



PINEVILLE BEAUTY SCHOOL

1008 MAIN STREET
PINEVILLE, LA 71360

(318) 445-1040

www.pinevillebeauty.com

Revised July 1, 2011





TABLE OF CONTENTS

Revised July 1, 2011

Mission Statement and Objective	2
Licensures and Accreditation.....	3
Faculty.....	4
Orientation	5
School Facilities and Equipment	6
Services & Facilities Available For Students with Special Needs	6
Policy & Procedure Regarding Student Lockers	6
Schedule.....	7
Admission Requirements	8
Vaccinations.....	8
Policy on Evaluation Before Registration.....	9
Transfer of Academic Credit	9
Student Personal Services	9
Tuition and Fees.....	10-12
Refund Policy.....	13-14
Federal Student Aid	15-20
Other Financial Assistance Programs	21
Cosmetology Curriculum.....	22-23
Manicuring Curriculum	24
Teacher Training Curriculum	25
Shampooing Curriculum.....	26
Disclosure for All Curriculums.....	26
Satisfactory Academic Progress Policy (SAP)	27-31
Student Conduct.....	32-36
Attendance	37-39
Graduation.....	40-41
Employment after Graduation.....	42
Grievance Policy and Procedure.....	43-44
Privacy Policy	45
FERPA	46-47
Student Right-To-Know.....	48-49



MISSION STATEMENT

It is the mission of Pineville Beauty School to provide a quality education that will prepare each student to successfully attain state licensure or certification with the goal of successful entry and continual employment. Employment may include cosmetology, manicuring, esthetics, make up, retailing, customer service, communications, shampooing and educating.

OBJECTIVES

In all programs offered at Pineville Beauty School, our goal is that all students will be able to project a positive attitude and self confidence, show professionalism and poise, and effectively communicate with fellow employees and clientele.



PINEVILLE BEAUTY SCHOOL **LICENSURES AND ACCREDITATION**

Pineville Beauty School is accredited by the National Accrediting Commission of Career Arts & Sciences (NACCAS). NACCAS is recognized by the United States Department of Education as a national accrediting body for postsecondary schools and departments of cosmetology arts and sciences under the provisions of Chapter 33, Title 38, U.S. Code and subsequent legislation.

Pineville Beauty School is licensed by the Louisiana State Board of Cosmetology.

Information on Pineville Beauty School's licensure and accreditation can be obtained through contacting the following institutions:

National Accrediting Commission of Career Arts & Sciences (NACCAS)

4401 Ford Avenue, Suite 1300

Alexandria, VA 22302

(703) 600-7600

<http://www.naccas.org/default.aspx>

and/or

Louisiana State Board of Cosmetology

11622 Sunbelt Court

Baton Rouge, LA 70809

(225) 756-3404

<http://www.lsbclouisiana.gov/>

The Pineville Beauty School has been approved by the United States Department of Education to make available Title IV funds to eligible students in eligible fields of study.

The Certificate of Accreditation and Louisiana State Board of Cosmetology License can be found on display on the main floor of the Pineville Beauty School.



FACULTY

Instructors and owners have had salon experience, teachers training and are required to attend seminars and hairstyling clinics to keep abreast of the modern techniques and methods of teaching the art of cosmetology. All employees dealing with the fiscal and financial aid procedures of Pineville Beauty School are required to meet all federal and state guidelines regarding training and certification of federal aid programs.

Owners / Instructors

Michelle Hays
Josephine Nelson

Administrators / Financial Aid Managers

Jane Hair
Crystal Daigrepoint

Director of Education / Instructor

Jessica Norman

Instructors

Crystal Daigrepoint
Patsy Baker



ORIENTATION

Topics Presented:

Introductions	Drug Awareness and Procedures
Explanation of Time Cards	Enrollment Contract
Lockers	Compensation
Standards of Conduct/Conduct Policy	Course Outlines
Satisfactory Progress Policy	Licensure and Placements Rates
Financial Aid Program Consumer Information	Academic Requirements for Course
Fire Safety and Evacuation Procedures	
Catalog	

COURSE FORMAT:

Theory classes consisting of lecture, PowerPoint presentations, haircuts, DVDs and projects, are generally held 8:30 a.m. to 9:30 a.m. Tuesday through Friday.

Instructors:

Michelle Hays	Jessica Norman	Patsy Baker
Josephine Nelson	Crystal Daigrepoint	

Reference Materials:

Textbook:	Milady
Attendance Policy:	Catalog



SCHOOL FACILITIES AND EQUIPMENT

Pineville Beauty School is comprised of a two story, 4,000 square foot building, which is located on the corner of Main and Barratt Street in Pineville, Louisiana. Parking facilities are located adjacent and behind the institution. Parking for students who have less than 750 hours is across the street in the parking lot of the First Baptist Church of Pineville. The main floor contains a clinic floor where hairstyling and manicuring services are offered to the public and are performed by advanced students with direct supervision by licensed instructors. The wax and nail room are equipped with vending machines which are accessible to the students, staff, and the public. Also found on the first floor of the facility are administrative and instructor offices, a dispensary, and shampooing area.

The second floor of the facility is comprised of three (3) practical and theory classrooms, library, student lounge, student lockers, and storage areas. The student lounge is equipped with a dining area, microwave, sink, and refrigerator. Restrooms are located on both the first and second floors of the institution.

Styling stations, shampoo bowls, sterilizers, make up room, manicure/pedicure areas, mannequins, hair color area, dryers and other equipment are furnished by the institution. Educational classroom equipment consists of computer equipment, visual aids, and VCR/DVD television, which are for the use of students. Pineville Beauty School offers this equipment in order to provide an exceptional learning environment.

SERVICES AND FACILITIES AVAILABLE FOR STUDENTS WITH SPECIAL NEEDS

The Pineville Beauty School, in accordance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975 will make any necessary arrangements for a student with special needs when the need should arise. However, the institution shall make a determination if their needs can be met through programs offered. This would include their classroom performance capabilities and have reasonable placement potential following graduation. Information on these acts can be found in the Policies and Procedures Manual of the institution.

POLICY AND PROCEDURE REGARDING STUDENT LOCKERS

Lockers are the property of Pineville Beauty School. Pineville Beauty School reserves the right to randomly open and search all lockers used by students at any time. In the event a student withdraws, anything left in your locker or on the school premises for a period of thirty (30) days or more shall become property of Pineville Beauty School. This pertains to all students.



SCHEDULE

All cosmetology training must be under the supervision of a licensed instructor. A student enrolled in a school of cosmetology must be taught theory and principles of cosmetology for at least 200 hours before he/she is permitted to engage in the practice of beauty culture on the public.

The weekly schedule is as follows:

Tuesday, Wednesday and Thursday

8:30 - 9:30	Class
9:30 - 9:45	Break
9:45 - 12:00	Class
12:00 - 1:00	Lunch break
1:00 - 2:30	Class
2:30 - 2:45	Break
2:45 - 4:15	Class
4:15 - 4:30	Clean-up

Friday

8:30 - 9:30	Class
9:30 - 4:15	Review previous work with instructors. Junior and Senior students work on patrons.
4:15 - 4:30	Clean-up

PINEVILLE BEAUTY SCHOOL ENROLLS COSMETOLOGY STUDENTS THE FIRST TUESDAY OF THE FOLLOWING MONTHS. Enrollment dates for the 2011 school year will be January 4, March 1, June 7, August 2, September 6, and October 4. Start dates for manicuring and teacher training are dependent upon the number of students applying for admission. Special consideration for transfer students may be taken for other start dates.

School Holidays that are accepted by the Louisiana State Board of Cosmetology are New Years Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, and Christmas Day. Pineville Beauty School shall be closed the week of the 4th of July for annual staff vacation and school maintenance.



