



# **PINEVILLE BEAUTY SCHOOL** **CATALOG**

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PINEVILLE, LA 71360

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[www.pinevillebeauty.com](http://www.pinevillebeauty.com)



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## ***General Information***

### **To Our Prospective and Enrolled Students**

You have chosen an exciting field full of opportunity. Clearly your potential success in this growing field is limited only by your desire to succeed and your willingness to learn all you can and work hard.

### **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 but not limited to cosmetology, manicuring, esthetics, makeup, 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, Inc. (NACCAS). The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and departments of cosmetology arts and sciences, and massage therapy.

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, Inc. (NACCAS)**

3015 Colvin Street  
Alexandria, VA 22314  
(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.lsbc.louisiana.gov/>

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.

### **Administration & Faculty**

#### **Owners**

Mrs. Michelle Hays and Mrs. Josephine Nelson

#### **Financial Aid Administrators/Managers**

Mrs. Michelle Hays  
Mrs. Josephine Nelson  
Ms. Brandi Perego

#### **Administrative Assistant**

Ms. Brandi Perego

#### **Director of Education**

Mrs. Jessica Norman

## **Instructors**

Mrs. Michelle Hays      Ms. Emily Deville      Ms. Rebecca Ramo  
Mrs. Josephine Nelson      Mrs. Jennifer Lavalais  
Mrs. Jessica Norman      Ms. Sarah Lyons

## **Substitute Instructors**

Ms. Shirley McTire

## **School Location, Facilities and Equipment**

Pineville Beauty School's physical/ mailing address is 1008 Main Street, Pineville, LA 71360. It is comprised of a two story, 4,000 square foot building, which is located on the corner of Main and Barrett Street in Pineville, Louisiana. Parking facilities are located adjacent to 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. Pineville Beauty School is handicap accessible.

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. Also found on the first floor of the facility are administrative and instructor offices, a dispensary, shampooing area, laundry facility and wash sink. 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, makeup room, wax station, manicure/pedicure areas, mannequins, hair color area, dryers and other equipment are furnished by the institution. Educational classroom equipment consists of two Promethean boards (a revolutionary way to create a dynamic environment which allows students to actively participate in their learning) computer equipment, visual aids, and VCR/DVD television, which are for the use of students. Pineville Beauty School offers this equipment to provide an exceptional learning environment.

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 reasonable accommodations 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.

## **Programs Offered**

Cosmetology      Shampoo Technician  
Manicuring      Teacher Training

## **Statement of Non-Discrimination**

Pineville Beauty School does not discriminate on the basis of race, creed, sex, age, religion, color, ethnic origin, financial status or country or area of origin or residence, in its admission, instruction, graduation or any other policies. The School Administrator is the individual designated to handle inquiries regarding non-discrimination policies and complaints of discrimination and can be contacted by visiting the campus or via telephone at 318.445.1040.

## **Students with Disabilities**

Pineville Beauty School, Inc. is committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the programs offered by Pineville Beauty School, Inc.

Students requesting auxiliary aid and services must submit an Application for Auxiliary Aid, including supporting documentation, to the School Administrator. An application for Auxiliary Aid may be requested from the School Administrator. Applications must be submitted at least two weeks before classes commence, or as soon as possible. Supporting documentation must be in the form of a documented physical, medical, or psychological condition which has been verified by a medical professional. Delays in submission of all required documentation shall delay a decision regarding the request for accommodation.

Decisions are made to grant or deny requests for accommodations within ten (10) school days of receipt of all requested documentation. Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy should be directed to the School's Administrator.

## Application for Auxiliary Aid/Accommodations

Pineville Beauty School, Inc. is committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the programs offered by the school. To ensure individual appropriate assistance is provided, a written request, accompanied by supporting documentation, must be submitted to the School Administrator to receive consideration for an accommodation during the educational program. Decisions are made to grant or deny requests for accommodations within ten (10) school days of receipt of all requested documentation.

If you wish to make a request for accommodations, please complete the Application for Auxiliary Aid/Accommodations in its entirety and provide supporting documentation. The supporting documentation must be in the form of a documented physical, medical, or psychological condition which has been verified by a medical professional. The verifying medical professional must also identify one (1) or more appropriate accommodations based on the qualifying disability. Delays in submission of all required documentation shall delay a decision regarding the request for accommodation. Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy should be directed to the School's Administrator.

## Student's Right-to-Know

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

68.09% or 32 of the 47 students in Pineville Beauty School scheduled for graduation in 2016 graduated.

87.50% or 28 of the 32 students that graduated in 2016 found employment in their field of study.

96.55% or 28 of 32 graduates who sat for their exam in 2016 passed the Louisiana State Board of Cosmetology examination and became licensed.

100.00% of graduates were female for the 2016 academic year.

