



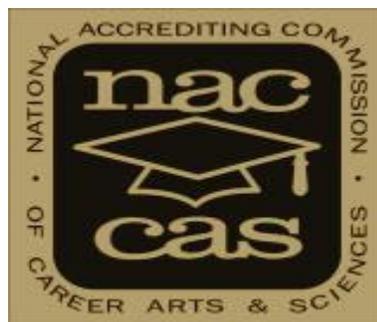
# **PINEVILLE BEAUTY SCHOOL** **CATALOG**

1008 MAIN STREET  
PINEVILLE, LA 71360

(318) 445-1040 (Phone)

(318) 448-6090 (Fax)

[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 the Pineville Beauty School to ensure a safe and supportive campus for all students and 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 or the institution's Administrative Assistant, Brandi Perego.

#### National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS)

3015 Colvin Street  
Alexandria, VA 22314

Phone: (703) 600-7600

Website: <http://www.naccas.org>

and/or

#### Louisiana State Board of Cosmetology

11622 Sunbelt Court

Baton Rouge, LA 70809

Phone: (225) 756-3404

Website: <http://www.lsbclouisiana.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

**\*\*Prospective and/or Enrolled students may obtain information regarding obtaining financial aid information, school information, information on completion, graduation and/or placement rates, school security, consumer information, and/or paper copies, etc. by contacting the Administrative Assistant of the institution, Brandi Perego, by phone at (318) 445-1040, by email at [staff@pinevillebeauty.com](mailto:staff@pinevillebeauty.com), or by visiting the Administrative Office of the institution during normal business hours. \*\***

**Instructors**

Ms. Jodie McKenzie   Ms. Brandi Perego   Mrs. Josephine Nelson   Mrs. Jessica Norman   Ms. Julie Blalock

**Substitute Instructors**

Ms. Rebecca Ramo  
Mrs Michelle Hays

**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 for students is located in the lot behind the school.

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 three (3) smart 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.

**Courses/Programs Offered**

Cosmetology	Teacher Training
Manicuring	Shampoo Technician

**Statement of Non-Discrimination**

Pineville Beauty School does not discriminate on the basis of race, creed, sex, sexual orientation, gender identity, religion, color, ethnic origin, physical or mental disability, financial status, country or area of origin of residence, or age in its admission, employment, treatment, or access to programs and activities. 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 is committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability including those diagnosed with intellectual disabilities, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the programs offered by Pineville Beauty School.

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 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:

#### **Cosmetology:**

71.87% or 23 of the 32 students in the Pineville Beauty School scheduled for graduation in 2023 graduated.

78.26% or 18 of the 23 students that graduated in 2023 found employment in their field of study.

100% or 18 of 18 graduates who sat for their exam in 2023 passed all parts of the Louisiana State Board of Cosmetology examination and became licensed.

1% of graduates were male and 99% were female for the 2023 academic year.

#### **Graduation rates for the 2023 academic year:**

Cosmetology–71.87%

Teacher Training – 100%

Manicuring – 0%

Shampoo Technician –100%

#### **Ethnicity Rates:**

Native American – 1%

African American – 3%

Hispanic – 1%

White – 95%

Asian –0%

Two or More Races-0%

Race Unknown – 0%

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

The median loan debt rate for graduates was \$0.00

#### **Placement Rate:**

The job placement rate for completers was 78.26%

**\*There were no students enrolled in the Manicuring Course/Program for 2023.**

## **Academics**

### **Admissions Requirements**

All prospective students for Cosmetology, Manicuring, Teacher Training and Shampoo Technician are those individuals 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 high school transcript which must show high school completion, 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 student's high school diplomas must be translated and evaluated by an outside recognized agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. 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, 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 Academic Progress (SAP) 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 (\$35.00 for Shampoo Technician). Any outstanding balance of monies owed to the institution by a student re-enrolling will roll over at re-entry and may or may not be covered by financial aid.

### Re-Entry Students

A student who withdraws prior to completion of the course and wishes to re-enroll will return in the same Satisfactory Academic Progress (SAP) 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 (\$35.00 for Shampoo Technician). Any outstanding balance of monies owed to the institution by a student re-enrolling will roll over at re-entry and may or may not be covered by financial aid. Any student terminated by the institution due to exceeding the maximum time frame and wishes to re-enroll would thereafter be permitted to re-enroll in the program on a cash-pay basis in a manner consistent with the re-enrollment provisions of the institution's admissions policy.

### Enrollment Dates

Pineville Beauty School enrolls Cosmetology Students in: January, March, June, August, September, and October. 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 (SAP), Financial Aid Programs, 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 Objectives, Licensure and Placements Rates, Academic Requirements for Course, Grievance Policy, and FERPA.

### School Holidays

The Pineville Beauty School holidays are New Year's Eve, New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and the day after, Christmas Eve, and Christmas Day. Pineville Beauty School shall also 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;
  - 600 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 all written and practical examinations with a grade of at least 70%.
- (3) Make Satisfactory Academic Progress (SAP) in all units of instruction.

