program Brochure

Refund Policy, Requirements for Withdrawal and Return of Title IV Financial Aid

Found in Total Transformation Institute's Current Catalog

Academic Program (Educational Program, Instructional Facilities and Faculty

Found in Total Transformation Institute's Current Catalog

Transfer of Credit Policies and Articulation Agreements

Found in Total Transformation Institute's Current Catalog

Articulation Agreements

Total Transformation Institute of Cosmetology does not currently have any Articulation Agreements.

Copyright Infringement – Policies and Sanctions

The Institute supports enforcement of copyright law for the protection of its employees as both creators and users of copyright protected works. The Institute requires that staff and students comply with federal law regarding the use of copyright protected materials. In addition, in the spirit of promoting "the progress of science and the useful arts," the Institute supports the fair use for

such purposes as criticism, comment, news reporting, teaching, scholarship or research and the reproduction of copyrighted materials (including multiple copies for classroom or library use), for educational purposes as outlined in the federal Copyright Law (PL94-553).

ADMINISTRATIVE RULE

1. This administrative rule is based upon the original Copyright Act of 1976 and the amendments added by the Digital Millennium Copyright Act signed into law in 1998.
2. This administrative rule applies to all staff and future professionals who make use of materials created by entities other than themselves. This includes but is not limited to materials used for classroom teaching, out of class presentations, online distribution, professional conferences, homework assignments, electronic transmission and for Institute publication.
3. Copyright issues dealing with intellectual property created by staff and future professionals are covered in the administrative rule on intellectual property.
4. The Institute considers the educational environment to consist of traditional on-campus instruction.
5. Staff and future professionals are expected to comply with the copyright law and to apply the fair use criteria to each use of material of which they are not the originator.
6. Unauthorized peer-to-peer file-sharing, illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system is prohibited.
7. The only software programs, other than future professional's projects, to be used on systems in the Institute are those products for which the school owns a valid license or the Institute may legally use. Copying the Institute's software from the computer system is considered theft and is a serious offense. Copying or modifying Institute software and/or borrowing software from the lab is not permitted. If you have a question, please see the system administrator.

In compliance with the Section 512(2)(c)(2) of Chapter 5, Title 17 of the United States Code, the Institute shall have a DESIGNATED AGENT "to receive notifications of claimed infringement" and "other content information which the Register of Copyrights may deem appropriate." The designated agent for the Institute will be the Administrator.

FAIR USE

Fair Use is the use of a copyrighted work for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship or research.

In determining whether the use made of a work in any particular case is fair use, the factors to be considered shall include:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and

4. The effect of the use upon the potential market for or value of the copyrighted work.

The Institute encourages staff and future professionals to be diligent in the application of the fair use criteria. Through diligent application, Institute constituents and the Institute avail themselves of protection from infringement by establishing “reasonable grounds for believing that his or her use of the copyrighted work was a fair use” according to Sections 107 and 504c of the United States Code title 17.

CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without the authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Section 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq.

Notice of Federal Student Financial Aid Penalties for Drug Law Violations

Handed to each Future professional at time of enrollment. To see an electronic copy please click here.

Vaccination Policies

The Institute does not require vaccinations for attendance.

Consumer Information on College Navigator Website

Student Body Diversity

Please see the College Navigator Website. (link above)

Net Price Calculator

Textbook Information (These items should be on each Program’s Page)

Cosmetology
Esthetics
Student Instructor

Disbursement For Books and Supplies

Please see Total Transformation Institute's Webpage regarding Financial Aid.

Voter Registration

Future Professionals are encouraged to register and vote in state and federal elections. Voter registration and Election Date information for the State of Texas can be found at: www.sos.state.tx.us

The Elections Division of the Secretary of State's Office is open from 8:00 a.m. until 5:00 p.m. weekdays. The Elections Division is also open during the hours that the polls are open on all uniform election dates (2nd Saturday in May and 1st Tuesday after the 1st Monday in November), on the primary and primary runoff election dates (1st Tuesday in March of even-numbered years and 2nd Tuesday in April following the primary) and the dates on which special statewide and federal elections may be ordered. Answers to questions on election law and procedures may be obtained by telephoning the Elections Division toll-free at 1.800.252.VOTE (8683) or direct at 512.463.5650.

