



## **Student Consumer Handbook & Catalog**

World Class Academy of Beauty Careers  
516 West Orange Avenue  
Tallahassee, FL 32310

(850) 580-7799

<https://www.worldclassacademybeautycareers.com>

**FAFSA SCHOOL CODE: 04252400**

August 2017



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## PURPOSE

This Student Consumer Catalog & Handbook is a publication of **World Class Academy of Beauty Careers, LLC**. Its purpose is to describe the services available to students through the Academy, as well as, provide important information about policies and procedures that may not be covered in the student catalog. In the case of conflicting information between this publication and the student catalog, the student catalog supersedes.

Although this handbook will answer most of your questions relating to financial aid, it is important that students are aware that federal regulations are subject to change which may impact policies and procedures stated in this publication. Students are encouraged to visit the Admissions or Financial Aid Office for the most current information. General questions can usually be answered on a walk-in basis, but more specific questions may require an appointment.

## HISTORY

**World Class Academy of Beauty Careers** is located at 516 West Orange Avenue, Tallahassee, FL 32310. The school was approved for state licensure in August 2004 by the Commission for Independent Education.

## MISSION STATEMENT

**World Class Academy of Beauty Careers** provides training to individuals who wish to seek employment in the fields of Cosmetology, Barbering, Nail Technology, Facial Specialty and related professions.

**World Class Academy of Beauty Careers** Strives to provide training that will assist a student achieving in their fullest potential in the industry. The school offers training that will help each student to attain job and financial security, and to improve their personal life by instilling poise and confidence in themselves and in their work. Lastly, the role of the school is to train the student to pass the State Examination, or to qualify for certification and/or registration with either the Florida Board of Cosmetology or Board of Barbering. Strives

## LICENSURE INFORMATION

**World Class Academy of Beauty Careers, LLC** (License # 3163) is licensed by the Commission for Independent Education. The school is accredited by the National Accrediting Commission of Career Arts & Science; 4401 Ford Avenue, Suite 1300 Alexandria, Virginia 22302. For additional information regarding, contact:

**World Class Academy of Beauty Careers, LLC**  
325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399-0400  
(850) 245-3200  
(888) 224-6684 Toll Free

**Ownership/Officer/Governing Board**  
Renae Rollins, President and Chief Administrator  
(850) 980-5936

**Administration and Faculty**  
Renae Rollins, Executive Director/Faculty: Cosmetology License #CL0146637 (Wilfred Academy, Philadelphia, PA)

Reenie R. Kyles, Faculty/Instructor : Cosmetology License #CL1203661  
(World Class Academy of Beauty Careers, Tallahassee, FL)

Marva Williams, Faculty/ Barber Instructor : Barber License #BB29090

Leonisha Smith, Financial Aid Director

Alicia McKnight, Admissions

## EDUCATIONAL PHILOSOPHY AND OBJECTIVES

The school has three main goals:

- ✚ To educate students in men and women's hair cutting, styling, perming and coloring, skin care and various new techniques in the field of hairstyling, barbering, and manicuring.
- ✚ To educate students to be successful through personal motivation with the understanding of the financial aspects of hairstyling, manicuring, and the beauty and barber industries.
- ✚ To train students to master the necessary skills and procedures required for students to successfully pass the State Board Examination and obtain their licenses and, ultimately, become a productive part of our society/profession.

### Statement of Principal

**World Class Academy of Beauty Careers** strives to seek out and provide the resources and support our students need in order to successfully attend school, graduate and find employment in a professional salon environment. We are committed to providing the resources and support which are in the best interest of our students.

### NON-DISCRIMINATION STATEMENT

The school in its admission, instruction and graduation policies does not discriminate on the basis of age, sex, race, ethnic origin, color, religion, financial status, or on the basis of handicap as required by Section 504, 34 Code of Federal Regulations. The school owner/administration is designated to coordinate the school compliance with the requirements of Section 504, as required by 34 Code of the C.F.R. § 104.7(a).

### DISCLOSURE

**World Class Academy of Beauty Careers, LLC**, reserves the right to change programs, start dates, tuition, or to cancel programs. Any changes will be made in accordance with the Commission for Independent Education rules and regulations. Students will be notified of changes through email or mail, prior to changes taking effect.

### FINANCIAL AID INFORMATION

General information relating to financial aid or financial information specific to an individual student can be obtained by contacting the Financial Aid Administrator. Access to personal student information will be granted in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), and paper copies can also be made available upon request. Requests can be made by phone at (850) 580-7799 or via email at <https://www.worldclassacademybeautycareers.com>. Financial Aid office hours are Tuesday-Saturday from 9:00am to 5:00pm.

### ADMISSIONS INFORMATION

Information relating to enrolling can be obtained by contacting the Admissions Director. She can be contacted by phone at (850) 580-7799 or by email at <https://www.worldclassacademybeautycareers.com>. Admissions office hours are Tuesday-Saturday from 9:00am to 5:00pm.

**Admissions Requirements for U.S. Citizens** - The following criteria are required for admission to all programs at The Academy:

- 1) Enrollment application with required enrollment fee (\$150).
- 2) Copy of student's high school diploma or high school transcripts; G.E.D. certificate
- 3) Copy of the student's driver's license or photo I.D and social security card.
- 4) Signed complete enrollment agreement.

**Admissions Requirements for non-U.S. Citizens** – Applicants who are not citizens of the United States have the same requirements as U.S. citizens, except that a valid visa or green card must be provided in place of the documentation that only U.S. citizens can provide, such as a birth certificate and social security card.

### IMPORTANT INFORMATION FOR ALL COURSES

#### How to Apply:

- Schedule a visit and tour to meet our staff and students.
- Learn about curriculum, books, student kit, scholarships available & easy payment plans.
- Complete & sign the enrollment application and pay the enrollment fee of (\$150).
- Submit a copy of your high school diploma/GED, and high school or post high school transcripts.

**Educational Requirements** - A student must have a high school diploma, G.E.D. certificate.

## TRANSFER POLICIES

**Transfers** - A transfer student may be accepted after careful evaluation of the student's academic records. All students must provide transcripts including academics and proof of attendance prior to being accepted as a transfer student. Each transfer's program must be evaluated on an individual basis. 20% of the number of hours in our program can be credited from another institution. Transfer students are required to pay full tuition, and must start at the beginning of the course. All accepted transfer hours are applied at the end of training. We do not recruit students already attending or admitted to other schools offering similar programs.

**Transfers to other schools** - Every institution has its own policy regarding transferring credits. **World Class Academy of Beauty Careers** cannot guarantee the transferability of any particular courses or hours.

**Transfers from other states** – If a student has an expired license from another state, the student will be treated as a transfer from another state and be required to complete the difference in required hours between the state and the state of Florida. The length of time the student practiced in the field prior to letting their licensure expire is not relevant, so it may be recommended that it would be in the student's best interest to regain licensure in the previous state prior to attempting to gain licensure in Florida. If a student has an expired license or transfers from another state, upon completing the required hours, the student will be required to take the entire Florida state examination in order to obtain licensure. If a student has a valid license from another state, the student can receive an endorsement from **World Class Academy of Beauty Careers** and not be required to take the entire Florida state examination.

### **Credit for Previous Education and Training Policy for VA Beneficiaries**

Credit for previous work experience, education and training may be granted. Such a grant of credit is at the discretion of the **World Class Academy of Beauty Careers**. This credit will shorten the length and cost of the program proportionately.

The Academy does not discriminate on the basis of sex, race, age, color, ethnic origin or religion. Financial Aid is available for those who qualify. You can start the enrollment process with our online application which can be found at <https://www.worldclassacademybeautycareers.com>. If you have any questions about the process, please call our Admissions Office at (850)980-5936.

### **Orientation**

All courses have a complete orientation the first day of class, allowing students to ask questions and gain a full understanding of expectations while participating in their educational program.

### **Facilities and Equipment**

World Class Academy of Beauty Careers is a beautiful, 990 square-foot quality educational facility with professional equipment. The facility is designed to meet the needs of the students and the programs offered. The campus consists of administrative and faculty space, as well as a classroom which are furnished with audio visual aids. The salon area consists of manicure and pedicure stations, styling stations and includes a retail area for our students to utilize during their training. Students are furnished with private lockers and a break room area.

**Class Size** – The Academy limits the class size for all programs. For each class, we accept:

Cosmetology:	4 Students
Barbers:	3 Students
Facial Specialist:	3 Students
Nail Technology	3 Students

\*\*\* **EARLY ENROLLMENT IS ENCOURAGED** \*\*\*\*

The maximum number of students/educator when students are in the school area is 25/1.

**Hours** – **World Class Academy of Beauty** is open Tuesday through Saturday and some evenings. Hours of attendance depend on the selected program schedule.

## ACADEMIC INFORMATION

### **Graduation Requirements**

A grade average of 75% is required for graduation from any program at **World Class Academy of Beauty Careers**. Both theory and practical work are important. Students are evaluated on a level system that prepares them for salon performance goals. All course work must be completed to graduate. Students are issued a diploma upon completion of their respective program. The following are required for graduation from all programs:

- Completion of the Florida State required number of hours
- Completion of all assignments and tests with a minimum of 75%
- Payment of all tuition, fees and over-contract charges per your agreement.

**Grades – WorldClass Academy of Beauty Grading Scale:**

<b>A</b>	(100%-95%)	=	4.0	=	Excellent
<b>B</b>	(94%-85%)	=	3.0	=	Good
<b>C</b>	(84%-75%)	=	2.0	=	Satisfactory
<b>F</b>	(74%-0%)	=	1.0-0	=	Failing

**Incompletes** – Incompletes may be given by the educators when the student is making every attempt to learn a skill or subject but requires additional time to complete the work successfully. Educators determine the time to complete the work. The student will be given a deadline and description of the work that must be completed.

**Inadequate Grades** - When a student is weak in one or more areas of study or skill, the educators will determine a deadline for the student to complete the work satisfactorily. Inadequate grades may indicate lack of motivation as well as inability. The student will be informed immediately after a grading period how a deficiency can be corrected. The student will be advised during the grading period if grades are below standard.