### **Graduation rates for the 2016 academic year:**

Cosmetology–65.90%

Teacher Training –100%

Manicuring – 0%

Shampoo Technician – 0%

### **Ethnicity Rates:**

Native American – 0%

African American – 6.25%

Hispanic – 3.125%

White – 90.625%

Asian – 0%

Race Unknown – 0%

### **Median Loan Debt Rate:**

The median loan debt for graduates was \$0.00

### **Placement Rate:**

The job placement rate for completers was 87.50%

**All other statistics can be found by visiting:** <http://nces.ed.gov/collegenavigator/?q=pineville+beauty+school&s=all&id=160199>

## *Academics*

## Admissions Requirements

All prospective students for Cosmetology, Manicuring, Teacher Training and Shampoo Technician 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 and original documents must be presented to the administrator:

1. Must have reached sixteen (16) years of age and provide a birth certificate.
2. Must have graduated from a high school, private school, home school or have successfully passed a GED examination equivalent to a high school diploma. A diploma, GED certificate, official transcript or state issued credential must be presented to the school upon enrollment. All diplomas must be accredited through the United States Department of Education and approved by the Louisiana State Board of Cosmetology. Foreign diplomas must be translated and evaluated by a recognized agency. Contact the administrator for a list of approved agencies.
3. Must provide four (4) wallet size colored photographs.
4. Must pay a registration fee of \$10.00 to the Louisiana State Board of Cosmetology
5. Must have a government issued I.D. Pineville Beauty School is not authorized to admit non-eligible immigrant students.
6. Must have a Social Security Card.

7. Teacher Training prospects must hold a current Louisiana license with a minimum of one year employment in the industry.
8. Complete the application for enrollment

Note: Teacher Training program requirements include an entrance exam of basic skills, an interview, a resume and a minimum age requirement of 19 years of age. Pineville Beauty School does not admit students under the Ability to Benefit (ATB) criteria. Transfer hours accepted by the institution will be counted as both attempted and completed hours. A \$100.00 fee will be assessed to students transferring to the Pineville Beauty School. Any transfer hours accepted from another institution and applied to the student's education program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution. A student who withdraws prior to completion of the course and wishes to re-enroll will return in the same satisfactory progress status as at the time of withdrawal. This applies to all students wishing to re-enroll in the Pineville Beauty School. A \$100.00 non-refundable application fee will apply (\$10.00 non-refundable application fee for Shampoo Technician.)

## Re-Entry Students

A student who withdraws prior to completion of the course and wishes to re-enroll will return in the same satisfactory progress status as at the time of withdrawal. This applies to all students wishing to re-enroll in the Pineville Beauty School. A \$100.00 non-refundable application fee will apply.

## Enrollment Dates

Pineville Beauty School enrolls Cosmetology Students on the first Tuesday of the following months: January, March, June, August, September and October. Enrollment dates for the 2017 school year will be in January 10th, March 7th, June 6th, August 8th, September 12th and October 10th. Manicuring, Teacher Training and Shampoo Technician enrollment dates are dependent upon the number of students applying for admission. Special consideration for transfer or re-entry students may be taken for other start dates. Please contact the Administrative Assistant for more information regarding enrollment dates.

## Student Orientation:

All incoming students will be required to attend orientation which will be held prior to beginning classes. The following topics will be discussed: Explanation of Time Cards, Lockers, Standards of Conduct/Conduct Policy, Satisfactory Academic Progress, Financial Aid Program, Consumer Information, Safety and Evacuation Procedures, Catalog, Drug Awareness and Procedures, Sexual Discrimination & Sexual Misconduct Policy and Procedures, Non-Discrimination Policy and Auxiliary Aid, Enrollment Contract, Compensation, Course Outlines and Objections, Licensure and Placements Rates, Academic Requirement for Course, and Grievance Policy and FERPA.

## School Holidays

School Holidays that are accepted by the Louisiana State Board of Cosmetology are New Year's 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.

## 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.

\*A student will be considered a Delinquent Graduate until all financial obligations are met. A student will not receive a diploma or be cleared to take the Final Exam with the LA State Board of Cosmetology until all financial obligations are met.

## 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) .....    | \$83.00 |
| Practical (1500 Hours) ..... | \$50.00 |

### Cosmetology Teacher License

|                             |         |
|-----------------------------|---------|
| Theory (750 Hours) .....    | \$83.00 |
| Practical (750 Hours) ..... | \$50.00 |

**Manicuring License**

|  |         |
|--|---------|
| Theory and Practical (600 Hours) ..... | \$83.00 |
| Practical (600 Hours) .....            | \$50.00 |

**Shampoo Technician**

|                            |         |
|----------------------------|---------|
| Permit fee (40 Hours)..... | \$25.00 |
|----------------------------|---------|

The Louisiana State Board of Cosmetology is located at 11622 Sunbelt Court, Baton Rouge, Louisiana 70809, telephone number (225) 756-3404 Fax number (225) 756-3410.

**Employment After Graduation/Pre-Requisites for Employment**

Cosmetology, Manicuring, Teacher Training, and Shampoo Technician are not easy professions 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.

The successful practice of these professions most often work at least 8 hours per day, most of the time on their feet and with their arms extended performing, or demonstration and correction practical services. It also requires careful eye and hand coordination. Such work requires some physical strength and stamina. Persons suffering from back, leg or joint ailments should consult a physician to see if they are physically able to meet these requirements. In addition, working the industry fields require continuous exposure to a wide variety of hair and skin treating chemicals. Persons with allergies of any kind or sensitive skin or eye should consult a physician to see if chemical sensitivity may prohibit them from engaging in the profession.