ADMISSIONS REQUIREMENTS

Entrance Requirements: All regular students for Cosmetology, Manicuring, and Teacher Training are those of either sex who are at least 16 years of age, who are of good moral character and of temperate habits. All students who apply for admission must comply with the following requirements:

- I. Must have reached sixteen (16) years of age and provide a birth certificate.
- II. Must have graduated from a high school approved by the Louisiana State Board of Cosmetology or have successfully passed a GED examination equivalent to a high school diploma. A diploma, GED certificate or transcript must be presented to the school upon enrollment.
- III. Must provide three (3) photographs.
- IV. Must pay a registration fee of \$10.00 to the Louisiana State Board of Cosmetology.
- V. Must have a government issued I.D. Pineville Beauty School is not authorized to admit non-eligible immigrant students.
- VI. For the Teacher Training program, the candidate must have a copy of their current Cosmetology License and a minimum of one year employment in the industry.

Note: Teacher Training program requirements include an entrance exam of basic skills, an interview, and a minimum age requirement of 19 years of age.

In compliance with the Equal Educational Opportunity Act (20 USC Sec. 1703), Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Age of Discrimination Act of 1975, the Pineville Beauty School promotes and accepts diversity in order to provide an environment which is multi-cultural. The institution, in its admission, instruction, and graduation policies practices no discrimination on the basis of race, creed, color, religion, financial status, ethnic origin, age, or sex. For more information on the above mentioned acts, please see the Policies and Procedures Manual of the institution.

Pineville Beauty School does not admit students under the Ability to Benefit (ATB) criteria.

VACCINATIONS

Pineville Beauty School does not require the submission of vaccination records. All students, for their own safety, should ensure their vaccinations are up to date.

POLICY ON EVALUATION BEFORE REGISTRATION

Pineville Beauty School reserves the right to evaluate a student within 60 days of enrollment, before registering with the Louisiana State Board of Cosmetology to determine that the student meets satisfactory progress. If the school determines that the student fails to meet satisfactory progress, the school reserves the right to terminate the student at that time.

TRANSFER OF ACADEMIC CREDIT

It is the policy of Pineville Beauty School that students who transfer to the institution may be granted credit for prior studies not to exceed 50 percent of course hours. If students transfer in with over half the hours needed to graduate, the institution will evaluate according to a 700 hour evaluation form for cosmetology, the 300 hour evaluation for teacher training, and the 250 hour evaluation form for manicuring in order to see if the max hours will be accepted. In the event all hours have been completed, Pineville Beauty School reserves the right to grant or decline clearance, depending on the situation. Special consideration may be given for extenuating circumstances. A \$100.00 charge will be accessed to students transferring to the Pineville Beauty School.

STUDENT PERSONAL SERVICES

A private office is available for student counseling (including financial aid), placement, and other personal services for the benefit of the students. Students are free to make an appointment to discuss personal problems that might affect the schooling or their future employment. It is advised that the law prohibits any school, college, etc. from guaranteeing placement. The school does not provide housing. Although we do not guarantee placement, we offer assistance through the posting of job opportunities on an informational bulletin board.



TUITION AND FEES

COSMETOLOGY

Tuition:	\$ 11,500.00
Books and Supplies:	\$ 340.00
Registration Fee:	\$ 10.00
Application Fee:	\$ 100.00
Miscellaneous Fees:	\$ 0.00

*Cosmetology supplies will be issued to advanced students whose accounts are current and in satisfactory progress.

Required Textbook:

Milady's Standard Cosmetology Textbook
ISBN 1-4390-5930-6 (Hardcover) - \$104.95

Course Codes:

SOC Code - 39.5012.00 Hairdressers, Hairstylists, and Cosmetologists
<http://www.onetonline.org/link/summary/39-5012.00>
CIP Code - 12.0410 Nail Technician/Specialist and Manicurist
<http://nces.ed.gov/pubs2002/cip2000/cip2000.asp?CIP2=12.0410>

MANICURING

Tuition: \$ 4,602.00
Books and Supplies: \$ 340.00
Registration Fee: \$ 10.00
Application Fee: \$ 100.00
Miscellaneous Fees: \$ 0.00

Required Textbook:

Milady's Standard Nail Technology Textbook
ISBN 1-4283-4124-2 (Hardcover) - \$102.95

Course Codes:

SOC Code - 39-5092.00 Manicurists and Pedicurists
<http://www.onetonline.org/link/summary/39-5092.00>
CIP Code - 12.0410 Nail Technician/Specialist and Manicurist
<http://nces.ed.gov/pubs2002/cip2000/cip2000.asp?CIP2=12.0410>

TEACHER TRAINING

Tuition: \$ 5,753.00
Books and Supplies: \$ 340.00
Registration Fee: \$ 10.00
Application Fee: \$ 100.00
Miscellaneous Fees: \$ 0.00

Required Textbook:

Milady's Master Educator Student Course Book
ISBN-10: 1-56253-582-x (Paperback) - \$153.95

Course Codes:

SOC Code – 25-1194.00 Vocational Education Teachers, Postsecondary
<http://www.onetonline.org/link/summary/25-1194.00>
CIP Code - 12.0413 Cosmetology, Barber/Styling, and Nail Instructor
<http://nces.ed.gov/pubs2002/cip2000/cip2000.asp?CIP2=12.0413>

Coming Soon

SHAMPOO COURSE

Tuition: \$ 305.00
Registration Fee: \$ 10.00
Application Fee: \$ 35.00

The student or his /her guardian agrees to pay Pineville Beauty School monthly payments, unless otherwise agreed upon. All education costs may be made by cash, check, money order, or credit card. Payment plans will be based on the tuition and made available to the student on the enrollment agreement. Enrollment agreements of students who are eligible to receive financial aid funds will reflect the award and balance due for the specified period. Any requests for adjusting payment options will need to be directed to the administrative department of the institution and an addendum will need to be signed by all parties. A rejected applicant would be refunded.

A \$350.00 charge will be due the day of orientation for registration, books, and supplies fees. A \$100.00 application fee will be charged the day the individual applies to the institution. In the event an applicant later decides not to attend school prior to orientation, the \$100.00 of the admission fees shall be retained for administrative fees. Any exception to the above requirement may be made on an individual basis after consultation with the director.

Outside expenses to be incurred by the student are as follows:

- I. Non-refundable \$100 application fee, \$10.00 registration fee, \$340 books and supplies fee.
- II. Uniforms are required by the Louisiana State Board of Cosmetology. Male students are required to wear solid black uniforms and shoes during their attendance in school. Female students are required to wear solid black uniforms and black shoes. Name tags must be worn at all time. Approximate cost of uniforms is \$100.00.
- III. State Board examinations and transportation costs for examinations.
- IV. Cost of equipment lost or stolen from students.

Books and selected supplies are not included in the tuition.



REFUND POLICY

An applicant who is rejected by the school shall be entitled to a refund of all monies paid. If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing within three business days of the signing of the enrollment agreement or contract, all monies collected by the institution shall be refunded excluding the non-refundable application fee of \$100.00. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person. This policy applies regardless of whether or not the student has actually started training. If a student cancels his/her enrollment after three business days after signing, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the institution less the non-refundable application fee of \$100.00. Enrollment fees are not refundable after three days of signing the enrollment agreement and first day of class. Refund calculations are based on actual hours completed. For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized: Percentage of enrollment time to total time of course and amount of tuition school shall retain.

<u>Percentage of Enrollment Time to Total Time of Course</u>	<u>Amount of Tuition the Institution Shall Retain</u>
.01% - 4.9%	20% Retained
5% - 9.9%	30% Retained
10% - 14.9%	40% Retained
15% - 24.9 %	45% Retained
25% - 49.9%	70% Retained
50% and over	100% Retained

For policies and procedures regarding Federal Title IV refunds, please see the financial aid section.

Enrollment time is defined as the time elapsed between the actual starting date and the date of the students last day of physical attendance in the school. The cost of extra items to the student, such as instructional supplies or equipment, service charges, student activity fees, deposits, rentals and other charges will not be considered in Tuition Adjustment computations provided charges are itemized separately in enrollment agreements, catalogs or in other data furnished to the student before enrollment. Additional instruction required beyond contracted graduation date after subtraction allowed absences (160 scheduled hours for Cosmetology, 60 scheduled hours for Manicuring, and 70 scheduled hours for Teacher Training) shall be provided at an additional cost of \$7.67 per hour. In case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the school makes a settlement which is

reasonable and fair to both.