**Suspension** – Students may be suspended for absence, tardiness, or inappropriate behavior. If a student is suspended, the student will be advised of the problem and what the student must do to correct the problem. It is the intent of the school to prepare professional people for a career. If a student is not so inclined and has a limited likelihood of success in this career, it is the responsibility of World Class Academy of Beauty to inform the student and to tell the student how deficiencies can be corrected.

**Termination** – The Student’s enrollment may be terminated by the Academy for failure to meet any of the policies including satisfactory academic progress, nonpayment of tuition, or failure to comply with the policies of World Class Academy of Beauty Careers, as outlined in the policies and this catalog.

**Terms of Re-entry** – A student who must withdraw may re-enter the school under the following conditions:

A student who has officially withdrawn or has been terminated by the school and wants to re-enter their training program must notify the Institution Director and follow the required admission procedures. Students who re-enroll in the school will continue at the same number of hours as from their previous training experience. Re-entry students will re-enter in the same satisfactory status as at time of withdraw. The school’s current tuition and fees will apply at time of re-entry. Under these conditions the student will be re-admitted in the same satisfactory academic progress status at time of withdrawal. Hours earned while in the program will carry over.

**Complaint Procedure** – Students with complaints should submit a signed complaint in writing to the Academy Director. The Academy Director will review the complaint and notify the student as to how the issue will be resolved. If the student is not satisfied with the proposed resolution, the issue will be forwarded to the Ownership. The Ownership will communicate with the student as to how the issues will be resolved. If the complainant is still not satisfied with the determination, they may pursue the matter further by contacting the school’s licensing agency, the Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free at (888) 224-6684.

**CAREER PLANNING**

**Employment Assistance** – I understand that the School has not made and will not make any guarantees of employment or salary upon my graduation. The School will provide me with placement assistance, which will consist of identifying employment opportunities and advising me on appropriate means of attempting to realize these opportunities.

**Reciprocity** – Licensed Cosmetologists, Barbers, Facial Specialist, and Nail Technicians from Florida may apply for licenses in their field of expertise in other states and must comply with each state’s laws and rules to become licensed there.

**Licensing Requirements** – To become licensed in **Cosmetology, Barber, Facial Specialist, or Nail Technology** in Florida, students must be at least 16 years of age, have a high school diploma or GED if participating in Title IV funding, or is beyond the age of compulsory school attendance; must complete the required number of hours in the program, must graduate from an approved school, and pass the state board and state law exams. To become a licensed **Instructor in Cosmetology, Barber, Facial Specialist or Nail Technology** in Florida, Individuals must be licensed in the particular field for at least 2 years.

**Career Opportunities** – You are at the threshold of opportunity. Apply yourself and the possibilities are limitless. Enter the classroom with an open mind as you begin your course of study. The following vocations are options you may want to consider upon graduation from our Cosmetology, Barbering, Facial Specialist and Nail Technology Programs.

## COSMETOLOGY

*Professional Stylist  
Facial Specialist  
Makeup Technician  
Nail Technician  
Independent Contractor*

*Platform Artist  
Product Representative  
Salon Owner or Manager  
State Board Member/Examiner  
Business Trainer*

## BARBERING

*Professional Barber  
Barber Shop Owner or Manager*

## NAIL TECHNOLOGY

*Nail Technician  
Salon Owner or Manager*

## FACIAL SPECIALIST

*Salon Owner or Manager Facial Technician*

Avenues in these areas of specialization could also include journalism, advertising, marketing, or research and development with the right continuing education and opportunities. TRAINING is the important first step to an enjoyable, successful career in one of the above areas. If you like to work with people, and have the aptitude for the field, an education may be your pathway to a secure income and a solid future.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA) POLICY**

It is the policy of **World Class Academy of Beauty Careers** to abide by the Family Educational Rights and Privacy Act of 1974. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- ✚ Parent/ Guardian of Student (Dependent Minor) have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- ✚ Parent/ Guardian of Student (Dependent Minor) have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- ✚ Generally, schools must have written permission from the parent/ guardian of dependent minors or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information; you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833. Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, D.C. 20202-8520

## SATISFACTORY ACADEMIC PROGRESS POLICY

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

### Evaluation Periods

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology	451, 900, and 1200 scheduled hours
Barbering	451, 900, and 1200 scheduled hours
Nail Technology	120 and 240 scheduled hour
Facial Specialist	130 and 260 scheduled hours

**Transfer Students** – Midpoint of the contracted hours or the established evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

## ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 85% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### MAXIMUM TIME FRAME

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

#### COURSE MAXIMUM TIME ALLOWED SCHEDULED HOURS

Cosmetology	(Full time, 40 hrs. /wk.)	1200 Hours	30 Weeks	1716
Cosmetology	(Part time, 25 hrs. /wk.)	1200 Hours	48 Weeks	1716
Barbering	(Full time, 40 hrs. /wk.)	1200 Hours	30 Weeks	1716
Barbering	(Part time, 25 hrs. /wk.)	1200 Hours	48 Weeks	1716
Nail Technology	(Full time, 40 hrs. /wk.)	240 Hours	06 Weeks	343.2
Nail Technology	(Part time, 25 hrs. /wk.)	240 Hours	09 Weeks	343.2
Facial Specialist	(Full time, 40 hrs. /wk.)	260 Hours	7 Weeks	371.8
Facial Specialist	(Part time, 25 hrs. /wk.)	260 Hours	10 Weeks	371.8

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 70% of the scheduled contracted hours.

## ACADEMIC PROGRESS EVALUATIONS

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



<b>A</b>	(100%-95)	=	4.0	=	Excellent
<b>B</b>	(94%-85%)	=	3.0	=	Good
<b>C</b>	(84%-75%)	=	2.0	=	Satisfactory
<b>F</b>	(74%-0%)	=	1.0-0	=	Failing

## WARNING

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

The institute allows for the status of probation for students who are not considered meeting minimum standards

- The institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period;
- The student prevails upon appeal of a negative progress determination prior to being placed on probation and
- The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or
- The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the student.

## APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

## RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid\*, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probation period.

## INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

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

## LEAVE OF ABSENCE: SCHOOL DOES NOT OFFER LEAVE OF ABSENCE

## NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

## TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. Sap evaluation periods are based on actual contracted hours at the institution.

**\*Students are encouraged to purchase the \$29.00 Milady's Online Licensing Preparation at [www.milady.com](http://www.milady.com) for their area of study.**

**Any special requirement or limitations, such as physical capabilities or a criminal record can prohibit practice or profession in the field(s) for which this institution prepares students.**

**TUITION CHARGES**

<b>Cosmetology (includes books and kit)</b>	<b>Full-time \$16010.00 / Part-time \$16010.00</b>
<b>Cosmetology Hourly Fee</b>	<b>Full-time \$10.49 per hour/ Part-Time \$10.49 per hour</b>
<b>Cosmetology Over Contract Fee</b>	<b>\$10.49 per hour</b>

<b>Facial Specialist (includes books and kit)</b>	<b>\$3,727.40</b>
<b>Facial Specialist Hourly Fee</b>	<b>\$10.49 per hour</b>
<b>Facial Specialist Over Contract Fee</b>	<b>\$10.49 per hour</b>

<b>Nail Technology (includes books and kit)</b>	<b>\$3,467.06</b>
<b>Nail Technology Hourly Fee</b>	<b>\$10.49/ hour</b>
<b>Nail Technology Over Contract Fee</b>	<b>\$10.49 per hour</b>

**APPLICABLE FEES**

<b>LATE TUITION PAYMENT FEE</b>	<b>\$15.00 per day up to 7 days</b>
<b>ENROLLMENT FEE</b>	<b>\$150.00</b>
<b>RE-ENROLLMENT FEE</b>	<b>\$150.00</b>
<b>STATE DROP/ WITHDRAWL FEE</b>	<b>\$150.00, must be paid at time of drop/ withdrawal</b>
<b>CHANGE OF SCHEDULE FEE</b>	<b>\$100.00, must be paid prior to change of schedule being issued.</b>
<b>MISSED SATURDAY</b>	<b>\$100.00 PER SATURDAY, must be paid prior to re-entry the following schedule school day.</b>

**WORLD CLASS ACADEMY OF BEAUTY CAREERS POLICIES:** With the enrollment agreement, each student is issued a copy of and agrees to abide by the policies for students including standards for student conduct, appearance, attendance, and courtesy.

**Standards** – Students at World Class Academy must be an example of good grooming and should be in the best of health. All state cosmetology laws and rules are practiced and taught at World Class Academy. Lack of basic integrity and honesty will result in termination.

**Student Conduct** – Choose your words carefully. Swearing and other improper language will not be tolerated. A professional does not complain or gossip. Do not gather at the reception desk, in the styling area or around another station where another student is working with a guest. Students will be under the supervision of educators at all times. Always get an educator’s consultation before you progress with guest services. Also see “NON-HARRASSMENT POLICY”, page 44.

**Attendance and Tardiness** – If the student is tardy, the student must report to a salon area educator before entering class or the salon area. Absences due to illness must be reported by 8:30 a.m. the day of the absence. The student must speak to an educator to report an absence and to be excused. Students should not plan to leave World Class Academy of Beauty except for meal breaks. Special and emergency time off must be granted by an educator. If the student is absent the day of an exam, a zero will automatically be given. Exams can be taken in advance for a planned and excused absence.

*The following attendance policy applies to all students:*

1. When a student misses two or more days unexcused in one month an educator will talk to the student about commitment to the program.
2. When a student is absent two or more unexcused days in a second consecutive month the student will talk with the Director about commitment to the program.
3. When a student is absent two or more unexcused days in a third consecutive month the student will be terminated from the program.

*Excused absences include:*

1. Illness of student or student's child with doctor's excuse.
2. Funeral with program from service.
3. Car accident with police report.
4. Doctor visits for non-illness appointments. (Examples: medical, dental, vision, pregnancy)
5. Maternity leave or complications of pregnancy.

Other absences may be excused if requested at least seven days in advance, and the student has an 75% grade average, 85% attendance, no tardiness, no unexcused absences, no suspensions, no disciplinary actions, and makes up all work missed. Taking time off may put you over your contracted graduation date and result in additional charges. A student will be suspended for one day after the student has been tardy three times in one month. If a student is tardy after the suspension, the student will be advised that further tardiness may result in being dropped from the program.

