



Inspiring beauty,
building careers.

RIVA Institute of Cosmetology
110 E. Agostadero St. Suite A
Weslaco, Texas 78596

STUDENT HANDBOOK

2024

Table of Contents

I. Welcome.....	2-3
a. Program Philosophy, Mission, and Goal	
II. Program Introduction.....	3-10
a. Program Administration	
b. Business Hours	
c. Program Overview-Tuition and Fees, Degrees and Certificates	
d. Program Outcomes	
e. Admission Requirements	
f. Course Policies/Student Participation	
g. Parking	
h. Grading	
III. Program Policies.....	11-15
a. Attendance/Tardy	
b. Communication	
c. Open Door Policy	
d. Lockers	
e. Professional Behavior	
f. Cell Phones	
g. Food/Beverages	
h. Breaks and Lunches	
i. Academic Integrity Violations	
j. Dress Code	
IV. Student Code of Conduct.....	16
V. Handbook Acknowledgment.....	17

****This handbook will be updated as necessary with procedures and guidelines to reflect the integrity of our program.***

Welcome to the Cosmetology Program

Nestled in the welcoming community of Weslaco, Texas, RIVA is dedicated to drawing in the most talented and passionate individuals and cultivating their creativity and skills. Our mission is to provide a nurturing environment where students from diverse backgrounds and experiences can thrive and realize their full potential. RIVA serves as a second home for many aspiring cosmetologists who seek personal and professional growth.

Beyond our commitment to excellence in cosmetology education, what truly distinguishes RIVA is our collaborative approach. We believe in the power of teamwork and cooperation, enabling our students to work together in pursuit of a brighter future in the world of beauty and aesthetics. At RIVA, we are more than just a school; we're a community that fosters the dreams and aspirations of our students while preparing them for success in the vibrant cosmetology industry.

Program Philosophy

Riva Institute of Cosmetology Mission: Our objective is to provide a nurturing environment where students from diverse backgrounds and experiences can thrive and realize their full potential.

GOAL: The faculty and staff of RIVA Institute of Cosmetology are committed to excellence in cosmetology education and in the development for success in the cosmetology industry.

Program Outcomes:

After successful completion of this course, students should demonstrate the following competencies:

- Know, master, and apply all the sanitation and sterilization procedures required by Texas Department of Licensing and Regulations.

- Master the proper technical and practical skills of all phases of cosmetology.
- Be able to communicate effectively in customer service skills.
- Understand the functions of business and develop habits of professional work skills.
- Understand the eligibility criteria for Texas Department of Licensing and Regulations (TDLR), Cosmetology Division, State Board Licensing Exams.
- The successful completion of the Cosmetology licensing program will require following the policies and guidelines set by this document.

Program Administration

Elva Alanis

Director of Cosmetology

956-952-7482

Sayra Alanis

Business & Finance

956-952-7482

Zulema Garza

Assistant Director

956-952-7482

Isabel Perez

Administrative Assistant

956-952-7482

Marcia Garza

Academic Advisor

956-952-7482

Business Hours:

Full-Time

Monday-Friday

8:30 a.m - 4:00 p.m. (30 min. lunch)

Part-Time

Monday-Friday

8:30-12:30 (morning)

5:30 p.m. -9:30 p.m. (evening)

Contact Us:

contact@rivacosmetology.com

Program Overview

The program prepares the students with the theory and basic skills to pass the State Licensing Examination.

The course instruction for each program is delivered in learning phases. Each phase includes assignments, laboratory mastery skills, rubrics, projects, and tests. Professional and technical knowledge and skills in these instructional sequence courses is designed to provide job-specific training for employment in Cosmetology and Esthetics Professionals.

Upon successful completion of the requirements set by the Texas Department of Licensing and Regulations, students become eligible to take the state licensing examinations to achieve their professional license in their respective area.

Tuition and Fee Schedule

Cosmetology Course: 1000 Hours

Administrative Fee/Deposit (***non-refundable***): \$100.00

Permit fee to TDLR: \$25.00

Supplies: \$1650.00

Tuition Cost: 10,999 (10.99 Hourly Rate)

Total: \$12,774.00

This degree and certificate is designed to provide students with the complete professional skills to become a licensed Cosmetology Operator in the State of Texas. Instruction includes sterilization and sanitation procedures, hair care, nail care, and skin care.