All monies due the applicant or student shall be refunded within 45 days after the date of determination by the institution. Cancellation or termination occurs no more than 30 days from the last day of physical attendance, or in the case of a leave of absence, from the documented date of a student's expected return from such leave of absence.

If the institution is permanently closed after a student has enrolled, the student shall be entitled to a pro-rata refund of tuition. If a class is cancelled, full refund is given to the student. Students shall be notified of unexpected institution closures by telephone.

Books and selected supplies are not included in the tuition and shall not be considered and shall not be considered in refund computations.

***See the Withdrawal Policy located in this catalog and the Policies and Procedures Manual of the Pineville Beauty School for more information on withdrawals.**



FEDERAL STUDENT AID

Pineville Beauty School is an accredited institution through NACCAS and is approved to offer Title IV funds, federal financial assistance, by the United States Department of Education to eligible students. Pineville Beauty School does not offer or participate in any federal or private loans programs. For any questions concerning federal student aid, please contact the Financial Aid Office of the Pineville Beauty School at (318) 445-1040.

ELIGIBILITY REQUIREMENTS

Students who are eligible to receive Title IV funds will be able to receive assistance with their tuition. Students may be eligible if they meet the following criteria:

- Must illustrate financial need;
- Is enrolled as a regular students in one of an eligible institution's eligible programs;
- Is a U.S citizen, U.S. national or an eligible non-citizen;
- Must possess a valid and correct Social Security Number;
- Is not currently in default on any Federal student loans unless acceptable arrangements have been made;
- Does not owe money for any repayment of any Title IV grants;
- Must have a high school diploma or its equivalency;
- Males must illustrate Selective Service registration;
- Must not have been convicted of a drug offense while in receipt of federal financial aid;
- Must maintain Satisfactory Progress while in the eligible program.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

Students have the right to know the following:

- Institutions accrediting and licensing agencies.
- The institution's facilities and faculty.
- Cost of attending and policies regarding refunds for students who withdraw prior to program completion.
- Financial assistance available, including all local, state, federal and institutional financial aid programs.
- How financial need and eligibility are determined.
- Type of aid received and how it will be disbursed.
- Appeals policies of the institution.

- How Satisfactory Academic Progress (SAP) is determined and how it affects financial aid eligibility.

It is the student's responsibility to do the following:

- To review and consider all information regarding the institution and its financial aid programs available prior to enrollment.
- Complete financial aid applications and forms accurately and truthfully.
- Follow deadlines for submitting of financial aid applications and forms.
- Provide all verification and correction documentation requested by the institution within the allotted time frame.
- Read and understand all forms you submit, sign or receive, and keep copies of them.
- Notify the institution of any changes of name, address, financial circumstances or enrollment status.
- Understand the institution's Satisfactory Academic Progress (SAP) policy.
- Understand the institution's refund policies.
- Sign any certification documents the institution may require.

AVAILABLE FINANCIAL AID

Pineville Beauty School participates in the following federal financial aid programs to eligible recipients:

- I. **Federal Pell Grant:** The Federal Pell Grant is financial assistance available to eligible students attending approved colleges, community/junior colleges, vocational schools, technical institutes, hospital schools of nursing, and other post high school institutions. The maximum Pell Grant award for the 2011-2012 academic year is \$ 5,500.00. Further information and eligibility guidelines can be found at <http://studentaid.ed.gov/PORTALSWebApp/students/english/aideligibility.jsp?tab=funding>.
- II. **Federal Supplemental Education Opportunity Grant (FSEOG):** The Federal Supplemental Opportunity Grant is for students who have financial need as determined by the Department of Education approved needs analysis system. A student is eligible to apply if he or she is enrolled at least half time as an undergraduate or vocational student in an educational institution participating in the program. Some students attending school less than half time may also receive the FSEOG. A student who has earned a bachelor's degree or first professional degree is **not** eligible to receive an FSEOG. The FSEOG may not be less than \$100 and may not exceed \$4,000 for a full academic year. For further information on description, eligibility, and guidelines for the FSEOG, go to <http://www2.ed.gov/programs/fseog/index.html>.

APPLICATIONS FOR FEDERAL FINANCIAL AID

To apply for a Federal Pell Grant, you must complete a form called FAFSA, a Free Application for Federal Student Aid. This form can be found and completed electronically at <http://www.fafsa.ed.gov>/or by picking up a paper form at the institution. The federal school code for Pineville Beauty School is 016485 and will be required for the institution to receive the results electronically. Follow up with the Pineville Beauty School Financial Aid Office by calling (318) 445-1040 about a week after you have filed your FAFSA to ensure the school has received your Institutional Student Information Record (ISIR). The ISIR will be used to determine the amount of financial assistance, Federal Pell Grant and FSEOG, you are eligible to receive. A copy of the ISIR will be kept on file at the institution and is available to the student at their request.

***You are at the wrong web page if it requests a fee for filing the FAFSA.**

SELECTION OF RECIPIENTS NON-CAMPUS BASED FUNDS

You will be provided with the amount of federal financial aid assistance you are eligible to receive by the Financial Aid Administrator of the institution. Pineville Beauty School uses a third party servicer to determine what the student's award will be. This amount will depend, not only on your determination of eligibility, but also on the cost of attendance at your school. Financial need is based on taking into account the cost of attendance and the amount of the student's and/or the family's financial resources.

The Expected Family Contribution (EFC) is the calculation of how much a student and/or family can contribute to the cost of their education for an academic year. This figure is calculated by the Central Processor through the information gathered from the Free Application for Federal Student Aid (FAFSA). The Expected Family Contribution (EFC) will be included in the ISIR received by the institution when the student's application is processed.

***Federal financial aid is only to be used by the student for educational expenses at the institution they are attending.**

SELECTION OF RECIPIENTS FOR CAMPUS-BASED FUNDS

The school's philosophy regarding the selection of recipients of those eligible to receive Campus Based Funds, such as the Federal Supplementary Education Opportunity Grant (FSEOG), is that the financial aid staff will attempt to award those funds available in the aforementioned program in such a way as to assist as many students as possible. Although each student's financial need is carefully considered in the award process, the Federal Supplementary Educational Opportunity Grant will be awarded first to the student with exceptional need and priority will be given to students who receive Federal Pell Grants.

VERIFICATION

Applicants may be randomly selected by the Central Processing System (CPS) to submit verification documentation. This process requires the Financial Aid Office of the institution to verify items such as household size, number enrolled in college, adjusted gross income (AGI), U.S. income tax, and certain untaxed income and benefits. Aside from the above mentioned documents, the institution and Central Processing System (CPS) can choose to have the student verify additional information. If the student is married, income tax forms must include the spouse's information. If the student is a dependant, a copy of the parents' income tax forms must be presented.

All verification documentation will be required to be submitted within thirty (30) days from the date of notification by the Financial Aid Office. Failure to submit the required verification documents within the thirty (30) day period will result in withholding of financial aid funds and the student will be required to make payments to the institution in lieu of these funds. Only under extenuating circumstances will the thirty (30) day requirement be extended.

If all verification documents are submitted and there is no conflict of information then the student's financial aid funds will be disbursed. The student will be required by the Financial Aid Office to submit further documentation if any of the verification documents conflict with the original information submitted on the initial FAFSA. The student and/or family, if applicable, will be required to resubmit the FAFSA with the correct information to the Central Processing Service. In the event the institution feels that the applicant intentionally submitted information under false or fraudulent circumstances, the institution will contact the Department of Education Office of the Inspector General.

CITIZENSHIP VERIFICATION

Student eligibility for Title IV financial assistance is also based on one's citizenship status. When an applicant fills out a FAFSA, the Central Processing Service (CPS) conducts an electronic database match for Social Security number, name, and birth date to verify the student's eligibility status. Determination is then reported on the student's ISIR. If the student does not match the electronic database then the institution will notify the student of steps which will need to be taken to prove citizenship.

