

# **HAIR ACADEMY**

**62 Consumer Drive  
Chillicothe, OH 45601**

**(740) 774-HAIR**

## **SCHOOL CATALOG**

## Publication Date July 2022

### Table of Contents

3	Mission Statement Ownership, Licensure & Accreditation Philosophy & Opportunity
4	Facilities & Faculty School Calendar & School Schedule Programs Offered & Enrollment
5	Requirements Admissions Requirements Re-Entry Policy & Transfer Policy
6	Non-Discrimination Policy Tuition & Fee Information Scholarships & Financial Aid Graduation &
7	Licensing Requirements Student Services & Career Considerations Physical & Safety Demands of the Profession
8	Drug Free Workplace & Institution
8-9	
9	
9-10	Sexual Harassment, Anti-Bullying and Anti-Hazing Policy
10	Academic Advising & Career Counseling Housing & Professional Assistance Policy Student Records & Transcripts
10-11	Student Information Release Policy
11	Family Educational Rights & Privacy Act – FERPA Performance Statistics – NACCAS Annual Report Outcome Rates Hair Academy – Zero Tolerance Policy & Termination Policy Kit Responsibility
11-12	General Rules & Professional Ethics
12	Appearance & Attendance Policy
13	Lunch Period/ Break Room, Phone Calls & Desk Duties Dispensary & Shop Duties
14	Student Grievance Procedure
14-16	Leave of Absence Policy & Satisfactory Academic Progress Policy
17-22	Program Course Outlines Cosmetology, Manicuring & Advanced Programs
23-24	Refund Policy & Additional Expenses
24-26	Federal Title IV AID Information & Title IV AID Return Policies
26	Student Schedules & Administrative Wavier Student Consumer Information & Campus Security Act of 1990 Information on Professions & Professional Safety
27	Compensation, Job Placement & Employment Requirements
28	Financial Aid Information

### **MISSION STATEMENT**

Hair Academy is dedicated to student success by offering education in Cosmetology, Manicuring, and in the business skills and fiscal responsibility necessary for success in the workplace; to provide the best products and services to customers; to treat students and customers in a kind and friendly manner; and to be a positive influence in the community. Our goal is to prepare our students to graduate, successfully pass their licensing examination, and to find gainful employment in the beauty industry.

### **OWNERSHIP**

The institution is owned by Hair Academy LLC. Kathy McElwee is the sole owner.

### **LICENSURE AND ACCREDITATION**

The Institution is licensed by the:

The Ohio State Cosmetology and Barber Board

1929 Gateway Circle

Grove City, OH 43123

Phone: [\(614\) 466-3834](tel:6144663834),

Fax: [\(614\) 644-6880](tel:6146446880)

Website: [www.cos.ohio.gov](http://www.cos.ohio.gov)

Statutes and Rules governing cosmetology operations and activities in Ohio can be found at: <http://www.cos.ohio.gov/lawsrules.php>

The Institution is an Accredited School with the:

National Accrediting Commission of Career Arts & Sciences

3015 Colvin Street

Alexandria, VA 22314

Phone: (703) 600-7600

Website: [www.naccas.org](http://www.naccas.org)

The Institution is recognized as an Institution of Higher Education, eligible to participate in Federal Financial Aid:

Secretary of Education,

United States Department of Education,

Washington D.C.

### **PHILOSOPHY**

To provide training that is complete, relevant, and inspiring for careers that make people look and feel better is as noble an endeavor as is the work for which the training is intended.

### **OPPORTUNITY**

If you want to earn a good income, do something creative, have pride in your work, meet people and enjoy what you do, Cosmetology and Manicuring are each avenues of opportunity to a wide variety of fascinating positions. Being a stylist in a salon is just one of many. Positions are available as traveling stylists, teachers, color specialists, makeup consultants, nail artists, skin care technicians, Spa experts, precision hair cutters, etc., if you have been trained in a school that offers the relevant education and experience necessary for you to compete.

We extend a cordial invitation to you to visit our schools and see our programs in action! You will note busy clinics where students get much practical experience. While book work and lectures are important, our experience has proven there is no substitute for actually performing the services on live models (clients), under close instructor supervision. This blend of training produces a graduate not only knowledgeable but also well-skilled to compete and succeed.

## **FACILITIES**

Hair Academy is conveniently located at 62 Consumer Drive Chillicothe, OH 45601 within the Shawnee Square Shopping Centre and with ample parking. The facilities are 4160 Sq. Ft. constructed and equipped in accordance with the State Department of Health Services guidelines. There are 2 classrooms, 2 professional office, and 3 bathrooms, 1 Cosmetology Student Salon with 13 stations, 1 Facial/Skin Care room, and 2 Pedicure chairs and 1 Manicure room with 6 stations. The school is designed so the instructors have full view of the classrooms and workspace. We offer the same quality and type of equipment currently used in salons, and it is kept in excellent working condition. The school provides all equipment necessary for the teaching of all subjects in the curriculum, and space for students to work and concentrate on their studies. The school has central heating and air conditioning and is well ventilated.

## **FACULTY**

Kathy McElwee – Instructor  
Erin Mcelwee - Office Manager/Instructor  
Tara Kennedy - Financial Aid Director

## **SCHOOL CALENDAR**

The institution has an open enrollment with classes beginning every Monday. The institution is closed on the following holidays you must attend the day before and after every holiday unless prior permission has been granted. The institution may close at times due to inclement weather. Announcements are made via text or email directly to the student. Any additional days off will be announced in advance.

Memorial Day  
Independence Day  
Labor Day  
New Year's Eve and Day  
Martin Luther King Day

Thanksgiving and the day after  
Veterans Day  
Christmas Break  
Columbus Day  
Presidents' Day  
Summer Break

## **SCHOOL SCHEDULE**

The institution is open Monday through Friday 9:00AM – 4:00PM. Full-time students are scheduled to attend 32.5 hours. Part-time students are scheduled to attend 3 hours per day/15 hours per week.

## **PROGRAMS OFFERED** - All programs are offered in the English language only.

Cosmetology – 1500 Clock Hours  
Cosmetology Advanced – 300 Clock Hours  
Manicuring – 200 Clock Hours  
Manicuring Advanced – 100 Clock Hours

## **ENROLLMENT REQUIREMENTS**

All students wishing to enroll at the institution must attend a personal interview and tour of the school. Students must be a high school graduate or its equivalent. The institution does not admit Ability to Benefit (ATB) student. Additionally, we do not offer GED programs, however GED programs are taught in the community. For information about where GED programs are offered, contact the Director of Education.

## **ADMISSIONS REQUIREMENTS**

At the time you seek to enroll we will inform you of any additional requirements required by state law. The institution accepts applicants for enrollment on an ongoing basis. In order to be admitted to the institution, the student must complete the following:

- Submit Proof of age- Government Issued Photo ID or Driver's License- must be minimum 16 years of age to enroll
- Submit a High School Diploma, or its equivalent, a transcript showing high school completion, or a certificate of attainment. G.E.D. Certificate; State Certified Home School Certificate; Foreign Diploma that has been translated and authenticated as a High School Graduation Diploma in the United States.
- Applicants enrolling in one of our advanced programs must submit a copy of a current Ohio practitioner license or be a recent graduate of a program at this school.
- Pay a registration fee of \$175.00
- Sign a completed Enrollment Agreement

## **RE-ENTRY POLICY**

If a student wishes to re-enter the program after withdrawal or termination the student must contact the administration office. The institution will first determine whether you meet current eligibility requirements to restart based on your prior enrollment period. If you are eligible the institution will contact you and set up a meeting to go over the possibilities and requirements of returning to the program. The institution will also discuss what led you to withdraw initially. The institution encourages you to thoroughly evaluate whether those factors have been addressed. Hair Academy reserves the right to grant or deny re-entry into the program for any reason. Any student accepted for re-enrollment will return in the same Satisfactory Academic Progress status as at time of withdrawal. A student who re-enters Hair Academy will be required to maintain or complete the following:

- Pay any balance owed to the school prior to restart, unless other payment arrangements have been made.
- Sign a new Enrollment Agreement. The terms and conditions of the new Enrollment Agreement will be based on the program requirements at the time the new Enrollment Agreement is signed. This means that the new Enrollment Agreement will reflect any applicable tuition and fee increases or other program changes.
- Financial aid assistance will be computed on an individual basis. Changes in financial aid eligibility and/or requirements may cause the student to personally pay the cost of their tuition.
- Payment of \$150.00 reentry fee is required. Should the student fail to complete the reentry process, this fee will be refunded.
- A complete kit is required. Broken or missing items must be replaced prior to school start
- A written request for reentry must be submitted. Please ensure the following is included:
  - Student name as it appears on our records
  - Start and Final dates of attendance
  - Current address and telephone number
  - Reasons why the student withdrew from school as well as written assurance of completion

## **TRANSFER POLICY**

Hair Academy does not recruit students admitted to or currently attending another cosmetology school. Hair Academy will not make any guarantees that hours earned in our programs will be accepted as transfer hours by another institution. As a transfer student it is your responsibility to confirm what other schools will accept. Hair Academy will accept applications from prospective transfer students enrolling in the Cosmetology or Manicuring programs only. The institution does not accept transfer students in any other programs.