**Placement Service or Assistance Service**

Pineville Beauty School will not make any guarantees of employment or salary upon graduation. The school will provide the graduate with placement assistance which will consist of identifying employment opportunities and advising him/her on appropriate means of attempting to realize these opportunities. Any employment opportunities are posted on school bulletin boards and also announced during class discussions. Services both of a personal and business nature are provided through the Director upon request from the student.

The school is required by the U.S. Department of Education to keep follow-up information concerning the job placement of their students. This institution complies with this requirement through surveys sent out to our graduates and their employers.

**Financial Aid****Method of Payment**

The student and/or his /her guardian agree to pay Pineville Beauty School monthly payments, unless otherwise agreed upon. All payments may be made by cash, check, money order, cashier's check, and credit /debit card. We accept all major credit cards excluding Discover. Payment plans will be based on the tuition and made available to the student on the enrollment agreement. 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 per Refund Policy.

The following charges for registration, books, and supplies will be due the day the student executes the enrollment agreement. A \$750.00 charge for books and supplies will be due for all students entering the cosmetology program. A \$380.00 charge for books and supplies will be due for all students entering the manicuring and teacher training programs. A \$100.00 application fee will be charged the day the individual applies to the institution for the Cosmetology, Manicuring or Teacher Training Course and a \$10.00 application fee will be charged the day the individual applies to the institution for the Shampoo Technician Course. In the event an applicant later decides not to attend school prior to orientation, the \$100.00 application fee 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. Uniforms are required by the Louisiana State Board of Cosmetology. Male students are required to wear solid black uniforms and closed-toe shoes during their attendance in school. Female students are required to wear solid black uniforms and closed-toe shoes during their attendance in school. Name tags must be worn at all times. Additional name tags may be obtained from the administrative office of the institution for a fee of \$5.00 each. Approximate cost of uniforms is \$100.00.
- II. State Board examinations and transportation costs for examinations.
- III. Cost of equipment lost or stolen from students.

**\*Books and selected supplies are not included in the tuition.**



## Federal Student Aid

Pineville Beauty School is an accredited institution through the National Accrediting Commission of Career Arts & Sciences (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 student 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.

## Applications

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 – Campus Based Funds**

The school's philosophy regarding the selection of recipients of those eligible to receive Campus Based Funds, such as the Federal Supplemental Educational 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 Supplemental 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. If any funds are still available after awarding FSEOG funds to students receiving the Federal Pell Grant, FSEOG funds will be awarded to those eligible students with the lowest expected family contributions who will not receive the Federal Pell Grant that award year. If the institution's allocation of FSEOG funds is based directly or indirectly on the financial need of independent students, the institution will offer a reasonable proportion of the FSEOG allocation. The Pineville Beauty School does not offer part-time classes. All students must file a FAFSA to be eligible for FSEOG and those receiving FSEOG awards will have to meet eligibility standards. The FSEOG award will not be less than \$100.00 and no more than \$4,000.00 unless it falls under 34 CFR 676.20(c) – studies abroad.

### **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 1-450 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, 1-300 clock hours and 301-600 clock hours. For Teacher Training, Title IV funds will be disbursed into two periods, 1-375 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.

### **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-secondary school institutions. Further information and eligibility guidelines can be found at <http://studentaid.ed.gov/PORTALSWebApp/students/english/aideligibility.jsp?tab=funding>.
- II. **Federal Supplemental Educational Opportunity Grant (FSEOG):** The Federal Supplemental Educational 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>.

### **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.

#### **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. **Louisiana Vocational Rehabilitation:** We are an approved vendor for individuals who qualify for benefits. For more information, please contact the Alexandria regional office @ <http://www.dss.state.la.us>.  
 900 Murray Street, Room H-100  
 Alexandria, LA 71301-7699  
 (318) 487-5335 or (800) 737-2966

## Refund Policy

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:

An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid less the –Non Refundable application fee in the amount of \$100.00\*. A student (or legal 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 less the Non-Refundable application fee in the amount of \$100.00\*, regardless of whether or not the student has actually started classes. 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 application fee in the amount of \$100.00\*. A student notifies the institution of his/her withdrawal in writing. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of determination 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. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.) In 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. Unofficial withdrawals are determined by the school through monitoring clock hour attendance at least every 30 days. 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. A termination fee of \$150 applies to all terminations. **\*Application fee for the Shampoo Technician Course is \$10.00 non-refundable.**

All refunds are based on scheduled hours:

| PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM | TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN |
|--|---|
| 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. 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 provide a full refund of all monies paid.

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: extra kit materials, 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. Books and selected supplies are not included in tuition and shall not be considered in refund computations.

The cost of actual attendance is \$8.00 per hour. Additional instruction required beyond contracted graduation date after subtracting allowed absences is as follows: (160 scheduled hours for Cosmetology, 60 scheduled hours for Manicuring, 70 hours for Teacher Training, and 4 hours for Shampoo Technician) shall be provided at and additional cost of \$5.00 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 will make a settlement which is reasonable and fair to both.

