

AMERICAN BEAUTY INSTITUTE  
2009 N Main, McAlester, Ok 74501

Phone (918) 420-4247  
Office (918)423-2100  
Fax: (918) 423-0952

E-mail: [americanbeautyinst@sbcglobal.net](mailto:americanbeautyinst@sbcglobal.net)  
Web: [www.americanbeautyinstitutes.com](http://www.americanbeautyinstitutes.com)

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“I certify this catalog to be true and correct as to content.”

Donna Pope,            President

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## OWNERSHIP

### HISTORY

American Beauty Institute was established December 31, 1985 as a limited partnership at 123 West Main, Ardmore, Oklahoma. Donna Pope was the general partner and Nita Britt and James Britt were limited partners in the business.

In January 1988, the school became accredited and was recognized by the Department of Education that same year. Donna Pope purchased the limited shares of the company from Nita and James Britt and the school became a sole proprietorship in December 1988. On May 31, 2000, the school closed its Ardmore location and re-opened on June 1, 2000, at 415 North Main in McAlester, Oklahoma. On July 1, 2003, the school moved to its present location at 2009 North Main, McAlester, Oklahoma. Effective, January 1, 2005 the school became an incorporated entity owned by American Beauty Institute and was accredited by the National Accrediting Commission of Career Arts and Sciences, Inc., and Donna Pope became the Director/Administrator.

### MISSION STATEMENT

The school is dedicated to providing our graduates with quality cosmetology skills and education for a successful entry into the workforce.

#### Objectives:

To provide students during their required course of study, training in job market skills, and pass the state board examination in order to be eligible for entry-level employment in the field of cosmetology.

To assist students in learning, by the time they graduate, to communicate effectively in order to get employment and build a client base.

#### Goals:

To instill a sense of professionalism in each student during their training.

To train the students to successfully pass the state licensure exam upon completion of their course of study.

To teach the up-to-date techniques and information of the profession, supervised by licensed instructors.

To provide placement services upon graduation; this will help ensure that graduates are placed in their field of study.

### FACILITIES AND EQUIPMENT

The school is located in a 3000 square foot facility, capable of accommodating forty students. A clinic floor with customers, reception area and cash register provide a real working environment for the students. Theory lecture classes are enhanced by use of a chalkboard, TV and VCR training tapes, library books, trade magazines, textbooks, overhead projector, study guides, a computer and educational CDs, mannequins and handouts. An office computer and the Smart Record Keeping Program provide the accurate recording of student hours of attendance and school records. Lockers, microwave, refrigerator are available for the student's convenience. Accessible handicap facilities include a wheel chair entry, office and classroom. Three fire extinguishers are located in the school for safety of the students and staff. A copy machine, calculator, fax machine and internet are available to copy, calculate, send and receive information. The school provides free parking for the convenience of customers and students. No public transportation is available.

### LICENSING

American Beauty Institute is licensed by the **Oklahoma State Board of Cosmetology**  
2401 NW 23<sup>rd</sup>, Suite 84, Oklahoma City, OK 73107 (405) 521-2441

### ACCREDITATION

American Beauty Institute is accredited by the National Accrediting Commission of Career Arts and Sciences, Inc., Ste 1300, 4401 Ford Ave., Alexandria, VA, 22302-1432, (703) 600-7600

### CLASS START DATES

Classes begin the first *Tuesday* of each month.

**BEFORE ENROLLMENT** each applicant, enrollee or student is provided access to written information that accurately reports median loan debt incurred by students who completed each Title IV program loan debt and debt from private educational financing plans based on what is owed when students complete their programs for the most recent NACCAS Annual Report. Each applicant is provided generally known pre-requisites for employment and factors that might preclude an individual from obtaining employment in the field for which training is provided. Information provided is relevant to individuals decision to enroll in the institution or to satisfactorily complete the course and /or program. The English language is the only language used in any and all the courses taught at American Beauty Institute

## **ORIENTATION**

School conducts an orientation on the first day of class. The orientation provides information about the instructional program, the goals of each program or course, job market trends and any policies affecting students, the student support services, and professional and personal advisement. The school provides career and personal support as needed throughout the students instruction; and, if necessary, the school will make a referral for professional assistance, as such, the school maintains a confidential record of referral.

## **CLASS HOURS OF OPERATION**

Monday, Tuesday-Wednesday – Thursday - Friday  
8:45 – 9:45 am Theory Class  
9:46 am - 4:30 pm Clinic Practice - Theory  
4:31 -4:45 pm Clean-up duties  
Saturday & Sunday – Closed

## **HOLIDAYS & SUMMER BREAK**

The School will be closed on the following holidays:

### **2011**

Good Friday for Easter - April 22 (1 day)  
Memorial day - May 30 (1 day)  
4th of July - July 4 (1 day)  
Labor day - September 5 (1 day)  
Thanksgiving - November 23, 24, 25 (3 days)  
Christmas - December 26, (1 days)

### **2012**

New Year -on Sunday (0 day)  
Good Friday for Easter - April 06 (1 day)  
Memorial day - May 28 (1 day)  
4th of July - July 4 (1 day)  
Labor day - September 3 (1 day)  
Thanksgiving - November 21, 22, 23 (3 days)  
Christmas - December 24, 25, 26, (3 days)

### **2013**

New Year - (1 day)  
Good Friday for Easter – March 29 (1 day)  
Memorial day - May 27 (1 day)  
4th of July - July 4 (1 day)  
Labor day - September 2 (1 day)  
Thanksgiving - November 27, 28, 29 (3 days)  
Christmas - December 24, 25, 26, 27 (4 days)

### **2014**

New Year - (1 day)

## **PLACE SCHOOL CALENDAR HERE**

## **EMERGENCY CLOSURE**

The school automatically will close during inclement weather in conjunction with the closing notice of the public schools in the student's home area or the area in which the school is located. During any other emergency situation, students will be notified by telephone, local television and radio.

## **SCHOOL CLOSURE POLICY:**

If a school closes permanently and ceases to offer instruction after students have enrolled or a course is canceled after students have enrolled and instruction has begun, the school must make arrangements for students or implement any applicable teach-out plan in compliance with the following requirements:

- The arrangements or plan must offer the student a reasonable opportunity to promptly resume and complete the canceled program or course(s) of study or transfer to a substantially similar program or course at the institution (or institutions which offer similar educational programs.
- The arrangements or teach-outs to be performed are to be performed by an institution in the same geographic area as the original school that provided the program or course.
- The school at which students continue their education and training shall not charge the students an amount greater than that to which the original school would have been entitled under its contract with the student and for which the student

- has not yet paid.
- The original school shall notify affected students individual of the availability of the arrangement or teach-out plan, and diligently advertise such availability. The agreements among institutions may provide that these notices be sent by the schools that are accepting students from the original school.
- Non-Title IV students shall receive a pro-rata refund of tuition.
- The original school shall dispose of school records in accordance with state and federal laws.

### **CERTIFICATE OF DIPLOMA**

Certificates of Diploma are issued to all students who successfully complete their chosen course of study

### **APPLYING FOR FINANCIAL AID ----- PRE ENROLLMENT INFORMATION**

Individuals seeking information about our school may visit our web site [www.americanbeautyinst.com](http://www.americanbeautyinst.com) or e-mail us at [americanbeautyinst@sbcglobal.net](mailto:americanbeautyinst@sbcglobal.net) or visit the school and fill out a pre enrollment form and pick up a packet of information. Our staff is willing to assist anyone who is interested in attending the school

All students have a right to apply for a federal grant or loans will need to obtain a PIN number (Personal Identification Number) by going to **www.PIN.ED.GOV** .

Students receiving a Direct Student Loan are advised that **it is a loan and must be paid back to the loan program**. Graduates and withdrawing students must be responsible for repayment of their loans. Repayment on the loan will commence six months from the date of the scheduled date of graduation or six months from the date the dropped students was to have completed their scheduled graduation.

The prospective student will have the responsibility to then use that PIN NUMBER and go to **WWW.FAFSA.ED.GOV**.

**American Beauty Institute's school code ID # 017127** for purposes of receiving federal funds.

Students wishing to apply for a Federal Direct Student Loan may do so by applying at **WWW.STUDENT LOAN.GOV**

The prospective student must be willing to provide, **if required, documented verification of income and household size**. In some cases the parents of the prospective student must also provide documentation.

Debbie Seaton, financial aid administrator is available by phone, e-mail or an appointment, to assist potential students with financial aid questions.

Federal funding awards are available for those that qualify. Most qualify for grants or Loans.

A list of these programs include:

Federal PELL Grant: Does not require repayment (PELL) for those that qualify

Federal Direct Loans - Subsidize: Must be repaid

Federal Direct Loans - Unsubsidized: Must be repaid

Federal Parent Plus Loans: Must be repaid

Indian grants (check with your tribe).

Department of Rehabilitation Grants ( check with the Department of Rehabilitation in your county).

Department of Veterans Affairs (Grants).