To transfer hours based on a prior enrollment in another institution Hours (transcripts) must be approved by the Ohio State Board of Cosmetology. Ohio students must request transcripts from the Ohio State Board and the previous school for proof of hours. The transcript must include a listing of detailed hours, theory tests, practical tests, as well as all grades received. This information must be received by Hair Academy before an enrollment determination is made. Transfer students are responsible for fulfilling all applicable state requirements. Hair Academy will aid with the process to the best of its abilities but will not make any guarantees. Hair Academy reserves the right to deny transfer hours from other schools.

**NON-DISCRIMINATION POLICY**

The institution does not discriminate on the basis of sex, race, age, color, ethnic origin, or religion.

**TUITION & FEE INFORMATION**

You will be responsible to pay the registration, tuition, and kit/book fee as stated on your Enrollment Agreement. Students must pay the full book/ kit fee before receipt. Should you lose required items, you will be required to replace it and will be charged the current market price.

- The student may pay his/her full tuition and fees before starting the program or in accordance with the school’s tuition requirements.
- The student will be charged the market price to replace any book/kit items.
- The institution accepts payment for tuition and other fees in the form of cash, check, credit card, money order and eligible Title IV funds. All returned checks for insufficient funds will be subject to a \$25 fee.
- The student will be charged a late fee of \$25 each time the institution does not receive payment by the due date.
- Extra Instructional Charges: School will charge additional tuition for hours remaining after the contract ending date stated on the enrollment contract at the rate of \$50.00 per day, or any part thereof, payable in advance until graduation. The contract end date is calculated based on a 100% attendance rate, plus all scheduled holidays and school closures as well as additional days that are equal to 10% of the applicable program hours to allow for absences.
- The school will charge a registration fee for students enrolling or transferring to the school of \$200.00.
- Student Kit & Books and are non-refundable items.
- In Ohio, students are subject to additional examination and/or licensing fees. The types and amounts of current fees can be located at the following web address: <http://www.cos.ohio.gov/uploads/File/fee%20summary.pdf>

**Cosmetology Program**

Tuition	\$20,000
Registration Fee	\$200
Lab Fee	\$750
Books/Kit	\$2000
<b>Total Cost</b>	<b>\$22,950</b>

**Advanced Cosmetology Program (300 Hours)**

Tuition	\$3,000
Registration Fee	\$200
Lab Fee	\$300
<b>Total Cost</b>	<b>\$3,500</b>

**Manicuring Program**

Tuition	\$2,000
Registration Fee	\$200
Lab Fee	\$250
Books/Kit	\$1,200
<b>Total Cost</b>	<b>\$3,650</b>

**Advanced Manicuring Program (100 Hours)**

Tuition	\$1,000
Registration Fee	\$200
Lab Fee	\$150
<b>Total Cost</b>	<b>\$1,350</b>

**Cost of Attendance - Indirect Costs**

Per Month: 2022-2023

Living at home with parents:

Room & Board	\$921.00
Transportation	\$188.00
Miscellaneous	\$597.00
Other	
Total	\$1,706.00

Living away from home:

Child care	\$545.00
Room & Board	\$1375.00
Transportation	\$280.00
Miscellaneous	\$891.00
Other	(Case by Case)
Total	\$2,547.00

Per Full Length of Program 2022-2023 (approx 12 months)

Living at home with parents:

Room & Board	\$11,052.00
Transportation	\$ 2256.00
Miscellaneous	\$ 7164.00
Other	(Case by Case)
Total	\$20,472.00

Living away from home:

Child care	\$ 6540.00
Room & Board	\$16,500.00
Transportation	\$ 3360.00
Miscellaneous	\$10,692.00
Other	(Case by Case)
Total	\$37,092.00

### **SCHOLARSHIPS**

Scholarships are available to prospective students during their senior year of high school. Qualifications include financial need, academic performance, attendance and interest in the field. One may obtain a scholarship application by contacting our Administrative Office. Upon receipt of a completed application, a personal interview will be scheduled by our admissions office. It is important to understand that the primary purpose of scholarships to encourage those individuals to attend our school who will likely graduate from our program and move on to successful careers and become lifetime ambassadors for our school. To this end, scholarships are awarded only to individuals who exhibit career interest. This policy is also attributable to any other form of school-sponsored tuition waiver, discount or award offered

### **FINANCIAL AID**

The financial aid available to those who qualify includes Pell Grants, Direct Stafford Loans and Federal Parent PLUS loans, school-sponsored Scholarships, and private aid. Information regarding eligibility, the procedures by which students may apply for financial aid, and the forms used to make application, are available at our Administrative Office. Additionally, students who receive a Federal Student Loans are required to complete an entrance counseling interview prior to receiving their first loan disbursement and an exit counseling interview prior to completing their course of study.

### **GRADUATION & LICENSING REQUIREMENTS**

In order to receive a Certificate of Completion and graduate, the following graduation requirements apply for all programs offered at Hair Academy:

- Complete all phases of study according to State requirements.
- Complete all required assignments, tests, and examinations, both practical and theoretical.
- Made satisfactory payment of all debts owed to the school.

After all graduate requirements have been met the student must sit for, and pass the applicable state board licensing examination. To be eligible to take the Ohio State Board of Cosmetology licensing examinations, an applicant for licensure must satisfy the following:

- a) Passes an examination conducted under Section 4713.24 of the Revised Code of the Ohio State Board of Cosmetology, for the branch of cosmetology the applicant seeks to practice;
- b) Pays to the Board the applicable fee;
- c) In the case of an applicant for initial Cosmetology license, has successfully completed at least 1500 clock hours of board approved Cosmetology training in a school of cosmetology licensed in the State of Ohio.
- d) In the case of an applicant for an Cosmetology Advanced license, has successfully completed at least 300 clock hours of board approved Cosmetology Advanced training in a school of cosmetology licensed in the State of Ohio.
- e) In the case of an applicant for initial Manicuring license, has successfully completed at least 200 clock hours of board approved manicurist training in a school of cosmetology licensed in the State of Ohio.
- f) In the case of an applicant for an Manicuring Advanced license, has successfully completed at least 100 clock hours of board approved managers training in a school of cosmetology licensed in the State of Ohio.



Disclosure: Please see the Ohio State Cosmetology and Barber Board, Ohio Administrative Code, Chapter 4713-1-07 Prohibited Acts, for reasons why the Board may refuse to renew, or may fine, suspend and/or revoke any license or permit for any one or more causes and therefore prevent an individual from obtaining or maintaining gainful employment as a licensed professional.

### **STUDENT SERVICES**

The administrative staff is available to students to assist with financial aid counseling regarding school and personal concerns, etc. Any student may schedule a conference with any member of our staff.

### **CAREER CONSIDERATIONS**

Hair Academy wants to ensure that students interested in pursuing a career in hair, skin or nails, considers all aspects of such a decision. Persons who want to become professionals in this field must:

- Have finger dexterity and a sense of form and artistry
- Enjoy working with the public and be able to follow a customer's direction
- Keep abreast of the latest hair, skin and nail care techniques and technological innovations
- Work long hours while building a personal clientele in order to earn the desired income
- Make a strong commitment to the educational process and complete the program of study
- Learn the skills necessary to operate a personal business

Applicants and students should be aware that:

- The work can be arduous and physically demanding because of long hours standing over a stylist's chair, an esthetician's treatment bed or manicurist table
- There will be exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used incorrectly
- The practice of safety and infection control is essential for effective and successful performance within the industry
- Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon or spa).

### **PHYSICAL AND SAFETY DEMANDS OF THE PROFESSION**

Hair Academy educates students on the following physical demands essential to the beauty industry. Students must be able to perform these demands, with or without reasonable accommodations (as appropriate), to participate in the program and become a graduate of Hair Academy. Students must understand that as part of the program, there may be other necessary physical and safety requirements. If you require a reasonable accommodation to perform these demands, you must direct a written request with documentation, to the manager prior to enrollment.

Some products used in the cosmetology industry may cause an allergic reaction. If you have encountered allergic reactions or are concerned about a reaction, you should consult with your physician. In addition, the profession requires that you work with sharp and/or hot instruments which could cause injury. During instruction, students will be educated on how to work with instruments and the procedure for conditions in which blood may become present.

To ensure continued success at Hair Academy, students will need to continue to learn new and current information related to skills, trends, and methods for career development in Cosmetology, Manicuring, and related fields. Students will be required to stand for long periods of time and perform precise work with arms and hands in a raised manner. Students must be able to physically and verbally interact with clients and staff. Students must have the ability to maintain work areas and sanitize all implements, towels and sheets that may have been used during a service. Individuals who want to

become Cosmetologists and Manicurists must have finger and wrist dexterity, range of motion for their arms and backs and in several of the professions a sense of form and artistry. All should enjoy dealing with people and have the ability to utilize basic analytical skills to determine safe and proper use of implements and/or tools, products, disinfection specifications, and able to follow patrons' instructions.