To be eligible to register to vote in Texas, a person must be:

- A United States citizen;
- A resident of the Texas county in which application for registration is made;
- At least 18 years old on Election Day;
- Not finally convicted of a felony or if so convicted must have (1) fully discharged the sentence, including any term of incarceration, parole or supervision, or completed a period of probation ordered by any court; or (2) been pardoned or otherwise released from the resulting disability to vote; and
- Not determined by a final judgment of a court exercising probate jurisdiction to be (1) totally mentally incapacitated or (2) partially mentally incapacitated without the right to vote.

Registering to vote is easy in Texas. It does not even require a stamp! Official applications to register to vote are postage-paid by the State of Texas. In most Texas counties, the County Tax Assessor-Collector is also the County Voter Registrar. In some counties, the County Clerk or County Elections Administrator registers voters. You may obtain an application from the Institute, the Secretary of State's Office, libraries, many post offices or high schools. Or, you may download and informal application, but you will be required to affix a stamp before mailing. You may also register to vote when you apply for or renew your driver's license.

The application must be received in the County Voter's Registrar's office or postmarked 30 days before an election in order for you to be eligible to vote in that election. You will receive a voter registration certificate in the mail after the County Voter Registrar has processed your voter registration application. Upon receipt of the voter registration certificate, sign it, fold it and keep it in your wallet and take it to the polls with you when you vote.

All voters who registered to vote in Texas must provide a Texas driver's license number or personal identification number issued by the Texas Department of Public Safety or the last four digits of your social security number. If you have not been issued any of these numbers, then you must state that fact on the application by checking the designated box.

A voter who has not been issued a driver's license or social security number may register to vote, but such voter must submit proof of identification when presenting himself/herself for voting or with his/her mail-in ballots, if voting by mail. These voters, names are flagged on the official voter registration list with the annotation of "ID". The "ID" notification instructs the poll worker to request a proper form of identification from these voters when they present themselves for voting. Acceptable identification includes:

- A driver's license or personal identification card issued to the person by the Department of Public Safety or a similar document issued to the person by an agency of another state, regardless of whether the license or card has expired;
- A form of identification containing the person's photograph that establishes the person's identity;
- A birth certificate or other document confirming birth that is admissible in a court of law and establishes the person's identity;
- United States citizenship papers issued to the person;
- A United States passport issued to the person;
- official mail addressed to the person by name from a governmental entity;
- a copy of a current utility bill, bank statement, government check, paycheck or other government document that shows the name and address of the voter; or
- any other form of identification prescribed by the Secretary of State

VOTER REGISTRATION CERTIFICATE

- Once you apply, a voter registration certificate (proof of registration) will be mailed to you within 30 days
- Check your certificate to be sure all information is correct. (If there is a mistake, make corrections and return it to the voter registrar immediately.)
- When you go to the polls to vote, present your certificate as proof of registration,
- You may vote without your certificate by signing an affidavit at the polling place and showing some other form of identification (for example, driver's license, birth certificate, copy of electric bill.)
- If you lose your certificate, notify your County Voter Registrar in writing to receive a new one.
- You will automatically receive a new certificate every two years, if you have not moved from the address at which you are registered.

If you move within the same county simply go to the Secretary of State's web site and change your address online or promptly notify the County Voter Registrar, in writing, of your new address by:

- correcting your current voter registration certificate on the back and returning it to the County Voter Registrar;
- filling out a new voter registration application form and checking the "change" box; or
- making simultaneous changes to your driver's license and voter registration when you apply for or update your driver's license.

You will receive a new certificate with your new address. You will be able to vote in your new precinct 30 days after your change of address is submitted. If you miss the deadline (30 days before an election), you may vote in your former precinct as long as you still reside in the political subdivision conducting the election.