Manicurist Course: 600 Hours

Administrative Fee/Deposit (***non-refundable***): \$100.00

Permit fee to TDLR: \$25.00

Supplies: \$1000.00

Tuition Cost: \$6,594 (10.99 Hourly Rate)

Total: \$7,719.00

This certificate is designed to provide students with the complete professional skills to become a licensed Manicurist/Nail Technician Specialist. Instruction includes sterilization and sanitation procedures, nail structure, disorders, and diseases along with knowledge of nail services and nail enhancements.

Esthetician Course: 750 Hours

Administrative Fee/Deposit (***non-refundable***): \$100.00

Permit fee to TDLR: \$25.00

Supplies: \$1,100

Tuition Cost: \$8,242.50 (10.99 Hourly Rate)

Total: \$9,467.50

This degree and certificate is designed for students seeking the professional skills in cosmetic treatments for skin. Instruction includes sterilization and sanitation procedures, basic and advanced skin care skills, along with professional development in industry preparation.

Eyelash Extension Course: 320 Hours

Administrative Fee/Deposit (***non-refundable***): \$100.00

Permit fee to TDLR: \$25.00

Supplies: \$1100.00

Tuition Cost: \$3,516.80 (10.99 Hourly Rate)

Total: \$4,741.80

This certificate will allow you to create custom eyelash designs for your clients by teaching you Volume lash applications. Instruction includes sterilization and sanitation procedures, basic and advanced eyelash skills, along with professional development in industry preparation.

Manicurist/Esthetician Course: 800 Hours

Administrative Fee/Deposit (***non-refundable***): \$100.00

Permit fee to TDLR: \$25.00

Supplies: \$1,400.00

Tuition Cost: \$9,600 (12.00 Hourly Rate)

Total: 11,125.00

The primary purpose of this course is to prepare students to render quality skin care services and quality manicuring, pedicuring, nail enhancements & spa services to clients as well as inform them of basic theories and principles of the profession by using both academic learning and hands-on practical experience.

Additional Courses *(A student license must be issued prior to applying)*

Cosmetology Course: 300 Hours

Administrative Fee/Deposit (**non-refundable**): \$100.00

Permit fee to TDLR: \$25.00

Supplies: \$484.00

Tuition Cost: \$3,297 (10.99 Hourly Rate)

Total: \$3,906.00

Barber Course: 300 Hours

Administrative Fee/Deposit (**non-refundable**): \$100.00

Permit fee to TDLR: \$25.00

Supplies: \$484.00

Tuition Cost: \$3,297 (10.99 Hourly Rate)

Total: \$3906.00

Enrollment Requirements

1. Submit a completed student enrollment agreement/contract.
2. Submit a registration fee and a \$25.00 permit fee (TDLR Only).
3. Submit a registration deposit fee of \$100.00
4. Modification of class dates may be permitted prior to the first day.
5. Document proof of age by submitting a driver's license or TX ID, birth certificate or passport.
6. In person registration
7. Attend orientation (**Mandatory/Non-negotiable**)
8. Pay for classes, TDLR permit, purchase student kits, uniforms, and textbooks (required items).

Enrollment Procedures

In addition to meeting the prerequisites, Texas Department of Licensing and Regulations requires proper state registration procedures.

1. The student will provide the required documentation upon enrolling.
 - a. Copy of their social security card
 - b. Current picture ID
2. The student obtains a TDLR student permit with a \$25.00 registration fee for all Cosmetology programs. This fee also provides to each student a required TDLR Cosmetology Laws and Rule book which is part of the instruction and licensing exam resource.
3. If a student initiates a withdrawal from the program, the student kit, digital book, TDLR fee, and administrative fee/deposit is **Non-refundable**.

Student Participation

The student is provided the Rights and Responsibilities with the specific guidelines. In addition, the RIVA Institute of Cosmetology and Texas Department of Licensing and Regulations has specifics which are clearly addressed.