\*Upon graduation, the student will receive a diploma. 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 Registration, Examination, and Licensing

A registration fee for the State Board of Cosmetology applies to all students enrolling in the institution and who are registered within the first forty-five (45) days of enrollment. Upon Graduation, the student will be eligible for the State Board of Licensing Examination. The student must pay for the Registration, State Board Examination, and License fees as follows:

#### Cosmetology Registration and License

Registration Fee (At time of Registration with State Board) .....	\$10.00
Theory (1000 Hours) .....	\$88.00
Practical (1500 Hours) .....	\$50.00
Initial License (1500 Hours).....	\$35.00

#### Cosmetology Teacher Registration and License

Registration Fee (At time of Registration with State Board) .....	\$10.00
Theory (600 Hours) .....	\$88.00
Practical (600 Hours) .....	\$25.00
Initial License (600 Hours) .....	\$35.00

**Manicuring Registration and License**

Registration Fee (At time of Registration with State Board) .....	\$10.00
Theory and Practical (600 Hours) .....	\$88.00
Practical (600 Hours) .....	\$50.00
Initial License (600 Hours).....	\$35.00

**Shampoo Technician Registration and Permit**

Registration Fee (At time of Registration with State Board) .....	\$10.00
Permit fee (40 Hours).....	\$50.00

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/Employment Types**

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 works 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 follow-up documentation.

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

The student and/or his /her guardian agree to pay Pineville Beauty School monthly payments, unless otherwise agreed upon. Payments may be made by cash, check, money order, cashier's check, and/or credit /debit card excluding American Express. 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 as per Refund Policy.

There is a \$900.00 charge for books and supplies for all students entering the cosmetology program and a \$550.00 charge for books and supplies 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 \$35.00 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 (\$35.00 for Shampoo Technician) 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. 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 registration, 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;
- Must maintain Satisfactory Academic Progress (SAP) 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.
- All other institutional information, policies and procedures, and other disclosures in which all prospective and enrolled students are required to receive and review prior to and during enrollment.

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, policies and procedures, its financial aid programs available, and other consumer disclosures disclosed to the student 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 Student Aid Index (SAI) 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 Student Aid Index (SAI) 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, 1-300 clock hours and 301-600 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.

#### **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.

Pineville Beauty School accepts and acknowledges GI Bill® recipients to cover the cost of tuition and fees as well as books. This program provides up to 36 months of benefits and is administered by the U.S Department of Veteran's Affairs (VA). The post 9-11 GI Bill® is an education benefit program for individuals who served on active duty post September 10, 2001. It includes activated members of the National Guard under Title 10 U.S. code, Title 32 U.S. Code and Section 502(f) for the purpose of responding to a national emergency. One may be eligible if they served at least 90 days on active duty post September 10, 2001, and are still on active duty or were honorably discharged from active duty. Also, if one served for at least 30 continuous days on active duty and were discharged due to a service-connected disability, one may still qualify for GI Bill® benefits. Generally, eligibility expires 15 years after one's last period of at least 90 days of active duty.

Pineville Beauty School permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational

assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website - eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Our educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

#### Percentage Payable Based on Post 9/11 Service

Active Duty Completed After 9/10/01	% of Max Amounts Payable
36 months*	100
30 continuous days (Must be discharged due to service-connected disability.)*	100
At least 30 months, but less than 36 months*	90
At least 24 months, but less than 30 months*	80
At least 18 months, but less than 24 months^	70
At least 12 months, but less than 18 months^	60
At least 6 months, but less than 12 months^	50
At least 90 days, but less than 6 months^	40
*Includes entry level & skills and training	^ Excludes entry level & skills training

One can estimate how much the GI Bill® will cover by visiting the Comparison Tool at [www.benefits.va.gov/gibill/comparison](http://www.benefits.va.gov/gibill/comparison)

### 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 Rehabilitation Services (LRS):** We are an approved vendor for individuals who qualify for benefits. For more information, please contact:  
Karyn Barrett at the Alexandria Regional Office @ [kbarrett@lwc.la.gov](mailto:kbarrett@lwc.la.gov).  
900 Murray Street, Room H-100  
Alexandria, LA 71301-7699  
Phone: (318) 487-5335 or (800) 520-0578 Fax: (318) 487-5366

### 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/program cancellation, or school closure. Any monies due the applicant or students shall be refunded within forty-five (45) calendar days.

Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid less the Non-Refundable application fee in the amount of \$100.00 (\$35.00 for Shampoo Technician).
2. A student (or legal guardian) cancels his/her enrollment in writing within three (3) 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 (\$35.00 for Shampoo Technician), regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three (3) business days of signing the enrollment agreement but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the Non-Refundable application fee in the amount of \$100.00 (\$35.00 for Shampoo Technician).
4. A student notifies the school of his/her withdrawal in writing.

5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of the return from the leave of absence or the date the student notifies the school that the student will not be returning.
6. A student is expelled by the school.
7. In type 2, 3, 4, or 5 official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner(s) in person.
8. Unofficial withdrawals are determined by the school through monitoring clock hour attendance at least every thirty (30) calendar days.
9. Students who do not return from an approved LOA or were withdrawn due to taking an unapproved LOA, the date of withdrawal shall be the student's last day of attendance.