Tuition Finance Corporation- Institutional Tuition Only Loans

Grants and scholarships from grant awarding groups or organizations

If the student is under 24 and unmarried, parents may have to assist with the payment of the potential student's educational costs in cash or by making application for a Plus loan and completing a Parental Credit Check form. If the parent does NOT qualify with the Department of Education for a loan, the student WILL be allowed to borrow the additional funds (loan amount) to pay for their educational expenses.

If you wish to apply for financial aid or you have questions, or you need sections of the handbook clarified, contact the financial aid office at the school. Additional information regarding the student aid programs available at the school maybe found in "The Student Guide" and the "Free Application for Federal Student Aid" published by the U.S. Department of Education. Additional information may be obtained by calling the Federal Student Aid Information Center between 9:00am and 5:00pm (Eastern Time) Monday-Friday at 1 (800) 433-3243.

### **PAYMENT METHODS**

The school enrollment fee must be paid in full, on or before the commencement of classes, in consideration for admitting the student into the program.

Title IV funds or other types of funding may be used for tuition, or electrical equipment. (Please see the desired course of study for kit item provided list.) All students are required to furnish their own electrical tools (usually 4-6 weeks after starting classes) and those items may be purchased at a supply house or retail store. Smocks, chemical supplies and products will be provided by

the school.

**ADMISSION INFORMATION FOR ALL COURSES**

Individuals interested in attending are invited to tour the school. Before enrollment, potential students are referred to the internet to see the catalog for which courses are taught at [americanbeautyinstitutes.com](http://americanbeautyinstitutes.com).

**FILE APPLICATION:** The prospective student needs to file a pre-enrollment application with the school before starting classes.

FINANCIAL AID or funding **MUST** be determined and completed before the student may start class.

**PROOF OF EDUCATION:** The student must submit a copy of their high school diploma or a GED certificate from a recognized school.

**4. PROCEEDURE TO ENROLL:** The student must sign an enrollment contract with the school and complete the state registration application and submit the following:

- a. **NON-REFUNDABLE \$100. School enrollment fee**
- b. **A \$5.Non-Refundable State Board registration fee** in the form of a (money order or cashiers check).
- b. \$200. tuition down payment.

A student who contracts to attend the school will receive a copy of the signed contract. Additionally, one copy will be placed in the student’s file and one copy will be sent to the State Board of Cosmetology in Oklahoma City, Oklahoma.

**GED INFORMATION**

To obtain a GED contact THE ADULT EDUCATION CENTER, 1600 N. “D” STREET, MCALESTER, OK 74501. Phone 918-423-4008

**CREDIT FOR PREVIOUS PROFESSIONAL HOURS**

Students who withdraw early or transfer students with accumulative hours from other schools will be accepted when the Oklahoma State Board of Cosmetology approves those hours.

The school does not promote recruiting students to our school that are already attending or admitted to another school offering a similar program of study.

**STATEMENT OF NON-DISCRIMINATION**

Maintains a policy of non-discrimination in compliance with the Civil Rights Act of 1986 and its subsequent amendments. The school welcomes people of all races, age, handicap, sex, color, religion and/or ethnic origins and financial backgrounds. This school is an equal opportunity training facility. This rule implements Title III of the American with Disabilities Act (ADA), Public Law 101-336, which prohibits discrimination on the basis of disability by private entities in places of public accommodations, requires that all new places of public accommodations and commercial facilities be designed and constructed to be easily accessible and usable by persons with disabilities. Donna Pope is the coordinator for Americans with Disabilities Act.

The student maximum time frame for completion of the course shall not exceed 125% the course length.

**BASIC COSMETOLOGY**

1500 CLOCK HOURS

34 Hours per week = Approximately 45 weeks

This program is taught in English language only

The cost of this course is: \$8.67 per hour = \$13,000.00

Enrollment fee for all courses	\$100.00	Non-Refundable
State Board Registration fee (money order)	\$ 5.00	Non-Refundable
Down Payment on tuition	\$200.00	
Withdrawal fee from class	\$150.00	

Any student not completing their course in the contract time stated in their The enrollment contract and, board registration fee and tuition down payment are due the first day of class. contract will be charged \$8.00 per hour for each additional hour past the contract date.

**COSMETOLOGY KIT LIST (included with tuition)**

- 1 text book
- 1 mannequin head & stand
- 1 artificial hand
- 1 razor-type hair shaper and shaper blades
- 1 hair cutting shears
- 1 thinning shears
- 1 cuticle nipper for fingernails
- 1 nipper for toe nails
- 1 cuticle scissors
- 1 nail brush
- 1 nail file or package of emery boards
- 1 tweezer
- 12 hair brushes
- 12 hard rubber combs or good quality combs (shall include rat-tail, color, regular and/or barber-type)
- 2 boxes of curl clips (100 per box)
- 1 shampoo cape
- 12 dozen hair styling rollers
- 1 kit or tray to contain student personal training equipment
- 1 Smock uniform & 1 T-shirt.

The student must provide their own electrical equipment after the first 6 weeks of enrollment, such as curling irons, blow dryer, clippers & clipper edger's.

Disposable supplies used on customers will be furnished by the school.

**OBJECTIVES:**

The schools educational goal is to provide a 1500-hour Cosmetology course of study that is designed to: prepare students for the state licensing examination and for job ready profitable employment. Current knowledge and skills students learn will prepare them to meet the needs of the industry for work as an entry-level Hairstylist, Cosmetic Massage Skin Care Technician, Hairstylist, Manicurist, Color Technician, Permanent Wave Specialist or Make-Up and Skin Care Artist or Product Demonstrator. As a student, you will also receive instruction in salon management, sales and appointment scheduling.

Individuals need to be aware that they will be standing for long periods of time and those who are chemical sensitive must be informed that the use of chemical products will be necessary in this course.

**AS A LICENSED COSMETOLOGIST** you will be qualified for entry-level positions as a Hairstylist, Manicurist, Color Technician, Permanent Wave Technician or Make-Up and Skin Care Artist in a licensed salon.

Typical entry level wages start at minimum wage or commission on service and go up with experience and building of clientele. One hundred fifty (150) hours of practical and theory (bookwork) are required before students can perform services on patrons. Supervised clinic work on the public is a large part of this course.

The successful completion of the Cosmetology course hours and requirements qualifies the student to graduate, receive a Certificate of Diploma and register to take the Oklahoma State Board of Cosmetology exam. Upon passing and paying the appropriate fee, the Board will issue a license to practice cosmetology. Licensed cosmetologist may continue their education by attending hair shows and seminars or enrolling in a beauty school in a Master Cosmetologist Instructor training to become a licensed Master Cosmetology Instructor and/or attending hair shows.

**COSMETOLOGY UNITS OF INSTRUCTION CLOCK HOURS**

Theory  
Job Keeping Skills - Employment Practices  
Shop Management- Resumes - Substance Abuse-Job Ethics  
Salon Management-Business-Retirement planning- Job Placement

150

Personality and Unassigned Hours for Review, Examination.....	180
Manicure and Pedicure.....	90
Cosmetic Body Massage, Facial and Skin Care.....	30
Scalp Treatments.....	30
Shampoo - Conditioning Rinse.....	60
Finger waving & Hairstyling, Wig Dressing - Thermal Blow-drying and Hair Bonding....	390
Hair color tints, bleaching and other color treatments.....	120
Haircutting and Hair shaping (both scissors and razor).....	180
Lash and Brow Tinting – Arching.....	30
Hair restructuring/Permanent Wave and Chemical Hair Relaxing .....	240
<b>TOTAL HOURS</b> .....	<b>1500</b>

To be successful in the industry each student needs to be job ready and is required to recruit one new customer (never been at the school) each month to meet their salon management grade and learn to build a business.

**BEFORE ENROLLMENT** each applicant, enrollee or student is provided access to written information that accurately reports\* median loan debt incurred by students who completed each Title IV program loan debt and debt from private educational financing plans based on what is owed when students complete their programs for the most recent NACCAS Annual Report. Each applicant is provided generally known pre-requisites for employment and factors that might preclude an individual from obtaining employment in the field for which training is provided.

\*Please refer to the NET PRICE CALCULATOR for the report for this program.

In 2010 we had: 33 Cosmetology students of which:

- X Received Title IV pell grants
- 22 Caucasian women
- 8 Indian women
- 1 Hispanic women
- 0 Black decent
- 2 Caucasian men

**MANICURING**  
600 CLOCK HOURS

34 Hours per week = approximately 18 weeks  
This program is taught in English language only

Any student not completing their course in the contract time stated in their The enrollment contract and, board registration fee and tuition down payment are due the first day of class.  
contract will be charged \$8.00 per hour for each additional hour past the contract date.

The cost of this course is: \$5,598.00.

Enrollment fee for all courses	\$100.00 Non-Refundable
State Board Registration fee (money order)	\$ 5.00 Non-Refundable
Down payment on tuition	\$200.00
Withdrawal fee	\$150.00

- MANICURING KIT LIST** (included in tuition)
- 1 text book
  - 1 artificial hand
  - 1 cuticle nipper for finger nails and one (1) nipper for toe nails
  - 1 cuticle scissor
  - 1 nail brush
  - 1 nail file or package of emery boards

1 kit or tray to contain student personal training equipment  
1 smock uniform & 1 T-shirt.