1. Students are expected to conduct themselves in a professional manner within the classroom, lab and among all on and off campus activities.
2. Students are **required** to follow their specific phase assignments, lab skills practice, evaluations and any special events/projects set forth by the instructor and as indicated on the course syllabus.
3. Students will be held responsible for any equipment, textbooks, product and implements during instruction.
4. Students are required to wear the appropriate uniform set forth by each area of the cosmetology programs.
5. Students will pay fees for their State Board Exams (Written \$55 and Practical \$76). Successful completion of 900 credit hours of training qualifies the student as a candidate to take the written portion of the state board exam for Cosmetology Operator Program. The Operator practical exam is taken after successful completion of the total 1000 credit hours and passing the written exam. The Esthetics written and practical exam is taken after successful completion of the total 750 credit hours. The Nail Tech written and practical exam is taken after successful

completion of the total 600 credit hours. The Eyelash Extension written and practical exam is taken after successful completion of 320 credit hours. The Manicurist/Esthetician written and practical exam is taken after successful completion of 800 credit hours.

Assignments are incorporated into the course to enhance the experiential learning experience for our students.

Parking

All students are expected to park in the parking lot behind the school.

Grading Policy

Course instructors establish grading policy in their respective syllabi. Permanent grades are recorded only at the end of each session/semester. The grading rubric used is as follows:

- A = 90-100 excellent/exceptional performance
- B = 80-89 above average
- C = 70-79 average
- D = 60-69 below average (***This grade is not acceptable and students must retake the subject course.***)
- F = 59 or lower failure (***This grade is not acceptable and students must retake the subject course.***)

Students may be required to sign an agreement outlining the requirements to satisfactorily complete the course. In addition, students must successfully pass a final written and practical assessment (TDLR) prior to graduation.

Grades are based on All or Nothing. Points will be given if tasks have been completed to satisfaction based on teacher review.

Attendance is of the utmost importance. "If you miss school, you miss out." Students must be present, on time and be active participants of learning.

Theory Assignments: Be prepared with textbooks and workbooks and ready for class participation. Students must complete individual class assignments and participate in any group projects. Students must also complete all assigned theory and practical workbook assignments.

Makeup test/assignments: Make-up test and assignments may be taken one time if the student has failed with a 69 or below. The highest grade that can be recorded for a make-up test or assignment is a 70.

Late work/Late submission: All work submitted after the due date will have 10 points deducted per week it is late. If assignments are not turned in, they will be recorded as a "0" in the grade book.

Laboratory/Sanitation Assignments: Students must be prepared with their kit and appropriate mannequins. Effort and quality of technical skill performed on mannequins for individual/class work and client services will be graded appropriately. Students must complete monthly and project worksheets. These worksheets are to be turned in monthly for a grade. Students will practice on mannequins, other students, and salon customers. Salon customers come first, therefore; students should always be prepared to serve customers. Refusal to serve the customer will result in a dismissal for the day and no grade. Service customer forms must be turned in daily to receive proper credit.

Daily cleaning assignments must be completed and working stations must be sanitized after each use. Students must maintain sanitation and safety throughout the day when servicing customers or practicing with individual work assignments as set by the Texas Department Law and Rules Books.

Professional Competency: Students are responsible for maintaining professionalism at all times while in the learning studio, in the classroom and on and off campus activities. It includes compliance with program uniform and appropriate shoes, class preparation, respecting school property, using appropriate language, respecting classmates, faculty, and staff. Students must contact their instructor when a tardy or absence will occur.

Program Policies

Attendance: For a student to be successful in achieving their academic goals, regular and punctual attendance is expected for all scheduled classes. While there may be an occasional need for a student to be absent, there are no excused absences at RIVA Institute of Cosmetology. The only exception to this rule may be granted to students representing the school in an official capacity and with prior approval from the program director.

Tardy: Students will clock in and out. Please be advised that students who are 10 minutes late to lecture **may not** clock in until their **scheduled lab time**. Tardiness may have an impact on your final passing grade.

Non-compliance with the attendance policy will affect the required hours per the State Board of Cosmetology.

Academic success is directly tied to the effort students put into their studies, the degree to which they interact with faculty and peers, and the extent to which they integrate into the campus life. Attendance has a significant impact on performance, and attendance during the first week is integral to success. Regular and punctual attendance in all classes and laboratories is required.