CORRECTIONS

Corrections to the ISIR may be necessary after an applicant submitting verification documents or other documentation. If corrections to the ISIR are required, the Financial Aid Office will make the necessary corrections on the current ISIR. All corrections require the proper signed documentation. The Financial Aid Office of the institution will then be required to submit the revised information electronically to the Central Processor and a new ISIR will be generated. Any and all documentation, including verification, may result in the failure of a student to meet eligibility requirements for the Federal Pell Grant and other Title IV funds. If a student eligibility status changes, the Financial Aid Office of the institution will inform the students of their change of status and a new financial plan will need to be completed and agreed upon.

REVIEW OF FINANCIAL AID APPLICANT'S FINANCIAL AID HISTORY

In compliance with federal law, Pineville Beauty School is required to determine any and all federal aid Title IV aid previously received by the student applying for aid. The National Student Loan Data System (NSLDS) is utilized by the institution in order to obtain the financial aid applicant's financial aid history. Financial aid will not be disbursed until there is a receipt of the confirmation of previous aid.

DISBURSEMENT PROCEDURES OF TITLE IV FUNDS

Title IV funds are disbursed during periods of the academic year. For Cosmetology, disbursements fall within two academic years. For the first academic year, funds are disbursed at 0-450 clock hours and 451-900 clock hours. The second academic year will also be divided into two periods, 901-1200 clock hours and 1201-1500 clock hours. For Manicuring, Title IV funds will be disbursed into two periods, 0-300 clock hours and 301-600 clock hours. For Teacher Training, Title IV funds will be disbursed into two periods, 0-375 clock hours and 376-750 clock hours. Federal Pell Grant or FSEOG disbursements are credited directly to the student's institutional account. Students will be informed and given a receipt of the amount of the disbursement credited to his/her account.

RETURN OF TITLE IV FUNDS

Federal financial aid is awarded to students contingent upon their attendance and successful completion of the program. The U.S. Department of Education has established a Return of Title IV Funds (R2T2) Policy to determine the amount of Federal student aid earned when a student withdraws prior to completing his/her program. The percentage of the program completed upon withdrawal has a direct correlation to the amount of earned aid; i.e., if a student completes 30% of the payment period he/she have earned 30% of the Federal aid available at that point. Students who withdraw prior to receiving their Federal award may be entitled to a post withdrawal disbursement.

Official and Unofficial Withdrawals: A withdrawal is defined as dropping all classes for a given payment period.

An official withdrawal date is the date the Administrator's office receives a written notice, fax, email, or other form of communication from the student that he/she is no longer in attendance in his/her classes.

An unofficial withdrawal date is: A. the last day of attendance of a student who does not complete the official withdrawal process and/or B. the last day of attendance of a student whose instructors report that the student is no longer attending class. In no case will the unofficial withdrawal date of determination be more than 30 days after the last day of attendance.

Consequences of Withdrawal: A student who officially withdraws earns Federal aid based on the number of clock hours he/she attended. Earned aid is calculated from the beginning of the payment period until the Last Date of Attendance (LDA), up to the 60% point of the payment

period. After the 60% point, all aid is earned.

Federal Pell Grant recipients who completely withdraw from Pineville Beauty School prior to completing 60% of the payment period may owe a repayment to the U.S. Department of Education.

Procedure for Notifying Students of Repayments owed to the U.S. Department of Education: According to federal regulations, the student is responsible for all unearned Title IV program assistance that the school is not required to return. The institutional policy is that the Financial Aid Office of the institution will perform all Return to Title IV calculations and notify the student in writing if a repayment is owed to the U.S. Department of Education and the amount.

It is the intent of the Office of Financial aid to inform Federal Aid recipients to seriously consider the implications of this R2T4 policy. Students who are having difficulty in their classes should seek assistance through their instructors. Pineville Beauty School is committed to student success and to helping students stay in school and reach their educational goals.

Pineville Beauty School will return unearned Title IV funds to the Department of Education within 45 days from the Date of Determination of the student's withdrawal. Refunds will be made to the appropriate Federal programs in the following order: Federal Pell Grant · FSEOG



OTHER FINANCIAL ASSISTANCE PROGRAMS

NON-TITLE IV FEDERAL PROGRAMS

Pineville Beauty School participates in the following non-Title IV federal financial assistance programs to eligible recipients.

- I. **VA Benefits:** We are an approved vendor for VA benefits. For more information on available benefits and to apply, please go to <http://www.gibill.va.gov/>. For a paper application, please call 1-888-GI Bill – 1 (1-888-442-4551) to have a form mailed to you.

*** VA Benefits are non-need-based federal aid programs.**

STATE FINANCIAL PROGRAMS

Pineville Beauty School participates in the following state financial programs:

- I. **Taylor Opportunity Program for Students (TOPS):** is a program of state scholarships for students who are residents in Louisiana and attend an approved institution within the state of Louisiana. Amounts awarded for TOPS are based upon the most recent allowed tops tuition figures and student eligibility. For more information and how to apply, please go to <http://www.osfa.la.gov/>.
- II. **LA Vocational Rehabilitation:** We are an approved vendor for individuals who qualify for benefits.



CURRICULUM

COSMETOLOGY CURRICULUM

1. Scientific Concepts	360 Hours
a. Infection Concepts	
b. OSHA Requirements	
c. Human Physiology	
d. Chemical Principles	
e. Hair and Scalp	
f. Nails	
2. Physical Services	370 Hours
a. Shampoo	
b. Draping	
c. Rinses and Conditioners	
d. Scalp	
e. Facials	
f. Make-up	
g. Manicuring	
3. Chemical Services	240 Hours
a. Hair Coloring	
b. Hair Lightening	
c. Chemical Waving	
d. Chemical Relaxing	
4. Hair Designing	320 Hours
a. Hair Shaping	
b. Hair Cutting	
5. Rules, Regulations, and Personal Skills	<u>210 Hours</u>
a. Orientation	
b. Job Skills	
c. Rules and Regulations	
d. State Laws	
Total	1500 Hours

COSMETOLOGY OBJECTIVES

To develop in each student theoretical and hands on knowledge and skill in manicuring, shampooing and hair shaping necessary for successful entry and continual employment in the cosmetology profession. To develop in each student the technical skill and knowledge necessary for the diagnosis and application of all chemical processes related to hair, as well as nail and skin care required to meet the high standard of the cosmetology profession.

MANICURING CURRICULUM

1. Scientific Concepts	200 Hours
a. Basic Human Physiology	
b. Nail Composition	
c. Chemistry	
d. Sanitizing and Sterilizing	
2. Procedures	100 Hours
a. Supplies and Implements	
b. Artificial and Natural Nail Technology	
c. Manicure	
d. Pedicure	
e. Basic Massage	
3. Application and Repair of Artificial and Natural Nails	100 Hours
4. Safety and Infection Control	50 Hours
5. Orientation, Regulations and Life Skills	<u>150 Hours</u>
Total	600 Hours

MANICURING OBJECTIVES

To develop professional qualities within each student. To educate and develop professional skills such as, manicuring, pedicures, hand and arm massage, foot and leg massage, repair damaged nails, apply nail tips, and sculptured nails and perform other related services as required by the consumer. To inform each student in the variety of employment opportunities within the field. To fulfill all requirements of the Louisiana State Board of Cosmetology in order that the student become licensed.

SHAMPOOING CURRICULUM – COMING SOON!

1. Scientific Concepts	10 Hours
a. Chemistry of Shampoo	
b. Chemistry of Conditioners	
c. Safety and Sanitation	
2. Services	<u>30 Hours</u>
a. Draping	
b. Brushing the Hair	
c. Scalp Massage	
d. Rinsing Chemical Services	
e. Treatment Procedures	
	Total
	40 Hours

SHAMPOOING OBJECTIVE

To develop in each student theoretical and hands on knowledge and skill in shampooing. Perform the basic and advanced technique in shampooing, scalp treatments and chemical rinsing.

DISCLOSURE FOR ALL CURRICULUMS

The above requirements must be met by each student in each category in order to graduate from Pineville Beauty School.