All refunds are based on scheduled hours. For students who enroll and begin classes, but withdraw prior to course/program completion (after three (3) business days of signing the contract), the following schedule of tuition earned by the school applies:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM PER CONTRACT	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

10. All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within forty-five (45) calendar days of a determination that a student has withdrawn, whether officially or unofficially.
11. In the case of disabling illness or injury, death in the immediate family or other mitigating circumstances beyond the control of the student, the school will make a settlement which is reasonable and fair to both.
12. Any violation of the policies and procedures outlined in the catalog and/or policies and procedures manual may be grounds for termination. A termination fee of \$150.00 applies to all terminations.
13. 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.
14. The cost of actual attendance is \$9.50 per hour. Additional instruction required beyond contracted graduation date after subtracting allowed absences (Allowed absences are as follows: 80 scheduled hours for Cosmetology, 30 scheduled hours for Manicuring, 30 hours for Teacher Training, and 4 hours for Shampoo Technician) shall be provided at an additional cost of \$7.50 per hour.
15. If a course/program is canceled subsequent to a student's enrollment, and before instruction in the course/program has begun, the school shall provide a full refund of all monies paid.
16. If a school cancels a course/program and ceases to offer instruction after the student has 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.
17. If the school closes permanently and ceases to offer instruction after students have enrolled and instruction has begun in the course/program, the school shall provide a pro rata refund.

**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 was scheduled to attend. 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. The Pineville Beauty School will grant a LOA for the following: Personal illness, illness or death of an immediate family member, pregnancy, sickness, injury, COVID, active military duty, jury duty, and all other allowable special circumstances. All other allowable special circumstance requests will be reviewed by the institution's administration. 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 at least the same number of calendar 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. Students who take an unapproved LOA or do not return by the expiration of an approved LOA will be withdrawn and a 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 or were withdrawn due to taking an unapproved 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 in writing 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. The student must provide a reason for the LOA and the request must include the student's signature and be dated.

### **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, document its decision, 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 circumstances. 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 Satisfactory Academic Progress (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 Satisfactory Academic Progress (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 Tuesday 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, 600 hours of instruction for Teacher Training, and 40 hours for Shampoo Technician (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 7 doctors, court, funeral excuses, etc. within the course period.

If this calculation exceeds 80 scheduled hours for Cosmetology, 30 scheduled hours for Manicuring, 30 scheduled hours for Teacher Training, and 4 scheduled hours for Shampoo Technician during your course of study, the student receives Over-Time Charges. Over-Time Charges are \$7.50 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. Students who do not return from an approved LOA or were withdrawn due to taking an unapproved LOA, the date of withdrawal shall be the student's last day of attendance.

### **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.

### **Disclosure for all Curriculumms**

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 and pass a floor entry evaluation 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 minute lunch break (except 2:30 students) and two (2) 15 minute 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 Fridays with no visible holes in them
- No slippers, thongs, flip flops or sandals
- No leggings, tights, or yoga pants
- No unclean or torn clothing
- No capris or cropped pants
- No shorts
- No low waist pants
- No open toe shoes

## **Cosmetology**

### **Course/Program Description**

The Cosmetology course/program provides 1500 clock hours of instruction over a minimum of 12 months. The primary purpose of the Cosmetology course/program 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.

### **Student's Right-To-Know – Cosmetology:**

71.87% or 23 of the 32 students in the Pineville Beauty School scheduled for graduation in 2023 graduated.

78.26% or 18 of the 23 students that graduated in 2023 found employment in their field of study.

100% or 18 of 18 graduates who sat for their exam in 2023 passed all parts of the Louisiana State Board of Cosmetology examination and became licensed.

\*\*\* The institution's accrediting agency requires that any adjustments made to its student outcomes rates due to the COVID-19 Pandemic must be disclosed. As student achievement at this institution has not been significantly impacted by the Pandemic, the outcome rates reported do not reflect any such adjustments related to COVID-19. \*\*\*

### **Instructional Methods**

Theory classes consists of lecture, Powerpoint presentations, haircuts, DVDs and projects, are generally held from 8:30am to 9:30am Tuesday through Friday. All course/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**

Students are assigned academic learning (theory) 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/program 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 all written and practical exams prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Grade of "A"	90-100	Satisfactory/Passing
Grade of "B"	89-80	Satisfactory/Passing
Grade of "C"	79-70	Satisfactory/Passing
Grade of "D"	69-60	Unsatisfactory/Non-Passing
Grade of "F"	59-0	Unsatisfactory/Non-Passing

This grading scale reflects the institution's accrediting agency, the National Accrediting Commission of Career Arts & Sciences (NACCAS), and the Louisiana State Board of Cosmetology requirements. Students may also refer to the Satisfactory Academic Progress (SAP) section of the catalog for further information on grading policy and procedures.

### **Tuition & Fees:**

Tuition:	\$ 14,250.00
Books and Supplies:	\$ 900.00
Application Fee:	\$ 100.00
Miscellaneous Fees:	\$ 0.00

### **Required textbook for Cosmetology:**

Milady's Standard Cosmetology Textbook 14th Edition

ISBN 978-0-357-37890-8 (Hardcover)

Milady's Foundations 1<sup>st</sup> Edition

ISBN 978-1-337-09525-9

### **Curriculum**

#### 1. **Scientific Concepts**

360 Hours

- a. Infection Concepts
- b. OSHA Requirements
- c. Human Physiology
- d. Chemical Principles

e. Hair and Scalp	
f. Nails	
g. Hair removal by cosmetic preparations, threading, waxing or other similar means	
2. <b><u>Physical Services</u></b>	370 Hours
a. Shampoo	
b. Draping	
c. Rinses and Conditioners	
d. Scalp	
e. Esthetics	
f. Makeup	
g. Manicuring and Pedicuring	
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 &amp; Styling</u></b>	320 Hours
a. Hair Shaping	
b. Hair Cutting	
c. Alternative Hair Design/Braiding	
5. <b><u>Rules, Regulations, and Personal Skills</u></b>	210 Hours
a. Job Skills	
b. Rules and Regulations	
c. State Laws	
	Total: <b>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/Program 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?y=55&cipid=87771>

### **Manicuring**

#### **Course/Program Description**

The Manicuring course/program provides 600 clock hours of instruction over a minimum of 6 months. The primary purpose of this Manicuring course/program 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.