Cosmetology students must have the skills to learn and ultimately be able to perform the following:

- Evaluate, wet, shampoo, comb, sculpt, cut, braid and dry the clients hair and/or scalp
- Evaluate, clean, file, buff, clip, massage and apply polish to a clients nails
- Evaluate a clients hair color to determine a course of action to achieve the desired result
- Evaluate, apply product and massage a clients face, hands, arms, feet and leg below knee
- Evaluate, test temperature, apply and remove wax
- Evaluate and apply product and makeup to a clients face

Manicuring students must have the skills to learn and ultimately be able to perform the following:

- Evaluate clients skin and nails
- Evaluate, clean, file, buff, clip, and apply polish to a clients nails
- Evaluate, apply product and massage a clients hands, arms, feet and leg below knee
- Evaluate, test temperature, apply paraffin to hands and or feet
- Evaluate and apply product to clients hands and or feet

### **DRUG FREE WORKPLACE & INSTITUTION**

Hair Academy has a zero tolerance for drugs and alcohol. No student, educator or employee may be on the institution premises or affiliate clinic under the influence of any substance. As a drug free work environment, individuals under the influence may be subject to immediate dismissal and/or removal. Students may request counseling for substance abuse and will be referred to community resources. (For more info, please see page 31 of Catalog)

### **SEXUAL HARASSMENT, ANTI-BULLYING AND ANTI-HAZING POLICY**

Hair Academy is committed to ensuring an educational environment free of sexual harassment, sexual violence or harassment based on sexual orientation. Hair Academy believes that all students have a right to a safe school environment. Hair Academy, its staff and students have an obligation to promote mutual respect, tolerance and acceptance. Hair Academy will not tolerate behavior that infringes on the safety of any student or staff member. A student/staff shall not intimidate, harass or bully another student/staff through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; malicious gossip, verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

Definition of Sexual Harassment: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

- a. Submission to such conduct is made either explicitly or implicitly as a term or condition of an evaluation of a student's academic performance, term or condition of participation in student activities or in other events or activities sanctioned by the institution.
- b. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions or other decisions about participation in student activities or other events/activities sanctioned by the institution.
- c. Such conduct has the purpose or effect of threatening an individual's academic performance; or creating an intimidating, hostile or offensive educational environment.

Sexual Harassment is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as amended in 1972, (42 U.S.C. S2000e, et, Sequa.) and is punishable under both federal and state laws.

Definition of Sexual Violence or Assault: acts of sexual violence, such as rape, acquaintance rape, or other forms of nonconsensual sexual activity or violence or harassment based on sexual orientation. These acts will not be tolerated at the institution as such acts are inappropriate and create an environment contrary to the goals and mission of the institution. Any such acts will be thoroughly investigated and will subject an individual to appropriate disciplinary sanctions and/or possible action by appropriate law enforcement agencies.

It is the responsibility of all persons within Hair Academy to ensure an educational environment free from sexually violent and/or harassing behavior. All members of the institution (student and staff) are expected to report incidents of sexual harassment, sexual violence or assault and harassment based on sexual orientation.

The institution's administration is the designated Sexual Harassment Officer responsible for investigating complaints of sexual harassment, sexual violence, harassment based on sexual orientation, and alleged sexual harassment which has not resulted in a complaint.

Students who experience sexual harassment should be encouraged to make it clear to the alleged offender that such behavior is offensive. However, failure to comply with this provision does not defeat the investigation.

Efforts shall be made to protect the privacy of the complainants within the constraints of the law. Complainants shall be protected, to the extent possible, from retaliation. Appropriate and immediate attention will be given to complaints. For all formal complaints of sexual harassment, sexual violence or violence based on sexual orientation, the director shall determine the action to be taken, implement the action and notify both parties of the action. A memorandum of such action will be sent to Hair Academy's Human Resources Department. Individuals found in violation of these policies will be subject to appropriate disciplinary sanctions, including possible expulsion from Hair Academy.

If the perpetrator of a sexual violence/assault is a student, the student will be subject to disciplinary measures by the institution. In the program of any sexual violence/assault proceedings, the victim, the victim's support person of choice, or attorney may be present.

Hair Academy Administration, in cooperation with the appropriate law enforcement authorities and at the victim's request, shall shield the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternate classes, if alternative classes are available and feasible.

Consensual romantic/sexual relations between staff and student are not allowed and disciplinary action will result. Substantial risks are involved even in seemingly consensual sexual relationships where a power differential exists between the involved parties.

Claims of consensual romantic/sexual relationship will not protect individuals from sexual harassment charges nor guarantee a successful defense if charges are made. It is the staff member who will bear the burden of accountability because of his/her special power and responsibility and it will be exceedingly difficult to use mutual consent as a defense.

### **ACADEMIC ADVISING & CAREER COUNSELING**

Hair Academy provides academic and career advice to all students including professionalism, resume development, interview preparation and job search skills. The faculty and staff are available by appointment or informally to meet with the students to discuss any obstacle that may be in the way of success. Additionally, student advising takes place during Satisfactory Academic Progress evaluations.

The school actively posts potential job offers on the in house job posting board and continuously works to establish relationships with potential employers. In addition, the institution suggests student's access [www.BeautyJobs.com](http://www.BeautyJobs.com) to search employment opportunities.

If at any time you need further assistance with employment placement contact the Admissions Director. However, the institution does not guarantee employment to any students.

### **HOUSING & PROFESSIONAL ASSISTANCE POLICY**

Hair Academy can recommend suitable housing in the area. However, the institution does not own or operate housing facilities.

Students in need of professional advising may be referred to professional counseling in the community outside the school. A list of professional services, with contact information, is available through the administrative office and in the student restroom.

### **STUDENT RECORDS & TRANSCRIPTS**

debt owed to the school. Student records will be provided to potential employers only after receipt of a written request, which has been made by the individual student. Student records are maintained for a minimum of six (6) years.

### **STUDENT INFORMATION RELEASE POLICY**

Unless otherwise required by law or as required for any accreditation process initiated by this institution, no information will be released to any party without written authorization, for each request, from a student (or parent/guardian, in the case of a dependent minor), to release academic, attendance, enrollment status, financial, and/or any other information to agencies, prospective employers, or any other party seeking information about the student. Students and parents or guardians of dependent minor students may deny authority to publish “directory information” such as name, address, phone number, etc.

### **PERFORMANCE STATISTICS - NACCAS Annual Report Outcome Rates 2019**

Graduation Rate	100%
Licensure Rate	100%
Placement Rate	100%

### **HAIR ACADEMY - ZERO TOLERANCE POLICY**

If a student violates any rules in Hair Academy’s Catalog, dismissal may occur. If a student is insubordinate (defiant of authority; disobedient) this may result in termination, depending on the severity. The disciplinary steps are as follows;

1. Verbal Warning and loss of 1 day clocked hours
2. Written Warning and loss of 2 days clocked hours
3. Suspension – Loss of 3 days clocked hours
4. Meeting and Termination (Expelled from school)

### **TERMINATION POLICY**

The institution may terminate a student’s enrollment for noncompliance with School Policies; the enrollment contract; or State Laws and Regulations; improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the School; willful destruction of School property; and theft or any illegal act.

### **KIT RESPONSIBILITY**

Students are required to use Hair Academy’s issued kit approved by OSBC. No other case/tote/bag etc. will be permitted. Students need to have kits at school daily. If items are not at school, students will be dismissed. If items are lost, stolen or broken, it will be the student’s responsibility to replace or repair that item in order to continue the program successfully.

### **STUDENT CONDUCT/PROFESSIONAL ETHICS/RULES and REGULATIONS**

1. Students must conduct themselves in a business-like manner at all times.
2. Students must be in uniform at all times unless specified by the instructor/owner.
3. Tuition must be paid in accordance with the student contract.
4. If you need to discuss a technical problem or are unclear of your customer’s wants or needs, call upon your instructor for assistance. Never tell a customer that you do not know how to do something.
5. Students are expected to accept any service assigned, and expected to have and extend a good attitude. (Failure to do so could result in school action.)
6. Students must adhere to institutional attendance policies. A student is required to attend classes as scheduled. If unable to attend class, the student is expected to notify the office by phone prior to 9 a.m.