If a course and/or program is canceled subsequent to a student's enrollment and before instruction in the course and/or program has begun, the school shall at its option: a. Provide a full refund of all monies paid; or b. Provide completion of the course and/or program.

## **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 (R2T4) 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 has earned 30% of the Federal aid available at that point. Students who withdraw prior to receiving their Federal student aid 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.

**Official withdrawal date:** 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.

**Unofficial withdrawal date:** 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 financial 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

## **Leave of Absence (LOA) Policy**

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 the student is allowed to make up missed tests on Mondays designated by staff. If enrollment is temporarily interrupted for a LOA, the student will return to school in the same progress status as prior to the LOA. Students who were in good satisfactory progress standing when they temporarily interrupted their studies or went on a Leave of Absence shall continue in that status. This is in addition to the need to maintain satisfactory progress during the regular evaluation period. Changes to the contract period on the enrollment agreement require an addendum to the original enrollment agreement and must be signed by all parties. The student will not be assessed any additional charges during their LOA. Hours elapsed during a leave will extend the student's contract period by the same number of days taken in the LOA and will not be included in the student's cumulative attendance percentage calculation. Pineville Beauty School utilizes the NACCAS calculator to generate all leave calculations. A student granted a LOA is not considered to have withdrawn and no refund calculation is required. For students on an approved LOA who notify the institution that he/she will not be returning, the date of withdrawal determination shall be the earlier of the scheduled date of return from the LOA or the date the student notifies the institution that he/she will not be returning. For refund purposes, students who do not return from an approved LOA, the date of withdrawal shall be the student's last day of attendance. Students are entitled to multiple LOAs not to exceed 180 days within a 12 month period. A student must fill out and submit a LOA form prior to taking the leave. There must be a reasonable expectation that the student will return from a LOA. This form can be obtained from and submitted to the Administrative Department of the institution.

## Exceptions of Leave of Absence (LOA) Policy

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 student will be required to submit a doctor's excuse and/or any other documentation relative to the emergency in order to illustrate the legitimacy of their claim. The institution will review the circumstances preventing the student from filling 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 because of the extenuating circumstance. All students should make necessary arrangements to come into the institution's administrative office within one (1) week of notifying the institution that he/she will be taking a LOA. Leave of Absence forms are not valid until all parties validate its legitimacy by their signature.

## Absences Versus Leave of Absence (LOA)

The Pineville Beauty School takes great interest in the progression of each and every student enrolled at the institution. Attendance should be of utmost importance especially in the Cosmetology field where hands on training and experience is required to be successful. In order to be fair to all students, the Pineville Beauty School will not make any exceptions to the institution's LOA policy other than those currently stated. Although the Pineville Beauty School understands that situations may arise, all students are strongly encouraged to follow the policy and procedures of the Pineville Beauty School when requesting a LOA and file a LOA when he or she expects to be absent for more than sixteen (16) consecutive school days. The institution will not grant retroactive leaves to a student who attends class at any time during the leave period they are requesting. If a LOA is not completed or does not meet the guidelines of the institution's policy, absences will be considered as excused or unexcused and may affect their SAP and/or deem them ineligible to receive Title IV funds. When unable to attend school, all students should take into account that they are entitled to multiple LOA not to exceed 180 days within a 12 month period and that a LOA can only be taken in minimum of thirty (30) days at a time. Taking a LOA will not only assist a student in maintaining their current SAP status, but will prevent overtime charges from accumulating during the leave period.

## Policy on Tardiness and Make-Up Work

All students must be in the building and their time card swiped in by 8:30 AM. A student who is late will not be allowed to interrupt class and will be considered absent until that class period is ended. The student will then be allowed to clock in at 9:30 AM on Monday through Thursday. No student will be allowed to clock in after 8:30 AM on Fridays unless under extreme circumstances or has a written doctor's excuse. 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. There will be designated time by staff to allow for make-up work 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

Each Student is scheduled for instruction by hours. It is *imperative* that Students attend school during all of the hours scheduled. Requirements of Pineville Beauty School are 1500 hours of instruction for Cosmetology, 600 hours of instruction for Manicuring, 40 hours for Shampoo Technician 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.

If this calculation exceeds 160 scheduled hours for Cosmetology, 60 scheduled hours for Manicuring, 4 scheduled hours for Shampoo Technician and 70 scheduled hours for Teacher Training during your course of study, the student receives Over-Time Charges. Over-Time Charges are \$5.00 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 receive their Graduation Diploma and 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.

**Official withdrawal date:** 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.

**Unofficial withdrawal date:** **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.

For students on an approved leave of absence who notify the institution that he/she will not be returning, 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.

## ***Curriculum***

### **Course Format**

Theory classes consists of lecture, Powerpoint presentations, haircuts, DVDs and projects, and are generally held from 8:30am to 9:30am Tuesday through Friday. The remainder of the day, Tuesday through Friday, consists of demonstrations and practical performance classes as well as clinic floor services. The following pages contain information about the school and its policies and procedures and is written in the English language all courses are taught.