Disposable supplies used on customers will be furnished by the school.  
If the student want to us a drimal, the student must furnish their own.

**BEFORE ENROLLMENT** each applicant, enrollee or student is provided access to written information that accurately reports\* median loan debt incurred by students who completed each Title IV program loan debt and debt from private educational financing plans based on what is owed when students complete their programs for the most recent NACCAS Annual Report. Each applicant is provided generally known pre-requisites for employment and factors that might preclude an individual from obtaining employment in the field for which training is provided. .

\*Please refer to the NET PRICE CALCULATOR for the report for this program.

In 2009/2010 we had: 2 manicuring students of which:

Ages: 30-37 years old

A) 2 Received Title IV pell grants

2 completed the program within 18 months

0 number dropped from the program

1 passed the state board exam

2 went to work in the cosmetology field

1 never went to state board exam

1 was of Caucasian women

1 was of Indian women

The student must sign an enrollment contract with the school, complete the state registration application and submit the **NON-REFUNDABLE** State Board registration of \$5.00 (money order only) and the **NON REFUNDABLE** School Enrollment Fee. The enrollment and state registration fees are due the first day of class. The student's maximum time frame for completion of the course shall not exceed 125% of the course length.

#### OBJECTIVES:

The Manicurist course of study is designed to prepare students for the state licensing examination and gainful employment for job readiness for entry-level employment as a Manicurist with the skills necessary to meet the current needs of the industry as a Manicurist, or Nail Product Demonstrator. Salon management, sales and appointment scheduling are also part of this course of study. This course includes but is not limited to learning to do sculptured nails, manicure and pedicure techniques. The student will be able prepared for job readiness to work in a licensed salon as a licensed Manicurist. The typical beginning wage starts at minimum wage or commission on the services and go up as clientele is built. This class involves the use of chemical product applications and sitting for long periods of time.

As a Manicurist, you will receive 80 hours of theory and practical training before being allowed to work on the public. The successful completion of the Manicurist course hours and requirements qualifies the student to graduate, receive a Certificate of Diploma and register to take the Oklahoma State Board Manicurist exam. Upon passing and paying the appropriate fee, the Board will issue a license to practice as a manicurist.

A Licensed Manicurist may continue their education by attending trade shows or by enrolling in a beauty school and train to be a Master Manicure Instructor Licenses.

#### MANICURIST UNITS OF INSTRUCTION

#### CLOCK HOURS

Bacteriology, sterilization, safety, substance abuse, sanitation.....	.40
Theory.....	80
Salon development –Salesmanship- Business Administration	
Insurance-Professional Ethics- Record Keeping	
Displays and Advertising	
Nail structure, composition, disorders and diseases.....	60
Manicure and Pedicure.....	160

Waxing or other Non-Permanent Hair Removal

Hand and Foot Reflexology

Artificial nails.....	160
Nail art.....	60
Cosmetology law and regulation.....	40
<b>TOTAL HOURS</b>	<b>600</b>

To be successful in the industry each student needs to be job ready and is required to recruit one new customer (never been at the school) each month to meet their salon management grade and learn to build a business.

**MASTER COSMETOLOGY INSTRUCTOR COURSE**

1000 CLOCK HOURS

34 Hours per week = Approximately 30 Weeks

The cost of this course is: \$3,500.

Enrollment fee for all courses	\$100.00 Non-Refundable
State Board Registration fee (money order)	\$ 5.00 Non-Refundable
Down Payment on Tuition	\$200.00
Withdrawal fee	\$150.00

Master Cosmetology Instructor books (2) Included in tuition

Any student not completing their course in the contract time stated in their The enrollment contract and, board registration fee and tuition down payment are due the first day of class. contract will be charged \$8.00 per hour for each additional hour past the contract date.

Student must furnish their own uniforms.

The student must sign an enrollment contract with the school, complete the state registration application and submit the **NON-REFUNDABLE** State Board registration of \$5.00 (money order only) and the **NON REFUNDABLE** School Enrollment Fee. The school enrollment and state registration fees and tuition down payment are due the first day of class. Consult the school regarding the textbooks required for each course.

The student's maximum time frame for completion of the course shall not exceed 125% of the course length.

A Master Cosmetology Instructor student must meet the same entrance requirements as a Cosmetology student. The Oklahoma State Board of Cosmetology requires Master Instructor Student's to provide proof of licensure as a Cosmetologist in Oklahoma, be a high school graduate or hold a high school equivalency

basic education certificates such as a (GED).

**OBJECTIVES:**

The Master Cosmetology Instructor Course of study is designed to prepare you for the state licensing examination and gainful employment job readiness for entry-level employment to meet the current needs of the industry as a Master Cosmetology Instructor. Preparing, organizing and presenting appropriate course work to under classmates in a supervised lab and classroom atmosphere is a large part of the instructor course.

This course is devoted to providing the instruction in a clinic and classroom atmosphere. The instructor student will learn to use the computer for record keeping and prepare lesson plans, class scheduling, organizing and presenting the appropriate course work. Individuals entering this course must have the capability to deal with the complexity of a variety of personality types and deal with patrons and students in a professional manner. Licensed graduate instructors will be able to seek employment as an entry level Master Cosmetology Instructor. Typical beginning wages start at minimum wage and go up with experience. This class requires patience and involves the use of chemical products and standing for long periods of time.

The successful completion of the Master Cosmetology Instructor course qualifies the student to graduate and receive a Certificate of Diploma and register to take the State Board Master Cosmetology examination. A Master Cosmetology Instructor’s license will be issued by the Oklahoma State Board of Cosmetology upon successful completion of the examination and receipt of the license fee. Various companies offer continuing education online, and hair shows also provide continuing educational hours.

<b>MASTER COSMETOLOGY INSTRUCTOR</b>	<b>UNITS OF INSTRUCTION</b>	<b>CLOCK HOURS</b>
	Orientation and review of cosmetology.....	60
	Introduction to teaching and curriculum.....	120
	Course outlining and development, lesson planning, teaching techniques	
	Teaching aids, developing, administering and grading examinations.....	330
	Law, beauty school management, record keeping and Substance Abuse.....	90
	Teaching - Assisting in classroom and clinic.....	150
	Practice teaching - Classroom and clinic.....	250
	<b>TOTAL HOURS</b> .....	<b>1000</b>

**MASTER COSMETOLOGY INSTRUCTOR SUPPLIES** furnished by school.

Cosmetology Master Instructor Course Textbook

Cosmetology Master Instructor Workbook

Recommended items that the Instructor student will need to supply:

Uniforms (at least two)

Note Book for note taking

Pencils,/pens

Index cards

Expandable Folders for storing lesson plans and schedules\_HAVE DEBBIE MAKE A SPREAD SHEET OF THE AGE, SEX AND NATIONALITY AND PUT HERE

**BEFORE ENROLLMENT** each applicant, enrollee or student is provided access to written information that accurately reports\* median loan debt incurred by students who completed each Title IV program loan debt and debt from private educational financing plans based on what is owed when students complete their programs for the most recent NACCAS Annual Report. Each applicant is provided generally known pre-requisites for employment and factors that might preclude an individual from obtaining employment in the field for which training is provided.

This student must be confident enough to not feel challenged by students, or other staff. The must be patient and able to present to students in a classroom or clinic atmosphere..

\*Please refer to the NET PRICE CALCULATOR for the report for this program.

In 2010 we had: 0 Master Cosmetology Instructor student of which:

A) 0 Received Title IV pell grants

**SCHOOL LIBRARY**

The students and staff may request to use the current reference books, periodical and other materials simply by making a request

to the instructor in charge and signing a check out slip for the day. No reference materials may be removed from the school.

## SCHOOL POLICIES

See Evaluation, Probation and Re-instatement Procedures for failure to meet School Rules and Regulations, attendance and grades.

Any student not completing their course in the contract time stated in their contract will be charged \$8.00 per hour for each additional hours past the contract date.

**Please be on time!** The instructor will start class promptly at 8:45 am Monday, Tuesday, Wednesday, Thursday, and Friday. Students must be clocked in by 8:45 am. All students are required to sign in and out when entering or leaving the school to receive credit for attendance (not over 8 hours per day). Signing in and out each time is the responsibility of the student, *not the instructor or other students or employees.*

If circumstances prevent the student from attending school, notify the school immediately.

A student not signing the attendance sheet will not receive hours for the day. Students may not document time that is inaccurate or misleading. Students may not ask the Instructor to sign their calendar of attendance or any other time document. No other proof of attendance will be recognized.

Students are to perform lab sheet services on their manikin or on a customer. The instructor is to watch and grade the procedure as it is performed and document the service on the student's grade sheet at that time. .

Any student who misses 14 consecutive days and fails to notify the school during that absence will automatically be dropped from the attendance roster.

The student issued kit must be signed for and acknowledged by the receiving student as identified in their contract.