**Student's Right-To-Know:** There were no students enrolled in the Manicuring Course/Program in 2023.

#### **Instructional Methods**

Theory classes consists of lecture, Powerpoint presentations, haircuts, DVDs and projects, are generally held from 8:30am to 9:30am Tuesday through Friday. All courses/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

Students are assigned academic learning (theory) 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/program 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 all written and practical exams prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Grade of "A"	90-100	Satisfactory/Passing
Grade of "B"	89-80	Satisfactory/Passing
Grade of "C"	79-70	Satisfactory/Passing
Grade of "D"	69-60	Unsatisfactory/Non-Passing
Grade of "F"	59-0	Unsatisfactory/Non-Passing

This grading scale reflects the institution's accrediting agency, the National Accrediting Commission of Career Arts & Sciences (NACCAS), and the Louisiana State Board of Cosmetology requirements. Students may also refer to the Satisfactory Academic Progress (SAP) section of the catalog for further information on grading policy and procedures.

## Tuition & Fees:

Tuition:	\$ 5,700.00
Books and Supplies:	\$ 550.00
Application Fee:	\$ 100.00
Miscellaneous Fees:	\$ 0.00

## Required textbook for Manicuring:

Milady's Standard Nail Technology Textbook 8<sup>th</sup> Edition  
ISBN 978-1-337-78655-3 (Hardback)  
Milady's Foundations 1<sup>st</sup> Edition  
ISBN 978-1-337-09525-9

## 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>	200 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. Louisiana Cosmetology Act and Rules and Regulations	40 Hours
6. Seeking and Maintaining Employment	10 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/Program 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****Course/Program Description**

The Teacher Training course/program provides 600 clock hours of instruction over a minimum of 6 months. The primary purpose of the Teacher Training course/program 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.

**Student's Right-To-Know: Teacher Training****Teacher Training:**

100% or 1 of the 1 student in the Pineville Beauty School scheduled for graduation in 2023 graduated.

100% or 1 of the 1 student that graduated in 2023 found employment in their field of study.

100% or 1 of 1 graduate who sat for their exam in 2023 passed all parts of the Louisiana State Board of Cosmetology examination and became licensed.

**Instructional Methods**

Theory classes consists of lecture, Powerpoint presentations, haircuts, DVDs and projects, are generally held from 8:30am to 9:30am Tuesday through Friday. All courses/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**

Students are assigned academic learning (theory) 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/program 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 all written and practical exams prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Grade of "A"	90-100	Satisfactory/Passing
Grade of "B"	89-80	Satisfactory/Passing
Grade of "C"	79-70	Satisfactory/Passing
Grade of "D"	69-60	Unsatisfactory/Non-Passing
Grade of "F"	59-0	Unsatisfactory/Non-Passing

This grading scale reflects the institution's accrediting agency, the National Accrediting Commission of Career Arts & Sciences (NACCAS), and the Louisiana State Board of Cosmetology requirements. Students may also refer to the Satisfactory Academic Progress (SAP) section of the catalog for further information on grading policy and procedures.

**Tuition & Fees:**

Tuition:	\$ 5,700.00
Books and Supplies:	\$ 380.00
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) - \$94.20

**Curriculum****1. Teaching Methods**

150 Hours

- a. Classroom Preparation
- b. Teaching Methods
- c. Speech

2. <b><u>Effectiveness of Instruction</u></b>	150 Hours
a. Purpose and Types of Tests	
b. Selection of Appropriate Testing Methods	
c. Validity and Reliability of Teaching Methods via Test	
3. <b><u>Instructor Qualities</u></b>	150 Hours
a. Proper Conduct of Instruction	
b. Classroom Supervision and Control	
4. <b><u>Learning Environment</u></b>	150 Hours
a. Classroom Conditions	
b. Keeping Records	
c. Motivation	
d. Assessing Students' Needs	
e. Utilization of Safety Procedures	

Total: **600 Hours**

## 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/Program 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?v=55&cipid=87275>

## **Shampoo Technician**

### Course/Program Description

The Shampoo Technician course/program provides 40 clock hours of instruction over a timeframe of 1.33 to 2 weeks. The primary purpose of the Shampoo Technician course/program 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.

### Student's Right-To-Know: Shampoo Technician

#### **Shampoo Technician:**

100% or 2 of the 2 students in the Pineville Beauty School scheduled for graduation in 2023 graduated.

100% or 2 of the 2 students that graduated in 2023 found employment in their field of study.

The Shampoo Technician course has no Louisiana State Board of Cosmetology exam.