Your residence is located in a specific “precinct,” which is an area within the county. There are many precincts within a county. The place where you will vote on Election Day is located in your precinct. There may be combined precincts in order to accommodate joint local elections; therefore, in some elections you may vote outside your designated precinct. The County Clerk or County Elections Administrator can give you the specific location of your polling place or you can check on-line to see if the County Clerk or Elections Administrator has the information posted. The Secretary of State’s Office may also provide polling place information at the “Where do I vote” link on its webpage prior to a primary, primary runoff and November uniform election date elections.

If you move to another county you must re-register! Fill out a new application and mail it or take it in person, to the Voter Registrar of your new county. You may not register online if you move from one county to another. You will be registered 30 days after your application is submitted. You will receive a new certificate.

After changing residence to another county, a person may be eligible to vote a “limited” ballot in his/her new county of residence on candidates or issues common to the old and new counties. A “limited” ballot may be voted only during early voting by personal appearance or by mail (not on Election Day) if:

- the person would have been eligible to vote in the county of former residence on Election Day if still residing in that county;
- the person is registered to vote in the county of former residence at the time the person offers to vote in the county of new residence; and
- a voter registration for the person in the county of new residence is not effective on or before Election Day.

Promptly notify the County Voter Registrar, in writing, of a name change using the same steps as for IF YOU MOVE WITHIN THE COUNTY. You will receive a new certificate 30 days after your name change notice is submitted. You may continue to vote during this period. If you do not have your certificate in hand, you may sign an affidavit at the polls and present a form of identification.

FOR MORE INFORMATION, CONTACT:

- Secretary of State’s Office toll-free 1.800.252.VOTE (8683)
- Your local County Clerk (will be listed in the blue pages of your telephone book)
- Your local County Elections Administrator
- Your County Voter Registrar (Tax Assessor-Collector)

Secretary of State
Elections Division
P.O. Box 12060
Austin, Texas 78711-2060
512.463.5650 or
1.800.252.VOTE (8683)
Fax 512.475.2811
TTY 7.1.1

Federal Election Commission
999 E Street, N. W.

Washington, D.C. 20463
1.800.424.9530

Texas Ethics Commission
P.O. Box 12070
Austin, Texas 78711-2070
512.463.5800
1.800.325.8506

Drug and Alcohol Abuse Prevention Program

Please see Total Transformation Institute's Security Report.

Retention Rate

Please follow this link <http://nces.ed.gov/ipeds> for information on Total Transformation Institute's rate.

Completion/Graduation and Transfer-out Rates

Please follow this link <http://nces.ed.gov/ipeds> for information on Total Transformation Institute's rate.

Placement in Employment

Please follow this link <http://nces.ed.gov/ipeds> for information on Total Transformation Institute's rate.

Job Placement Rates

Please follow this link <http://nces.ed.gov/ipeds> for information on Total Transformation Institute's rate.

Security Report

Please see Total Transformation Institute's Security Report.

Privacy of Future Professional Records – Family Rights and Privacy Act (FERPA)

Please see Total Transformation Institute's Catalog

Gainful Employment

Please see each program's web page:

Cosmetology

Esthetics

Student Instructor

The On Time Graduation Rate for 2012 is 74%

The Median Loan Debt information for 2012 is TBD.

Student Loan Information Published by the U.S. Department of Education

Given potential borrowers during Entrance and Exit counseling

National Student Loan Data System (NSLDS)

Please see Total Transformation Institute's Webpage regarding Financial Aid.

Entrance Counseling for Student Loan Borrowers

This counseling is provided to all borrowers at the time loans are applied for.

Exit Counseling for Student Borrowers

This counseling is provided to all borrowers at the time of the last 50 hours of their program.

Private Education Loan Disclosures (Including Self-Certification Form)

Private Education Loans are not offered by the Institute nor does the Institute have preferred lender arrangements.