Students may not attend more than (2) hair or nail events per year with an authorized instructor to receive hours and must be present in school the full eight (8) hours each day before and after the event to receive show hours toward their course of study

Students are expected to complete their course of training on or before the time specified on their contract and 125% of their scheduled hours. Veteran students must attend 85% of their scheduled hours.

All makeup must be in place when entering classes (no application during class time). Students are expected to act and dress professionally in a clean regulation school uniform top and slacks for men and women (or skirt for women) as required and closed toed shoes.

The school reserves the right to approve/disapprove any body piercing that is viewable to the public. Personal hygiene is a must.

Decorating work station in any manner is not allowed. All stations, equipment and implements must be cleaned after each use. All assigned clean-ups must be completed by students.

Each student is personally responsible for purchasing and replenishing their own equipment kit and supplies. Lost or misplaced items are the responsibility of the student. Borrowing of equipment without the owner's permission is not allowed. Books, personal items, supplies and equipment left on the school premises thirty (30) days after the student has left becomes the property of the school.

Students may not receive services during school hours without the permission of the instructor.

Students agree to comply and support the school policy regarding the student rotation of clinic appointments. This allows the needs of the customers and students "an equal opportunity" to learn on a "live" model. Immediate family members who request a student are required to pay for services and may receive services from that student IF the student is not previously booked with another customer.

Staff nor student instructors may not fraternize during or after school hours with students or underclass men. This will result in staff or the student instructor being immediately expelled or terminated.

Student rolling their eyes, sighing deeply, protesting or refusing to do any assignment or patron service will be asked to clock out immediately. The third clock out the student will be terminated or expelled for their actions.

Students who do not take the theory or practical evaluation (exam) when scheduled by the instructor will have (5) five points deducted EACH DAY off of the exam results that is late. Any student not taking the exam at all will receive a "0" for the exam grade.

In order for a student to be job ready cosmetology and manicurist students are required to recruit one new customer (never been at the school) each month to meet their salon management grade and learn to build a business.

Students: teachers are required to use the Instructor Lesson plan book when teaching theory, do not expect to read along out of your textbooks. Students are expected to be mature enough to read the lessons.

Smoking or the use of tobacco products will not be permitted in the school and are only allowed in the designated smoking area outside at the rear of the building.

Cell phones must be turned off and may not be used in the school building. The cell can only be used when on breaks outside of the building. If this rule is disregarded by the student then will be written up for the infraction of the rule.

Students shall not steal from customers, fellow students, the staff or the school. Video cameras are in use in the school.

Students must complete their customer's services before taking a break. If the student leaves school property for any reason they must clock out!

Any student who does not clean up their personal station, or chemical lab that they have used that day or who fails to complete their assigned clean ups before leaving for the day may be assigned manikin duties for one week to prepare them for their state boards, and not be allowed to work on live customers. A monitor will be selected each day to answer the phone, assist with the front desk and monitor each assigned station clean up before a student may exit for the day, this will ensure that all duties have been done for the day. In the absence of a fellow classmate, students must complete all the remaining clean ups for the day.

Possession, use of, or knowledge of explosives, weapons, drugs or alcohol is forbidden on school property and must be reported to management.

Students are required to meet the grade policy. Cheating on an examination, falsifying hours or clinic performance daily sheets are considered violations.

Breaks are to be taken between classes and customers, and are to be no more 15 minutes each. Students are allowed four (4) breaks per day. All students who leave the school are required to clock out each time.

Any student who refuses to provide or sign any necessary documents such as state board forms, school counseling notes, grade sheets and/or financial aid forms will be in violation of the rules and will be placed in suspension for one week.

Tuition payments and contract fees are requirement to remain in the school.

Disruptive or disrespectful behavior by a student or the student's family at any time, including written, verbal or physically assaulting (includes bullying or hazing) a student, customer or instructor/management will not be tolerated and the student will be asked to clock out and leave the premises immediately. Management reserves the right to invoke an expulsion of that student immediately from the school. The use of profanity or gossiping will not be tolerated.

Any student who has a complaint and refuses to follow the school complaint procedures will be considered willfully ignoring school policy and will be in violation of the rules.

**PROBATION FOR VIOLATIONS OF THE SCHOOL RULES:** Any student who does not follow the school rules listed in this catalog will be warned the first time the event occurs, the second time there is a violation of any of the rules by the student; the student may be suspended for three (3) days, the third time of a violation of any of the rules the student will be terminated from the school. These rules will not apply when an incident occurs that will force management to invoke an expulsion of that student immediately from the school, such as mutiny, hazing, dangerous behavior r threatening bodily harm to self or others, and weapons.

#### Drug Policy

All students will receive training in drug and alcohol education during their attendance. The school is a drug free facility. The standards of conduct for the school clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. Possession, use or distribution as mentioned above can result in prosecution by local, state or federal authorities and conviction can result in a fine or imprisonment or both. In addition to being illegal, there is substantial health risk associated with use of illicit drugs and the abuse of alcohol. Such risk can range from impairment of mental abilities to death.

The school will take action against any student or employee deemed in violation and can include suspension or termination. In addition, all evidence of the illegal activity will be referred to appropriate law enforcement agencies. Before a student or employee who has been suspended or terminated under this policy can be reinstated, documented evidence of satisfactory participation or completion of a recognized rehabilitation program must be presented along with a written request for such reinstatement. Decision of the owner is final on any action under this policy.

**Area counseling treatment or rehabilitation center** phone numbers are available in the school admissions office and school personnel will assist in making contact as appropriate.

## **SATISFACTORY PROGRESS AND ATTENDANCE POLICY-----SATISFACTORY ACADEMIC PROGRESS**

(THE FOLLOWING POLICIES WILL BE APPLIED TO ALL STUDENTS.)

In order to be making satisfactory academic progress toward a diploma or certificate, you must maintain specified grade averages and attendance, and proceed through the program at a pace leading to completion in a specified time frame (One and one-half times the length of the program). Satisfactory progress is measured in clock hours.

Satisfactory progress is monitored by the school on a monthly basis. A student's training may be interrupted for unsatisfactory progress under the following conditions:

Poor or failing grades.

Has been absent for more than fourteen consecutive class days.

Advancement and progress in the course are not acceptable (attendance and grades).

Is careless and indifferent towards his/her work.

Uncooperative with school staff or fellow students.

Does not have the ability to make satisfactory progress in the work.

**VETERERANS must attend 85% of their scheduled hour each month. If the veteran fails to meet the attendance policy the following month the student will be placed on probation and the next month if attendance has not improved the veteran will be terminated from the school. Veterans must also meet the school required grade policy.**

**ALL OTHER STUDENTS** must attend at least 125% of their scheduled hours per month in order to be considered making satisfactory progress and to complete the course within the maximum time frame of 125% of length of the course.

Sickness or other absence may not be considered in extending the maximum time allowance. There are no make-up classes.

Students are expected to complete their course of training on or before the time specified (scheduled) on their contract. Students who do not complete the hours in the scheduled training period will be charged an additional \$8.00 per hour until all the required hours and assignments are completed.

Any student who misses fourteen consecutive days and fails to notify the school **in person** during that absence will automatically be dropped from the attendance roster.

**Clock hour definition:** All attendance is based on clock hours and sixty minutes is considered one hour. Time is rounded to the nearest half-hour and/or whole-hour by the electronic time clock and is recorded for each student's attendance. Make-up hours are not available. The school does not add or deduct attendance hours as a penalty.

Payment Periods:

Students may receive scheduled Pell Grant award(s) during the calendar year. The number and amount of each payment made within the calendar year will depend on the number of scheduled hours the student completes as they progress throughout the calendar year.

**Program: COSMETOLOGY**

Program Length: 1500 clock hours, 45 weeks, 34 hours/week

Academic Year: 27 weeks

Maximum Time Frame: One and one-half times the length of the course (75 weeks)

Required Grade Average

You must achieve a 77% grade average or better throughout the entire program.

**Payment periods** for disbursements of Federal funds are scheduled to be paid after the completed of:

1. From 1-450 hours = First Payment
2. From 451-900 hours = Second Payment

- 3. From 901-1200 hours = Third Payment
- 4. From 1201-1500 = Fourth Payment

**Required Completion Rate**

In addition to the grade averages listed above, you must also be progressing toward successful completion of the program within the maximum time frame, 75 weeks, at the following rate:

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After this number of weeks	:	22.5	:	45	:	60	:	75
:_____ :_____ :								
You must have completed at least	:		:		:		:	
this number of clock hours	:	450	:	900	:	1200	:	1500

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Program:            MASTER COSMETOLOGY INSTRUCTOR

Program Length:    1000 clock hours, 34 weeks, 34 hours/week  
 Academic Year:    30 weeks  
 Maximum Time Frame: One and one-half times the length of the course (51 weeks)

**Required Grade Average:**  
 You must achieve a 77% grade average or more throughout the entire program.

**Payment Periods:**  
 Payment periods for disbursement of Federal funds for the Instructor Program are scheduled to be paid after the completion of:  
 From 1 - 450 hours = First Payment.  
 From 451 – 900 hours = Second Payment.  
 From 901-1000 hours = Third payment

**Required Completion Rate**

In Addition to the grade averages listed above, you must also be progressing toward successful completion of the program within the maximum time frame, 51 weeks, at the following rate:

After this number of weeks	:	22.5	:		:	51
You must have completed at least	:	450	:	900	:	
this number of clock hours	:		:		:	

Programs:            MANICURE PROGRAM  
 Program Length:    600 clock hours, 18 weeks, 34 hours/week  
 Academic Year:    18 weeks  
 Maximum Time Frame: One and on-half times the length of the course (30 weeks)

**Required Grade Average:**  
 You must achieve a 77% grade average or better throughout the entire program.

**Payment Periods:**  
 Payment periods for disbursement of Federal funds for Manicure are scheduled to be paid after the completion of:  
 From 1 – 300 hours = First Payment.  
 From 301 – 600 = Second Payment.