The institution retains the right to make any changes which it deems necessary to the above curriculum in order to provide the student with an education which is in compliance with current career fields and professional requirements. All students will be notified in writing by the institution if such changes occur.



SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in Pineville Beauty School regardless of whether or not they participate in Title IV programs or attend on a twenty-four (24) or thirty (30) hour week. The policy complies with the guidelines established by NACCAS and the United States Department of Education.

ACADEMIC YEAR DEFINITION:

The payment periods for the institution are based upon actual hours completed.

1. Pineville Beauty School offers Cosmetology, Manicuring, and Teacher training programs in clock hours. Payment periods are also determined by clock hours.
2. Minimum timeframe for completing the Pineville Beauty School Instructional Programs.

The minimum time allowed for the students to complete each course at satisfactory progress is stated below.

<u>COURSE</u>	<u>MINIMUM TIME</u>	<u>SCHEDULED HOURS</u>
Cosmetology (30 hour week) – 1500 Hours	50 weeks	1500
Cosmetology (24 hour week) – 1500 Hours	62.5 weeks	1500
Manicuring (30 hour week) – 600 Hours	20 weeks	600
Manicuring (24 hour week) – 600 Hours	25 weeks	600
Teacher Training (30 hour week) – 750 Hours	25 weeks	750
Teacher Training (24 hour week) – 750 Hours	31.25 weeks	750

The minimum timeframe for the cosmetology training program at Pineville Beauty School is 1500 clock hours, the same as the number of hours required by the State of Louisiana. The 600 hour manicuring training and the 750 teacher training programs exceed the State's requirements.

State of Louisiana Requirement

1500 hours for Cosmetology
 500 hours for Instructor Training
 500 hours for Manicure

Pineville Beauty School Requirements

1500 hours for Cosmetology
 750 hours for Instructor Training
 600 hours for Manicure

For Title IV purposes, the academic year for Pineville Beauty School's is 900 clock hours.

ESTABLISHED STANDARDS FOR MEASURING SATISFACTORY ACADEMIC PROGRESS:

Grades: Academic learning is evaluated after each unit of study. Students must maintain a written grade average of 70% and pass a **final** written exam prior to graduation. Students must make up failed or missed tests. Numerical grades are considered according to the following scale:

Grade of "A"	96-100	Excellent
Grade of "B"	95-90	Above Average
Grade of "C"	89-80	Average
Grade of "D"	79-70	Below Average
Grade of "F"	60-0	Unsatisfactory

Work Projects Completed: 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 (the computer system will reflect completion of the practical assignment as a 100% rating with a minimum of 70% required to be in satisfactory progress). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Attendance: Pineville Beauty School students are required to attend 70% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress.

- I.** A student's failure to attend will be considered either as an excused or un-excused absence. Both types of absences will be recorded as absences.
- II.** Personal illness, illness or death in the student's immediate family, active military duty, and jury service will be considered as an excused absence if the student provides the school with a written excuse signed by a doctor, the commanding officer of the service unit of the student, or representative of the court to substantiate such absences. This written excuse will be filed with the student's attendance records. All other absences will be considered un-excused.
- III.** 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. The student will not be assessed any additional charges during their Leave of Absence (LOA). Hours elapsed during a leave will extend the student's contract period by the same number of days taken in the leave of absence and will not be included in the students cumulative attendance percentage calculation.

IV. Students who withdraw prior to completion of the course and wish to re-enroll within six months of the original official withdrawal date will return in the same satisfactory progress status as at the time of withdrawal. This also applies to all students wishing to re-enroll in Pineville Beauty School.

Pineville Beauty School students are evaluated on actual hours completed. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. This will ensure that the student will graduate within the maximum time frame allowed.

The maximum time allowed for the students to complete each course at satisfactory progress is stated below.

<u>COURSE</u>	<u>MAXIMUM TIME</u>	<u>SCHEDULED HOURS</u>
Cosmetology (30 hour week) – 1500 Hours	71.50 weeks	2145
Cosmetology (24 hour week) – 1500 Hours	89.38 weeks	2145
Manicuring (30 hour week) – 600 Hours	28.60 weeks	858
Manicuring (24 hour week) – 600 Hours	35.75 weeks	858
Teacher Training (30 hour week) – 750 Hours	35.75 weeks	1072.5
Teacher Training (24 hour week) – 750 Hours	44.69 weeks	1072.5

ACADEMIC PROGRESS EVALUATION PROCESS

Pineville Beauty School students receive Progress Reports indicating whether or not they have achieved Satisfactory Academic Progress at the end of each payment period as follows:

- Cosmetology.....450, 900, 1200, and 1500 clocked hours
- Manicuring.....300, 600 clocked hours
- Teacher Training..... 375, 750 clocked hours

Students are evaluated prior to the final progress reports for Satisfactory Academic Progress as follows:

- Cosmetology: 300, 700, 1100, and 1300 clock hours.
- Manicuring: 250 and 500 clock hours.
- Teacher Training: 250 and 400 clock hours.

The practical performance exams are scheduled at least 100 clocked hours prior to the final Satisfactory Academic Performance Progress Reports to allow students additional time to repeat their practical performance if their first attempt does not meet satisfactory requirements.

Evaluations will determine if the student has met the minimum requirements for satisfactory progress. Pineville Beauty School schedules frequent evaluations prior to the issuance of the final Student Progress Report of Satisfactory Academic Performance to ensure 1) that students are aware of their progress status and 2) that each student has ample opportunity to meet both the

attendance and written and practical exam progress requirements of at least one evaluation by midpoint in the course.

Within 50 hours of the ending timeframe of each payment period, Pineville Beauty School will assess each student's progress toward Satisfactory Academic Progress. If a student is at or below a 73% rating in either attendance or written and practical exams, another progress report will be issued on the last day of the payment period.

At the time of each evaluation at the end of each payment period, students who have not made Satisfactory Academic Progress must be informed they are no longer eligible to receive assistance unless the student is placed on financial aid warning. All students will receive a written student report of satisfactory academic progress at the end of the pay period.

FINANCIAL AID AND SATISFACTORY ACADEMIC PROGRESS (SAP)

All students receiving Title IV funds must meet the standards of satisfactory academic progress. Students are evaluated regarding Satisfactory Academic Progress (SAP) at 450, 900, 1200, and 1500 clock hours for cosmetology; 300 and 600 clock hours for Manicuring; and 375 and 750 clock hours for Teacher Training. Student must maintain a 70 percent cumulative grade point average (CGPA) and complete 70 percent of the scheduled clock hours in the payment period.

FINANCIAL AID WARNING

Financial Aid Warning: Students who fail to meet minimum requirements for attendance and/or written and practical exams are placed on financial aid warning and considered to be making satisfactory progress while during the first warning period. No appeal is necessary.

The student will be notified in writing of unsatisfactory progress by the administrator of the Financial Aid Office and advised of the consequences if he/she does not obtain SAP. The student will then be advised in writing of the actions required to attain satisfactory progress by the next evaluation period. If, at the end of the financial aid warning period, the student has not met requirements to re-establish satisfactory academic progress, he/she will be determined as NOT making satisfactory academic progress and the student will not be deemed eligible to receive Title IV funds. Students will be informally advised in writing of any evaluation that impacts the students eligibility for financial aid.

Pineville Beauty School chooses not to accept appeals at this time. In order for a student to reestablish his or her eligibility to receive assistance under Title IV, HEA programs, the student must meet the minimum requirements of SAP. Satisfactory Academic Progress (SAP) requires the student to maintain a 70 percent cumulative grade point average (CGPA) and complete 70 percent of the scheduled clock hours in the payment period.

POLICIES REGARDING INCOMPLETES AND WITHDRAWALS

Incompletes: 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 will extend the student's contract period by the same number of days taken in the leave of absence and will not be included in the students cumulative attendance percentage calculation.

Withdrawals: Students who withdraw prior to completion of the course and wish to re-enroll within six months of the original official withdrawal date will return in the same satisfactory progress status as at the time of withdrawal.