### Instructional Methods

Theory classes consists of lecture, Powerpoint presentations, haircuts, DVDs and projects, are generally held from 8:30am to 9:30am Tuesday through Friday. All courses/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

Students are assigned academic learning (theory) 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/program 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 all written and practical exams prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Grade of "A"	90-100	Satisfactory/Passing
Grade of "B"	89-80	Satisfactory/Passing
Grade of "C"	79-70	Satisfactory/Passing
Grade of "D"	69-60	Unsatisfactory/Non-Passing
Grade of "F"	59-0	Unsatisfactory/Non-Passing

This grading scale reflects the institution's accrediting agency, the National Accrediting Commission of Career Arts & Sciences (NACCAS), and the Louisiana State Board of Cosmetology requirements. Students may also refer to the Satisfactory Academic Progress (SAP) section of the catalog for further information on grading policy and procedures.

### Tuition & Fees

Tuition:	\$	380.00
Books and Supplies:	\$	0.00
Application Fee:	\$	35.00
Miscellaneous Fees:	\$	0.00

### Required Textbook:

No textbook required for Shampoo Technician Course

### Curriculum

1. Cleanse synthetic or natural hair
2. Apply and remove conditioner
3. Apply and rinse perm solution and perm neutralizer
4. Remove hair color, tint, or other chemicals applied to natural hair by a cosmetologist
5. Communications

Total: **40 Hours**

### 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. The Shampoo Technician Course allows one to get a permit to work in a salon only to provide shampoo related services.

### Career Opportunities and Compensation

Permit to shampoo and rinse chemicals in a salon.

### Course/Program 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 (SAP) Policy is consistently applied to all students enrolled in Pineville Beauty School, in a NACCAS approved program, 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 course/program. 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 courses/programs in clock hours. Payment periods are also determined by clock hours.
2. Minimum timeframe for completing the Pineville Beauty School Instructional Courses/Programs.

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

COURSE/PROGRAM	MINIMUM TIME	SCHEDULED HOURS
Cosmetology (30 hour week)	50.00 weeks	1500
Cosmetology (24 hour week)	62.50 weeks	1500
Manicuring (24 hour week)	25.00 weeks	600
Teacher Training (24 hour week)	25.00 weeks	600
Shampoo Technician (30 hour week)	1.33 weeks	40
Shampoo Technician (24 hour week)	1.66 weeks	40

The minimum timeframe for the Cosmetology course/program is 1500 clock hours and the Shampoo Technician course/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 course/program and the 600 teacher training course/program exceed the State's requirements.

### **Clock Hours in Academic Weeks**

Cosmetology:

1500 Clock Hours = 50 Academic Weeks  
 1200 Clock Hours = 40 Academic Weeks  
 900 Clock Hours = 30 Academic Weeks  
 450 Clock Hours = 15 Academic Weeks

Shampoo Technician:

20 Clock Hours = .665 Academic Weeks  
 40 Clock Hours = 1.33 Academic Weeks

Manicuring and Teacher Training:

300 Clock Hours = 10 Academic Weeks  
 600 Clock Hours = 20 Academic Weeks

### **State of Louisiana Requirement**

1500 hours for Cosmetology  
 500 hours for Manicuring  
 500 hours for Teacher Training  
 40 hours for Shampoo Technician

### **Pineville Beauty School Requirements**

1500 hours for Cosmetology  
 600 hours for Manicuring  
 600 hours for Teacher Training  
 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 (SAP):**

Students are assigned academic learning (theory) 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/program 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 all written and practical exams prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Grade of "A"	90-100	Satisfactory/Passing
Grade of "B"	89-80	Satisfactory/Passing
Grade of "C"	79-70	Satisfactory/Passing
Grade of "D"	69-60	Unsatisfactory/Non-Passing
Grade of "F"	59-0	Unsatisfactory/Non-Passing

This grading scale reflects the institution's accrediting agency, the National Accrediting Commission of Career Arts & Sciences (NACCAS), and the Louisiana State Board of Cosmetology requirements. Students may also refer to the Satisfactory Academic Progress (SAP) section of the catalog for further information on grading policy and procedures.

### **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 of an immediate family member, pregnancy, sickness, injury, COVID, active military duty, and jury will be considered as excused absences as long as a 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.
- 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 at least the same number of calendar days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation.

- IV. Students who withdraw prior to completion of the course/program 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. Any outstanding balance of monies owed to the institution by a student re-enrolling will roll over at re-entry and may or may not be covered by financial aid. Any student terminated by the institution due to exceeding the maximum time frame and wishes to re-enroll would thereafter be permitted to re-enroll in the course/program on a cash-pay basis in a manner consistent with the re-enrollment provisions of the institution's admissions policy.

Pineville Beauty School includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis at the designated evaluation periods throughout the course or program of study.

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. Evaluations will be completed within seven (7) school business days following the institution's established evaluation periods. 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.

<b>COURSE/PROGRAM</b>	<b>MAXIMUM TIME</b>	<b>SCHEDULED HOURS</b>
Cosmetology (30 hour week)	71.50 weeks	2145
Cosmetology (24 hour week)	89.38 weeks	2145
Manicuring (24 hour week)	35.75 weeks	858
Teacher Training (24 hour week)	35.75 weeks	858
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 \$7.50 per hour, lose Title IV eligibility, and shall be terminated by the institution. The Pineville Beauty School chooses not to allow appeals at this time. Any student wishing to re-enroll would thereafter be permitted to re-enroll in the course/program on a cash-pay basis in a manner consistent with the re-enrollment provisions of the institution's admissions policy and any outstanding balance would roll over at re-entry. A leave of absence will extend the student's contract period and maximum time frame by the same number of calendar 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/program 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 all written and practical exams prior to graduation. Students must make up failed or missed tests and incomplete assignments.