Ongoing Attendance: Absences are counted regardless of whether they occur consecutively. After 40 consecutive hours of absences, students will be automatically dropped. If a student re-enrolls, he/she must pay all administrative fees again.

Students who are absent for any reason should always consult with their instructors. Also, both tardiness and early departure from class may be considered forms of absenteeism. In all cases, students will be held responsible for completion of course requirements covered in their absence.

Student Course Management

Students are responsible for managing course hours and coursework missed due to absences. Students will earn the grade for the coursework performed during course management and meet the student learning outcomes of the specific course.

Communication: The responsibility for constructive dialogue belongs to all: Faculty, staff and students.

Open Door Policy: An open door policy is acknowledged and practiced by all levels of management. Students should feel free to meet with any staff member. Ask your instructor for persons in whom you should direct your questions, complaints, suggestions, or problems to. We value your input.

Lockers: Each student will use a locker to store all personal items. Purses must be locked in your locker to protect your personal belongings. Keep your locker clean. Drinks and open food items are not allowed in student lockers at any time, nor should they be placed on top of the lockers. The only way your items can be protected is if they are secured inside your locker.

Any student that does not keep their locker locked at all times will be asked to keep their items secure in their personal vehicle so that the academy is not responsible. Students should keep their nametag and kit in their locker overnight. This reduces the chance of leaving the items at home or losing them. Replacement nametags are \$10.00 each.

Students should not store any personal items (purse, back-pack, phone, iPod...) under their stations even while working on the salon floor, as these are not secure. The Institute is not responsible for any lost or stolen items.

Professional Behavior: Students always have a responsibility for maintaining professionalism while in the learning studio, the classroom and on or off-campus activities.

This includes the following:

1. Dress as outlined in the Student Handbook Dress Code which includes makeup, hair, uniform, and shoes.
2. Be prepared for class and lab with books and student kit.
3. Always accept a client during lab hours with a positive and enthusiastic attitude.
4. Use of the cell phone is prohibited. Designated times may be given by the instructor for cell phone use.
5. Comply with TDLR policy on ALL timeclock guidelines.
6. Respect school property, peers and ALL staff and instructors in accordance with the RIVA Institute of Cosmetology Student Code of Conduct.
7. Communicate with the instructor and clock out when needed to leave the premises.

8. Perform all the required duties during lab use (sanitation, organization, stocking product, and cleanliness).
9. Absolutely no chewing of gum.
10. Appropriate language must be used with customers, staff, and other classmates.

Cell Phones

Cell phones can be disruptive in the classroom, therefore such devices may only be used with the expressed permission of the instructor for instructional purposes. Use of cell phones is strictly prohibited in the classroom and in the lab area. If there is a need to check your phone or receive a call, the student must communicate with their instructor prior to the beginning of class. Students who create a disturbance by using the device will be asked to leave the class.

Food and Beverages

In our efforts to create a comfortable and clean classroom environment for our students, food and drinks are prohibited in the lab. Students can have drinks in the classroom with the permission of the instructor. Students are invited to enjoy their meals in the student break room. Food and drinks are not allowed in the hallway outside the learning studio. The break room must be clean at all times. All food must be taken home on a daily basis. Absolutely no food should be left in the refrigerator overnight.

Breaks and Lunches

Your instructors will provide you with a break and lunch schedule. Students are responsible for returning to class on time or the tardy policy will be applied.

Academic Integrity Violations

Academic integrity violations cover conduct involving scholastic dishonesty. It is a violation of the Student Code of Conduct to engage in the following conduct:

1. Sale of Academic Product. Preparing, selling, offering or advertising for sale, or delivering to another person an academic product in exchange for anything of value, except where the conduct consists solely of offering or providing tutoring or editing assistance to another person in connection with the other person's preparation of an academic product to satisfy the other person's academic requirement. Academic product includes but is not limited to a term paper, essay, report, recording, work of

art, or other written material submitted or intended to be submitted by a person to satisfy an academic requirement of the person.

2. Academic Enticement or Influence. Influencing or attempting to influence an employee, faculty member or administrator in a specific exercise of official duties.
3. Academic Misconduct. The intentional violation of policies, such as tampering with grades, misrepresenting one's identity, or taking part in obtaining or distributing any part of a test or assessment, or any information regarding the content of such an instrument.
4. Fabrication. Intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.
5. Cheating. The use or attempted use of unauthorized materials, information or study aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge; or unauthorized copying or collaboration.
6. Plagiarism. The unauthorized or undocumented use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.
7. Conspire. Assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.