**Unexplained Absence** – The unexplained absence of a Student from the Academy for more than 14 consecutive days shall constitute notice of cancellation to the Academy. For purposes of cancellation, the cancellation date shall be the last day of attendance.

**Test/ Exam Make Up Policy** – Special and emergency absences may be granted by the educators. Students are responsible for scheduling Test/ Exam make ups. All Test/ Exam make up work must be handed in within one week or it will result in a zero. When absent the day of an exam, it must be made up within one week of the students return. After this a zero will be given.

**Over Contract Charges** – If the student does not complete training by the contracted graduation date, an additional fee of \$10 per hour will be charged until the required hours are completed.

**Appearance** – Your image must be professional. You are selling beauty services. You must look the part. A fashionable appearance includes clean, pressed clothing in good condition and clean shoes. Your hair, makeup, nails, posture, clothing, shoes, and smile are part of your total look. Your appearance influences the guest. Your hair must be styled and makeup applied before arriving. You need an educator's permission to have personal services done during school time. Practice good hygiene including daily bathing and the use of deodorant/antiperspirant. Your breath must be fresh; keep breath mints or spray handy. Wear your nametag at all times. If you lose your nametag, please see the Admissions Office to replace it. A fee of \$10 will be assessed.

**Apparel Code** – The dress uniform for all students is ALL black professional attire with an optional splash of Red. A complete apparel code policy is reviewed during orientation.

**Time Record Policy** – Students record their hours daily by using the time sheets that are made available on a weekly basis. You are responsible for your hours earned. Students risk being expelled from school for falsifying time records in any way. Hand written hours are accepted by an Instructor or the Director.

**Drug Prevention Program & Policy** – **World Class Academy of Beauty Careers** upholds standards of conduct that prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students both on our property or as part of any of our activities. The Academy will immediately contact law enforcement officials to report such activities.

**World Class Academy of Beauty Careers** believes that the health risks of the use of illicit drugs and alcohol abuse require providing education and referral services for students involved. **World Class Academy of Beauty Careers** will provide such education annually and will refer students when necessary.

Area drug abuse information, counseling, referral and treatment centers will be provided upon request. **World Class Academy of Beauty Careers** may expel students involved in unlawful possession, use or distribution of illicit drugs and/or alcohol. **World Class Academy of Beauty Careers** will refer such cases to the proper authorities for prosecution. Students may be reinstated upon completion of an appropriate rehabilitation program.

There are serious legal sanctions for illegal use of drugs and/or alcohol. There are also serious health risks associated with such use.

**Phones and Cell Phones** - Ask permission of an educator to use the school phones. Personal phone calls should be limited to emergencies only. Use your credit card for long distance calls. Cell phone use is restricted to the lounge or outside on breaks or lunch periods. Turn your cell phone off when you arrive at school. Cell phones are not allowed in the classrooms or salon area.

**Care of Textbooks, Kits, and Equipment** – Your textbooks and kits are provided. Have them in school every day. If an item is lost or broken, replace it promptly. The Director will order replacements for you at cost. Borrowing is not allowed. Lock up your professional tools. Your texts are your personal, professional library. Write notes in them to aid your learning. Keep your work area (classroom or styling area) clean and neat at all times. Clean up all work spaces after using them. You will be responsible for sanitation duties daily. These duties must be checked by an educator before leaving each day. School equipment is not to leave the school at any time.

**Courtesy** – Common courtesy is expected. Use "please" and "thank you." Address your educators and guests properly by using Mr., Mrs., Miss, Ms. (as they prefer) and their last name. Never refer to anyone by an unprofessional nickname or last name only. Address your fellow students by their first names or their first and last names.

**Library** – A library is provided for your use in the class room. You may check out books and other materials during the day and take them home over night. They must be returned the next day. You are required to have a staff member sign when an item is checked out and when it is returned. Failure to do so may result in you being charged replacement fees for lost books and other materials. Library hours are posted outside the conference room. Access to materials in the library outside of posted hours is available with an educator's approval.

**Hours** – School hours are assigned by the program taken. Your schedule is part of your enrollment agreement and is subject to change. Students may not attend more than eight hours per day. School holidays include New Years, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas. A student may be sent home for all or part of a day for rule breaking. The time sheets keeps your hours. Even one minute late is a tardy!

**Posture** – When working on Cosmetology projects, please remain standing. This will help your back and posture greatly and looks better. Specialty course students should also use good posture practices.

**Expectations** – Be aware that everything you do will be evaluated and grades will be kept. Part of your professional role is looking, acting and feeling the part of a beauty industry professional. By the end of your training at WorldClass Academy of Beauty, you will be expected to perform all skills you have been taught satisfactorily. You will not be allowed to refuse any services an educator asks you to perform.

**Food and Beverages** – Please keep all eating the drinking in the break room. Water in bottles is allowed in the classroom during class. There is absolutely no food in the salon areas (except water in bottles), which will be allowed in the classroom during class time). A refrigerator is in the student break room for your use. Please label everything with your name and a date. On Fridays and/or Saturdays the refrigerator will be cleaned out and everything thrown away. Please be responsible and clean up after yourself.

**Student Parking** – Please park in the side parking lot to the left of the building in the area designated for students. This leaves room for our guests to park and walk into the school for services.

**Interruptions** – When a class is being held in any room of the school, it is important that class not be interrupted. Please stay in the classroom or styling area where you are assigned for the day. Do not roam about interrupting other students in training.

**Educator in Charge** – When you are working on practical skills either in the classroom or the styling area, please work with the educator who has responsibility of that area.

**Classroom and Salon Area** – Please put all your personal belongings under your seat in class area, this includes your purse and your cell phone. Personal items should not be in your work station. You are given a one (1) hour lunch and two (2) 15-minute break times, when you are not on break you are expected to be in the area you are assigned.

**Make-Up Policy** – Special and emergency absences may be granted by the educators. Students are responsible for scheduling make ups. All make up work must be handed in within one week or it will result in a zero. When absent the day of an exam, it must be made up within one week of the student's return. After this a zero will be given. If a make-up day is scheduled and the student fails to come to school on that day, the student may not be able to make up time again for a month.

**Make-Up days (During Foundations Training)** – During the first 6 weeks of training **World Class Academy of Beauty Careers** will allow a student to make up 3 days of missed *excused* absences. These make-up days must be completed on Saturdays. The student will work with the Director to set up any make-up days. If a make-up day is scheduled and the student fails to come to school on that day, no other make up days will be granted during Foundations.

**Vaccination Policy – World Class Academy of Beauty Careers** does not require vaccinations for admission into any of our programs. Anyone who is interested in obtaining more information on vaccinations should contact their local public health department or consult with their healthcare provide.

**Disability Policy** – The Director/Owner, is hereby responsible for performing the duties of the Disabilities and Compliance Coordinator. In the case of a prospective or current student states that they have a disability including an intellectual disability, that person will be immediately referred to the Disability and Compliance Coordinator to continue the discussion. In the case that the Disability and Compliance Coordinator is not available for the interview, employees must schedule a meeting with the Disability and Compliance Coordinator to complete the admissions process/discussion with the student or prospective student. Documentation of a prospective



**Facial Specialist**

Enrollment Fee: \$150 Tuition: \$3,727.40

Part-Time Day Program is 11 weeks. Full time 6.5 week  
Tuition: As outlined in the enrollment agreement.

Facial Specialist training at **World Class Academy of Beauty** includes theory and practical instruction that prepares the student to perform esthetics (skin care and makeup) services on the public. The Academy offers a 240-hour training program in esthetics that meets Florida State standards.

**Program Content –**

Florida Law	5
HIV/AIDS	4
Sanitation/Sterilization	10
Ethics	4
Disorders of the Skin	35
Hair Removal	25
Waxing Methods	25
Eyebrow Shaping	20
Facials	90
Advanced Applications, Alphahydroxies & Peels	20
Basic Make-Up application & Techniques	15

**Total Clock Hours** **240**

**240**

**2**

**Methods:** Instruction at the academy uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, quizzes, written assignments, practical skills, observation, and instructional games are some of the teaching techniques used. Audio-visual aids include whiteboards, overhead projectors, videotapes, audiotapes, videodiscs and more. Every effort is made to stimulate growth in knowledge and skills for the individual.

**Internship –** Students may elect to complete up to 75 hours of their training by participating in an internship program in a salon. Qualifications include a 90% grade average and 90% attendance, and the internship is normally done at the end of the student’s training.

We accept cash, check or credit card for any payment. **NO INTEREST**, in-house payment plans are available for this course. Financial Aid is available for those who qualify. \* See catalog for grading methods.

**NAIL TECHNOLOGY**

Enrollment Fee: \$150 Tuition: \$3,467.60

Tuition: As outlined in the enrollment agreement and as included in the addendum at the end of this catalog.

Part-Time Day Program is 10 weeks. Full time 6 weeks

Nail Technician (manicuring) training at **World Class Academy of Beauty** includes theory and practical instruction that prepares the student to perform nail services on the public. The academy offers a 240-hour training program in manicuring that meets Florida state standards.

**Program Content –**

	HOURS
PROGRAM BREAKDOWN BY COURSE	5
NT 101 Orientation/ Florida Law & Rules	
NT 102 Sanitation and Sterilization	2
NT 103 Ethics	2
NT 104 Nail Theory, Practice, Diseases, Disorders	85
NT 105 Manicures	20
NT 106 Pedicures	10
NT 107 Tips and Overlays	37.5
NT 108 Sculpting with Forms	37.5
NT 109 Nail Wrapping for Mending	15
NT 110 Artificial Nail Removal	5
NT 111 Polish and Nail Art	5
NT 112 Nails Fill-ins	10
NT 113 Salon Management	1
NT 114 Employment Skills	1
NT 115 HIVAIDS Course	4
Total Clock Hours Nail Technology	240

**Methods** – Instruction at The Academy uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, quizzes, written assignments, practical skills, observation, and instructional games are some of the teaching techniques used. Audio-visual aids include whiteboards, overhead projectors, videotapes, audiotapes, videodiscs and more. Every effort is made to stimulate growth in knowledge and skills for the individual.

We accept cash, check or credit card for any payment. We have **NO INTEREST** in-house payment plans and other financial assistance programs available for those who qualify. \* See page of the catalog for grading methods.