##### **Satisfactory Academic Progress (SAP) Evaluation Periods**

The Pineville Beauty School establishes evaluation periods in accordance with payment periods established with the US Department of Education for the purposes of Title IV funding. Evaluation periods coinciding with the US Department of Education are as follows: 450 hours and 15 Academic Weeks, 900 hours and 30 Academic Weeks, 1200 hours and 40 Academic Weeks, and 1500 and 50 Academic Weeks clocked hours for Cosmetology, 300 hours and 10 Weeks and 600 hours and 20 Academic Weeks clocked hours for Manicuring and Teacher Training and 20 hours and .665 Academic Weeks and 40 hours and 1.33 Academic Weeks clocked hours for Shampoo Technician. The Pineville Beauty School elects to omit the last SAP evaluation within the course/program. For courses or programs with a total length that is one academic year or less (Shampoo Tech, Teacher Training, and Manicuring) the course or program is divided into two equal evaluation periods. The first evaluation period is the period in which the student successfully completes both (1) half of the clock hours or competencies and (2) half of the academic weeks while the second evaluation period is the period in which the student completes the course or program. Courses or programs with a total length that exceeds one academic year (Cosmetology), each full academic year is divided into two equal evaluation periods. The remainder of the course or program is also divided into two equal evaluation periods. The Pineville Beauty School schedules frequent evaluations prior to the issuance of the final Student Progress Report of Satisfactory Academic Progress (SAP) 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. Once the evaluation is conducted, the student will be notified 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 (SAP) evaluation through the administrator of the institution. Satisfactory Academic Progress (SAP) evaluations will determine if the student has met the minimum requirements for Satisfactory Academic Progress (SAP). All evaluations are based on actual hours. Pineville Beauty School students are evaluated for Satisfactory Academic Progress (SAP) and receive Progress Reports notifying them whether or not they have achieved Satisfactory Academic Progress (SAP) at the end of each payment period as follows:

Cosmetology:	450 clocked hours and 15 Academic Weeks, 900 clocked hours and 30 Academic Weeks, 1200 clocked hours and 40 Academic Weeks and 1500 clocked hours and 50 Academic Weeks
Manicuring:	300 clocked hours and 10 Academic Weeks and 600 clocked hours and 20 Academic Weeks
Teacher Training:	300 clocked hours and 10 Academic Weeks and 600 clocked hours and 20 Academic Weeks
Shampoo Technician:	20 clocked hours and .665 Academic Weeks and 40 clocked hours and 1.33 Academic Weeks

At the time of each evaluation at the end of each payment period, students who have not made Satisfactory Academic Progress (SAP) 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 (SAP) 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 (SAP) until the next scheduled Satisfactory Academic Progress (SAP) evaluation.

#### **Financial Aid and Satisfactory Academic Progress (SAP)**

Financial Aid disbursements are issued at 0-450 and 15 Academic Weeks, 451-900 and 30 Academic Weeks, 901-1200 and 40 Academic Weeks, and 1201-1500 and 50 Academic Weeks clocked hours for Cosmetology, 0-300 and 10 Academic Weeks and 301-600 and 20 Academic Weeks clocked hours for Manicuring, and 0-300 and 10 Academic Weeks and 301-600 and 20 Academic Weeks clocked hours for Teacher Training. All students receiving Title IV funds must meet the standards of Satisfactory Academic Progress (SAP). Students are evaluated regarding Satisfactory Academic Progress (SAP) at 450 and 15 Academic Weeks, 900 and 30 Academic Weeks, and 1200 and 40 Academic Weeks and 1500 and 50 Academic Weeks clocked hours for Cosmetology; 300 and 10 Academic Weeks and 600 and 20 Academic Weeks clocked hours for Manicuring; and 300 and 10 Academic Weeks and 600 and 20 Academic Weeks clocked hours for Teacher Training. The Shampoo Technician course/program does not qualify for Financial Aid, but the student must still maintain Satisfactory Academic Progress (SAP) and is evaluated regarding Satisfactory Academic Progress (SAP) at 20 and .665 Academic Weeks and 40 and 1.33 Academic Weeks clocked hours. Students are evaluated on actual clock hours. Students must maintain a 70 percent cumulative grade point average (CGPA) and complete 70 percent of the scheduled clock hours in the payment period.

#### **Financial Aid Warning 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 Academic Progress (SAP) 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 (SAP) 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 (SAP), he/she will be determined as NOT making Satisfactory Academic Progress (SAP) and the student will be deemed ineligible to receive Title IV funds. Students will be formally 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 re-establish his or her eligibility to receive assistance under Title IV, HEA programs, the student must meet the minimum requirements of Satisfactory Academic Progress (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. Two Mondays a month are provided to the students to make up work and hours in order to achieve Satisfactory Academic Progress (SAP) before the end of the payment period in which the student is on financial aid warning.

#### **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 outstanding balance of monies owed to the institution by a student re-enrolling will roll over at re-entry and may or may not be covered by financial aid. Any transfer hours accepted from another institution and applied to the student's education course/program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. Satisfactory Academic Progress (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/program and wishes to re-enroll will return in the same Satisfactory Academic Progress (SAP) 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 (\$35.00 for Shampoo Technician) will apply. Any outstanding balance of monies owed to the institution by a student re-enrolling will roll over at re-entry and may or may not be covered by financial aid. Any student terminated by the institution due to exceeding the maximum time frame and wishes to re-enroll would thereafter be permitted to re-enroll in the course/program on a cash-pay basis in a manner consistent with the re-enrollment provisions of the institution's admissions policy.

