

*East Texas Cosmetology College  
3302 College Drive  
Lufkin Texas 75904  
(936) 632-7501*

## **Memorandum of Understanding**

2019-2020

East Texas Cosmetology College follows requirements of the Texas Department of License and Regulation.

PO Box 12157

Austin, Tx. 78771

[www.tdlr.texas.gov](http://www.tdlr.texas.gov)

1-512-463-6599

ETC College Partners with Diboll ISD and Angelina County Cooperative Early College High School.  
ETC College provides classes in Cosmetology, Esthetician, Manicure and Eyelash Extensions for High School Students.  
This documentation is an agreement between all parties and understanding of contract obligation.

### **Public Secondary Programs for High School Students (1000 Hours)**

- A. Haircutting styling and related theory 400 hours
- B. Hair Coloring and related theory 150 hours
- C. Cold Waving and related theory 100 hours
- D. Manicuring and related theory 100 hours
- E. Orientation, rules and laws 75 Hours
- F. Shampoo and related theory 75 hours
- G. Chemical hair relaxing and related theory 50 Hours
- H. Facials and related theory 25 hours
- I. Hair Scalp treatment and related theory 25 Hours

East Texas Cosmetology College follows guidelines and standards by TDLR credit clock hours.

1. ETC College establishes course content, instruction and all education obligations.
2. ETC College provides students with a facility to educate.
3. High School administration is responsible for student's completion of high school courses.
4. Program duration 2 years; 4 semesters
5. The school district is permitted to set eligibility requirements for potential students or enrollees.
6. Each student and superintendent receive an ETC College handbook and understands rules and regulations; policies and procedures.
7. ETC College will submit grades to school district for high school documentation.
8. Student must have all proper documentation to enroll in course.
9. The school facility is permitted to visit ETC College campuses to evaluate course objectives if needed.
10. Upon request of ECHS, ETC College staff may submit samples of tests, assignments, attendance records and other material if needed.

11. Textbook, kit, smock, enrollment fee and permit will be purchased by the school district or student. The first invoice will include all items listed and will be paid within a timely manner to ensure proper education.
12. Tuition is paid in a timely manner, not exceeding six weeks after billed. School district or student is responsible for tuition. Students must accumulate clock hours to complete the course. Four semester payments are to be paid to East Texas Cosmetology College. The high school program extends through junior and senior year. Seniors may enroll in the program, but administrator, parent and Mrs. Oliver will meet to make accommodations for the student.
13. Administration notifies Mrs. Oliver on students that vacate the program. The school district understands the attendance requirements.
14. If student does not complete the program and drops out, the drop fee is \$150.00
15. Student must abide by handbook and policies and procedures of school. Failure to do so can result in termination.
16. ETC College reserves the right to terminate student from program if policies and procedures are not followed.
17. Students may recycle their textbook and kit back to ETC College for future students.
18. If Students does not complete program on contract schedule, they may continue program after senior year. All fees for completion of program must be paid by student. Student must have all necessary documents completed before high school graduation. ETC College honors the 1000-hour program for cosmetology only until the end of July of senior year summer.
19. There after acknowledges student as an adult August 1<sup>st</sup>. Student will then be required to complete 1500-hour program for cosmetology and must pay for extra educational hours,
20. The school has the option to pay for state fees and kit for the students during the second year of the program.
21. TBLR requires a written exam of \$50.00 and a practical exam of \$ 72.00 after hours completed by the student.
22. No State license will be issued until both exams are passed.

The policy is subject to change via each academic program year due to financial requirements

East Texas Cosmetology College and Diboll ISD hereby to agree to the terms and conditions of the Memorandum of Understanding.

Verita Thomas

Superintendent

7/24/2019

Date

[Signature]

Principal/Counselor

7/23/19

Date

Michelle Oliver 7-30-19

Michelle Oliver Owner /Instructor  
East Texas Cosmetology College

Date

Staff: Yvonne D Sides, Michelle Oliver, Tina Glaza, Sheri Davis, Kim Ungerer, Kalise Dickerson

Revised 07/08/19

Program cost \$ 10,795.00

Hourly Rate: \$ 10.00 an Hour=\$10,000.00

High-School:

1<sup>st</sup> Semester 0-250-\$ 2,500.00

Book/Kit/permit/enrollment/smock=\$795.00 = \$3,295.00

2<sup>nd</sup> Semester 251-500-\$2,500.00

3<sup>rd</sup> Semester 501-700-\$2,500.00

4<sup>th</sup> Semester 701-1000-\$2,500.00

Balance: \$ 10,795.00

PSI State Examination Fee

Written Exam: 50.00

Practical Exam: 72.00

Note: Fees are not refundable or transferable.

The examination fee will be forfeited if you do not test  
within 1 year of the date your examination fee is received by PSI

State Board Kit: \$110.00 - for practical exam

Please sign (make a copy for your records) and return the signed agreement to ETC College for our files

A copy of the Handbook and Enrollment Agreement is for your records, each student has an agreement placed in the file.