### **Instructional Methods for all Programs**

Theory classes consists of lecture, Powerpoint presentations, haircuts, DVDs and projects, are generally held from 8:30am to 9:30am Tuesday through Friday. All programs are taught in the English Language. The remainder of the day consists of demonstrations and practical performance classes as well as clinic floor services.

### **Grading Procedures**

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" | 69-0   | Unsatisfactory |

Students may also refer to the Satisfactory Academic Progress (SAP) section of the catalog for further information on grading policy and procedures.

### **Disclosure for all Curriculums**

The following requirements must be met by each student in each category in order to graduate from Pineville Beauty School. Pineville Beauty School justifies the difference in the hour requirements between the institution and requirement of the State of Louisiana to the student as additional learning time to aid them in passing their State Board licensing and/or certification exams. The institution also justifies its difference in requirements to the student as that which will help them obtain more extensive learning skills and experience to assist them in finding employment after graduation. 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.

### **Notice to Student Regarding Additional Hours**

The Manicuring and Teacher Training courses do exceed the State of Louisiana Requirements. The Pineville Beauty School justifies the difference in the hours requirements between the institution and requirement of the State of Louisiana to the student as additional learning time to aid them in passing their State Board licensing and/or certification exams. The institution also justifies its difference in requirements to the student as that which will help them obtain more extensive learning skills and experience to assist them in finding employment after graduation.

### **Weekly 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 through Friday 08:30 to 04:30 with one (1) 30 minutes lunch break (except 2:30 students) and two (2) 15 minutes breaks (2:30 students eat during this time)**

## Dress Code

The purpose of this directive is to prescribe a standard of dress and appearance of students at Pineville Beauty School. Students attending school shall maintain a professional image and shall wear clean uniforms.

### ACCEPTABLE ATTIRE:

Name tag must be worn at all times  
Hairstyle must be clean and neat  
Makeup shall be neat  
Students shall be well groomed

### Uniforms shall consist of the following:

Black scrub bottoms  
Black scrub tops  
Appropriate undergarments  
Shoes (closed toe)  
Pineville Beauty School T-Shirt  
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.

### UNACCEPTABLE ATTIRE:

No see through fabrics  
No athletic pants or jogging suits  
No halter tops, midriff tops, crop tops, tank tops or spaghetti strap tops  
Jeans may be worn only on Friday's with no visible holes in them  
No slippers, thongs, flip flops or sandals  
No leggings, tights  
No unclean or torn clothing  
No capris or cropped pants  
No shorts  
No low waist pants  
No open toe shoes

## Cosmetology

The primary purpose of the Cosmetology Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to achieve competency in job entry-level skills, obtain licensure, and gainful employment in the field of cosmetology or related career fields.

### Tuition & Fees:

|                     |              |
|---------------------|--------------|
| Tuition:            | \$ 12,000.00 |
| Books and Supplies: | \$ 750.00    |
| Registration Fee:   | \$ 10.00     |
| Application Fee:    | \$ 100.00    |
| Miscellaneous Fees: | \$ 0.00      |

### Required textbook for Cosmetology:

Milady's Standard Cosmetology Textbook 2016 Edition  
ISBN 978-1-2857-6941-7 (Hardcover) - \$96.74

Milady's Theory Workbook 2016 Edition  
ISBN 978-1-2857-6945-5 - \$50.30

Milady's Exam Review 2016 Edition  
ISBN 978-1-2857-6955-4 - \$35.10

## 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. <b><u>Physical Services</u></b>                       | 370 Hours                |
| a. Shampoo   |                          |
| b. Draping   |                          |
| c. Rinses and Conditioners                               |                          |
| d. Scalp   |                          |
| e. Facials   |                          |
| f. Makeup  |                          |
| g. Manicuring  |                          |
| 3. <b><u>Chemical Services</u></b>                       | 240 Hours                |
| a. Hair Coloring   |                          |
| b. Hair Lightening                                       |                          |
| c. Chemical Waving                                       |                          |
| d. Chemical Relaxing                                     |                          |
| 4. <b><u>Hair Designing</u></b>                          | 320 Hours                |
| a. Hair Shaping  |                          |
| b. Hair Cutting  |                          |
| 5. <b><u>Rules, Regulations, and Personal Skills</u></b> | 210 Hours                |
| a. Orientation   |                          |
| b. Job Skills  |                          |
| c. Rules and Regulations                                 |                          |
| d. State Laws  |                          |
|  | <b>Total: 1500 Hours</b> |

## 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.

## Career Opportunities and Compensation

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>

## Course codes for Cosmetology:

SOC Code - 39.5012.00 Hairdressers, Hairstylists, and Cosmetologists <http://www.onetonline.org/link/summary/39-5012.00>

CIP Code - 12.0401 Cosmetology/Cosmetologist, General <http://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?v=55&cipid=87771>

## Manicuring

The primary purpose of this manicuring course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions in cosmetology or a related career field.