**EDUCATOR/INSTRUCTOR PROGRAM  
(Cosmetology, Barbering, Facial Specialist, or Nail Technology)**

<b>Cosmetology:</b>	<b>1200 Hour Programs</b>
<b>Facial Specialist;</b>	<b>260 Hour Programs</b>
<b>Nail Technology:</b>	<b>240 Hour Programs</b>
<b>Barbering</b>	<b>1200 Hour Program</b>
Enrollment Fee: \$150	Tuition: \$12.50 per clock hour

We accept cash, check or credit card for any payment. We have **NO INTEREST** in-house payment plans and other financial assistance programs available for those who qualify. \* See page of the catalog for grading methods.

**REFRESHER COURSES**

Enrollment Fee: \$150                      Tuition: \$12.50 PER HOUR  
Tuition: As outlined in the enrollment agreement and as included in the addendum at the end of this catalog.

<b>Cosmetology:</b>	<b>250 Hour Program</b>
<b>Barbering</b>	<b>250 Hour Program</b>
<b>Esthetics:</b>	<b>10-125 Hour Program</b>
<b>Nail Technology:</b>	<b>10-60 Hour Program</b>

WorldClass Academy of Beauty offers various refresher programs for re-instating licensure that meets Florida State standards.

**Methods:** Instruction in at World Class Academy of Beauty uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, quizzes, written assignments, practical skills, observation, and instructional games are some of the teaching techniques used. Audio-visual aids include whiteboards, overhead projectors, videotapes, audiotapes, videodiscs and more. Every effort is made to stimulate growth in knowledge and skills for the individual.

We accept cash, check or credit card for any payment. **NO INTEREST**, in-house payment plans are available for this course. Financial Aid is available for those who qualify. \* See catalog for grading methods.

## FINANCIAL AID INFORMATION

### **FAFSA**

Filling out the Free Application for Federal Student Aid (FAFSA) is the first step in securing financial aid. All students must complete this in order to obtain any federal aid, regardless of the financial status of the family. This will determine your eligibility for a wide range of financial aid.

There is a year-end deadline of June 30<sup>th</sup> to complete the FAFSA. We encourage all students to apply early in order to ensure you receive your disbursements within a reasonable time.

To ensure we are able to properly process your FAFSA, make sure your completed FAFSA includes **World Class Academy of Beauty Careers** School Code: ..... This code will be used by the federal processor to ensure we receive your FAFSA results, which will determine your federal aid eligibility. To ensure accuracy, whenever possible, use income and other information from your completed tax return, rather than estimated figures. Once your FAFSA results are received by **World Class Academy of Beauty Careers**, you will be awarded financial aid, according to your eligibility.

You can find more information, or apply for financial aid by visiting the FAFSA website at: <http://www.fafsa.ed.gov/>.

### **Grants**

#### ***Federal Pell Grant***

Grants are aid that you do not have to repay and are usually based on financial need. By completing the FAFSA, you will automatically be considered for the Federal Pell Grant. This grant is awarded to undergraduate students with the lowest Expected Family Contribution (EFC). The award amount may change annually and varies depending on enrollment status (full-time/part-time). If a student withdraws while receiving a Pell grant, the award amount may be adjusted. You can learn more about the Federal Pell Grant by scheduling a meeting with the Financial Aid Administrator or visiting the federal website at: <http://www2.ed.gov/programs/fpg/index.html>.

### **Loans**

Unlike grants and scholarships, loans are a type of financial assistance that must be repaid. Loans come with interest that must also be repaid, so it is important to research and weigh your options carefully before borrowing, and borrow conservatively. Federal loans usually have lower interest rates and better benefits than private loans. We strongly encourage students to maximize federal loan eligibility before considering private loan options. By completing the FAFSA, you will automatically be considered for federal loan programs available at **World Class Academy of Beauty**. More information on the federal loan programs available at **World Class Academy of Beauty** can be found below.

**Applying for financial aid** – Filling out the Free Application for Federal Student Aid (FAFSA) is the first step in securing financial aid. This will determine your eligibility for a wide range of financial aid. To ensure we are able to properly process your FAFSA, make sure your completed FAFSA includes The WorldClass Academy School Code: \_04252400\_. You can find out more information, or apply for financial aid by visiting the FAFSA website at: <http://www.fafsa.ed.gov/>.

### **Student Aid Report (SAR)/Institutional Student Information Report (ISIR)**

#### **Verification:**

#### **Award Letter:**

#### **Counseling and Master Promissory Note:**

#### **Financial Aid Disbursements:**

#### **Student Rights & Responsibilities**

It is expected that students are actively involved in their education. This begins with understanding the Admissions process, determining the best option to pay for school, and striving to always maintain satisfactory progress. We are here to assist students in all aspects of this process, but in the end each student is responsible for his/her own education.

Students are expected to pay for their tuition by one of the methods outlined in the enrollment agreement, signed prior to beginning classes. Failure to make these payments could result in termination from the school. World Class Academy of Beauty Careers will not penalize students for delays in aid due to regulations, timing of financial aid awards, or other circumstances which are out of the student's control. However, if a student fails to take action on items required for aid to be processed, the student will be responsible and it may jeopardize that student's ability to continue in the program. It is essential that students watch for correspondence from the school or other agencies which may send notices about financial aid.



Verification is a common item which may lead to delays or cancellation in financial aid. If a student is selected for verification, it is essential that student provide the information requested or the student's financial aid package cannot be processed. For more information on verification, see the Verification Policy located in this handbook.

Students must maintain satisfactory progress to remain enrolled at World Class Academy of Beauty Careers. This is important not only to ensure academic success, but also may impact eligibility for financial aid. Students who are not progressing according to the requirements of this policy may not be able to receive financial aid funds until satisfactory progress is reestablished. For more information on satisfactory progress, please refer to the Satisfactory Academic Progress (SAP) Policy, which can be found in the school catalog or under the policies section of this handbook.

#### **REFUND PROCESSING:**

##### **Withdrawal/Termination Paperwork**

Once it is determined that a student will be withdrawal or terminated from the program, the Director will attempt to contact the student to meet with him/her to complete the withdrawal/termination paperwork. The following processes are all a part of the refund processing portion of the withdrawal/termination paperwork.

##### **Return to Title IV (R2T4) Paperwork**

This form is used to determine the amount of federal student funds that must be returned to the Title IV program on the school's behalf. The Financial Aid Administrator will complete this form, and send it to the third party processor. The third party processor will review the form and inform the school of the results.

##### **Returning funds to the Department of Education**

If the R2T4 form determines that the school must return federal money, the Accountant transfers the money back into the school's federal account. The third party processor is informed of the amount and date that the money was transferred back into the federal account.

#### **INSTITUTION REFUND POLICY – NOTICE OF CANCELLATION: CANCELLATION AND REFUND POLICY**

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00).
4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 40% of the program will result in no refund.
6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
7. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice to student.

##### **State Refund Worksheet**

This form is used to determine the amount of tuition is owed for the portion of the program that the student completed. This will determine if the student receives a refund for overpayment or an invoice for the total due.

##### **Collection Policy**

Tuition accounts are submitted to a privately contracted collection agency 30 days after a student has dropped/terminated from the program. If the student re-enrolls, the account will be removed from the collections process.

##### **Returning funds to the student**

If it is determined that the student has overpaid for the portion of the program completed, the student will be issued a refund check. The refund will be mailed to the student's current address, unless other arrangements have been made with the Financial Aid Office.

**Students using Title IV funds will follow the above refund policy AFTER the return of unearned Title IV funds calculation has been made. This calculation often results in the Student owing tuition and fees to the Academy. The Federal return of Title IV funds calculation will be used for Students who have received financial assistance under the Higher Education Act, i.e. Federal Pell Grants or Stafford Student Loans, or Federal PLUS Loans awarded under the Federal Family Education Loan Program. If the enrollment is terminated during the first 60% of any payment period, the Federal return of Title IV funds calculation will apply. If the Student has completed 60% of the payment period, no refund is due. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.**

##### **Default Management**

Default Management is required by the Department of Education for institutions who participate in the Direct Loan program. This is used as a tool to promote student success, and in an effort to reduce student loan defaults in this program. There are nine activities which make

this successful, which are: Entrance Counseling, Financial Literacy for Borrowers, Communication Across Campus, Exit Counseling, Timely and Accurate Enrollment Reporting, NSLDS Date Entered Repayment (DER) Report, Late State Delinquency Assistance (LSDA), Loan Record Detail Report (LRDR) Data Review and Analyzing Defaulted Loan Data to Identify Defaulter Characteristics.

. World Class Academy of Beauty Careers has adopted the Department of Education's Default Management Plan. We work with Wright International Student Services (WISS) in order to successfully follow this plan in an effort to reduce student loan default rates in the Direct Loan program.

### **Placement Information**

World Class Academy of Beauty Careers provides each student with graduation and placement information prior to enrollment. The graduation rates are based on the requirements set forth by the Department of Education, whereas the placement rates are based on the information that we provide to our accrediting body annually. These placement statistics will include details regarding the source of the information, the timeframe used in calculating the rates, and the methodology used to compile the rates. Additional information on placement or types of employment obtained by graduates of World Class Academy of Beauty Careers can be obtained at any time by contacting the Admissions Office.

### **Pre-Enrollment Information:**

Accreditation auditing requirements: The following information is based on the auditing requirements of our accreditation agency, which are calculated and reported annually, December 30th of each year. The 2016 Rates for all programs are as follows:

Completion Rate: 92%

Licensure Rate: 82%

Placement Rate: 100%

### **Compensation Expected - Cosmetologists**

Cosmetologists can expect to make a national median wage of \$39,686. In the state of Florida, cosmetologists can expect to make a median wage of \$35,973. A commission scale is commonly used to pay cosmetologists resulting in much higher pay after an introductory period of several months. Retail commissions are also common. Many salons now offer benefits resulting in higher earnings.

The compensation information is based on the information from O\*NET, the Occupational Information Network, which is a comprehensive database of job information included wage information, job characteristics, and worker attributes. O\*NET was developed by the U.S. Department of Labor and the Employment and Training Administration (USDOL/ETA). The information provided is based on the SOC code 39-5012.00, Hairdressers, Hairstylists and Cosmetologists.

### **Physical Demands of Cosmetology**

There are physical demands placed on the body in any career. In cosmetology, care must be taken to protect your back, legs and feet.