7. Students may eat and drink in designated areas only. Students may not chew gum. Smoking is permitted outside the building in designated areas only.
8. All students must wash their hands after breaks and lunch before returning to the clinic floor.
9. Students may not linger in reception area, office or dispensary.
10. Any jewelry worn must be in good taste. Appropriate undergarments must be worn.
11. Each student must clean up after themselves.
12. Each student is assigned duties that are their responsibility. These duties must be performed each day at the designated time.
13. Gossiping about others destroys good relationships and is therefore discouraged at Hair Academy. Talk with your customers, not other students during services with clients.
14. Each student is responsible for their books/kit and all tools and equipment required to be in it. Lost kit items must be replaced by the student. The kit must be kept clean at all times and is to be used to perform clinic services.
15. Students shall receive no visitors without prior permission of an instructor.
16. Approved visitors shall not sit with the student while he/ she is performing a service. Visitors should wait in the waiting room.
17. Immediate family members (father, mother, spouse, children.) of students do not receive discounts.
18. No student shall perform a service on another student without the approval of an instructor.
19. No student will do their own hair, make-up, nails, etc. on the senior clinic floor. A room is provided for that purpose.
20. Students receiving services must pay for any products used at the school's cost. Students must receive permission from their instructor for personal services. If a student has failed any theory test, did not complete any practical assignments, or did not complete required hours for the previous week they may not have services performed on themselves.
21. Students are to keep busy throughout the day (even when not performing a service) mannequin, worksheets, textbook; class assignments, etc. are to be worked on.
22. The institution is not responsible for items left behind after a student terminates enrollment. Items left more than 30 days will be disposed of at the schools discretion.
23. If a student wishes to make a change in their schedule, the request must be in writing and abide by guidelines in the catalog.
24. Alcoholic beverages and drugs are not permitted on the premises. No student is to be under the influence of drugs or alcohol during hours of attendance. Any student found in violation of the rule will be dismissed for a minimum of three days.
25. DO NOT START shop duties with a customer still here, unless otherwise directed by an Instructor.
26. A student found to be involved in stealing will be expelled.
27. An Instructor MUST CHECK SERVICE performed before client leaves.
28. Escort patron to the front, THANK THEM AND ASK THEM TO COME BACK AGAIN.

### **APPEARANCE**

1. Students must arrive at school prepared to start services. Hair should be well groomed, and for women, make-up should be in good taste. All clothing and shoes must be neat and clean.
2. Current Uniform requirements. (subject to change.)
  - A. Black Scrubs must be worn by all students
  - B. Black smocks shall be worn at all times while on the senior clinic floor.
  - C. A clinic or athletic shoe is recommended.
  - D. No Flip Flops.
  - E. A minimum of jewelry should be worn (no dangling bracelets to hit your customer in the face while you perform your services).
3. Any student caught during their school day not in uniform will be automatically signed-out for the day unless prior instructor permission has been given.

### **ATTENDANCE POLICY**

Good attendance is crucial for success in our professions.

1. All students (unless special hours have been arranged upon enrollment) are expected to attend school 32.5 hours on each week on the full-time schedule and 3 hours per day/15 hours per week on the part- time schedule.

2. Junior Theory is very crucial part of basic training, therefore, our policy is that any more than three days absent (without prior permission or a doctors excuse) may result in the student's dismissal from junior training. In the event, the student would re-enter the next junior class at the point at which they were dismissed.
3. If there is a problem and you feel you must miss school, you must call the school and speak to an instructor before 9:00 a.m. Failure to do so will produce an unexcused absence and the instructor who will determine whether or not it is excused will review each absence. If absent more than a week, bring in a doctors excuse, and call in daily.
4. Any student who is aware of a pre-existing health problem that could cause attendance or participation difficulties must bring a doctor's documentation of the problem to be placed in the student's permanent file.
5. Sign-in time for all students is promptly at 9:00 a.m. for full-time students.
6. According to State Board rules students must clock in for at least 3 hours a day or they will not receive any hours for that day.
7. All students must sign out whenever leaving the school and must sign in upon their return.
8. Any student who becomes ill while attending school and is unable to participate, must sign out and will be sent home.
9. Time sheets must be completed each day before leaving. At the end of each week, time sheets are to be totaled. Time sheets must be tallied at the end of each month. It is the responsibility of every student to determine any errors. Turn in completed sheets into the instructor.

### **LUNCH PERIOD / BREAK ROOM**

1. Beverages should be in a container with a lid.
2. Students are responsible for cleaning up after themselves.
3. NO SMOKING IN THE BUILDING AND NO SMOKING WITHIN 25 FEET OF ENTRANCE TO THE BUILDING.

Students will be given two (2) 10- minute breaks each day, one in the morning and one in the afternoon. Plus one 30-minute lunch break. Students must receive permission from instructor to take a break.

4. Students must sign out to begin lunch period
5. State law demands that you remain with your customer while servicing any chemical treatment (perm, color, bleach, relaxer, etc.)
6. Lunch SHALL NOT be taken while you have services in progress.
7. If you are in attendance over five hours, you must take a ½ hour lunch period. (Lunch period may not be taken unless student is in attendance at least two (2) hours prior to lunch period.)

### **PHONE CALLS**

The phone at Hair Academy is a business phone. Therefore, personal calls will not be made from Hair Academy. If it is necessary to make a personal phone call you must obtain permission from your instructor. Phone calls are limited to three minutes. Students will be called to the phone for emergency calls. Student shall sign phone log if permission is given to use telephone. No long distance calls on business phone.

CELL PHONES MUST BE KEPT LOCKED UP IN PERSONAL LOCKER AND USED ONLY ON BREAKS OR LUNCH PERIOD.

### **DESK DUTIES**

1. All students will serve a minimum of 40 hours at the desk for which they will have prior training.
2. The student on desk duty will assign services in a fair manner and in accordance with student needs. Students who have permission to leave early will receive first assignments for service.

### **DISPENSARY & SHOP DUTIES**

1. All students will serve a minimum of 40 hours in the dispensary for which they have prior training.
2. All students are responsible for **cleaning up their own work areas and associated supplies.**
3. Shop duties will not begin until all customers have left the school (unless otherwise instructed).
4. All students are required to complete his / her shop duties daily and will remain until all duties have been properly executed. Students are required to divide and share shop duties of any absent students.
5. A description of shop duties, dispensary rules and duties, and desk rules and duties will be given by the instructors.

### **STUDENT GRIEVANCE PROCEDURE**

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Owner.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.
8. Contact information for the institution's licensing and accrediting agency can be found elsewhere in this catalog.

### **LEAVE OF ABSENCE POLICY**

A student who must take an approved Leave of Absence (LOA) or must withdraw from training will return to school in the same satisfactory academic progress status as prior to the leave of absence. A student may be granted a LOA for any of the following reasons and where there is a reasonable expectation that the student will return from the LOA:

1. Financial Hardship
2. Medical Issues
3. Personal or Family Related Matters
4. Incarceration

The LOA must be requested and approved in writing prior to LOA occurring. In addition, the student is required to list the reason for the LOA and their signature is required on the LOA form. Emergency LOA, without prior written request,

may be granted provided the student completes the LOA form and returns it to school via mail or in person within reasonable resolution of the emergency. In an instance of an emergency LOA, the beginning date of the approved LOA would be determined to be the first date the student was unable to attend due to the emergency. A student who is granted a LOA that meets the above mentioned criteria is not considered to have withdrawn from the institution and a refund calculation is not required. The institution may not assess the student any additional institutional charges as a result of the LOA.

The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.

If the student does not return from the LOA on the date designated, the student will be withdrawn from the institution. The institution is required to take attendance and therefore the withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

On the day the student returns from a LOA the student is required to complete an enrollment agreement addendum, and must be signed and dated by all parties. The student's contract and maximum time frame will be extended for the same number of days the student was on LOA without any additional institutional charges or penalty to the student. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

If a student is absent 14 consecutive calendar days without being on an official Leave of Absence, they will be considered withdrawn.

The institution is not responsible for any equipment left at the school.

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

### **EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology	450, 900 and 1200 actual clocked
Manicuring	hours 100 actual clocked hours
Cosmetology Advanced	150 actual clock hours
(300) Manicuring Advanced	50 actual clocked hours

**\*Transfer Students-** Midpoint of the contracted hours or the established evaluation periods, whichever comes first. SAP evaluations periods are based on actual contracted hours at the institution.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course or academic year, whichever occurs sooner.

### **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 70% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory academic progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 70% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.



### MAXIMUM TIME FRAME

The maximum time (which does not exceed 143% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	
	SCHEDULED WEEKS	SCHEDULED HOURS
Cosmetology - 1500 Hours (full time/47 Weeks)	67.2	2145
Cosmetology – 1500 Hours (part time/100 Weeks)	143	2145
Manicuring – 200 Hours (full time/7 Weeks)	10	286
Manicuring – 200 Hours (part time/14 Weeks)	20	286
Cosmetology Advanced – 300 Hours (full time/10 Weeks)	14.3	429
Cosmetology Advanced– 300 Hours (part time/20 Weeks)	28.6	429
Manicuring Advanced - 100 Hours (full time/3 Weeks)	4.3	143
Manicuring Advanced– 100 Hours (part time/7 Weeks)	10	143

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 70% of the scheduled hours. Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

### ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Tests are graded based on a percentage score (0%-100%). **75% is the minimum score to pass.** 0%-74% receives a failing grade. 75%-100% receives a passing grade.