**Required Completion Rates:**

In addition to the grade averages listed above, you must also be progressing toward successful completion of the program within the maximum time frame, 30 weeks, at the following rate:

After this number of weeks	:	15	:		:	30
You must have completed at least	:		:		:	
this number of clock hours	:		:	300	:	600
:_____ :_____ :						

Student’s monthly hours are retained for the Oklahoma State Board Cosmetology to review. American Beauty Institute uses a software program for the daily, monthly, and cumulative hours completed for the attendance records.

Satisfactory progress in academic work and attendance are a requirement for all Title IV students and for all students within the same program and within the same attendance schedule enrolled in the school. Students enrolled in the same attendance schedule and in the same program must meet the same Satisfactory Academic Progress Policy regulations for Title IV required by the school.

The schools satisfactory progress policy complies with state and federal regulations.

The following factors will be measured to determine academic progress for all students:

- Theory work** - test grades and homework
- Clinic (lab) work** - work completed on customers
- Practical work** - work completed on mannequin

### GRADE POLICY

Daily theory grades, practical work, professionalism and clinic work will be graded according to the following scale:

The grading scale for the Programs is as follows:

Numerical Scale	Letter Grade
93 - 100	A
85 - 92	B
77 - 84	C
70 - 76	D
69 - Below	F

A student in attendance on test day making a grade of seventy-six r (76) or less on their exam may retest within the week. A different test from the original exam will be used to retest. A student who fails to appear for the exam on test day will be allowed to take the exam that week only; otherwise the student will receive a zero (0). **It is the student's responsibility to find out what they missed, not the instructors!** All final tests prior to completing the course or the student will not be allowed to complete their course of training until the requirement is met.

The school requires that the student meet the monthly lab requirements. By participating in the clinic labs the students can gain those skills necessary to fill competent entry-level positions.

### EVALUATION:

Cosmetology students will be evaluated at approximately 450 hours, 900, & 1450 hours of completion on their lab skills and theory. Manicurist will be evaluated at approximately 300, & 500 hours completed on their theory and lab skills. Master Cosmetology Instructors will be evaluated at completion of 450 and 900 hours of training on their lab skills and theory. Students who make an overall grade average of seventy-seven or better on their academic evaluation and are meeting 80% of their scheduled attendance by their next evaluation are considered to be meeting satisfactory progress.

Students meeting minimum requirements at evaluation will be considered to be making satisfactory progress **ONLY** until the **NEXT** scheduled evaluation. In order for a student to be considered making satisfactory progress as of course midpoint, he or she must meet both attendance and academic minimum requirements on at least one evaluation by the midpoint of the course.

Academic and attendance evaluation reports will be reviewed by the instructor and the school Director and will be issued to:

### ACCIDEMIC PROBATION AND RE-INSTATEMENT PROCEDURES

Any student with less than a minimum overall grade average of seventy-seven (77) on their academic report or who fails to meet the satisfactory progress policy or school policies will be placed on **WARNING** till the next evaluation period. The student may receive their financial aid, but **must** meet the grade and attendance requirements by their next evaluation period to be considered meeting satisfactory progress and receive any further Title IV funding.

The second consecutive evaluation that the student fails to meet attendance, school policies, grade requirements, the student will be placed on probation #1 for not making satisfactory progress. The student will no longer be eligible for financial aid. The financial aid may be reinstated when the student meets the overall grade and attendance policy at the next scheduled evaluation.

The consecutive third time the student fails to meet attendance, school policies, or grade requirements the student will be suspended from school. The student may appeal the decision to the director within five (5) business days. The student will be notified of this action in writing and a copy of the action placed in the student's file. The school will prepare a plan of satisfactory academic progress with the student submit documentation as to why the ruling

should not stand. The decision will be determined solely by the Director and will be final. If the appeal is approved, the documentation will be placed in the students file and the student re-instated.

#### **WITHDRAWALS/COURSE--INCOMPLETE**

A student who withdraws from their course must do so in writing. Anyone who fails to complete his or her training will have a notice placed in his or her student file as **to progress at the point of withdrawal and if the previous cumulative progress was not meeting satisfactory policy, it will still require the student to improve before financial aid is re-instated.**

**Drop fee: A student who drops out before the course completion will be charged a \$150.00 withdrawal fee.**

### RETURN OF TITLE IV FUNDS

**Only the Title IV programs are to be included in this calculation.**

The Federal Pell Grant Program is the only Program included in the calculation, which is the only Title IV Program in which American Beauty Institute participates.

The amount of Title IV aid earned is based on the amount of time student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV funds, the order of return of unearned funds do not include funds from sources other than the Title IV programs.

**Title IV funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When a student withdraws, h/she may no longer be eligible for the full amount of Title IV funds that were originally scheduled to be received. Therefore, the amount of Federal grant earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.**

Up **through the 60% point** in each payment period the required pro rata calculation is used to determine the amount of Title IV funds student has earned at the time of withdrawal. **After the 60% point** in the payment period, student has earned 100% of the Title IV funds.

American Beauty Institute measures progress in Clock Hour, and uses the payment period for the period of calculation.

The Calculation Formula:

Determine the amount of Title IV aid that was disbursed plus the Title IV aid that could have been disbursed.

Calculate the percentage of Title IV aid earned:

Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

HOURS SCHEDULED TO COMPLETE  
TOTAL HOURS IN PERIOD = % EARNED

If this percentage is greater than 60%, the student earns 100%.

If this percentage is less than or equal to 60%, proceed with calculation.

Percentage earned from the above formula (times) total aid disbursed, or could be disbursed = **AMOUNT STUDENT EARNED.**

Subtract the Title IV aid earned from the total aid disbursed = **AMOUNT TO BE RETURNED.**

100% minus percent earned = **UNEARNED PERCENT.**

Unearned percent (multiplied by) total institutional charges for period = **AMOUNT DUE FROM THE SCHOOL.**

If the percent of Title IV aid disbursed is greater than the percent unearned (times) institutional charges for the period, the amount disbursed must be used in place of the percent unearned.

If the percent unearned (times) institutional charges for the period is less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50 percent of the total grant assistance that was disbursed/or could have been disbursed. The student is also not required to return and overpayment if the amount is \$50 or less.

American Beauty Institute's Financial Aid officer sends a GRANT OVERPAYMENT NOTICE to student within 30 days from the date of the school's determination that student withdrew, giving the student 45 days to either:

- Repay the overpayment in full to American Beauty Institute,
- Make repayment arrangements satisfactory to American Beauty Institute, or
- Sign a repayment agreement with the Department of Education.

NOTE: If the initial amount of overpayment you owed is \$50.00 or less, student's repayment requirement is forgiven.

No further Title IV may be issued until the next evaluation when the student meets the satisfactory policy requirements. If the student does not meet the policy the student will be asked to leave.

***INSTITUTIONAL CANCELLATION AND SETTLEMENT POLICY***

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

An applicant not accepted for training by the school shall be entitled to a refund of all monies paid.

If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, within three business days of the signing of the enrollment agreement or contract, all monies collected by the school shall be refunded. This cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person. This policy applies regardless of whether or not the student has actually started training.

If a student cancels his/her enrollment after the three (3) business days after signing the enrollment agreement, but prior to entering classes he/she shall be entitled to a refund of all monies paid to the school, less the enrollment fee as follows:

Cosmetology	\$100.00
Nail Tech	\$100.00
Instructor	\$100.00

d) For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet minimum standards for refunds.

SCHEDULED TIME ELAPSED IN TOTAL PROGRAM	TOTAL TUITION SCHOOL SHALL HAVE EARNED (Circle percentage)
.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%

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in school. Any monies due a student who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution. To determine unofficial withdrawals, the school must monitor each student's completion of class participation in learning activities, such as class, examinations, tutorials, computer-assisted instruction, and participation in academic counseling or advisement or other academically related activities.

When situations of mitigating circumstances are in evidence, the school may provide a refund which exceeds this refund policy.

If the school is permanently closed and no longer offers instruction, after a student has enrolled, the student shall be entitled to a pro-rata refund of tuition.