- One way to do this is strength training to enhance your back, abdomen and leg muscles. Regular weight lifting exercises will benefit individuals in this profession. Regular exercise will help to promote all over body conditioning, and will improve circulation in your legs and feet. We recommend consulting your doctor before beginning any exercise program.
- This job requires that you stand for long periods of time, so it is suggested that you wear proper fitting and supportive shoes and support hose. These are not a requirement, but will help increase your chances of longevity in the profession.

### **Safety Requirements of Cosmetology**

Safety suggestions for this profession include:

- Wearing shoes that would not be slippery when walking on a damp floor. You will be working with water which means there is always a risk of water spills. All water spilled should be wiped up as quickly as possible after a spill. Damp hair lying on the floor can also pose a chance of slipping. All hair needs to be swept up immediately following each haircut to minimize accidents. It is the responsibility of each stylist to promote a safe working environment.
- Gloves are to be worn during chemical services to reduce the risk of any allergic reaction that an individual may have to certain chemicals.
- Anytime a product accidentally gets in your eyes, flush your eyes thoroughly with water. (It is recommended that this is done for at least 15 minutes.) Seek medical attention if irritation continues.

### **Compensation Expected – Esthetics**

Estheticians can expect to make a national median wage of \$28,600. In the state of Florida, estheticians can expect to make a median wage of \$32,520. A commission scale is commonly used to pay estheticians resulting in much higher pay after an introductory period of several months. Retail commissions are also common. Many salons now offer benefits resulting in higher earnings.

The compensation information is based on the information from O\*NET, the Occupational Information Network, which is a comprehensive database of job information included wage information, job characteristics, and worker attributes. O\*NET was developed by the U.S.

Department of Labor and the Employment and Training Administration (USDOL/ETA). The information provided is based on the SOC code 39-5094.00, Skin Care Specialists.

### **Physical Demands of Esthetics**

There are physical demands placed on the body in any career. In esthetics, care must be taken to protect your back, legs and feet.

- One way to do this is strength training to enhance your back, abdomen and leg muscles. Regular weight lifting exercises will benefit individuals in this profession. Regular exercise will help to promote all over body conditioning, and will improve circulation in your legs and feet. We recommend consulting your doctor before beginning any exercise program.
- Because this job requires that you work for long periods of time, it is suggested that you wear proper fitting, supportive shoes, and support hose. These are not a requirement but will help to increase your chances of longevity in the profession.

### **Safety Requirements of Esthetics**

Safety suggestions for this profession include:

- Wearing shoes that would not be slippery when walking on a damp floor. Because you will always be working with water, there is a risk of water spills. All water spilled should also be wiped up as quickly as possible. It is the responsibility of each aesthetician to promote a safe work environment.
- Gloves should be worn during chemical services to reduce any allergic reaction that an individual may have to certain chemicals.
- Any product that would accidentally get in the eyes should be flushed thoroughly with water. Seek medical attention if irritation continues.

### **Compensation Expected – Nail Technician**

Nail Technician graduates earn from \$20,000 to \$30,000 in salary and gratuities in an entry level position depending on the work schedule and the area population. A commission scale is commonly used to pay Nail Technician resulting in much higher pay after an introductory period of several months. Retail commissions are also common. Many salons now offer benefits resulting in higher earnings.

### **Physical Demands for a Nail Technician**

There are physical demands placed on the body in any career. In, Nail Technician care must be taken to protect your back, legs and feet.

- One way to do this is strength training to enhance your back, abdomen and leg muscles. Regular weight lifting exercises will benefit individuals in this profession. Regular exercise will help to promote all over body conditioning, and will improve circulation in your legs and feet. We recommend consulting your doctor before beginning any exercise program.
- Because this job requires that you work for long periods of time, it is suggested that you wear proper fitting, supportive shoes, and support hose. These are not a requirement but will help to increase your chances of longevity in the profession.

**Safety Requirements of Nail Technician** – Safety suggestions for this profession include:

- Wearing shoes that would not be slippery when walking on a damp floor. Because you will always be working with water, there is a risk of water spills. Damp hair lying on the floor can also pose a chance of slipping. All hair needs to be swept up following each haircut to minimize accidents. All water spilled should also be wiped up as quickly as possible. It is the responsibility of each stylist to promote a safe work environment.
- Gloves should be worn during chemical services to reduce any allergic reaction that an individual may have to certain chemicals.
- Any product that would accidentally get in the eyes should be flushed thoroughly with water. Seek medical attention if irritation continues.

## **POLICIES**

### **High School Diploma Review**

Students are required to have either a valid high school diploma, transcripts with graduation date or a G.E.D. in order to be accepted into the programs at **World Class Academy of Beauty Careers**. This information must be provided prior to acceptance at the school.

If we have a reason to believe that a diploma provided by a student is not valid, the administration will take measures to verify the validity.

**World Class Academy of Beauty Careers** maintains a list of schools which have been identified as not providing valid high school diplomas. In order to verify the validity, the administration will first check this list to see if the diploma in question is from one of these schools. If the high school which issued the diploma is not on the list, the administration will research information on the school through the best measures available (internet, phone, contacting other schools that may have dealt with the school in question, etc.). After further information has been gathered, the administration will meet and make a decision as to the validity of the diploma. If no further information can be obtained or if the validity is questionable, the administration will deny admission to the student. The student will be informed by mail that they could not be accepted because the administration could not verify the validity of the diploma.

### **Campus Security: Annual Security Report & Drug Prevention Policy**

#### ***Campus Security Act Information Disclosure:***

The safety of our campus community is very important to. World Class Academy of Beauty Careers. Involvement of our campus and community officials help ensure that we are able to provide a safe environment learning and growth on campus. The following information is provided regarding our campus security, and we ask that you read it carefully and ask questions about anything you may not understand. This information is provided to encourage a safe campus, and as a member of our campus, we ask that you share in this responsibility to prevent crime from occurring on our campus.

In compliance with the Campus Crime Statistics Act, we are required to provide you with our annual security report. Included in this report are statistics concerning reported crimes which have occurred on campus or on public property surrounding campus for the period of the previous three years. In addition, prior to October 1<sup>st</sup> of each year. **World Class Academy of Beauty Careers** updates this report and presents it to the students and staff. At this time a local police officer also comes on campus to discuss the topics covered in this report with the campus population. The Director of Education also utilizes this time to identify any hazards or other safety concerns that need to be addressed. To request more information on these requirements, clarifications on the procedures within this report or any information contained in this report, contact the Director of Education.

Preventing campus crime is a responsibility that should be taken very seriously. Never assume that someone else has already reported a crime or suspicious activity. All criminal actions, suspicions or emergencies must be reported to an educator, administrator or owner immediately. The staff member will then assist you in reporting to the local police or other appropriate security force. A staff member made aware of a crime will notify the rest of the staff as soon as possible, perhaps even prior to notifying police, depending on the situation. It is critical that all staff be aware of any report of crime, and that the local police be notified immediately.

### **Timely Warning**

**World Class Academy of Beauty Careers** will issue a warning when an incident that represents a serious or ongoing threat to the safety of the campus is brought to the attention of the administration or law enforcement or other offices. The administration will make every effort to inform the campus that a warning has been put in place within 24 hours of the determination being made. The decision to issue this alert will be based on the specific incident and the factors surrounding it.

The decision to issue a warning will be made by the Director or the Instructor and will contain as much of the following information as possible and if available:

- Date and time the warning was issued
- Connections to previous incidents
- Composite drawing of the suspect
- Description of the suspect
- Any other information that may be relevant
- Any information relating to tips to remain safe

Depending on the circumstances surrounding the warning, **World Class Academy of Beauty Careers** will inform the campus through means such as Facebook, signage in or around the building, or possibly notifying local television and radio stations.

### **Building Information**

The facilities are open Tuesday through Saturday according to assigned class/styling area schedules. The building may also be open for educational classes for licensed professionals in cosmetology or to groups securing the use of the facilities through the owner. Only educators, administrators and owners have keys to the building thus preventing internal crimes to as great an extent as possible.

World Class Academy of Beauty Careers has no off-campus locations of student organizations which are officially recognized (examples include: sororities, fraternities, etc.).

### **Emergency Information**

- Tallahassee Police Department, emergency, dial 911
- Tallahassee Police Department, non-emergency dispatch (850) 606-5800
- Renae Rollins, Owner/Director (850)980-5936

### **Campus Safety**

All reported incidents are reviewed and applicable information is collected and presented to the proper authority. In order to ensure that our campus remains safe, it is important for members of the campus to report this information in a timely manner.

Any suspicious activity should be considered a reasonable suspicion and reported. (Examples of suspicious activities include seeing an unescorted guest in an unapproved area, doors propped open, or unauthorized individuals using campus equipment or offices.) If it seems a situation appears abnormal to you in any way, report it. **World Class Academy of Beauty Careers** does not have specific policies or procedures for confidential crime reporting, but crimes can be reported confidentially to the local authorities by simply requesting that the complaint be made anonymously.

### **Emergency Response and Evacuation Procedures**

In the event and confirmation of a dangerous or emergency situation which could pose an immediate threat to the health or safety of students, employees or guests on campus, **World Class Academy of Beauty Careers** administration and staff will immediately notify everyone on campus. Individuals will be notified of what the danger is and what actions should (or should not) be taken to best protect themselves from the danger.

In addition to notifying individuals, the Tallahassee Police Department and/or Sheriff's Department will be contacted and will consult with the administration in an effort to maintain order and isolate the situation until the danger is contained. Additionally, **World Class Academy**

**of Beauty Careers** will post timely written notices and warnings explaining the danger and instructions on how to ensure the safety and health of individuals by avoiding the affected area.

### **On Campus Notification**

Upon confirmation of an emergency or dangerous situation, **World Class Academy of Beauty Careers** will:

- Immediately notify all staff in the building. Staff members will then be responsible for notifying all students and guests, and ensuring the proper procedure for the specific danger (example: Fire Exit Procedure) is followed.
- Contact the local authorities (if necessary to assist in the containment of the emergency or dangerous situation).
- Contact the Director/Owner (if they are not presently in the building) to inform them of the situation and consult with them in an effort to maintain order and isolate the situation until the danger is contained.
- If danger is contained to a small area of the building, the administration will post written notices and warnings on the inside and outside of all entry/exit doors and in other locations as necessary. The notices will include a description of the danger, what actions should be taken to minimize any possible harm and an estimated duration of the danger. (If the danger consumes the entire building, the administration will post these notices, as possible, avoiding areas that could pose a threat of possible harm to staff members.)