NONCREDIT, REPEATED AND REMEDIAL COURSES

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



STUDENT CONDUCT

All Rules and Regulations of Pineville Beauty School are to be followed. Students are expected and required to be courteous, respectful and friendly to all staff members and customers. Our policy requires that students treat others fairly, with respect, and professionally at all times. Violations of the conduct policy of Pineville Beauty School will be reviewed by the school owners and could result in the student being placed on an involuntary leave of absence and/or termination. If the decision is to place the student on an involuntary leave, and the student violates policy again, termination may be the result. Once placed on the involuntary leave of absence, the student is not allowed on the school campus until the date of return listed on the leave form that will be signed by the student and Administrator at the time of the consultation. No additional charges will be charged to students placed on an involuntary leave of absence. The student's last date of attendance will be used for Title IV returns.

RULES AND REGULATIONS

1. Classes are held from 8:30 to 4:30, Tuesday through Friday.
2. No cell phones on the clinic floor.
3. Black uniforms (effective 1/1/2010) and black closed shoes, no sandals allowed. (All times)
4. Students have their hair done on days designated by an instructor.
5. Half-hour lunch breaks, at scheduled time. (Check for patrons)
6. If you are absent, you should call in by 8:30 a.m.
7. No standing by other students while they are working with a patron.
8. Anyone caught stealing may be expelled.
9. Students will pay for any supplies used on themselves, other than shampoo or haircuts.
10. All work must be checked by a teacher.
11. All students must complete their duties before leaving the school.
12. Only staff and students are allowed upstairs. NO EXCEPTIONS.
13. Knock before entering any office. Do not enter any office or supply room without permission from an Instructor.
14. No students to use the business phone unless it's an emergency.
15. Only black smocks are allowed over uniforms. No colored jackets permitted.
16. No excessive jewelry, scarves, etc., worn.
17. Parking is available for senior students (over 750 hours) in the rear fenced lot. Parking for students with 0-750 is across the street at the church. DO NOT park at any other place of business.
18. Students must clock in and out at front desk (via time-clock).
19. Male students must wear black shirts and pants.
20. Students hair and make-up must be presentable at all times.

21. No drugs, alcohol or vulgar language, threats or violence shall be tolerated.
22. Nothing belonging to the school is to be taken out of the school.
23. Possession of weapons, i.e., guns, knives, etc., on school property will not be tolerated. Termination will be the result.

DRESS CODE

The purpose of this directive is to prescribe a standard of dress and appearance of students of Pineville Beauty School.

ACCEPTABLE ATTIRE:

Name tag must be worn at all times.

Hairstyle must be clean and neat.

Make-up shall be neat and well groomed.

Uniforms shall consist of the following:

Black Slacks

Black Shirts

Black Socks

Appropriate Undergarments

Black Shoes

Pineville Beauty School T-Shirts (only T-Shirt allowed)

Skirts are not allowed shorter than 2 inches above the knee.

Slits in sides or back must be decent.

Hose and/or socks must be worn at all times.

Male Students shall wear Black Shirt with Black Pants, Shoes, and Socks.

No open toe shoes!

UNACCEPTABLE ATTIRE:

See through fabrics

Athletic pants.

Halter tops, midriff tops, crop tops.

Tank tops can only be worn under lab jackets.

Jeans may not have holes.

Slippers, thongs, or sandals

No leggings, tights

Unclean or torn clothing

No Capri or cropped pants

POLICY ON STUDENTS ASSISTING STUDENTS

It is the Policy of Pineville Beauty School relative to Students Assisting Students, that it shall be expected and required that students shall be courteous and helpful regarding other students, especially newly arriving students. However, this courtesy and helpfulness shall be limited to the assistance with daily routines and granting information only on such things as the location of pertinent materials, etc. This courtesy *does not* include teaching or instruction.

Any student providing instruction or any type of teaching methods relative to our programs to another student shall do so **ONLY** under the direct permission and guidance of a Teacher. There shall be no exceptions to this Policy.

In the event that a student is observed providing instruction or any type of teaching methods relative to our programs to another student without permission and guidance of a Teacher, such student shall be in violation of this Policy. Violations of this Policy may receive punishment as follows: First Offense: Suspension for Eight (8) Hours; Second Offense: Suspension for Thirty (30) Days; and Third Offense: Expelled from the School.

DRUG AND ABUSE POLICY

It is the policy of the Pineville Beauty School to provide a program of substance abuse education that will further our efforts regarding the general health and safety our employees and students. The objective of this program is to promote increased awareness about substance abuse and to maintain a learning institution free of drugs and alcohol.

Each employee and student is responsible for prohibition from illegal use, possession, sale, manufacturing, or distribution of illicit drugs and alcohol while on the institution's property or while involved in any of the institution's activities. This also includes the intentional sale or furnishing of alcoholic beverages to person under the age of 21 while on institutional property or during institutional activities.

The abuse of alcohol, legal drugs, and illegal drugs can be harmful to an individual, not only physically, but mentally, emotionally, and socially. Aside from the health issues just mentioned, the legal consequences of the possession, sale, and consumption of illegal drugs and alcohol can be just as detrimental.

Violation of the above stated policy of the Pineville Beauty School on illicit drugs and alcohol shall result in expulsion or termination of the student or employee. As per the Higher Education Opportunity Act (HEOA), any student convicted of an illegal drug violation while receiving financial aid will result in denial of federal financial aid for a specific period. In addition to losing federal financial aid eligibility, the student will face other legal consequences.

ELIGIBILITY PENALTIES FOR DRUG CONVICTIONS:

Possession of Illegal Drugs:

First Offense: Loss of eligibility for federal financial assistance for one year from the date of conviction.

Second Offense: Loss of eligibility for federal financial assistance for two years from the date of conviction.

Third Offense: Indefinite loss of federal financial assistance eligibility from the date of conviction.

Sale of Illicit Drugs:

First Offense: Loss of eligibility for federal financial assistance for two years from the date of conviction.

Second & Subsequent Offenses: Indefinite loss of federal financial assistance eligibility from the date of conviction.

Available in the Policies and Procedures Manual and Administrative Office of the Pineville Beauty School is further information on the following:

- Federal, State, and Local Sanctions for Illegal Drug and Alcohol Use.
- Penalties for Violations of the Drug and Alcohol Policy Imposed on Students and Employees.
- Health Risks Associated with Drug Use and Alcohol Abuse.
- Federal Law Regarding Possession and Distribution Drug Convictions.
- Regaining Eligibility for Federal Financial Aid.
- Other Legal Consequences.

**POLICY OF THE PINEVILLE BEAUTY SCHOOL ON COPYRIGHT
INFRINGEMENT AND PEER-TO-PEER (P2P) FILE SHARING**

Anyone found committing copyright infringement and peer-to-peer file sharing will be subject to institutional sanctions. Violation penalties may include placing the student on an involuntary leave of absence or termination if the student continues to violate policy. Students may also be subject to civil and criminal penalties.

COPYRIGHT INFRINGEMENT AND PEER-TO-PEER FILE SHARING POLICY

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

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

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

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



ATTENDANCE

ATTENDANCE AND TERMINATION

Records are maintained which clearly show the attendance of a student. These records indicate the student's presence, or absence. These records are maintained in such a manner as to make the students attendance readily determinable by anyone authorized to inspect such records. Attendance clock is monitored and downloaded weekly.

A student's failure to attend will be considered either as an excused or un-excused absence. Both types of absences will be recorded as absences.

Personal illness, illness or death in the student's immediate family, active military duty and jury service will be considered as excused absences provided written excuse signed by a doctor, the commanding officer of the service unit of the student, or representative of the court, whichever is appropriate, is presented by the student to substantiate such absences. This written excuse will be filed with the student's attendance records. All other absences will be considered un-excused. The institution may consider extenuating circumstances provided written notification is presented by the student.

A student will be terminated as of his/her last day of physical attendance whenever he/she has accumulated more than 30 consecutive days of unexplained absences. Exceptions will be made if a student can show proof of hospitalization and or other emergency during his/her absence prior to the thirtieth day of absences.