## Tuition & Fees:

|                     |             |
|---------------------|-------------|
| Tuition:            | \$ 4,800.00 |
| Books and Supplies: | \$ 380.00   |
| Registration Fee:   | \$ 10.00    |
| Application Fee:    | \$ 100.00   |
| Miscellaneous Fees: | \$ 0.00     |

## Required textbook for Manicuring:

Milady's Standard Nail Technology Textbook (7<sup>th</sup>) Edition  
ISBN 978-1-285-08047-5 - \$99.53



## Curriculum

|   |                  |
|---|------------------|
| 1. <b>Scientific Concepts</b>                             | 200 Hours        |
| a. Basic Human Physiology                                 |                  |
| b. Nail Composition                                       |                  |
| c. Chemistry  |                  |
| d. Sanitizing and Sterilizing                             |                  |
| 2. <b>Procedures</b>                                      | 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               | 150 Hours        |
| <b>Total:</b>   | <b>600 Hours</b> |

## 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.

## Career Opportunities and Compensation

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>

## Course codes for Manicuring:

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 <https://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cipid=87272>

## Teacher Training

The primary purpose of the teacher training course is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the state board examination and for competency in entry-level employment as a teacher or a related position.

## Tuition & Fees:

|                     |             |
|---------------------|-------------|
| Tuition:            | \$ 6,000.00 |
| Books and Supplies: | \$ 380.00   |
| Registration Fee:   | \$ 10.00    |
| Application Fee:    | \$ 100.00   |
| Miscellaneous Fees: | \$ 0.00     |

## Required Textbook:

Milady's Master Educator Student Course Book (3<sup>rd</sup>) Edition  
ISBN-13: 978-1133693697 (Paperback) - \$134.17

## Curriculum

|   |           |
|---|-----------|
| 1. <b>Teaching Methods</b>                  | 275 Hours |
| a. Classroom Preparation                    |           |
| b. Teaching Methods                         |           |
| c. Speech                                   |           |
| 2. <b>Effectiveness of Instruction</b>      | 200 Hours |
| a. Purpose and Types of Tests               |           |
| b. Selection of Appropriate Testing Methods |           |
| c. Validity and Reliability of Teaching     |           |

|                                       |                         |
|---------------------------------------|-------------------------|
| Methods via Tests                     |                         |
| 3. <b><u>Instructor Qualities</u></b> | 100 Hours               |
| a. Proper Conduct of Instruction      |                         |
| b. Classroom Supervision and Control  |                         |
| 4. <b><u>Learning Environment</u></b> | 100 Hours               |
| a. Classroom Conditions               |                         |
| b. Keeping Records                    |                         |
| c. Motivation                         |                         |
| d. Assessing Students' Needs          |                         |
| e. Utilization of Safety Procedures   |                         |
| 5. <b><u>Documentation</u></b>        | 75 Hours                |
| a. Keeping Records                    |                         |
| b. Hour Reports                       |                         |
| c. State Board Documents              |                         |
|                                       | <b>Total: 750 Hours</b> |

## Objectives

To develop in each student teacher the skills and techniques related to the teaching of cosmetology. To provide supervised practical experience for each student teacher in the teaching of their area of licensure.

## Career Opportunities and Compensation

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>

## 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

<https://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cipid=87275>

## Shampoo Technician

The primary purpose of this course is to train the student in the basic skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain a permit and become employed in a salon or related career field.

## Tuition & Fees

|                     |    |        |
|---------------------|----|--------|
| Tuition:            | \$ | 305.00 |
| Books and Supplies: | \$ | 0.00   |
| Registration Fee:   | \$ | 10.00  |
| Application Fee:    | \$ | 10.00  |
| Miscellaneous Fees: | \$ | 0.00   |
| Initial Permit Fee  | \$ | 25.00  |

## Required Textbook:

No textbook required for shampoo technician course

## Curriculum

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

## Shampoo Technician Objectives

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.

## Career Opportunities and Compensation

Permit to shampoo and rinse chemicals in a salon.

## Course Codes:

SOC Code - 39-5093.00 <http://www.onetonline.org/link/summary/39-5093.00>

CIP Code - 12.0407 Hairstyling / Stylist and Hair Design <http://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cipid=87269>

## 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, attend on a twenty-four (24) or thirty (30) hour week, and all students enrolled in a specific program/course. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences, Inc. (NACCAS) and the federal regulations established by the United States Department of Education. The Satisfactory Academic Progress (SAP) Policy is provided to all students prior to enrollment at orientation.