### **On Campus Notification of a Potential Danger (Example: heavy storms or tornados)**

If there is anticipation of a danger which causes the campus to close for a period of time, the administration at **World Class Academy of Beauty Careers** will:

- Notify local television and radio stations of the closure.
- Post written notices and warnings on the inside and outside of all entry/exit doors and in other locations as necessary. The notices will include a description of the danger, what actions should be taken to minimize any possible harm, and an estimated duration of the danger.
- If the campus is open prior to the danger, the administration will notify all staff of the possible danger and what actions can be taken to avoid such danger. The staff will then notify all students and guests on campus who may be affected by the danger. If time permits, all guests who have scheduled appointments will be notified of the closure and possible rescheduling options.

### **Notifying the Local Authorities**

Depending on the nature of the problem the proper authorities will be notified by the staff (or administration, if possible) of **World Class Academy of Beauty Careers**. Chosen authorities will be dependent on the nature of the danger, and could include any or all of the following: the Tallahassee Police Department and the Tallahassee Fire Department, Ambulance services or Emergency Services (911), at least.

Once annually, the administration at **World Class Academy of Beauty Careers** will provide the Tallahassee Fire Department and the Tallahassee Police Department with a floor plan of the building. The administration will also notify these agencies of any new construction, long-term functions or any other events which may affect routing or access to the campus. In addition to floor plans, the Tallahassee Police Department, Tallahassee Fire Department, and other local emergency officials are encouraged to tour and walk through the campus regularly.

### **Testing of Emergency Response Evacuation Procedures**

At regular intervals during training, staff and students will be reminded of security and safety procedures including crime prevention, personal safety on and off campus, fire safety, dangerous weather procedures, etc. Local police speakers will be scheduled at least once annually for all students and staff. In addition, **World Class Academy of Beauty Careers** conducts in-house testing of emergency evacuation procedures at least once annually. Students and staff complete a walk-through of the fire and tornado exit procedures and are informed of what to do in case of an emergency.

### **Safety Procedures**

**First Aid:** A first aid kit is located in the front desk and the educators' office.

- Cut finger: Educator should immediately check the wound to see how deep the cut is. Small cuts should be washed, dried, and then covered with a bandage. Bandages and first aid kits are kept in the dispensary and the educators' office.
- Cuts requiring stitches: If possible, a staff member should take the student to the doctor.

**Fainting** – Do not move the person; call 911. Give facts as much as possible. Keep calm and notify other staff members for help, if necessary. Make the person comfortable.

**Fire Exit Procedure** – If you smell smoke or see fire, report it immediately to an educator. **DO NOT PANIC!!!** Proceed as follows:

- Students in the salon area, exit single file out the front doors. If you have a client at the time, the client is your responsibility. After exiting from the school, proceed into the parking lot away from the building.
- Receptionists at the front desk will help clients in the reception area out the main doors. Proceed into the parking lot.
- Students in the classrooms exit through the rear door in single file. Proceed to the front by going around the end of the building.

**Tornado Warning Procedure** – Stay away from all windows. Remain there until instructed to go back to your previous activity. Proceed as follows:

- Students and clients in the styling area will walk to the classrooms or restrooms. Be seated on the floor making space available for others.
- Students in classrooms- remain there.

## **Staff and Faculty Emergency Responses**

**\*\*\* In case of emergency: dial 911 \*\*\***

There are a number of different potential situations that may occur that have capability to impact students or staff and faculty. The following possible scenarios are described below with steps to be taken.

- Emergency evacuation for a fire incident
- Emergency evacuation for bomb threat or other non-fire situation
- Emergency lockdown
- External lockdown
- Shelter in place

### **EMERGENCY EVACUATION FOR A FIRE INCIDENT**

#### **Definition**

A fire emergency evacuation is initiated when a fire incident occurs. Depending upon the campus size, it may require an evacuation of a single particular building affected by the fire incident, rather than the entire campus.

**Objective:** All building occupants are safely evacuated to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines.

#### **Staff Response**

Staff/faculty responsible for the affected areas should conduct a sweep of the building(s) to ensure all students are aware of and appropriately responding to the fire alarm and safely evacuated.

Fire evacuation procedures:

- Evacuation is mandatory when a fire alarm is activated.
- Designated staff or faculty check the affected building(s) to ensure all personnel are appropriately evacuating.
- Do not use the elevators.
- Assist people with disabilities if possible.
- Ensure all doors and windows are closed as a room and building are evacuated.
- Do not attempt to reenter the facility unless and until directed to do so by authorized personnel.
- Evacuated persons are directed to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines.

### **Emergency Evacuation for Bomb Threat or Other Non-Fire Situation**

#### **Definition**

Non-fire emergency evacuation is used for any emergency evacuation not related to a fire incident. It is important to remember that evacuation distances significantly expand, up to hundreds of yards, for suspicious object evacuations. Nevertheless, not all bomb threats will necessarily result in evacuation, depending upon the individual event circumstances.

**Objective:** Move all campus occupants to a remote, predefined and controlled location.

#### **Staff Response**

Team members who are designated to sweep evacuation routes and sites should locate a staff member to take responsibility for students under their supervision, and should then sweep the evacuation route and evacuation site for secondary hazards. They should immediately report their findings to the lead administrator.

**Note:** The lead administrator will typically direct that this step be completed before making the general announcement for evacuation of the building.

#### **Other staff:**

- Gather all students and visitors in your area of responsibility and evacuate using the route and site designated by the lead administrator or designee.
- Ensure that all special needs persons are provided assistance by their designees as per the site evacuation plan.

- Remain alert to your surroundings. Be particularly alert to any people or conditions that might pose a danger to evacuees. If you encounter a significant hazard, quickly evaluate the situation; adjust your evacuation route and attempt to notify the lead administrator or the appropriate public safety officials.
- Once you reach the designated evacuation site, search the site for suspicious objects and adjust accordingly.
- On evacuation site - develop a written list of all evacuees and provide the list to the lead administrator or his/her designee. Also indicate the presence or lack of any suspicious objects in your room/work area.
- Supervise students under your care.
- Do not attempt to reenter the facility unless the lead administrator or his/her designee directs you to do so.

## Emergency Lockdown

### Definition

Emergency Lockdown is used to dramatically and rapidly enhance the level of security in the facility. By locking all exterior, interior and class doors, staff can make it more difficult for dangerous person(s) in the vicinity or in the facility to gain access to staff and students.

**Note – locking doors should not eliminate immediate egress possibilities from the facility.**

Objective: Create as many physical layers of separation between you and the potential aggression.

### Staff Response:

- Make sure entrance points to the building near your location are locked immediately.
- If you are located in an area with a door that can be locked, gather all students in the vicinity into the room and lock the door.
- Improvise additional door blocking if possible.
- Close blinds and cover additional windows, e.g., with a shirt, up-turned table, paper, etc.
- Turn off lights in the room.
- If possible, report your status to the lead administrator or designee by telephone or intercom.
- Do not open the door for people claiming to be public safety personnel unless you have an opportunity to view photo identification or are instructed to do so by a staff member whom you recognize.

### Department of Homeland Security:

- **“Active shooter awareness - options for consideration”**  
<http://www.dhs.gov/video/options-consideration-active-shooter-training-video>

## External Lockdown

### Definition

External lockdown creates a physical layer of security between the internal and external dimensions of the campus. By locking all exterior doors and supervising these doors, staff can make it more difficult for a possible external intruder or a potentially dangerous person in the vicinity of the facility to gain access to staff and students. In addition to locked entrances and supervised entry and exit to campus facilities, this step may include barricades to campus property (e.g., barricades or chains restricting access to campus parking lots and grounds). This lockdown allows staff and students to continue with productive activities while maintaining access control to the facility.

Objective: Create a physical layer of security between the external environment and internal campus operation while elevating the overall level of security.

### Staff Response:

- Make sure the designated entrance points to the building near your location are locked immediately.
- If you are in an external classroom to the main building move students to alternative internal classrooms.
- If possible, report your status to the lead administrator or designee by telephone or intercom.
- Continue with normal activities as much as the situation allows.
- If students or staff have a need to move about in the building, obtain permission first from the lead administrator or designee.
- Be prepared to rapidly implement an emergency evacuation or emergency lockdown – if directed to do so or if circumstances indicate you should do so.

## Shelter in Place

### Definition

Sheltering in place procedures are traditionally utilized when:

1. A tornado has been spotted.
2. There has been a chemical or biological incident outside of, but in proximity to, a facility and available information indicates that there is no adequate time to evacuate building occupants to another safe location before the dangerous contaminants reach the facility.

Objective: Seek immediate shelter away from doors and windows and remain there during an emergency

## **Staff and Faculty Must Know – Emergency Information**

The campus takes various precautionary measures to protect the students, staff, faculty, and campus visitors. Nevertheless, unavoidable emergencies may occur in extreme situations. Therefore, our campus has a **World Class Academy** Response Team that implements and oversees the campus response to a crisis situation. The WCART receives training in dealing with crisis situations and will primarily direct the immediate response to a crisis situation until the arrival of law enforcement and emergency response personnel.

In order to make this program effective, all staff and faculty are expected to familiarize themselves with the following emergency procedures.

Nothing herein precludes any student, staff or faculty from contacting the appropriate authorities directly in the event they feel in threat of physical harm or imminent danger.

### **Staff Response:**

- All staff that is outdoors should quickly gather all students and adults in the area and instruct them to go inside the facility immediately. Once inside, if possible instruct everyone to move to an interior area without windows and doors.
- Close all windows and doors.
- In chemical spills / biological incident - if available, use tape to cover all windows and doors with sheets of plastic to help reduce airflow into the area. Wet towels can be used to reduce airflow under doors. Close all outside air vents. Turn off all heating or ventilation systems. Use damp towels or cloths to cover any openings in walls or doors. Tape can also be used to cover any cracks, crevices, electrical outlets, cable television connections or other openings that might allow air to flow into the shelter area.
- Listen to local radio or television news for instructions from emergency management and public safety officials.
- Review emergency evacuation protocols

### **Annual Campus Crime Statistics**

**World Class Academy of Beauty Careers** will inform students and employees of any crimes committed on campus within two days of the incident. This information will also be entered into the Campus Crime Log within two days of the incident, unless the disclosure is prohibited by law or could impact the confidentiality of the victim. Incidents which have occurred in the most recent 60 days entered in the crime log is open for public inspecting during regular business hours, and incidents which are older than 60 days will be provided for public inspection within two business days of the request. The Campus Crime Statistics listed are prepared annually and are provided to all students and employees.