LEAVE OF ABSENCE

The school recognizes that periodically a student's attendance may be interrupted and that a leave of absence may have to be granted. A student shall be given a period of time to complete the missed course work and are allowed to make up missed tests on Mondays designated by staff. 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. The student will not be assessed any additional charges during their Leave of Absence (LOA). Hours elapsed during a leave will extend the student's contract period by the same number of days taken in the leave of absence and will not be included in the students cumulative attendance percentage calculation. Pineville Beauty School utilizes the Freedom program to generate all leave calculations. Students who were in good satisfactory progress standing when they temporarily interrupted their studies or went on leave of absence shall continue in that status. This is in addition to the need to maintain satisfactory progress during the regular evaluation period. Students who do not return

from a leave of absence, the last date of leave is used as the termination date. Students are entitled to multiple Leaves of Absence not to exceed 180 days within a 12 month period from the date of return from a current leave of absence. Leave of Absence may be taken only in minimum of one week at a time. A student must fill out and submit a Leave of Absence form prior to taking the leave. This form can be obtained and submitted to the Administrative Department of the institution.

EXCEPTIONS OF LEAVE OF ABSENCE (LOA)

Exceptions will be made for unforeseen circumstances that prevent the student from filling out and submitting a Leave of Absence form. In the case of an emergency, a leave of absence form may be completed at a later date, but the student must notify the administrator within one (1) week of the emergency, unless there are extenuating circumstances. The institution will review the circumstances preventing the student from filing out a LOA and the beginning date of the LOA would be determined by the institution to be the first date the student was unable to attend the institution.

POLICY ON TARDINESS AND MAKE-UP WORK

A student who is late will not be allowed to interrupt that class and will be considered absent until that class period is ended. The days the school is closed for local and school holidays and intervals between school sessions will not be recorded as absences. Lesson assignments which were missed during any period of absence must be made up by the student. Make-up work will not be permitted during regular class hours. Two Mondays each month are designated by staff to allow for makeup hours and tests. A record of make-up work is maintained for each student who is required to perform this type of work.

CALCULATION OF OVER-TIME CHARGES (include all programs)

Each Student is scheduled for instruction by hours. It is *imperative* that Students attend school during all of the hours scheduled. Requirements of State Board is 1500 hours of instruction for Cosmetology, 600 hours of instruction for Manicuring, and 750 hours of instruction for Teacher Training (days, weeks, does not count – *only* accumulated hours).

The School is aware that instances may arise that a student must miss some scheduled hours. In the event this is an excused absence, i.e., personal illness, illness of child, court appearance, immediate relative funeral, etc.; the proof of the excused absence must be presented to the Business Office and the hours shall be recorded as such. Pineville Beauty School will accept up to 15 doctors, court, funeral excuses within the course period.

“Hours Absent” is hours recorded by the time-clock that students are not present for instruction. To calculate scheduled time lost, subtract “Makeup Hours” from “Hours Absent”.

If this calculation exceeds 160 scheduled hours for Cosmetology, 60 scheduled hours for Manicuring, and 70 scheduled hours for Teacher Training during your course of study, the student receives Over-Time Charges. Over-Time Charges are \$7.67 per hour for hours required

to complete your course beyond the original scheduled hours of each program field as stated above. These charges *are not* covered by Pell Grants. Any student that accumulates these Over-Time Charges shall pay these charges before they may be cleared for the State Exam.

WITHDRAWAL AND SETTLEMENT POLICY

Official and Unofficial Withdrawals: A withdrawal is defined as dropping all classes for a given payment period.

An official withdrawal date is the date the Administrator's office receives a written notice, fax, email, or other form of communication from the student that he/she is no longer in attendance in his/her classes. The cancellation date will be determined by the postmark or written notifications, or the date said information is delivered to the school in person.

An unofficial withdrawal date is: **A.** the last day of attendance of a student who does not complete the official withdrawal process and/or **B.** the last day of attendance of a student whose instructors report that the student is no longer attending class. In no case will the unofficial withdrawal date of determination be more than 30 days after the last day of attendance.

The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

*See the Refund Policy and Return of Title IV Funds Policy for settlement policies and procedures concerning withdrawals.

STUDENT DROP POLICY

The Pineville Beauty School Policy for Drop Students is as follows:

If you fail to contact Pineville School in a thirty (30) day period, you shall be dropped from enrollment; this also applies to anyone not returning from a leave of absence. It shall cost \$100.00 re-enrollment fee to return to school.

Any absence lasting not less than one (1) week shall be constituted in writing *prior* to departure by completing a Leave of Absence form. 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. The student will not be assessed any additional charges during their Leave of Absence (LOA). In the case of an emergency, a leave of absence form may be completed at a later date, but the student must notify the administrator within one (1) week of the emergency, unless there are extenuating circumstances. Leave of Absence and withdrawal forms can be obtained from the Administrative Department of the institution.



GRADUATION

GRADUATION REQUIREMENTS

In order to graduate, the student must:

- (1) Complete:
1500 hours of Cosmetology Training for Cosmetology License;
750 hours of Teacher Training in all areas of licensure for Teacher License.
600 hours of Manicuring Training for Manicuring License.
40 hours of training for Shampoo Permit.
- (2) Pass a final written and practical examination with a grade of at least 70%.
- (3) Make satisfactory progress in all units of instruction.
- (4) Satisfy all financial obligations to the school.

When all of the above requirements are met, the student will receive a Diploma of Graduation from Pineville Beauty School. The school must be paid in full prior to the student being cleared for the licensing exam.

STATE BOARD EXAMINATION AND LICENSING

Upon Graduation, the student will be eligible for the State Board of Licensing Examination. The student must pay for the State Board Examination and License fees as follows:

Cosmetology License

Theory (1000 Hours)	\$50.00
Practical (1500 Hours)	\$50.00

Cosmetology Teacher License

Theory and Practical (750 Hours)	\$100.00
--	----------

Manicuring License

Theory and Practical (600 Hours)	\$100.00
--	----------

STUDENT ADVISORY FOR
STATE BOARD OF LOUISIANA
LOUISIANA STATE BOARD OF COSMETOLOGY

The Louisiana State Board of Cosmetology is located at 11622 Sunbelt Court, Baton Rouge, Louisiana 70809, telephone number (504) 756-3404.

By advisory of the State Board, all Students are informed:

In compliance with Louisiana Revised Statutes 37:2951, before occupational licensing boards may issue a license to a new or renewal applicant, the board must verify with the Louisiana Office of Student Financial Assistance (LOSFA) whether an applicant for licensure has a default student loan. The act further requires that licensing boards establish conditional licenses for issue to applicants who have defaulted student loans but who have made “acceptable payment arrangements” with LOSFA.

This is MANDATORY

The Board wishes to advise all school owners, school directors, and admissions personnel that all prospective students and enrolled students should be apprised of this statute. In the past, an individual in default on a student loan not being eligible for Title IV funding could enroll as a self paying student, graduate the course; pass the Board exam, and RECEIVE A LICENSE. This is no longer true under R.S. 37:2951. A graduate in this scenario is subject to having his license withheld if he has not met the criteria for acceptable payment arrangements as determined by LOSFA.

The Board further wishes to recommend that this information be disclosed to each prospective student and enrolled student as part of student orientation and/or the school catalog.



EMPLOYMENT AFTER GRADUATION

PHYSICAL DEMANDS

Cosmetology is not an easy profession in which to begin and success is tied directly to developing a steady clientele. This, in turn, depends on technical skills, experience, a sense of how to deal with clients, and personal style. Even well trained entrants to the field find the first year difficult financially, but for those who settle into the profession, cosmetology can be a long and economically rewarding career.

Cosmetology or Hairstyling is a creative field that provides the great satisfaction that creativity brings, in the pleasant surroundings of the modern Beauty Salon. Finger dexterity and artistic sense are combined to satisfy the grooming needs of patrons. Hairdressers work in close contact with people and enjoy and cultivate good relationships with patrons, employers, and co-workers.