Numerical grades are considered according to the following scale:

93-100	Excellent
85-92	Very Good
75-84	Satisfactory
74 and below	Unsatisfactory - Failing

### DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements of a 75% for academics and 70% for attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding\* interrupted, as applicable, unless the student is on warning.

## WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress, will be deemed ineligible to receive Title IV funds\*, as applicable, and will be terminated from the program unless financial arrangements are made with the school.

## RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid\*, as applicable, by meeting minimum attendance and academic requirements at the next scheduled evaluation.

## INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

## NONCREDIT AND REMEDIAL COURSES

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

## TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

## - END OF SATISFACTORY ACADEMIC PROGRESS POLICY -

## PROGRAM COURSE OUTLINES

### **Cosmetology Program 1500 clock hours**

We offer Full time day (32.5 hour per week) and a Part time (3 hours per day/15 hours per week) program. Our objective is to prepare students to pass the Ohio State board licensing exams as well as give students the tools they need to enter into an occupation. The main textbook used in the program is the Milady Standard Cosmetology Textbook, Study Guide, Theory Workbook, practical Workbook and Exam Review. You will also be given a current copy of the statutes and regulations for Ohio. Additional reference materials are available.

### **Schedule**

*Full time:* 32.5 hours per week; Monday – Friday 9:00am-4:00pm.

*Part time:* 3 hours per day/15 hours per week; Monday – Friday 9:00am-4:00pm.

### **Instructional Methods & Curriculum**

Our programs are taught using the Milady books, work books, and study guides, and Milady reviews. Instructors will use methods of lecture, visual aids, practical demonstration and interactive activities. Students will demonstrate their knowledge through practical, clinical and theory exams.

### Grading procedures

Tests are graded based on a percentage score (0%-100%). **75% is the minimum score to pass.** 0%-74% receives a failing grade. 75%-100% receives a passing grade. Incomplete or 0 grades will not be issued for any unit of study. Students must pass each unit of study with a minimum of 75%. In the event that you do not pass a quiz, exam or practical, you will be required to retake it until you achieve a passing score.

Numerical grades are considered according to the following scale:

93-100	Excellent
85-92	Very Good
75-84	Satisfactory
74 and below	Unsatisfactory - Failing

**Occupations Available** – Cosmetology, Cosmetologist, Hairdresser, Hair Stylist, Platform Artist.

## 1500 Hour Cosmetology Curriculum

### Units of Instruction

SUBJECT AREA	1500 Hour Core	Clinic 50% Core	Theory 25% Core
<b>1. Infection Control &amp; Principles/Practices</b> <ul style="list-style-type: none"> <li>• Bacteriology</li> <li>• Dispensary Requirements &amp; Operations</li> </ul>	60	30	15
<b>2. Properties of the Hair &amp; Scalp</b> <ul style="list-style-type: none"> <li>• Trichology</li> <li>• Draping Techniques/ Client Protection</li> <li>• Shampoos/Rinses/Treatments</li> <li>• Disorders/Diseases/Conditions</li> <li>• Chemistry (<i>Basics/pH</i>)</li> </ul>	120	60	30
<b>3. Hair Procedures &amp; Practices</b> <ul style="list-style-type: none"> <li>• Styling &amp; Finishing (<i>Roller Setting/Hair Molding</i>)</li> <li>• Thermal Styling (<i>Thermal Iron/Straightening/Blow-dry Techniques</i>)</li> <li>• Formal Styling (<i>Braiding/Wigs/Hair Pieces &amp; Hair Additions</i>)</li> <li>• Haircutting Basics</li> <li>• Haircutting Techniques &amp; Tools(<i>Shears/Razor/Texturizing/Clippers/Trimmers</i>)</li> </ul>	460	230	115
<b>4. Chemical Procedures &amp; Practices</b> <ul style="list-style-type: none"> <li>• Chemical Texturizing (<i>Permanent Wave/Chemical Relaxers/Curl Re-forming/ Corrections</i>)</li> <li>• Hair Coloring (<i>Dimensional Coloring Techniques/ Corrections</i>)</li> </ul>	480	240	120
<b>5. Manicure &amp; Pedicure Procedures &amp; Practices</b> <ul style="list-style-type: none"> <li>• Structure of Nails (<i>Anatomy of Bones, Skin and Muscles</i>)</li> <li>• Diseases, Disorders, and Conditions</li> <li>• Basic Manicure and Pedicure</li> <li>• Manicure and Pedicure (<i>Tools/ Equipment</i>)</li> <li>• Hand/ Arm/ Foot/ Leg Massage</li> <li>• Artificial Nail Enhancements / Maintenance</li> </ul>	120	60	30

<b>6. Skin Care Procedures &amp; Practices</b> <ul style="list-style-type: none"> <li>• Skin Theory (<i>Anatomy of Skin/Body Systems/Cells/ Tissues</i>)</li> <li>• Diseases, Disorders, and Conditions</li> <li>• Basic Facials (<i>Techniques/Treatments/Hair Removal</i>)</li> <li>• Relaxation Treatments/ Health History</li> <li>• Electricity (<i>Principles/Safety/Effects/Therapies</i>)</li> </ul>	90	45	22.5
<b>7. Artificial Lashes/Extensions</b>	8	4	2
<b>8. Facial Make-Up</b> <ul style="list-style-type: none"> <li>• Brow Tinting</li> </ul>	22	11	5.5
<b>9. Salon Operations &amp; Communication Skills</b> <ul style="list-style-type: none"> <li>• Salon Operation &amp; Management (<i>Sales/Consultation/Career Development/Professional Image</i>)</li> <li>• Communication Skills (<i>Listening Skills/Product &amp; Service Education/Consultation</i>)</li> </ul>	120	60	30
<b>10. Cosmetology Laws &amp; Rules</b> <ul style="list-style-type: none"> <li>• Ohio Administrative Code/ Ohio Revised Code/ Inspection &amp; Enforcement</li> <li>• Continuing Education / Policies &amp; Procedures</li> <li>• Human Trafficking (1 Hour)</li> </ul>	20	10	5
<b>Total</b>	1500	750	375
<b>Flexible Learning Hours</b>		375	

### Manicuring Program 200 Clock Hours

We offer Full time day (32.5 hour per week) and a Part time (3 hours per day/15 hours per week) program. Our objective is to prepare students to pass the Ohio State board licensing exams, as well as give students the tools they need to enter into an occupation. The main textbook used in our program is the Milady Standard Nail Technology Textbook, Study Guide and exam Review. You will also be given a current copy of the statutes and regulations for Ohio. Additional reference materials are available.

### Schedule

*Full time:* 32.5 hours per week; Monday – Friday 9:00am-4:00pm.

*Part time:* 3 hours per day/15 hours per week; Monday – Friday 9:00am-4:00pm.

### Instructional Methods & Curriculum

Our programs are taught using the Milady books, work books, and study guides, and Milady reviews. Instructors will use methods of lecture, visual aids, practical demonstration and interactive activities. Students will demonstrate their knowledge through practical, clinical and theory exams.

### Grading procedures

Tests are graded based on a percentage score (0%-100%). 75% is the minimum score to pass. 0%-74% receives a failing grade. 75%-100% receives a passing grade. Incomplete or 0 grades will not be issued for any unit of study. Students must pass each unit of study with a minimum of 75%. In the event that you do not pass a quiz, exam or practical, you will be required to retake it until you achieve a passing score.

Numerical grades are considered according to the following scale:

93-100	Excellent
85-92	Very Good
75-84	Satisfactory
74 and below	Unsatisfactory - Failing