### **Offenses; On Campus Non**

<b>Crime Type</b>	<b>Crime Group</b>	<b>Count</b>
ALCOHOL RELATED	QUALITY OF LIFE ISSUES	0
ASSAULT/BATTERY	PERSON CRIMES	0
BURGLARY	PROPERTY CRIMES	0
CRASH - HIT & RUN	TRAFFIC CRASHES	0
CRASH W/O INJURIES	TRAFFIC CRASHES	0
CRASH WITH INJURIES	TRAFFIC CRASHES	0
DISORDERLY CONDUCT	QUALITY OF LIFE ISSUES	0
DRUG VIOLATIONS	QUALITY OF LIFE ISSUES	0
FRAUD	PROPERTY CRIMES	0
HOMICIDE	PERSON CRIMES	0
LOUD NOISE MUSIC	QUALITY OF LIFE ISSUES	0
ROBBERY	PERSON CRIMES	0
THEFT	PROPERTY CRIMES	0

## **SUBSTANCE ABUSE POLICY**

ABC School publishes and distributes annually to all current students and employees a copy of the Drug and Alcohol Abuse Prevention Program. Below are the details related to this topic.

### **Drug and Alcohol Abuse Prevention**

Drug abuse affects all aspects of American life. It threatens the workplace, our homes, our schools and our community. The U.S. Department of Education requires institutions of higher education to implement a drug prevention and awareness program for their students and employees through the **Safe and Drug-Free Schools and Communities Act**. All students are expected to conduct themselves as



mature adults and as members of an academic community. The consumption of alcohol or drugs while attending class is prohibited and may be subject to disciplinary action.

### **Standards of Conduct**

The School community must adhere to a code of conduct that recognizes that the unlawful manufacture, sale, delivery, unauthorized possession or use of any illicit drug is prohibited on property owned or otherwise controlled by ABC School. If an individual associated with the School is apprehended for violating any drug-or alcohol-related law when on School property, or participating in a School activity, the School will fully cooperate with all law enforcement agencies. Underage possession or consumption of alcoholic beverages is not permitted on property owned or controlled by the School and the state laws will be enforced. Intentionally or knowingly selling, or intentionally or knowingly furnishing alcoholic beverages to persons under the age of 21, or to persons obviously inebriated, is not permitted on property owned or controlled by the School.

### **Health Risks Associated with the use of Illicit Drugs and the Abuse of Alcohol**

Moderate to high doses of alcohol cause marked impairments in higher mental functions and the loss of memory. High doses of alcohol can cause respiratory depression and death. Long-term consumption, particularly when combined with poor nutrition, can also lead to dependence and permanent damage to vital organs such as the brain and the liver. Physical effects of drugs include increased heart rate, bloodshot eyes, dry mouth and throat, and increased appetite. The use of drugs may impair or reduce short-term memory and comprehension, alter sense of time, and reduce the ability to perform tasks requiring concentration and coordination. Motivation and cognition may also be altered making the acquisition of new information difficult. As one can see from the above, there are major health risks associated with the use of illicit drugs and the abuse of alcohol.

### **Federal Financial Aid Penalties for Drug Violations**

Federal guidelines focus strongly on illicit drug use and distribution. The Higher Education Opportunity Act states students convicted of an illicit drug violation can be denied federal financial aid for a specific period, in addition to other legal penalties. The Free Application for Federal Student Aid (FAFSA) asks students if they have been convicted of a drug-related offense: "Have you ever been convicted of possessing or selling illegal drugs?" If you answer "yes," the **World Class Academy** will send a worksheet in the mail to determine if your conviction affects your eligibility for aid. Failure to answer the question automatically disqualifies students from receiving federal financial aid. Answering this question falsely could result in fines up to \$20,000, imprisonment or both.

### **Penalties for Drug Convictions**

If the student was convicted of both possessing and selling drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

#### **Possession of Illegal Drugs**

- For a first offense, a student loses eligibility for federal financial aid for one year from the date of conviction.
- For a second offense, a student loses eligibility for federal financial aid for two years from the date of conviction.
- For a third offense and subsequent offenses, a student has indefinite ineligibility for federal financial aid from the date of conviction.

#### **Sale of Illegal Drugs**

- For a first offense, a student loses eligibility for federal financial aid for two years from the date of conviction.
- For a second offense and subsequent offenses, a student has indefinite ineligibility from the date of conviction.

Some other potential federal penalties and sanctions applicable to drug-related offenses include:

#### 21 U.S.C. 844

1st conviction: Up to one (1) year imprisonment and fined at least \$1,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5, or both.

Provisions relating to increased penalties in cases of certain serious crack possession offenses, making offenders subject to fines under Title 18 or imprisonment to terms not less than 5 years and no more than 20 years, or both.

Possession of flunitrazepam shall be imprisoned for not more than 3 years, shall be fined as otherwise provided in this section, or both after mixture or substance exceeds 1 gram.

#### 21 U. S. C. 844a

Civil fine up to \$10,000

#### 21 U. S. C. 847 Additional Penalties

Any penalty imposed for violation of this subchapter shall be in addition to, and not in lieu of, any civil or administrative penalty or sanction authorized by law.

### 21 U. S. C. 854 Investment of illicit drug profits

Whoever violates this section shall be fined no more than \$50,000 or imprisoned not more than 10 years, or both.

### 21 U. S. C. 862

- a. Drug Traffickers - Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 5 years for the first offense, up to 10 years for second and permanently ineligible for subsequent offenses.
- b. Drug Possessors – 1<sup>st</sup> offense is up to 1 year and 2<sup>nd</sup> and subsequent offenses are up to 5 years.
- c. Suspension of period of ineligibility (A) (B) (C)

### 21 U. S. C. 862a

Denial of assistance and benefits for certain drug related convictions, i.e., state program funded under the Social Security Act or food stamp program or state program under the Food Stamp Act.

More information about federal penalties and sanctions for unlawful possession, use, sale, and/or distribution of controlled substances is located at <http://www.deadiversion.usdoj.gov/21cfr/21usc/index.html>

### **How to Regain Federal Student Aid Eligibility**

- A student can regain eligibility for federal student aid funds the day after the period of ineligibility ends or upon having a conviction reversed, set aside, or removed from the student's record so that fewer than two convictions for sale of illegal drugs or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility.
- A student may also regain eligibility upon successful completion of a qualified drug rehabilitation program that must:
- Include the student passing at least two unannounced drug tests; AND
  - Have received or is qualified to receive funds directly or indirectly under a federal, state or local government program, or
  - Be administered by a federal, state, or local government agency or court, or
  - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company, or
  - Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.
- A student may further regain eligibility upon successful completion of two unannounced drug tests which are part of an approved rehab program (the student does not need to complete the rest of the program).

The student is responsible to certify that a rehabilitation program was successfully completed. As with the conviction question on the FAFSA, the School is not required to confirm the reported information unless conflicting information is determined.

### **Convictions during Enrollment**

Federal regulations require enrolled students convicted of a drug offense after receiving federal financial aid to notify ABC School immediately. The student will then become ineligible for further federal financial aid and must repay federal financial aid received after the conviction.

### **Crime Definitions**

The definitions listed below are taken from the Federal Bureau of Investigation's Uniform Crime Reporting Handbook, and are used to classify the criminal offenses listed in the statistics.

- Criminal homicide-- Murder and non-negligent manslaughter: The willful (non-negligent) killing of one human being by another.
- Criminal homicide—negligent manslaughter: The killing of another person through gross negligence.
- Forcible sex offenses: Any sexual act directed against another person, forcibly and/or against the person's will; or not forcibly or against the person's will, where the victim is incapable of giving consent. Reported sexual offenses may include forcible rape, forcible sodomy, sexual assault with an object and forcible fondling.
- Non-forcible sex offenses: Unlawful, non-forcible sexual intercourse. Reported offense may include incest and statutory rape.
- Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or making the victim fearful.
- Aggravated assault/battery: An unlawful attack by one person upon another for the purpose of inflicting severe or substantial bodily injury. This type of assault may be accompanied by the use of a weapon or other means likely to produce death or great bodily harm.
- Simple assault/battery: All assaults and attempted assaults which are not of an aggravated nature and do not result in serious injury to the victim.
- Burglary: The unlawful entry of a structure to commit a felony or theft.
- Motor vehicle theft: The theft or attempted theft of a motor vehicle.

- Destruction, damage or vandalism to property: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.
- Arson: Any willful or malicious burning or attempting to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, aircraft, personal property of another, etc.
- Liquor law violation: The violation of laws or ordinances prohibiting manufacturing, selling, transporting, furnishing, or possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned.
- Drug law violation: Violation of state and local laws relating to unlawfully possessing, selling, using, growing, manufacturing and making narcotic drugs.
- Weapon law violation: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: the manufacturing, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.
- Hate crimes: Any of the crimes listed here which manifest evidence of prejudice based on race, religion, sexual orientation, ethnicity, disability and gender.
- Larceny-theft: The unlawful taking and carrying away of someone else's personal property with the intent to deprive the possessor of it permanently.
- Intimidation: Coercing or inhibiting through the use of fear.

### **Drug and Alcohol Abuse Information**

A conviction related to a drug offence could cause a student to lose Title IV Financial Aid eligibility.

### **Non-Harassment Policy (Includes sexual harassment)**

Our Academy does not tolerate and expressly condemns any harassment of our employees, students or guests by any employee, student or non-employee. Any form of harassment relating to any persons race, color, gender, religion, national origin, age, sexual orientation, or disability is a violation of our policy, and will be treated as a disciplinary matter. For our purposes, the term “harassment” includes, but is not necessarily limited to, slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual’s race, color, gender, religion, national origin, age, sexual orientation or disability. “Harassment” also includes unwelcome sexual or social advances, request for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature. “Harassment” also includes all forms of sexual violence, including but not limited to rape, sexual assault, sexual battery and sexual coercion.