If a program or course is cancelled subsequently to a student's enrollment and before instructions in the program or course has begun, the school shall at its option:

- provide a full refund of all monies paid; or
- provide completion of the program or course

The arrangements or teach-outs to be performed are to be performed by an institution in the same geographic area as the original school that provided the program or course.

The school at which students continue their education and training shall not charge the students an amount greater than that to which the original school would have been entitled under its contract with the student and for which the student has not yet paid. The original school shall notify affected students individually of the availability of the arrangement or teach-out plan, and diligently advertise such availability. The agreements among institutions may provide that these notices may be sent by the schools (s) that are accepting students from the original school

Non- Title IV students shall receive a pro-rata refund of tuition.

The original school shall dispose of school records in accordance with state laws.

#### **WITHDRAWALS/COURSE INCOMPLETE**

A student who withdraws from their course must do so in writing. Anyone who fails to complete his or her training will have a notice placed in his or her student file as **to progress at the point of withdrawal and if the previous cumulative progress was not meeting satisfactory policy, it will still require the student to improve before financial aid is re-instated.**

#### **Re-Instatement of Title IV Funds--Appeals Procedures**

If the student is determined to be ineligible for financial aid because of grades or SAP requirements were not met, the student may appeal the decision to the director within five (5) business days. The student must submit documentation as to why the ruling should not stand. The decision will be determined solely by the director within (ten) days. The student will be advised, in writing, of the decision. If the appeal is approved, the documentation will be placed in the students file and the student re-instated. No further Title IV may be issued until the next evaluation when the student meets the satisfactory policy requirements and if the student does not meet the next grade and attendance policy the student will be asked to leave.

If the appeal to the director is not approved the student may then submit a request to the director for an appeal to the school advisory board for resolution. The school advisory board consists of: the owner, and two salon owners and booth renter. The school's advisory committee will meet within twenty-one (21) calendar days of receipt of the complaint and review the allegations.

If the complainant wishes to pursue the matter further a complaint form is available through the Oklahoma State Board of Cosmetology, as well as the office of the school director. If the complaint is not resolved at the State Board level, the student may submit it to the Executive Director of NACCAS for further evaluation. The school will provide the information for the procedure for submitting the complaint to NACCAS. (Address listed on page 2)

If the student does not meet the policy the student will be asked to leave.

#### **COMPLAINT/APPEALS PROCEDURES**

A copy of the school's complaint procedure is provided to each student no later than the first day of class orientation. A student, teacher, or interested party may file a complaint against the school; however, the complaint should be in writing to the school Director and should outline the allegation or nature of the complaint that contains the relevant names and dates and briefly describes the actions forming the basis of the complaint and be accompanied by copies of any documents of materials that support the allegations, when available. Students must follow the appeals procedures outlined in Appeals Procedure. Receipt of the complaint shall be acknowledged to the complainant in writing by the Director within ten (10) business days.

If a student is determined to be subject to termination or suspension because satisfactory progress requirements were not met, the student will be notified of the decision.

#### **COLLECTION POLICY**

Collection correspondence regarding cancellation and settlement from the institution, banks, collection agencies, lawyers, or any other third parties representing the institution must clearly acknowledge the existence of the cancellation and settlement policy of the institution. The school may, at its option and without notice, prevent the student from attending class until the unpaid balance of the course is satisfied. The school reserves the right to sell this contract to a third party. Should collection be necessary the school reserves the right to recover attorney and court fees that may be incurred.

#### **ARBITRATION HEARING**

Furthermore, any controversy or claim arising out of or relating to this Agreement or breach thereof, no matter how pleaded or styled shall be settled by arbitration in accordance with the Commercial Rules of the American Arbitration Association. Judgment upon the award rendered by the Arbitrator may be entered in any court having jurisdiction.

Reinstatement

Students can only re-establish satisfactory progress after a negative determination or an approved appeal or upon re-entering by raising the evaluation grade or attendance average to the required levels of satisfactory policy.

If the student disqualification has been successfully appealed, The student will be reinstated into financial aid eligibility status.

This procedure applies only to dismissals caused by lack of satisfactory progress and will not be granted more than once. .

### **GROUNDS FOR TERMINATION**

The students will comply with the rules and policies and understand that the School shall have the right to terminate their contract and enrollment at any time for violation of the rules and policies as outlined in the catalog. The school reserves the right to modify the rules and regulations and that the students will be advised of any and all modifications.

**LEAVE OF ABSENCE:** The school does grant a Leave of Absence for periods up to 30 days. A student may not take more than 2 leaves per contract.

### **RE-ENROLLMENT FEE & PROGRESS AT THE POINT OF WITHDRAWAL**

A student who re-enrolls will pay the enrollment fee and will be charged the new prevailing rate per hour for the hours remaining to complete the course. A copy will be placed in the student's file and a copy given to the student. If the original state contract has expired the new contract with the student's new \$5.00 enrollment fee will be sent to the State Board of Cosmetology.

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and be considered to be making satisfactory progress at the point of reentry. A student failing to meet minimum satisfactory requirements at the point of withdrawal will be placed on probation for one (1) evaluation period and meet satisfactory progress before considered off of probation and eligible for any Title IV funds, if applicable.

The school reserves the right not to re-enroll a student who left or dropped because of violations of the policies & procedures.

### **STUDENT SUPPORT SERVICES**

The school conducts an orientation program on the first day of class. The orientation program provides information about the instructional program, the goals of each course, school policies, financial aid education, personnel and other student support services. The school will also advise and assist any student who wishes to locate housing, day care facilities, local food bank, transportation, rehabilitation and/or other social services available in the area. Inquires should be made at the admissions office. The school maintains the highest standards to ensure that it meets the needs of the student and conforms to all state and federal laws.

**NON CREDIT REMEDIAL COURSES** are not available at our schools.

### **ADVISEMENT**

Professional and personal advisement is available by appointment during a student's course of study and will be documented and placed into the student's file. Monthly academic advisement and other information for students are available by appointment. Probation and suspension advisement will be provided as required.

### **COUNSELING (see page 12)**

Students seeking professional counseling should contact the director for referral to professionals in respective fields.

### **EMPLOYMENT ASSISTANCE**

The school does not guarantee employment to its students; however, the school assists students in finding employment. The school's placement assistance procedure includes teaching resume writing and job seeking skills. The student must make and attend his/her job interviews. The school keeps a list of employers on the bulletin board who have requested graduates for job interviews in the past.

### **SECURITY POLICY**

The school will not tolerate any possession of weapons or explosives that might endanger the health or welfare of the students or the public. Individual(s) who have knowledge of a student or patron in the possession of weapons or explosives in the school must immediately report the information to the administrative office.

Any student who does not report the violation will be subject to immediate suspension and possible termination. Any violators of this policy will be immediately referred to the local police and task force.

Each potential student and staff member shall immediately receive a copy of the security policy and statistics regarding crimes that have occurred on the school campus. They shall also receive information as the procedure and to whom to report a crime if the need arises.

**HOMELAND SECURITY  
CAMPUS EMERGENCY RESPONSE PLANS**  
(Effective October, 2010)

1. The following is a description of the process the institution will use to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees or customers occurring on the campus.

(i) when alerted or notified by students, employees, customers, telephone, radio or computer, or by knowledge transmitted by any other means

(ii) when a significant emergency or dangerous situation is determined by the Institution of any of the following:

A. Criminal activity, terrorism, fire, earth quack, tornado, vandalism, or any other unsafe condition, such as a gas leak.

2. The Procedures the institution will use to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus are:

(i) Use of a loud buzzer will ring warning students and staff (and customers) to evacuate.

(ii ) Staff will immediately personally warn and evacuate students and customers that may not have heard the loud warning issued by the buzzer.

3. The institution will, without delay, taking into the account the safety of the community, determine the content of the notification and initiate the notification system, **unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain respond to, or otherwise mitigate the emergency.**

4. The institutional employees responsible for confirming that a significant emergency or dangerous situation exists are the following:

(i) the institutional director, Instructor in charge or the financial aid administrator.

(ii ) Method of Warning is:

A. A loud warning buzzer

B. Personal notification to the danger by the institutional staff.

5. The Police and or Fire Department will be notified by the institutional staff immediately by dialing 911 on the telephone.

( i ) the GPS location and a map of the building has been given to the police for easy location in case of an emergency.

The GPS location of the school is:

<b>2009 N Main St, McAlester, OK 74501, USA</b>	
street address:	2009 N Main St
ZIP/postal code:	74501
city:	McAlester
county/district:	Pittsburg
state/province:	OK
country:	USA
latitude, longitude:	34.9515906, -95.7628441
	34.9515906 -95.7628441
	N34° 57.0954', W095° 45.7706'
	(precision: address)

6. The institution's procedures to test the emergency response and evacuation procedures will be done one time every calendar year and are to include:
- (i) test that may be announced or unannounced.
  - (ii) the institution will publicize the emergency response and evacuation procedures in conjunction with a test one time per calendar year. The institution will:
    - A. describe how each test exercise was conducted.
    - B. state the time.
    - C. state the date.
    - D. state whether the test was announced or unannounced.

The school will do ongoing emergency drills to ensure the continuing safety of each student.