**Occupations Available** – Manicuring, Manicurist, Nail Artist, Platform Artist.

**Units of Instruction**

<b>SUBJECT AREA</b>	<b>Recommended 200 Hour Core</b>	<b>Recommended Clinic 50% Core</b>	<b>Recommended Theory 25% Core</b>
<b>1. Infection Control &amp; Principles/Practices</b> <ul style="list-style-type: none"> <li>• Bacteriology</li> <li>• Dispensary Requirements &amp; Operations</li> </ul>	30	15	7.5
<b>2. Anatomy</b> <ul style="list-style-type: none"> <li>• Bones, Muscles &amp; Systems</li> <li>• Nervous System</li> <li>• Joints, Cartilage</li> <li>• Ligaments of the Hand, Arm, Foot &amp; Leg</li> </ul>	10	5	2.5
<b>3. Massage</b> <ul style="list-style-type: none"> <li>• Client Health Issues &amp; Pre-Screening</li> <li>• Preparation</li> <li>• Manipulations (Hand/Arm, Feet/Legs)</li> <li>• Relaxation Treatments</li> </ul>	10	5	2.5
<b>4. Nail Care Procedures &amp; Practices</b> <ul style="list-style-type: none"> <li>• Safety Precautions</li> <li>• Basic &amp; Advanced Manicures</li> <li>• Basic &amp; Advanced Pedicures</li> <li>• Polish Application Techniques</li> <li>• Structure of the Nail</li> <li>• Diseases, Disorders, and Conditions (Hand, Arm, Foot &amp; Leg)</li> </ul>	55	27.5	13.75
<b>5. Chemistry</b> <ul style="list-style-type: none"> <li>• Compounds and Mixtures</li> <li>• Nail Enhancement Composition</li> <li>• Ingredients</li> <li>• Nail Cosmetics</li> </ul>	10	5	2.5
<b>6. Nail Enhancements</b> <ul style="list-style-type: none"> <li>• Application Procedures</li> <li>• Artificial Nail Structure</li> <li>• Preparation</li> <li>• Application</li> <li>• Removal</li> <li>• Nail Repairs</li> </ul>	35	17.5	8.75
<b>7. Specialized Equipment</b> <ul style="list-style-type: none"> <li>• Curing Methods</li> <li>• Drills/ Advanced Tools</li> <li>• Safety &amp; Effects</li> </ul>	10	5	2.5
<b>8. Salon Operations &amp; Communication Skills</b> <ul style="list-style-type: none"> <li>• Salon Operation &amp; Management (<i>Sales/Consultation/Career Development/ Professional Image</i>)</li> <li>• Communication Skills (Listening Skills/Product&amp;Service Education/ Consultation)</li> </ul>	20	10	5
<b>9. Cosmetology Laws &amp; Rules</b> <ul style="list-style-type: none"> <li>• Ohio Administrative Code/ Ohio Revised Code/ Inspection &amp; Enforcement</li> <li>• Continuing Education / Policies &amp; Procedures</li> <li>• Human Trafficing (1 Hour)</li> </ul>	20	10	5
<b>Total</b>	200	100	50
<b>Flexible Learning Hours</b>		50	

**Cosmetology Advanced 300 hour program**

We offer Full time day (32.5 hour per week) and a Part time (3 hours per day/15 hours per week). This program is offered in addition to the Cosmetology program. Our objective is to prepare students to pass the Ohio State board

licensing exams, as well as give students the tools they need to enter into an occupation. The main textbook used in our program is the Milady Standard Cosmetology Textbook, Study Guide and Exam Review. You will also be given a current copy of the statutes and regulations for Ohio. Additional reference materials are available.

**Schedule**

*Full time:* 32.5 hours per week; Monday – Friday 9:00am-4:00pm.

*Part time:* 3 hours per day/15 hours per week; Monday – Friday 9:00am-4:00pm.

**Instructional Methods & Curriculum**

Our programs are taught using the Milady books, work books, and study guides, and Milady reviews. Instructors will use methods of lecture, visual aids, practical demonstration and interactive activities. Students will demonstrate their knowledge through practical, clinical and theory exams.

**Grading procedures**

Tests are graded based on a percentage score (0%-100%). 75% is the minimum score to pass. 0%-74% receives a failing grade. 75%-100% receives a passing grade. Incomplete or 0 grades will not be issued for any unit of study. Students must pass each unit of study with a minimum of 75%. In the event that you do not pass a quiz, exam or practical, you will be required to retake it until you achieve a passing score.

Numerical grades are considered according to the following scale:

93-100	Excellent
85-92	Very Good
75-84	Satisfactory
74 and below	Unsatisfactory - Failing

**Occupations Available** – Cosmetologist, Platform Artist, Cosmetologist Advanced.

**Units of Instruction**

SUBJECT AREA	300 Hour Core	Clinic 50% Core	Theory 25% Core
<b>1. Cosmetology Laws and Rules</b> Ohio Revised Code Statutes Ohio Administrative Rules License and Permit Policy and Procedures Continuing Education Policies & Procedures Inspection and Enforcement Policy & Procedures	50	25	12.5
<b>2. Public Health and Safety</b> Sanitation Practices & Procedures Sterilization Practices & Procedures Dispensary Operations & Procedures Bacteriology, Contagious & Communicable Disease Control Salon Operations & Procedures Consumer & Product Safety	50	25	12.5
<b>3. Advanced Techniques</b> Advanced Techniques/Services Salon Supervision and Management Specialized Equipment Use and Control Product and Service Sales Training Communication Skills	200	100	50

<b>Total</b>	300	150	75
<b>Flexible Learning Hours</b>			75

**Manicuring Advanced 100 hour program**

We offer Full time day (32.5 hour per week) and a Part time (3 hours per day/15 hours per week). This program is offered in addition to the Manicuring program. Our objective is to prepare students to pass the Ohio State board licensing exams, as well as give students the tools they need to enter into an occupation. The main textbook used in our program is the Milady Standard Nail Technology Textbook, Study Guide and exam Review. You will also be given a current copy of the statutes and regulations for Ohio. Additional reference materials are available.

**Schedule**

*Full time:* 32.5 hours per week; Monday – Friday 9:00am-4:00pm.

*Part time:* 3 hours per day/15 hours per week; Monday – Friday 9:00am-4:00pm.

**Instructional Methods & Curriculum**

Our programs are taught using the Milady books, work books, and study guides, and Milady reviews. Instructors will use methods of lecture, visual aids, practical demonstration and interactive activities. Students will demonstrate their knowledge through practical, clinical and theory exams.

**Grading procedures**

Tests are graded based on a percentage score (0%-100%). 75% is the minimum score to pass. 0%-74% receives a failing grade. 75%-100% receives a passing grade. Incomplete or 0 grades will not be issued for any unit of study. Students must pass each unit of study with a minimum of 75%. In the event that you do not pass a quiz, exam or practical, you will be required to retake it until you achieve a passing score.

Numerical grades are considered according to the following scale:

93-100	Excellent
85-92	Very Good
75-84	Satisfactory
74 and below	Unsatisfactory - Failing

**Occupations Available** – Manicuring advanced, Manicurist, Nail Technician, Nail Artist, Platform Artist.

**Units of Instruction**

SUBJECT AREA	100 Hour Core	Clinic 50% Core	Theory 25% Core
<b>1. Cosmetology Laws and Rules</b> Ohio Revised Code Statutes Ohio Administrative Rules License and Permit Policy and Procedures Continuing Education Policies & Procedures Inspection and Enforcement Policy & Procedures	40	20	10

<b>2. Public Health and Safety</b> Sanitation Practices & Procedures Sterilization Practices & Procedures Dispensary Operations & Procedures Bacteriology, Contagious & Communicable Disease Control Salon Operations & Procedures Consumer & Product Safety	40	20	10
<b>3. Advanced Techniques</b> Advanced techniques/Services Salon Supervision and Management Specialized Equipment Use and Control Product and Service Sales Training Communication Skills	20	10	5
<b>Total</b>	100	50	25
<b>Flexible Learning Hours</b>		25	

**REFUND POLICY (as stated on the Enrollment Agreement)**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
  2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
  3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the non-refundable registration fee in the amount of \$175.
  4. A student notifies the institution of his/her withdrawal in writing.
  5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
  6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 14 calendar days.)
  7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:



<b>PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM</b>	<b>TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN</b>
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: kit & books, extra kit materials, extra books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
- If a Title IV financial aid\* recipient withdraws prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

**ADDITIONAL EXPENSES**

I have been informed of additional expenses related to my attendance including the cost of uniforms, shoes, writing materials, replacement of lost or damaged equipment, replacement of personal supplies or materials for my personal use, travel costs, graduation fees, meal costs, and child care if applicable. I understand and agree that these expenses are for goods and/or services for my personal use and represent costs to me to attend school above and beyond specific course fees that I have agreed to pay.

**TITLE IV FEDERAL FINANCIAL AID (FFA)**

Return of Title IV Federal Financial Aid (FFA): If Federal Financial Aid (FFA) is used to pay tuition for a student training, and the student does not complete that training, the student may be entitled to only a portion of that FFA, and the school must return to the appropriate FFA program and FFA exceeding that to which the student is entitled.

**FOLLOWING IS THE FEDERAL POLICY FOR RETURN OF TITLE IV AID**

The law specifies how a school must determine the amount of Title IV financial aid a student earns if the student withdraws from school. The Title IV programs covered by this law are: Federal Pell Grants, Direct Student Loans, PLUS loans, and Federal Supplemental Education Opportunity Grants (FSEOGs).

All RT24 calculations are completed within 30 days from the Date of Determination (DOD) and all refunds back to the US Department of Education are returned within 45 days from the DOD. Any credit balances currently on the students account will be disbursed within 14 days of withdrawal

The return of Federal Title IV Funds Policy applies to any student who receives Title IV funding and withdraws. The withdrawal process is defined as occurring when a student notifies, in written form, the Financial Aid Office of his/her intent to withdraw. Whether or not notification is given or whether or not the student begins the withdrawal process, the school will determine the date of withdrawal as the date the student ceased attendance. The Return to Title IV formula determines the amount of Title IV funds a student has earned at the time the student ceases attendance and the amount of Title IV funds a student must return. This includes any money disbursed to the student as "personal living expenses."