With long hours on your feet and irregular hours, candidates must achieve dependability, loyalty, a pleasing personality, and a belief in the Cosmetology Profession to develop Professionalism.

CAREER OPPORTUNITIES AND COMPENSATION

Below are summaries of career opportunities available to students. More information regarding career information and compensation after graduation can be obtained by visiting the web links provided for each program field.

COSMETOLOGIST -Cosmetologists are licensed to work in a salon or own their own business. A Cosmetologist may give manicures, scalp and facial treatments, cut and style hair, chemically wave, straighten hair, style wigs, hairpieces, color, retailing, customer services, and educating. <http://www.onetonline.org/link/summary/39-5012.00>

TEACHERS -Teachers are licensed to teach areas of licensure to students in a cosmetology school, or own their own school. <http://www.onetonline.org/link/summary/25-1194.00>

MANICURISTS -Manicurists are licensed to work in any salon or own their own business. A manicurist may perform services such as, manicuring, pedicures, perform hand and arm massage, repair damaged nails, apply nail tips and sculptured nails, retailing, customer service, educating and perform other related services as required by the consumer. <http://www.onetonline.org/link/summary/39-5092.00>

SHAMPOO TECH – Permit to shampoo and rinse chemicals in a salon. (Offered Soon)



GRIEVANCE POLICY AND 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 pattern 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 Administrator/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 case 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 of 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 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.

7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

Grievance forms can be obtained from the Administrative Department of the institution.

Students can also direct grievances to the accrediting agency of the Pineville Beauty School as listed below:

National Accrediting Commission of Career Arts and Sciences (NACCAS)

4401 Ford Avenue, Suite 1300

Alexandria, VA 22302

(703) 600-7600

<http://www.naccas.org/default.aspx>



PRIVACY POLICY

According to the Privacy and Access Policy and in compliance with the Family Educational Rights and Privacy Act of 1974, all information concerning students is private and will not be released. This information can only be released to the student, parent, guardian (if the student is still a minor) in written form to protect the rights of the student; written consent is not necessary for selected agencies, i.e., accrediting, governmental, or other agencies so authorized by law. Request to access the student's academic information may only be granted upon receiving consent from the student. In the event the student is still a minor, the student's parents or guardian shall be afforded the same rights as those of the student. The school requires written consent from the student, or guardian, for release of records in response to each third party request, unless otherwise required by law, before publishing a directory of information such as name, address and phone of student, date and place of birth, major field of study, dates of attendance, degrees and awards received, date of graduation, previous school attended, and/or date of graduation from previous school, allow the student, or guardian, to deny authority to publish one or more of these items.

Pineville Beauty School guarantees the right to each student to gain access at any time to their academic and financial files. The student must contact the Administrator of the institution in order to do so.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The FERPA is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program from the U.S. Department of Education. The FERPA gives certain rights to parents regarding their children's education records. These rights transfer to the student or former student who has reached the age of eighteen (18) or is attending any school beyond the High School level. Students and former student to who the rights have transferred are called eligible students.

- Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, or reasons such as great distance, it is impossible for parents or eligible students to inspect the records personally. The school may charge a fee for copies.
- Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still refuses the correction, the parent or eligible student has the right to place a statement in the records commenting on the contested information in the records.
- Generally, the school must have written permission from the parents or eligible students before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:
 - School employees who have a need-to-know
 - Other schools to which a student is transferring
 - Parents when a student over 18 is still dependent
 - Certain government officials in order to carry out lawful functions
 - Appropriate parties in connection with financial aid to a student
 - Organizations doing certain studies for the school
 - Accredited organizations
 - Individuals who have obtained court orders or subpoenas
 - Persons who need to know in cases of health and safety emergencies
 - State and local authorities to whom disclosure is required by state law adopted before November 19, 1974

Schools may also disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the school must tell parents and students of the information that is designed as directory information and provide a reasonable amount of time to allow the parent or eligible student to request the school not to disclose that information about them.

Schools must notify parents and eligible students of their rights under this law. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to each school.

Schools must adopt a written policy about complying with the FERPA. Schools must give the parent or eligible student a copy of the policy, on request.

If you wish to see your child's education records; or if you are over 18 or are attending college and would like to see your records, you should contact the school for the procedure to follow.

If you have any questions about FERPA, or if you have problems in securing your rights under this Act, you may call (202) 401-2057 or write to: Family Policy Compliance Office, Department of Education, 400 Maryland Avenue, S.W., Room 3017, Washington, DC 20202-4605.



STUDENT RIGHT-TO-KNOW

HOW STUDENTS ARE DOING IN COSMETOLOGY

To help you make a good decision about enrolling in Cosmetology, Pineville Beauty School wishes to share the following information:

76.09% or 35 of the 46 students in Pineville Beauty School scheduled for graduation in 2009 graduated.

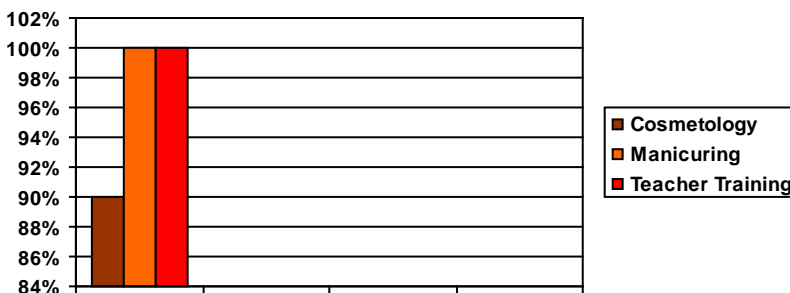
100% or 35 of the 35 students that graduated in 2009 found employment in their field of study.

100% or 34 of the 34 graduates of Pineville Beauty School in 2009 passed the Louisiana State Board of Cosmetology examination and became licensed.

All graduates responded to our survey for job placement.

2009 and 2010 GRADUATION RATES

2009/2010 Students Completing Program of Study in Normal Time



Cosmetology – 90%

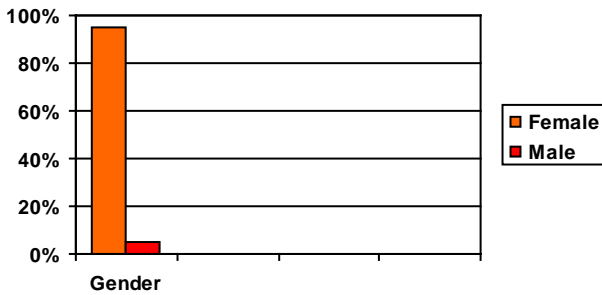
Manicuring – 100%

Teacher Training – 100%

*The above graduation rate is the calculation of all students enrolled in programs offered by the institution from the 2009 and 2010 academic years.

DETAILED GRADUATION RATES

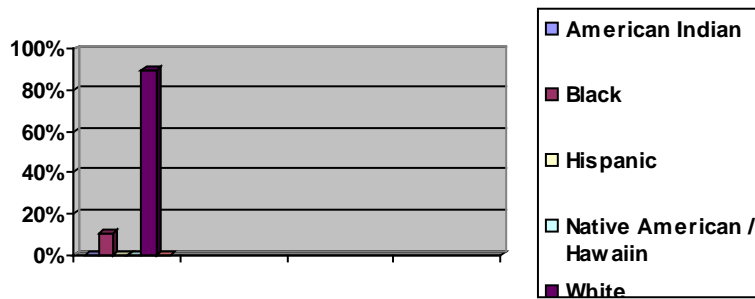
Gender:



Males – 5% Females – 95%

* The above figure represents the gender percentage of graduates completing their program within the normal time frame during the 2009 and 2010 academic years.

Ethnicity:



American Indian – 0%
Black – 10%
Hispanic – 0%
Native American – 0%
White – 90%
Race/Unknown – 0%

Median Loan Debt:

The median loan debt for graduates was \$0.00.

Placement Rate:

The job placement rate for completers is 96.77. One graduate requested not to be placed.

All other statistics can be found by visiting:

<http://nces.ed.gov/collegenavigator/?q=pineville+beauty+school&s=all&id=160199>