**STUDENT RECORDS**

The school respects the rights of each individual and guarantees the right of each student access to that student's files. A written request/consent by the student or guardian (if the student is a dependent minor) must be presented to the manager's office five (5) days prior to viewing the files or the releasing of records in response to each third party request unless otherwise required by law. The management or an appointed staff member must be in attendance when the files are viewed and no record may be removed from the files at any time. A fee of seventy-five dollars (\$75.00) will be charged for a copy of a student's complete file, or two dollars (\$2.00) per page. Information pertaining to a student's cumulative record to other individuals will be released **only** upon the written permission of the student.

Students must understand that any school or student records are required for any accreditation process initiated by the institution and records may be released to governmental agencies for audits and/or statistics. A notice of the viewing will be documented and placed in the student's file. All student records are maintained for at least three (3) years.

The school does not publish a "dictionary of information" about students names, addresses, students phone numbers, date or 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.

**STUDENT OF THE MONTH**

A deserving student is selected by the instructor and management to receive the honor of Student of the Month. This criterion is based on grades, attendance and interpersonal skills. The student must have completed two-thirds of the training course and be in good standing in order to be considered for this honor.

**STATE BOARD REQUIREMENTS**

Upon entering the school, the student must submit a **NON-REFUNDABLE** five dollar (\$5.00) cashiers check or money order with a notarized registration, enrollment contract and High School diploma or GED certificate to the Oklahoma State Board of Cosmetology.

Upon completion of the course of study **graduation requirements** for the student include:  
 Submit a **NON-REFUNDABLE** \$15.00 examination fee for the Oklahoma State Board of Cosmetology examination. The State will then issue a temporary permit for the student to work under the supervision of a licensed cosmetologist until the next schedule exam is held.

When going to take the exam, the student must take a live model or manikin and an equipment supply kit. The State Board will notify the student within a short time of the results of the test. Passing grades for the State Board Examination are as follows:

Basic course	75%
Manicurist course	75%
Instructor course	85%

Upon notification of passing the State Board the student will submit **NON-REFUNDABLE** FEE of in the form of a cashiers check or money order to pay for licensure in their field of attainment.

Basic course	\$25.00
Manicurist course	\$25.00
Instructor course	\$30.00

**OTHER POLICIES**

Any student not completing the requirements of the course will not receive a certificate of diploma and will not be eligible to take the state board exam.

## HOW OUR STUDENTS ARE DOING

To help you make a good decision about enrolling the following are the statistics for the year 2009.

- 2 manicurists completed the manicuring course
- 1 female student was of Indian decent and 1 female of Caucasian decent
- 2 manicurist got jobs in the manicuring field
- 1 manicurist took the state board exam and passed
- 1 manicurist chose not to take the state board exam and is not licensed

Programs Information    Loan Program Information    Annual Report Summary    Email Annual Report Summary    [Submit to NACCAS](#)

	Current Year	3YR Avg
Completion Rate:	56.25%	60.87%
Placement Rate:	100.00%	89.29%
Licensure Rate:	100.00%	96.30%

- Item 1 - Number of students scheduled to complete: 16
- Item 2 - Number of students from item 1 who actually completed as of submission of Annual Report: 9
- Item 3 - Number of students who actually completed and were eligible for employment: 9
- Item 4 - Number of eligible individuals employed in a field for which training prepared them: 9
- Item 5 - Number of individuals who took the final portion of the licensing exam for first time: 8
- Item 6 - Number of individuals who passed final portion of licensing exam by Report submission: 8
- Item 7 - Length of longest NACCAS approved program (F/T or P/T) in weeks: 75

Indicate number of students enrolled as of January 1, 2009: 9  
2009 Year Starts (indicate all students who started training in the 2009 calendar year): 24

- 1 Caucasian female completed the Master Instructor Course
- 1 took and passed the state board
- 1 went to work in the Cosmetology field

In 2009 we had the following students:

- 1 American Indian female that completed the Cosmetology course
- 1 American Indian female took and passed her state board exam in cosmetology
- 1 American Indian female went to work as a cosmetologist

- 6 Caucasian females that completed the Cosmetology course
- 8 Caucasian females took and passed her state board exam in cosmetology
- 9 Caucasian females went to work as a cosmetologist

## SOME SAFETY PRECAUTIONS AND PROCEDURES OF THE PROFESSION

### I. Personal Safety Precautions

- Wash hands before and after each patron
- Wear protective gloves, face mask and eye protection according to directions on certain products or when advised by your instructor.
- Never eat or drink in the salon area.
- Contact lens may irritate eyes in salon area due to hair spray, chemical fumes, nail dust, etc Glasses will be safer.
- Always wash hands before eating and before leaving restroom.
- Read and follow all Material Safety Data Sheets.

### II. Safety Precautions for Work Area

Clean all spills off floor immediately.

Pick up objects dropped onto floor immediately such as end papers, hair pins, towels, curlers, etc. Keep hair swept up and put in closed container. Remember all objects dropped on floor must be sanitized before using.

When applying sculptured or filing it is advisable to wear a dust (surgical) mask and eye goggles when removing artificial nails. Watch children and keep products and hot irons out of their reach.

### III. Safety Devices for Electricity

Check for frayed cords.

Electrical outlets must be grounded.

Make sure hands are dry before handling electrical equipment.

Know how to operate a fire extinguisher.

Turn off all electrical equipment after use, or before leaving at the end of the day.

### IV. Health Hazards

High blood pressure is common in Cosmetologists due to stress of pleasing patrons and pressure of keeping appointments.

Standing for long periods of time may cause varicose veins, muscle and joint aches, which can be relieved by wearing support hose and shoes, also by correcting posture

Sitting for long periods at a time as Manicurist can cause poor circulation and practicing correct posture can also alleviate backaches.

Breathing salon chemicals nail products and hair clippings can cause respiratory problems

## SCHOOL LIBRARY

The students and staff may request to use the current reference books, periodical and other materials simply by making a request to the instructor in charge and signing a check out slip for the day. No reference materials may be removed from the school.

### Staff

SCHOOL DIRECTOR/MASTER INSTRUCTOR

Company Executive Officer/Registrar

DONNA POPE

License # 030442

P O Box 774

Tishomingo, OK 73460

Hire date - December 30, 1985

### TRAINING:

Arnold & Ferrera Beauty College, Santa Clara, CA. Basic Cosmetology,

Shear Power Academy, Ada, Ok. Master Cosmetology Instructor

East Central State University - Ada, Ok; Masters Degree

Past Oklahoma State Cosmetology Association Board Member

Oklahoma Cosmetology Association - Ardmore Affiliate, Past President

Competition Trophy Winner

Former Salon Owner/Stylist

Present Owner of American Beauty Institute

Various training and educational seminars on financial Aid

Vice President of Oklahoma Private School Owners Association 2004-2005

National delegate for Oklahoma to the National Cosmetology Association 2005

### Job Description:

Duties of the School Director are to oversee the overall operations of the school. This includes overseeing the educational staff, gives advisement to students and prospective students, substitute teaching, gathering financial aid information and disbursing funds. This individual pays the bills, orders supplies and is responsible for the upkeep of the establishment.

XXXXXXXXXXXXXXXXXXXX

**Master Cosmetology Instructor**

Master Clinical/ Theory Instructor

**VERA CRAIG**

License # 102382

Training:  
 Mane Street Beauty, Master Instructor  
 Cadillac Academy, Basic Cosmetology

PO Box 183  
 Indianola, Ok 74442  
 Hire date-October 11, 2010

**Job Description:**

Duties of the Master Cosmetology Instructor are to oversee and provide learning experiences for the students on a daily basis. This includes teaching theory and hands on applications. This individual provides advisement to students when needed, meets the needs of the customers on the clinic floor, supervises students, inventories products and supplies and overseeing the register and reports to the School Director.

**ADVISORY COMMITTEE**

The Advisory Committee suggests ways to improve the school in order to improve outcomes. The Advisory Committee meets at least once a year to review and comment on the schools curriculum, facilities, supplies and equipment, outcome rates, and student support service.

**Board Members:**

Debbie Seaton – Booth Renter	Rt. 1 Box 418-B,Eufaula, Ok, Phone: 910-490-3705
Melissa Gardner - Salon Owner,	All Gussed Up Salon, Rt 1, Box 45, Kiowa, Ok, : 918-916-1174
Ted Simonoske - Salon Owner	Britts Salon, 427 w. Carl Albert, McAlester, Ok, Phone: 918-4237717

**Items Board Members Review**

Educational Programs	Admission Goals	Facilities
Supplies	Curriculum Review	Review of surveys on outcomes
Equipment	Student support services	Completion
Licensure	Placement rates	Discuss new services & products
Homeland Security policy		Crime Statistics

**The Homeland Security Policy and Campus Emergency Response Plans** will be posted on the bulletin board and provided upon request.

**Right To Know Act**

American Beauty Institute is keeping the information mentioned above so that statistics can be made available to all students, prospective students, and employees as of **July 1** of each year. The report will be submitted to the Secretary of Education on an annual basis. The report will cover the three most recently completed calendar years and is posted on the bulletin board and a copy provided upon request.