## Academic Year Definition:

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

1. Pineville Beauty School offers Cosmetology, Manicuring, Teacher training, and Shampoo Technician 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.

| COURSE                            | MINIMUM TIME | SCHEDULED HOURS |
|-----------------------------------|--------------|-----------------|
| Cosmetology (30 hour week)        | 50.00 weeks  | 1500            |
| Cosmetology (24 hour week)        | 62.50 weeks  | 1500            |
| Manicuring (30 hour week)         | 20.00 weeks  | 600             |
| Manicuring (24 hour week)         | 25.00 weeks  | 600             |
| Teacher Training (30 hour week)   | 25.00 weeks  | 750             |
| Teacher Training (24 hour week)   | 31.25 weeks  | 750             |
| Shampoo Technician (30 hour week) | 1.33 weeks   | 40              |
| Shampoo Technician (24 hour week) | 1.66 weeks   | 40              |

The minimum timeframe for the cosmetology training program is 1500 clock hours and the Shampoo Technician training program is 40 clock hours at Pineville Beauty School which is the same as the requirement 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 Manicuring  
40 hours for Shampoo Technician

### Pineville Beauty School Requirements

1500 hours for Cosmetology  
750 hours for Instructor Training  
600 hours for Manicuring  
40 hours for Shampoo Technician

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" | 69-0   | Unsatisfactory |

## Attendance (Quantitative):

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 will return in the same satisfactory progress status as at the time of withdrawal. This 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 143% and is defined below.

| COURSE                            | MAXIMUM TIME | SCHEDULED HOURS |
|-----------------------------------|--------------|-----------------|
| Cosmetology (30 hour week)        | 71.50 weeks  | 2145            |
| Cosmetology (24 hour week)        | 89.38 weeks  | 2145            |
| Manicuring (30 hour week)         | 28.60 weeks  | 858             |
| Manicuring (24 hour week)         | 35.75 weeks  | 858             |
| Teacher Training (30 hour week)   | 35.75 weeks  | 1072.5          |
| Teacher Training (24 hour week)   | 44.69 weeks  | 1072.5          |
| Shampoo Technician (30 hour week) | 1.70 weeks   | 68              |
| Shampoo Technician (24 hour week) | 2.83 weeks   | 68              |

## Maximum Time Frame:

The maximum time frame allowed by the Pineville Beauty School for students is 143% of the Enrollment Period. If due to attendance or academic problems and the student must attend additional hours beyond the maximum time frame, the student will be charged overtime charges of \$5.00 per hour. Students who exceed the maximum time frame will lose Title IV eligibility and may be terminated by the institution. The Pineville Beauty School chooses not to allow appeals at this time. A leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in a leave of absence. A student may not take a leave of absence for more than 180 days during a 12 month period.

## Academic (Qualitative):

### 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.

### Academic Progress Evaluation Process

All evaluations are based on actual hours. 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 |
| Shampoo Technician | 20, 40 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, 500 clock hours                 |
| Teacher Training:   | 250, 400 clock hours                 |
| Shampoo Technician: | 20, 40 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.

The 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, written and practical exam progress requirements of at least one evaluation by midpoint in the course. The Instructor conducting the evaluation will notify the student if the evaluation impacts the student's eligibility for financial aid, if applicable, and that they may obtain a copy of their satisfactory academic progress evaluation through the administrator of the institution.

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. Students who meet the minimum requirements for attendance and academic performance will be considered to be making satisfactory academic progress until the next scheduled evaluation.

### **Financial Aid Warning Policy**

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 Satisfactory Academic Progress (SAP). The student will then be advised in writing of the actions required to attain satisfactory academic 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 student's 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.

### **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. The student must notify the institution of any transfer credits he/she desires the institution to apply at the time of applying to the institution for enrollment. The student must issue to the institution official transcripts illustrating prior credits and clearance of any outstanding balances from the previous school prior to enrollment. A \$100.00 fee will be assessed to students transferring to the Pineville Beauty School. Any transfer hours accepted from another institution and applied to the student's education program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

### **Re-Entry Students**

A student who withdraws prior to completion of the course and wishes to re-enroll will return in the same satisfactory progress status as at the time of withdrawal. This applies to all students wishing to re-enroll in the Pineville Beauty School. A \$100.00 non-refundable application fee will apply.

**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 will return in the same satisfactory progress status as at the time of withdrawal. A \$100.00 non-refundable application fee will apply.

## **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.

## **Attendance Policy 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. A termination fee of \$150 will apply.

## ***Other Policies & Procedures***

### **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.

## **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, Inc. (NACCAS)**

3015 Colvin Street  
Alexandria, VA 22314  
(703) 600-7600  
<http://www.naccas.org/default.aspx>

### **Policy on Evaluation Before Registration**

Pineville Beauty School reserves the right to evaluate a student within **(60)** sixty days of enrollment before registering with the Louisiana State Board of Cosmetology to determine that the student meets satisfactory progress. All students must maintain a 90% attendance rate and meet the practical and academic requirements outlined in the Satisfactory Academic Progress Policy prior to registration. If the school determines that the student fails to meet these requirements, the school reserves the right to terminate the student at that time.

### **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. All prospective students will be required to attend orientation prior to enrollment. During orientation, topics on instructional programs, educational objectives of programs, policies of the school including its grievance policy, student support services, financial aid programs and any other information required to be disclosed prior to enrollment will be reviewed and discussed. All information reviewed in the orientation and other topics concerning the student and his/her instruction will be accessible throughout the program and are available upon request. The institution will advise the student academically throughout the program as stated in the Satisfactory Academic Progress (SAP) policies and procedures of the school. Students are free to make an appointment to discuss personal problems that might affect their schooling or 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. The Pineville Beauty School also provides students with employment assistance through the following training: Rules, regulations, and state laws governing the scope of practice for which they are training and job skills. Pineville Beauty School does not guarantee placement.