Dress for Success Code

As a student in the field of Cosmetology, you are expected to dress in a manner that exemplifies a professional image of a cosmetologist, esthetician, and nail technician. It is also important to project yourself as the professional with the ability to provide beauty salon services.

All students must comply before entering the Learning Studio. Students who do not meet the dress code of professional standards will be dismissed from class. The dress code will be enforced by all faculty, staff, and the director. If you are unsure of the dress code, please check with your faculty or staff.

Uniforms

- I. Scrubs
 - Only specific colored scrubs will be acceptable.

- Black closed-toe tennis shoes (comfortable) with rubber soles. No open-toe shoes of any style are permitted. If you have any questions regarding shoe styling being acceptable, check with your instructor.
- II. Sweaters/Jackets
- Same color long sleeve cardigan sweaters and light jackets can be worn under uniform for additional warmth. Absolutely no hoodies can be worn.
- III. Hair and Make-Up
- Hair and make-up are expected to be professionally styled and or applied. Long hair should be secured when servicing clients on the clinic floor to avoid hanging in your clients' face, hands or feet.
 - Baseball caps, hats and other headgear are not permissible.
- IV. Nails
- Nails should be well trimmed and manicured.
 - Any nail color, design, or art is acceptable if it is done professionally and with good judgement.
- V. Jewelry, Tattoos and Body Piercings
- For reasons of safety and sanitation, the following rules will apply:
- No earrings and bracelets that dangle
 - Rings must be kept to a minimum. They can tangle in the hair and slip off.
 - Body piercings should be kept to a minimum and should not interfere with the safety of guests and other students including interference with facial machine electrical currents.
 - Tattoos should not be offensive to others. Students may be asked to cover offensive tattoos.

[Complaint Information](#)

Student Code of Conduct

RIVA Institute of Cosmetology is committed to developing professional ethics, along with teamwork, leadership and communication skills in professional preparation is of the utmost importance.

The students are required to obtain knowledge and maintain the highest of standards of the professional learning environment.

All students are expected to comply with the Student Code of Conduct.

Violations include, but not limited to:

- Vandalism
- Falsification of official school records
- Conduct of a nature which significantly interferes with the activities of the school
- Stealing
- Use of possession of alcohol, narcotics, vape pens, or hallucinatory drugs on campus
- Any willful attempt to cause bodily harm to self or others
- Academic dishonesty involving, but not limited to cheating on a test plagiarism, and conspiring
- Possession on one's person or in one's automobile of a firearm, illegal knife, or other dangerous weapon (such as explosives or fireworks swords, daggers, or straight razors)
- Any form of hazing
- Sexual harassment
- Committing any act classified as an indictable offense while on campus
- Misuse of school documents, records, or ID card
- Gambling
- Violating policies/regulations concerning registration of student organizations or use of facilities
- Unauthorized distribution or posing of printed material on campus
- Activities or actions interrupting scheduled activities or classes.

All students are held accountable for their behavior and will be subject to disciplinary consequences outlined in the Student Code of Conduct. I have read, understand, and will comply with the Student Code of Conduct.

Student Name (Printed): _____

Student Signature: _____ Date: _____

RIVA Institute of Cosmetology

Acknowledgement Form

I have read and understand the student handbook for the RIVA Institute of Cosmetology. I will abide and comply with the policies provided to me in this handbook. Failure to comply will result in disciplinary action and may cause dismissal. Three Warnings (write ups) will result in the Instructor dropping or withdrawing me from the cosmetology program.

I also understand that the RIVA Institute of Cosmetology reserves the right to modify the rules and regulations at any time and that I will be advised of all modifications.

My readmission into the school will be based upon an interview with the Cosmetology Academic Director.

By signing this document, I am committing to a positive work ethic and attitude, to be responsible and an engaged member of the RIVA Institute and Cosmetology and contribute to my professional and program success.

Student Name (Print)_____ Student ID_____

Student Acknowledgement Signature_____