**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 calendar days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation.

**WITHDRAWALS:** Students who withdraw prior to completion of the course/program and wish to re-enroll will return in the same Satisfactory Academic Progress (SAP) status as at the time of withdrawal. A \$100.00 non-refundable application fee (\$35.00 for Shampoo Technician) 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 student's 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 of an immediate family member, pregnancy, sickness, injury, COVID, active military duty, and jury duty will be considered as excused absences as long as a 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**

The Pineville Beauty School will implement and maintain an Information Security Program to ensure the privacy and confidentiality of all nonpublic personal information. According to the Privacy and Access Policy and in compliance with the Gramm-Leach-Bliley Act (GLBA) and the Family Educational Rights and Privacy Act of 1974, all consumer's nonpublic personal 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 by phone at (318) 445-1040 or by email at [staff@pinevillebeauty.com](mailto:staff@pinevillebeauty.com). Please visit <https://www.pinevillebeauty.com/wp-content/uploads/Privac-Policy.pdf> for a full copy of the Pineville Beauty School's Privacy Policy.

#### **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 or the Louisiana State Board of Cosmetology, if applicable.

Grievance forms can be obtained from the Administrative Department of the institution. Students may also direct grievances to the accrediting agency of the Pineville Beauty School, the National Accrediting Commission of Career Arts and Sciences, Inc. (NACCAS), and/or the Louisiana State Board of Cosmetology as listed below:

**National Accrediting Commission of Career Arts and Sciences, Inc. (NACCAS)**

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

**Louisiana State Board of Cosmetology**

11622 Sunbelt Court  
Baron Rouge, LA 70809  
Phone: (225) 756-3404  
Website: <http://www.lsbclouisiana.gov/>

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

Pineville Beauty School reserves the right to evaluate a student within **(45)** forty-five days of enrollment before registering with the Louisiana State Board of Cosmetology to determine that the student meets Satisfactory Academic Progress (SAP). All students must maintain a 90% attendance rate and meet the practical and academic requirements outlined in the Satisfactory Academic Progress (SAP) 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 which may 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 all students in the rear fenced lot. 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.

### Annual Campus Security Report

The Pineville Beauty School strives to provide a safe educational environment for all students and staff. A collaborative effort of both the institution's officials and its students in maintaining safety in and around the institution assists in the overall objective of the institution to provide a safe educational environment and should be implemented at all times. The Pineville Beauty School understands emergency situations may occur at any time and wants to ensure the safety of both its students and staff. Under the Clery Act, all colleges and universities that participate in federal financial aid programs are required to keep and disclose information about crime on and near its campus. It also requires said institutions to issue timely warnings and emergency notifications when there is a potential threat in which they can take preventative measures. All students and staff should ensure they inform the institution of any changes to their email and/or phone numbers by contacting the administrator of the institution. Although authority lies with the administrator and/or owner(s) of the institution to report a threat and/or crime, this does not prevent any student or staff member from contacting local authorities or dialing 911 if they feel they are in danger.

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 Clery 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 now report domestic violence, dating violence, sexual assaults, and stalking.

In compliance with the Jeanne Clery 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. The Pineville Beauty School will issue all enrolled students and staff an updated Annual Campus Security Report by October 1<sup>st</sup> of each year and will include information regarding crime statistics for the prior three (3) years. Information may also be obtained by requesting a paper copy from the institution's Administrative Office. Entire Annual Report may be found on the school's website at:

<https://www.pinevillebeauty.com/wp-content/uploads/2025-Campus-Safety-and-Security-Handbook.pdf>

The Annual Campus Security Report includes information regarding the following:

- Policies regarding alcoholic beverages and underage drinking laws.
- Policies regarding illegal drugs and applicable federal and state drug laws.
- Programs on substance abuse.
- Programs to prevent dating violence, domestic violence, sexual assault and stalking, and the procedures institutions will follow when such crimes are reported.
- Information regarding sex offenders.
- Descriptions of emergency response and evacuation procedures.
- Policies regarding missing student notifications.
- Campus crime statistics for the last three (3) years.
- Policies regarding procedures for reporting criminal actions or other emergencies on campus.
- Policies on security of and access to campus facilities.
- Policies on enforcement authority of security personnel; working relationship of campus security personnel with State and local police agencies; accurate and prompt reporting of crimes; pastoral and professional counselors.
- Programs on campus security procedures and practices.

**Administrator:**

Pineville Beauty School Administrative Office  
Brandi Perego, Administrator  
1008 Main Street

**Owners:**

Michelle Hays  
Josephine Nelson

Pineville, LA 71360  
 (318) 445-1040  
 Email: [Staff@pinevillebeauty.com](mailto:Staff@pinevillebeauty.com)

**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

**Louisiana State Police**  
 1710 Odom Street  
 Alexandria, LA 71301  
 (318) 487-5911

### **Security and Access to Campus Facilities**

The Pineville Beauty School has 24-hour security camera surveillance which is monitored daily by the institution's administrative department and Interface Security Systems, LLC. The Pineville Beauty School has an excellent relationship with its local law enforcement which is located less than a block from the institution and performs routine surveillance of the premises daily. Staff are granted keys to enter the building. Students are given ID badges the day of admissions and are required to wear them when attending classes. Visitors to the building must check in at the front desk. The Pineville Beauty School will notify staff of any ongoing visitors to the building such, i.e., maintenance and repair personnel which are also required to check in at the front desk. Owner(s) and staff of the institution also frequently monitor internal and external areas of the institution throughout the day to ensure the safety of all students and clientele on the premises. The normal business hours of the institution are as follows: 8:00AM – 4:30PM Tuesday through Friday.