### **Student Conduct Policy**

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 suspension and/or termination. If the decision is to place the student on suspension, and the student violates policy again, termination may be the result. Once placed on suspension, the student is not allowed on the school campus until the date of return listed on the disciplinary 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 suspension. For terminations, 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. Black uniforms and closed shoes, no sandals allowed. (All times)
3. Students have their hair done on days designated by an instructor.
4. If you are absent, you should call in by 8:30 a.m.
5. No standing by other students while they are working with a patron.
6. Anyone caught stealing may be subject to termination.
7. Students will pay for any supplies used on themselves, other than shampoo or haircuts.
8. All work must be checked by a teacher.
9. All students must complete their duties before leaving the school.
10. Only staff and students are allowed upstairs. NO EXCEPTIONS.
11. Knock before entering any office. Do not enter any office or supply room without permission from an Instructor.
12. No students to use the business phone unless it's an emergency.
13. Only black smocks are allowed over uniforms. No colored jackets permitted.
14. No excessive jewelry, scarves, etc., worn.
15. 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. Do not park on the grass.
16. Students must clock in and out at front desk (via time-clock).
17. Students hair and makeup must be presentable at all times.
18. No drugs, alcohol or vulgar language, threats or violence shall be tolerated.
19. Nothing belonging to the school is to be taken out of the school.
20. Possession of weapons, i.e., guns, knives, etc., on school property will not be tolerated. Termination will be the result.
21. No student is to clock in past 8:30AM on Fridays unless extreme circumstance arises or the student has a doctor's excuse.



## **Drug and Alcohol 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.

A list of treatment centers can be obtained from the administrative office of the institution.

## **Security and Safety**

The Pineville Beauty School has 24 hour security camera surveillance and its premises is continuously monitored by its local law enforcement. Students and/or employees should always attempt to ensure their own safety by being aware of their surroundings.

## **Sex Discrimination and Sexual Misconduct Policy**

On March 7, 2013, President Obama signed into law the Violence against Women Reauthorization Act ("VAWA"), which amended the Jeanne Clery Act of 1965, otherwise known as the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act. VAWA imposes new requirements and obligations on educational institutions under its Campus Sexual Violence Act ("SaVE Act") provision, Section 304. It requires educational institutions to report domestic violence, dating violence, sexual assaults, and stalking.

In compliance with the Jeanne Cleary Act of 1965, the Pineville Beauty School publishes its Annual Campus Security Report which contains a three year statistical history of crimes. In accordance with the Women Reauthorization Act ("VAWA") and the Campus Sexual Violence Act ("SaVE Act"), the Pineville Beauty School now includes sexual harassment incidents on its Annual Campus Security Report. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when either: The conduct is made as a term or condition of an individual's employment, education, living environment or participation in an educational community. Sexual harassment is considered a form of sexual discrimination. Sexual harassment can include more severe forms such as sexual violence. Sexual violence includes domestic violence, dating violence, sexual assaults, and stalking.

The report contains crime statistics for the institution's campus located at 1008 Main Street, Pineville, LA 71360. This includes the institution's building, entrance, and parking area. Also included are the adjacent streets, Barrett Street and Main Street, and the First Baptist Church of Pineville parking area. Any reports containing information on surrounding areas can be obtained by contacting the following local law enforcement offices.

### **Pineville City Police Department**

910 Main Street  
Pineville, LA 71360  
(318) 442-8362

### **Rapides Parish Sheriff's Department**

700 Murray Street  
Alexandria, LA 71301  
(318) 473-6717

The Annual Campus Security Report can be found at

<http://nces.ed.gov/collegenavigator/?q=pineville+beauty+school&s=all&id=160199> or may be obtained by requesting a copy from the institution's Administrative Office. Each student will receive a hard copy annually by October 1.

Questions or concerns regarding sexual discrimination, sexual harassment, or sexual violence including any reports against students, employees and third parties may be directed to the following individuals in the Administrative Office:

**Brandi Perego**  
**Pineville Beauty School**  
**debstam@bellsouth.net**  
**1008 Main Street**  
**Pineville, LA 71360**  
**(318) 445-1040**

Questions or concerns may also be directed to the Office of Civil Rights of the United States Department of Education at <http://www2.ed.gov/about/offices/list/ocr/index.html?src=oc> .

In order to ensure the health and safety of our employees and students, the Pineville Beauty School prohibits sex discrimination, sexual harassment and/or sexual violence. This includes incidents on and off the institution's premises. This applies to all institutional programs including extra-curricular activities pertaining to the institution. This may also include any incidents off campus which may interfere with the health and safety of the institute's employees and students. This policy applies to all students, employees, contractors, and visitors. Punishment is at the discretion of the institution and could include suspension, expulsion, or disciplinary action to include termination of employment for employees and a no-contact order for individuals deemed responsible. Punishment may also include protective orders or similar lawful orders issued by a criminal, civil, or tribal court.

### **Sex Offenders**

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed at, institutions of higher education. You may obtain a list of registered sex offenders by visiting: <http://www.lsp.org/socpr/default.html>