The amount of Title IV funds earned by a student is based on the amount of scheduled attendance by the student for that payment period. The amount of Title IV funds a student earns is a proportional calculation based on the amount of time the student is scheduled to attend school through 60 percent of the payment period. If a student ceases to attend school after 60 percent of the payment period, the student earns 100 percent of the Title IV funds. If the student withdraws the amount of Title IV aid the student has earned up to that point is determined by a specific formula. If a student received (or the school or parent received on behalf of the student) less assistance than the amount the student earned, the student may be able to receive the additional funds. If the student received more assistance than the student earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that the student has earned is determined on a pro rata basis. For example, if the student was scheduled 30% of the payment period the student earned 30% of the aid they were originally scheduled to receive. Once the student has been scheduled more than 60% of the payment period the student earns all the aid that the student was scheduled to receive for that period. If the amount of Title IV grant or loan funds disbursed is greater than the amount a student earned, unearned funds must be returned. If the amount the student was disbursed is less than the amount the student earned, the student may be eligible to receive a post-withdrawal disbursement in the amount of the earned aid not received but otherwise eligible. If the post -withdrawal disbursement includes loan funds, the student may choose to decline the loan funds so that the student may not incur additional debt. The school may automatically use all or a portion of the student post-withdrawal disbursement (including loan funds, if the student accepts the funds) for tuition. For all other school charges, the school needs the student's permission to use the post-withdrawal disbursement. If the student does not give permission, the student will be offered the funds.

However, it may be in the student's best interest to allow the school to keep the funds to reduce the student's debt at the school. If it is determined that unearned Title IV funds must be returned, the responsibility is allocated between the school and the student. The school's responsibility for returning unearned funds is limited to the greater of the Title IV funds that the student was scheduled to receive that the student cannot earn once the student withdraws because of eligibility requirements. For example, if the student has not completed the first 30 days of the program before the student withdraws, the student will not earn any Direct Loan funds that the student would have received had the student remained enrolled past the 30th day.

If the student receive (or the school or parent received on behalf of the student) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of:

1. The student's institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of the student Title IV program funds.

If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, the student (or the parent for a PLUS Loan) must repay in accordance with the terms of the promissory note. That is, the student (or the parent for a PLUS Loan) will make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The amount of a grant overpayment that the student must repay is half of the unearned amount. The student must make arrangements with the school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when the student withdraws is separate from any refund policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge the student for any Title IV program funds that the school was required to return.

If a student has questions about Title IV program funds, students may call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913 or log on the Student Aid Site: [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

**THE FOLLOWING IS THE FEDERAL POLICY FOR DISTRIBUTION OF RETURNING OF TITLE IV:**

Return of Federal Title IV funds will be distributed in the following order:

1. Unsubsidized Direct Stafford Loans (other than PLUS Loans)
2. Subsidized Direct Stafford Loans
3. Federal PLUS loans
4. Direct PLUS loans
5. Federal Pell Grant for which a Return is required

**STUDENT SCHEDULES**

We offer a variety of schedules. Deviations from the set schedules requiring special schedule arrangements must be approved administratively prior to enrollment. Consult your admissions representative to request a special schedule.

**ADMINISTRATIVE WAIVER**

The school reserves the right to waive certain specific portions of the Catalog for good cause, provided doing so is not in violation of laws, regulations, or criteria with which the school must comply. In no event shall such waiver be construed to represent precedent or to negate the full force and effect of any portion of the Catalog.

**STUDENT CONSUMER INFORMATION**

Although much information is contained in this catalog and in our enrollment agreement, persons interested in obtaining more detailed facts may do so by submitting their request for such in writing or by telephone. Prospective students seeking to obtain this information, or a copy of the enrollment agreement, should address such requests to our office at 62 Consumer Drive Chillicothe, Ohio 45601 (740-774-4247). Enrolled students should also address such request to the office. Hair Academy LLC is committed to providing all required information to students and prospective students, and to comply with all laws and regulations.

**CAMPUS SECURITY ACT of 1990**

Any interested applicant may receive details regarding our compliance with the Campus Security Act of 1990 by submitting a written request to our administrative office. This "act" mandates the publishing of specific crime statistics, even if a school has had no such crime, and requires the same statistics be published by small schools as is required of large universities.

The Hair Academy LLC has had no crime for the year of 2019. Our school has O(zero) for all statistics, which includes Criminal Offenses (murder, motor vehicle, theft, burglary, sex offenses, robbery and aggravated assault) and arrest for crimes on Campus (liquor violations, drug violations and weapon violations).

**INFORMATION ABOUT THE PROFESSIONS**

The physical demands of the disciplines offered at our institution vary with the individual's schedule and types of services rendered. Most salon positions require standing for long periods, bending at the waist, and keeping the arms raised. Professional working with nail or skin care will spend most of their workdays seated. Some individuals find the cosmetology/barber styling profession physically tiring but proper work habits can help reduce fatigue and injury. Also, much of the work involves close-up detail, requiring good corrected vision and reasonable hand-eye co-ordination.

**PROFESSIONAL SAFETY**

Safety in the work place is very important. Students in our schools are trained in safety and sanitary procedures for their own protection and that of their clients. Safety and sanitary rules include: reading and following

manufacturers' directions; wearing protective gloves, masks, etc. when necessary; keeping floors clear and dry; securing sharp or hot tools; keeping a first aid kit available; preventing the spread of disease through proper disinfection techniques; and maintaining good posture.

### **COMPENSATION**

Success requires a good attitude, hard work and perseverance. Compensation varies with each job, and most salon positions begin with a minimum wage salary, which may be supplemented with a commission based upon the gross income provided to the salon by the stylist. It is important to realize that our industry is a career-growth industry, and you must expect it will take time to develop a large clientele and the substantial compensation for which our industry is noted. Other forms of compensation include booth rental, salary, and straight or escalating commission.

### **JOB PLACEMENT**

Accreditation standards prohibit our school from guaranteeing employment to our graduates. However, the school does provide a list of available job openings as well as counseling assistance. Any student or graduate may obtain such a list and or counseling by submitting a written request to the Administrative office. Additionally, students are offered a variety of opportunities for exposure to salons through school sponsored activities, interning opportunities and individual salon visits.

### **EMPLOYMENT REQUIREMENTS**

Employment requirements for cosmetology related professions may differ from most jobs due to the nature and traditions of the professions. Some requirements may include:

1. Work Scheduling:
  - Employee work schedules may include evenings and weekends in order to accommodate client's needs.
  - Overtime may be part of the normal schedule in order to complete client services.
2. Client Retention Skills:
  - Many businesses in the profession require that employees either bring an established clientele with them or are able to develop and maintain enough clients to meet business goals.
3. Professional Development:
  - Due to the constantly evolving state of the profession, employers (and license renewal) require continuing education. This might include mandated training through the business or employees may be required to attain the requisite education at their own cost and time.

Other professional employment requirements may include completing services within established time and meeting service and retail sales goals set by the employer.

## **Federal Financial Aid**

The Federal Pell Grant and Federal Direct Loans are an important source of aid for students. The amount of the award depends upon the determination of the student's eligibility based on the U.S. Department of Education guidelines. Pell grants do not have to be repaid.

Financial need is based on an analysis of information provided by the student on a Free Application for Federal Student Aid (FAFSA) form.

### Who Qualifies for Financial Aid

To be considered eligible for and receive Title IV aid, a student must meet the following specific requirements:

- Be a U.S. citizen or eligible non-citizen
- Be a "regular student" - that is, enrolled in an eligible program that leads to a degree, certificate, or a degree-with-transfer program
- Not be enrolled simultaneously in elementary or second school
- Have a valid Social Security Number
- Sign a Statement of Educational Purpose certifying that federal student financial aid will only be used to pay educational costs
- Not be in default on a Title IV loan; or, if in default, have made satisfactory repayment arrangements with the loan holder
- Not have obtained loan amounts that exceed annual or aggregate loan limits made under any Title IV loan program
- Have completed repayment of funds to either Department of Education or the holder of a loan, if applicable
- Not have been convicted of, or plead nolo contendere or guilty to a crime involving fraud in obtaining Title IV aid
- Not be liable for an overpayment of a Title IV grant

### Applying for Financial Aid

The application process used by the Hair Academy to perform the need analysis is the Free Application for Federal Student Aid (FAFSA). The FAFSA can be completed online by logging on to [www.fafsa.gov](http://www.fafsa.gov). When completing the FAFSA, please use the Federal School code number: **042861**.

A Student's income tax form (if filed) and/or parents tax form(s) for the appropriate year are needed to complete the FAFSA. Students are encouraged to use the IRS Data Retrieval Tool when completing the FAFSA. This tool allows students and parents to access the IRS tax return information needed to complete the FAFSA and transfer the data directly to their FAFSA. If students or parents need a copy of their tax return, they can call 1-800-829-1040 and request IRS tax transcript or go to the IRS website at [www.irs.gov](http://www.irs.gov)

**\*\*NOTE** - All students requesting federal loans must complete an Entrance Counseling and a Master Promissory Note (MPN) which can be found at <https://studentloans.gov>. The student will also need to meet with a Financial Aid representative to fill out the Financial Aid forms and provide documentation for information entered on their FAFSA.