**CAMPUS CRIME STATISTICS** include any building or property owned or controlled by American Beauty Institute within the same reasonably contiguous geographic area of the school and used by the school in direct support of, or in a manner related to, American Beauty Institute’s educational purposes, including residence halls. Campus crime statistics also include property within the same reasonably contiguous geographic areas of American Beauty Institute that is owned by American Beauty Institute but controlled by another person, is frequently Oused by students, and supports school purposes (such as food or other retail vendor.)

The following offenses were reported to the American Beauty Institute’s School Director, or outside enforcement agencies:

OFFENSE	YEAR	PRIOR	YEAR	PRIOR	YEAR	PRIOR
Criminal Homicide:						
a) Murder and nonnegligent manslaughter	<u>  0  </u>		<u>  0  </u>		<u>  0  </u>	<u>      </u>
b) Negligent Manslaughter	<u>  0  </u>		<u>  0  </u>		<u>  0  </u>	
2. Sex Offenses:						
a) Forcible Sex Crimes		<u>  0  </u>		<u>  0  </u>		<u>  0  </u>
b) Non-Forcible Sex Crimes	<u>  0  </u>		<u>  0  </u>		<u>  0  </u>	

3. Robbery	<u>0</u>	<u>0</u>	<u>0</u>
4. Aggravated Assault	<u>0</u>	<u>0</u>	<u>0</u>
5. Burglary	<u>0</u>	<u>0</u>	<u>0</u>
6. Motor Vehicle Theft	<u>0</u>	<u>0</u>	<u>0</u>
7. Arson	<u>0</u>	<u>0</u>	<u>0</u>
8. Liquor Law Violations			
Arrests	<u>0</u>	<u>0</u>	<u>0</u>
Referred for campus disciplinary action	<u>0</u>	<u>0</u>	<u>0</u>
9. Drug Related Violations			
Arrests	<u>0</u>	<u>0</u>	<u>0</u>
Referred for campus disciplinary action	<u>0</u>	<u>0</u>	<u>0</u>
10. Illegal Weapons Possessions			
Arrests	<u>0</u>	<u>0</u>	<u>0</u>
Referred for campus disciplinary action	<u>0</u>	<u>0</u>	<u>0</u>
11. Prejudice/Hate Crimes (For offenses reported in Items 1-7 above and any other crime involving bodily injury that manifests evidence that the victim was intentionally selected because of the victim's actual or perceived)			
Race	<u>0</u>	<u>0</u>	<u>0</u>
Gender	<u>0</u>	<u>0</u>	<u>0</u>
Religion	<u>0</u>	<u>0</u>	<u>0</u>
Sexual Orientation	<u>0</u>	<u>0</u>	<u>0</u>
Ethnicity	<u>0</u>	<u>0</u>	<u>0</u>
Disability of the victim	<u>0</u>	<u>0</u>	<u>0</u>
Other.....	<u>0</u>	<u>0</u>	<u>0</u>

**CRIME STISTICS FOR  
"NONCAMPUS BUILDING OR PROPERTY"**

**NONCAMPUS BUILDING OR PROPERTY includes any building or property owned or controlled by a student organization recognized by American Beauty Institute and any building or property owned or controlled by American Beauty Institute that is used in direct support of, or in relation to, American Beauty Institute's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the school.**

The following offenses were reported to American Beauty Institute's School Director or outside law enforcement agencies:

	<u>        </u> PRIOR YEAR	<u>        </u> PRIOR YEAR	<u>        </u> PRIOR YEAR
<b>OFFENSE</b>			
1. Criminal Homicide:			
a) Murder and nonnegligent manslaughter	<u>0</u>	<u>0</u>	<u>0</u>
b) Negligent manslaughter	<u>0</u>	<u>0</u>	<u>0</u>
2. Sex Offenses:			
a) Forcible Sex Crimes	<u>0</u>	<u>0</u>	<u>0</u>
b) Non-forcible Sex Crimes	<u>0</u>	<u>0</u>	<u>0</u>
3. Robbery	<u>0</u>	<u>0</u>	<u>0</u>
4. Aggravated Assault	<u>0</u>	<u>0</u>	<u>0</u>
5. Burglary	<u>0</u>	<u>0</u>	<u>0</u>
6. Motor Vehicle Theft	<u>0</u>	<u>0</u>	<u>0</u>
7. Arson	<u>0</u>	<u>0</u>	<u>0</u>
8. Liquor Law Violations			
Arrests	<u>0</u>	<u>0</u>	<u>0</u>
Referred for campus disciplinary action	<u>0</u>	<u>0</u>	<u>0</u>
9. Drug Related Violations			
Arrests	<u>0</u>	<u>0</u>	<u>0</u>
Referred for campus disciplinary action	<u>0</u>	<u>0</u>	<u>0</u>
10. Illegal Weapons Possessions			
Arrests	<u>0</u>	<u>0</u>	<u>0</u>
Referred for campus disciplinary action	<u>0</u>	<u>0</u>	<u>0</u>
Prejudice/Hate Crimes (For offenses Reported in Items 1-7 and any other crime Involving bodily injury that manifests Evidence that the victim was intentionally Selected because of the victim's actual or Perceived)			
Race	<u>0</u>	<u>0</u>	<u>0</u>

Gender	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>
Religion	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>
Sexual Orientation	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>
Ethnicity	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>
Disability of the victim	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>
Other.....	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>

CRIME STATISTICS REPORT

FOR  
"PUBLIC PROPERTY"

**PUBLIC PROPERTY** includes all public property, such as sidewalks, streets, thoroughfares, or parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus.

The following offenses were reported to American Beauty Institute's School Director, or outside law enforcement agencies:

OFFENSE		PRIOR YEAR	PRIOR YEAR	PRIOR YEAR
1. Criminal Homicide:				
a) Murder and nonnegligent manslaughter	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>
b) Negligent manslaughter	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>
Sex Offenses:				
Forcible sex crimes	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>
Nonforcible Sex Crimes	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>
3. Robbery	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>
4. Aggravated Assault	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>
5. Burglary	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>
6. Motor Vehicle Theft	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>
7. Arson	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>
8. Liquor Law Violations				
Arrests	<u>  0  </u>	<u>  0  </u>	<u>  4  </u>	<u>  0  </u>
Referred for campus disciplinary action	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>
9. Drug Related Violations				
Arrests	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>
Referred for campus disciplinary action	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>
10. Illegal Weapons Possessions				
Arrests	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>
Referred for campus disciplinary action	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>
Prejudice/Hate Crimes (For Offenses reported In Items 1-7 and any other crime involving Bodily injury that manifests evidence that the Victim was intentionally selected because of the Victim's actual or perceived)				
Race	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>
Gender	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>
Religion	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>
Sexual Orientation	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>
Ethnicity	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>
Disability of the victim	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>
Other.....	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>	<u>  0  </u>

REQUIRED ELEMENTS

- |   |   |
|---|---|
| <input type="checkbox"/> Financial Information<br>(Pell grants, Private Educational loans & other grants) | <input type="checkbox"/> Evaluation,                            |
| <input type="checkbox"/> Catalog  | <input type="checkbox"/> Probation                              |
| <input type="checkbox"/> Admission Requirements   | <input type="checkbox"/> Leave of Absence                       |
| <input type="checkbox"/> Tuition Information  | <input type="checkbox"/> Withdrawals/Course Incomplete          |
| <input type="checkbox"/> GED Information  | <input type="checkbox"/> Grounds for termination                |
| <input type="checkbox"/> Cancellation Policy  | <input type="checkbox"/> Credit for previous Professional Hours |
| <input type="checkbox"/> Statement of Non-Discrimination  | <input type="checkbox"/> Collection Policy                      |
| <input type="checkbox"/> Course of Study  | <input type="checkbox"/> School Closure Policy                  |
| <input type="checkbox"/> Course Supply Kit  | <input type="checkbox"/> Student Support Services               |
| <input type="checkbox"/> Advisement   | <input type="checkbox"/> Crime Statistics                       |
| <input type="checkbox"/> Employment Assistance  | <input type="checkbox"/> Counseling Referral information        |
| <input type="checkbox"/> School Policies  | <input type="checkbox"/> Campus Emergency Response              |
| <input type="checkbox"/> Drug Policy  | <input type="checkbox"/> Student Record (FERPA)                 |
| <input type="checkbox"/> Satisfactory Progress Policy   | <input type="checkbox"/> Complaint/Appeals Procedures           |
| <input type="checkbox"/> Veterans   | <input type="checkbox"/> Appeal Hearing                         |
| <input type="checkbox"/> Academic Progress  | <input type="checkbox"/> State Board Requirements               |
| <input type="checkbox"/> How our Students are doing   | <input type="checkbox"/> Other Policies                         |
| <input type="checkbox"/> Safety Precautions of the Profession   | <input type="checkbox"/> Criminal Offenses                      |

I, verify that I have read and received the above information before starting school.

\_\_\_\_\_ Date: \_\_\_\_\_