### **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 of our staff 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.

Students and staff are prohibited from the 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.

Violation of the above stated policy of the Pineville Beauty School on illicit drugs and alcohol, consistent with local, state, and federal law, shall result in expulsion or termination of the student or staff member and referral for prosecution. 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 financial aid eligibility, the student may face other legal consequences. Beginning the 2022-2023 award year, the Department of Education will begin implementation of the removal of the Selective Service and drug convictions requirements for federal Title IV eligibility. Beginning the 2023-2024 award year, the questions regarding registration for Selective Service and drug convictions will no longer be on the FAFSA. The Pineville Beauty School's policy along with local, state, and federal laws pertaining to drugs and alcohol remain in effect.

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. Entire policy may be found at:

<https://www.pinevillebeauty.com/wp-content/uploads/DrugandAlcohol2-18-2025.pdf>. A paper copy may also be obtained by requesting one from the institution's administrative office.

Link to information regarding effects of the use of illicit drugs and alcohol:

<https://www.drugabuse.gov/drug-topics/commonly-used-drugs-charts>

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

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.

In compliance with Title IX regulations, along with state and federal laws, the Pineville Beauty School prohibits sexual harassment. As per 34 C.F.R §106.30, "Sexual harassment means conduct on the basis of sex that satisfies one or more of the following: (1) An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct ("quid pro quo"); (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30) – Clery Act and the Violence Against Women Act (VAWA)."

These regulations protect everyone from sexual harassment under Title IX. Sexual harassment may consist of verbal, physical or other types of behavior which target an individual based on their sex and that the individual considers unwelcome. Any individual regardless of sexual orientation, disability status, or gender identity may be a victim or perpetrator of sexual harassment.

The Pineville Beauty School strives to provide a safe educational environment for all students and employees. The school will make every effort to prevent sexual harassment from occurring. The Pineville Beauty School will respond promptly and supportively to all reports of individuals alleged to be victimized by sexual discrimination, sexual harassment, and/or sexual misconduct. The Pineville Beauty School will resolve complaints promptly and accurately in a manner which is not deliberately indifferent. The Pineville Beauty School's policy ensures for a fair grievance process that provides due process protections to alleged victims and alleged perpetrators of sexual harassment.

Entire policy can be found at:

<https://www.pinevillebeauty.com/wp-content/uploads/Policy-on-Title-IX-and-Sexual-Misconduct-11162022.pdf>. A paper copy may be obtained by requesting one from the institution's administrative office.

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:

Title IX Coordinator – Brandi Perego

1008 Main Street  
Pineville, LA 71360  
(318) 445-1040  
[staff@PinevilleBeauty.com](mailto:staff@PinevilleBeauty.com)

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>.

### **Title IX Information for Pregnant & Parenting Students**

The Pineville Beauty School will not discriminate against or exclude any student from their education program or activity, including any class or extracurricular activity, based on a student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom. For more information, please visit: <https://www.pinevillebeauty.com/wp-content/uploads/Title-IX-for-Pregnant-and-Parenting-Students.pdf>

### **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, any schools of higher education.

\*\*You may obtain a list of registered sex offenders in Louisiana by visiting: <http://www.lsp.org/socpr/default.html>

\*\*You may obtain a list of registered sex offender in the United States by visiting: <https://www.nsopw.gov/>

### **Vaccinations Policy**

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

### **Other Important Links:**

Net Price Calculator: <https://www.pinevillebeauty.com/static/net-price-calculator/index.html>

Voter Registration Information: <https://www.pinevillebeauty.com/wp-content/uploads/Voter-Registration-2022.pdf>

Voter Registration Application: <https://www.pinevillebeauty.com/wp-content/uploads/ApplicationToRegisterToVote.pdf>

(\*\*A paper copy of the Voter Registration Form may also be obtained from the Administrative Office of the institution. \*\*)

Application for Auxiliary Aid: <https://www.pinevillebeauty.com/wp-content/uploads/APPLICATION-FOR-AUXILIARY-AID-SERVICES-FOR-PINEVILLE-BEAUTY-SCHOOL-1.pdf>

Auxiliary Aid Policy: <https://www.pinevillebeauty.com/wp-content/uploads/Nondiscrimination-Policy-3.pdf>

Copyright Infringement: <https://www.pinevillebeauty.com/wp-content/uploads/CopyrightInfringementWebsiteandStudent.pdf>

Teach-Out Plan: <https://www.pinevillebeauty.com/wp-content/uploads/Teach-Out-Plan-1.pdf>

Cost of Attendance (COA): <https://www.pinevillebeauty.com/wp-content/uploads/Cost-of-Attendance0624.pdf>

Student-Right-To-Know - Department of Education Required Disclosure: <https://www.pinevillebeauty.com/wp-content/uploads/Students-Right-To-Know.pdf>

Licensing Information: <https://www.pinevillebeauty.com/wp-content/uploads/Licensing-Informatoin.pdf>