### **STUDENTS RESPONSIBILITIES WITH THE OFFICE OF FINANCIAL AID**

Protecting, maintaining, and renewing financial aid is a very important responsibility for all students. A student's financial aid responsibilities include the following:

- Acknowledging and meeting all deadlines for applying and reapplying for Financial Aid
- Provide complete and accurate\*\* information on the FAFSA and financial aid forms
- Respond to all requests for additional documentation in a timely manner
- Providing updated information when changes occur such as a withdrawal, a change in enrollment status, name, marital status, or expected date of graduation
- Being in good Academic Standing as well as maintaining Satisfactory Academic Progress (SAP)
- Reading all documents the Office of Financial Aid send to the student

**\*\*Misreporting information for Federal Financial Aid is a violation of the law and is considered a criminal offense.**

### **Availability of Financial Aid**

Hair Academy LLC 's Financial Aid Department is available to assist enrolled and prospective students. Hair Academy LLC Financial Aid Department is available to provide information to students regarding the types of financial assistance that are available, how students may apply for aid, how eligibility is determined, and the cost of attending our institution.

Prospective students are provided information on financial assistance that is available from course specific handouts, Internet site addresses, or the institution's Financial Aid personnel. Hair Academy LLC will not guarantee Financial Aid eligibility without authentication of submitted information. Financial Aid is not used to entice a student's enrollment either verbally or written.

Hair Academy LLC provides individual student interviews and application assistance to prospective students for the purpose of accurately determining a student's Financial Aid eligibility to attend our institution. Prospective students are provided information on the financial assistance that is available from our School Catalog, Internet website, or our Financial Aid personnel. Once enrolled and the students' Free Application for Federal Student Aid (FAFSA) has been processed, the student is required to sign a completed Tuition Finance Plan, and other pertinent FA forms required to request funding for his or her attendance at Hair Academy LLC.

The Tuition Finance Plan is the school's official notification of scheduled FSA awards and further outlines the school's policy regarding the disbursement of FSA awards. Prospective students are informed of their Pell Grant eligibility prior to the disclosure of Stafford Loan availability. Hair Academy LLC is a clock hour institution and the student's scheduled dates of disbursements are indicated by the start date and clock hours attended.

Prior to determining or disbursing FSA funds, a student must not be Default on his or her students loans or owe an Overpayment to the U.S. Department of Education and have a valid Institutional Student Information Record (ISIR). If selected for the verification process, all documents required must be received by the Financial Aid Office prior to the disbursement of any FSA funds. All federal student loan recipients are required to complete the on-line entrance counseling at [www.studentaid.gov](http://www.studentaid.gov). A student is not eligible for additional FSA funds if the student does not meet the school's Satisfactory Academic Progress standards within 1 1/2 times the program length. SAP is evaluated prior to disbursing federal student aid.

Student Loan amounts may not exceed U.S. Department of Education borrowing limits. These terms and conditions are requirements for a student to be eligible for Title IV FAFSA and are individually based on the student's Financial Aid history as reflected through National Student Loan Data System (NSLDS).

Hair Academy LLC's Financial Aid department is encouraged to help prevent financial aid and scholarship fraud by educating any prospective and enrolled student about the protection of his or her personal identification information, the existence of potential fraud, and the importance of reporting potential fraud occurrences.

The FA department is prohibited from knowingly and willfully encouraging a student to falsify data for the sole purpose of receiving FSA awards, or otherwise providing misleading statements during the application process that may result in the fraudulent receipt of FSA awards.

Any student may contact the Financial Aid department for information regarding student financial assistance during business hours. A student may also contact the Hair Academy's School Director for assistance regarding general school issues. The list of current school personnel is provided to all enrolled students in the official Hair Academy LLC school catalog, which is also available online at [hairacademyllc.com](http://hairacademyllc.com)

### **FEDERAL STUDENT AID PROGRAMS**

The federal aid programs available at Hair Academy LLC are divided into two types - grants and loans. Grants are awards that normally do not have to be repaid (NOTE - A student who withdraws prior to completing a payment period may be required to repay unearned grant funds). Student loans and parent loans are made available by the U.S. Department of Education to eligible borrowers and must be repaid.

The Federal Pell Grant is an award available to undergraduate students who meet federal eligibility guidelines. Pell Grant awards vary from year to year and from student to student. Eligibility is based on family income level and financial resources, as well as other personal factors. Pell Grant awards currently range from \$845 to \$6895 per award year for qualified applicants.

Federal Stafford Loans are low-interest, fixed-rate loans to students, which must be repaid. They are available to students with demonstrated financial need who borrow funds for educational expenses. Subsidized and Unsubsidized Stafford Loan interest rate is fixed at 4.99% for all first disbursements between July 1, 2022 and June 30, 2023 and shall remain fixed during the life of the loan. Repayment on Federal Stafford Loans begins six months after the borrower's last date of attendance as at least a half-time student. Repayment is usually scheduled over a maximum period of ten (10) years. The minimum payment is \$50.00 for the standard repayment plan.

Parent Loans for Undergraduate Students - PLUS Loans - are low-interest, fixed-rate loans made to creditworthy parents of Dependent students to pay for the educational expenses of their dependent. The interest rate on disbursements made on or after July 01, 2022 through June 30, 2023 is 7.54%. Repayment normally begins while the student is in attendance, however, parent loan borrowers may be able to defer repayment of principal under certain conditions.

Hair Academy LLC participates in the Federal Direct Student Loan Program (DSL). As of July 01, 2010, the Federal Family Education Loan Program (FFELP) concluded its funding authorizations and is no longer providing student loan funds.

## **DRUG AND ALCOHOL PREVENTION AND STUDENT FINANCIAL AID PENALTIES**

Hair Academy LLC complies with the Federal Drug Free Schools and Communities Act Amendment of 1989 and the Drug Free Work Place Act of 1988.

### **DRUG AND ALCOHOL POLICY STANDARDS OF CONDUCT**

The policy is defined by the following:

- The illegal possession or use of alcohol, drugs, or chemicals on any property under the control of Hair Academy is expressly prohibited
- Alcoholic beverages on the Hair Academy Campus are forbidden with exception for permissible and prior written approval, by the school president, for a special event
- These standards of conduct apply to all students and staff members of Hair Academy LLC.
- Should any complaint or suspicion arise pertaining to a student or staff member regarding possible violation of policy, the individual may be required to submit to immediate advising and/or drug testing. Any violation of policy is subject to disciplinary actions

All members of the Hair Academy community should, at all times, be cognizant of compliant with State and Local Laws.

### **SANCTIONS**

In addition to the imposition of disciplinary sanctions under Hair Academy LLC policies and/or procedures, including the suspension or separation from Hair Academy LLC for such acts, students and staff members may face prosecution under Federal or State Law.

### **HEALTH RISKS PERTAINING TO SUBSTANCE ABUSE**

Numerous health related issues are associated with the illicit use of drugs and alcohol. Among them are sleep disturbance, psychiatric problems, organ failure or disease, immunodeficiency, nutritional syndromes and diabetes.

### **NOTICE OF FEDERAL STUDENT FINANCIAL AID PENALTIES for DRUG VIOLATIONS**

Students who have been convicted of possession and/or sale of illegal substances while they were receiving Federal Student Aid must disclose this information when completing their Free Application for Federal Student Aid (FAFSA) and may be prohibited from, or limited in, receiving Federal Student Aid.



## FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

### Exceptions to the above rule are:

- School Officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- NACCAS staff, commissioners and evaluators for NACCAS.
- U.S. Department of Education.
- Persons who need to know in case of health and safety emergencies.
- State and local authorities, within a juvenile justice system, pursuant to specific state law.
- Subpoenas by court order.

Parents or eligible students have a right to inspect and review their records at any time during normal business hours. Records must be inspected in an administrative office and will not be taken to any other area of the school or leave the school building. Parents and eligible students have the right to request an amendment of their records and if denied may make a written request for a hearing.

### Records will include, but not be limited to:

- Required enrollment application and supporting documents.
- Progress Reports.
- Student Financial Aid reports.
- Payments and tuition evaluation data balances
- Other evaluation data

Student school records are safeguarded and maintained in fireproof file cabinets. Student academic records are kept in files located in the administrator offices.

Elegible Students and parents of dependent minor students may obtain additional copies of documents for a fee of \$5.00 per copy. Student school records are maintained for a minimum of six years.

Hair Academy may disclose directory-type information such as name, address, telephone number, date and place of birth, honors and awards, dates of attendance and attendance percentages. Parents or eligible students may opt out by completing a Hair Academy "opt-out" form at any time.