Proven violation of this policy by a student shall subject that student to disciplinary action up to and including termination from the program and if deemed appropriate, providing information on the act to the local authorities. Proven violation of this policy by an employee shall subject that employee to disciplinary action up to and including termination and providing information on the act to the local authorities.

If you feel you are being harassed by any other student, employee, supervisory or non-supervisory, because of your race, color, gender, religion, national origin, age, sexual orientation or disability or are subjected to sexual harassment, you should at once make your feeling known to the Owner or a Director. We will give top priority to any such matter. We will see that the matter is investigated and, where appropriate, that disciplinary action is taken. During the investigation of a harassment complaint, both the accused and the accuser will be entitled to the same opportunities including having others present during disciplinary proceedings and being notified of the outcome of the disciplinary proceeding.

Victims will be provided assistance in notifying local authorities and identifying off-campus services including but not limited to victim services, educational programs, and support groups. If necessary, the victim will also be given options which will allow changes to be made to the victim's academic schedule.

Harassment of our students in connection with their learning by non-employees may also be a violation of this policy. Any student who becomes aware of any harassment of any student by a non-employee should report such harassment to the Owner or a Director. Appropriate action will be taken against violation of this policy by any non-employee.

Additional community information for victims of sexual or any other form of harassment can be obtained by contacting the Director. The State of Florida maintains a Department of Corrections Sexual Offender Registry which can be used to identify registered sex offenders as well as provide information on the Florida’s Sex Offender Registration website [www.floridalsexoffender.net](http://www.floridalsexoffender.net)

### **If you are Sexually Assaulted**

- Get to a safe place.
- Call the police as soon as it is safe to do so by dialing 9-1-1.

### **Reporting the Assault**

Students who believe that they are victims of a sexual assault should contact at least one of the following school officials:

- School Instructor
- Director

School faculty, staff members or campus visitors who believe they are victims of a sexual assault should contact at least one of the following school officials:

- Director
- School Instructor

Individuals who have been raped or sexually assaulted should try to preserve all physical evidence. They should not wash, use the toilet, or change clothing, if doing so can be avoided. If oral contact took place, one should not smoke, eat, drink, or brush one's teeth. If one changes clothes, all clothing worn at the time of the attack should be placed in a paper bag, not plastic. Medical attention should be sought as soon as possible to assess any physical injuries, provide appropriate medical treatment, and collect important evidence in the event legal action is taken.

In cases of alleged sexual assault, the accuser and the accused are entitled to the same opportunities to have others present during campus disciplinary proceedings, and both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault. An accused perpetrator of sexual assault, if determined to be responsible of the accused sexual assault, may be dismissed from ABC School immediately.

The nature of sexual assault, particularly when perpetrated by an acquaintance, makes it difficult for many survivors to report their experience. For this reason, the local Shelters and Women's Service Centers are primary places where individuals may seek assistance in complete confidentiality.

### **Important Phone Numbers**

Poison Control (850) 222-1222

Rape Crisis Control (850) 681-2111

Spouse Abuse (Refuge House) (850) 681-2111

Tallahassee Police Department (850) 891-4200

### **Substance Abuse Services**

Apalachee Center 24-hour Detox & Crisis (850) 523-3333

Disc Village Prevention (850) 561-0717

Disc Village Adult Sobriety (850) 922-2360

AA Alcoholic Anonymous (850) 224-1818

TASC (Evaluation Location) (850) 487-0432

Animal Safe House Hotline (Temporary housing for pets of domestic violence victims) (555) 123-4567

Hospitals providing Sexual Assault Services (555) 123-4567

Battered Women's Legal Service ((555) 123-4567

Victim/Witness Assistance (555) 123-4567

Legal Services of North FL (850) 385-0029

North Florida Legal Services (850)385-9007

Legal Aid Foundation (850) 222-3004

*\*Provides rape crisis counseling and follow-up services for victims of sexual assault*

### **Suggestions to Reduce Risk**

- There is strength in numbers or group dates. Go to parties or clubs with a friend and be responsible for each other. Don't split up. Have a preplanned signal to let your friend know that you want to leave or need help.
- Control your alcohol; don't let it control you. Drink responsibly or not at all, especially on first dates.
- No substance abuse.
- Know your limits. It's never too late to say "no." Don't be embarrassed or ashamed to say "no" or ask someone to stop. It is your body.
- Verbalize your expectations. Be up front. Talk about sexual boundaries. A potentially embarrassing conversation could save you from a traumatic situation.
- Trust your gut instinct. Guard your personal space. If someone makes you uncomfortable, remove yourself from the situation.
- Believe in yourself. Know your rights. Women do not ask to be raped any more than a man with money in his pocket is asking to be robbed. You are in charge of your body and you can say "NO".
- End the night early if your date becomes drunk or abusive. No one deserves physical or emotional abuse.

### **Response to Reports of Sexual Assault**

The school is committed to creating an environment that both promotes and assists in prompt reporting of sexual assault, and to providing compassionate support services for survivors. Students who are the victims of campus-related sexual assault are entitled to certain rights. These rights include, but are not limited to, the following:

- The survivor has the right to have their claims treated seriously and to be treated with dignity.
- The survivor has the right to be informed of their options with regard to notifying law enforcement authorities and to be assisted in notifying such authorities if they so choose. Because the school recognizes that a sexual assault is more than an assault on an individual's body, but is also an attack on the individual's dignity and sense of self, the school is committed to ensuring that the decision to take action against the accused rests solely with the survivor. There may be circumstances, however, depending upon the status of the alleged assailant and the seriousness of the offense, in which the school must take action to protect the survivor or the campus community. Federal law requires that the school provide the campus community with timely notice of certain reported crimes and/or acts the institution believes represent a threat to members of the campus community.
- The survivor has the right to be free from undue coercion of any kind from the school's personnel. Such coercion includes but is not limited to pressuring the survivor to report, not to report, or to under report a sexual assault; suggesting that the survivor somehow contributed to or assumed the risk of being sexually assaulted; or suggesting that the survivor or the school would incur unwanted publicity or humiliation by reporting the sexual assault.
- Student survivors may choose to change academic arrangements, if such changes are reasonably available, without financial or academic penalty. For assistance in exploring options for a change in academic situations, contact should be made with the Renae Rollins (Director).

### **Drug and Alcohol Counseling**

Available to all students is the 211 Helpline Center. Students can call 211 to receive referrals to local resources and support for individuals who need drug and alcohol counseling.

### **Institutional Sanctions for Alcohol and Drug Violations**

Any member of the School community found consuming or selling drugs on School property shall be subject to discipline on a case-by-case basis.

- Discipline will be based on the seriousness of the situation.
- A case may result in dismissal from the School.
- In all cases, the School will abide by local, state and federal sanctions regarding unlawful possession of drugs and the consumption of alcohol.
- Additional state penalties and sanctions may also apply.
- The School has adopted a zero-tolerance policy regarding underage drinking.
- Successful completion of an appropriate rehabilitation program by an individual confirmed to have been in violation of alcohol or drug policies and/or laws who has since sought admission or readmission to the school will be considered on a case-by-case basis.

### **Biennial Review of the Drug and Alcohol Abuse Prevention Program**

Schools are required to conduct a biennial review of their drug and alcohol abuse prevention program. This review must include a determination of the number of drug and alcohol-related violations and fatalities that occur on the institution's campus or as part of the institution's activities and the number and type of sanctions imposed by the institution as a result of drug and alcohol-related violations and fatalities that occur on the institution's campus or as part of the institution's activities.

The term "campus" is defined in the same manner as it is defined for campus safety reporting purposes. That is, the term campus encompasses any building or property owned or controlled by the school within a reasonably contiguous geographic area used in direct support of the school's educational purposes or used by students and supporting institutional purposes.

The effectiveness of **World Class Academy of Beauty Careers** prevention program is, in part, also measured by tracking the number of drug and alcohol-related

- disciplinary actions,
- treatment referrals, and
- incidents recorded by campus officials.

Additionally, to assist in the determination of the effectiveness of ABC School's prevention program, the school considers, if and when the school is made aware, the number of students or employees attending self-help or other counseling groups related to alcohol or drug abuse. The school also conducts a survey to ascertain student, faculty, and employee attitudes and perceptions about whether there is a drug and alcohol problem on campus.

With the results gathered from the various points of information described above, the school writes its report giving the results of the biennial review and its determination of whether the program is being effective or must be modified. The school keeps the biennial review on file in case of a possible audit. Schools are not required to send their review to the U.S. Department of Education unless requested to do so. ABC School conducts its biennial review every other year (odd). The report from the review and documents related to it are retained for three years after the fiscal year in which the report was created.

#### **A STATEMENT OF PROGRAMS AVAILABLE TO STUDENTS AND EMPLOYEES RELATED TO CAMPUS SECURITY, PERSONAL SAFETY, AND CRIME PREVENTION**

**World Class Academy of Beauty Careers** has a directory of services that are available, within the community, to assist those who have suffered from a criminal act. These services are usually free and are provided by the community. During the orientation of students, faculty and staff, procedures are outlined to cover the reporting of all criminal acts.

#### **Campus Security Act Disclosure Information – REPORTABLE OFFENSES UNDER THE CLERY ACT**

*The Clery Act requires reporting on the following offenses:*

- murder
- manslaughter (non-negligent)
- sex offenses, forcible and non-forcible
- robbery
- aggravated assault
- burglary
- motor vehicle theft
- arson
- arrests, or persons referred for campus disciplinary action for liquor law violations
- arrests, or persons referred for campus disciplinary action for drug-related violations
- arrests, or persons referred for campus disciplinary action for weapons possession; and
- hate crimes, [which for Clery Act purposes include any crime listed in the preceding points and, as of 2008, larceny-theft; simple assault; intimidation; and destruction, damage, or vandalism of property in which the victim is intentionally selected because of his or her actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.]

\*\*On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA). Among other provisions, this law amended the Clery Act to require postsecondary institutions to include in their Annual Campus Security Report all instances of domestic violence, dating violence and stalking; and instances of gender identity and national origin crimes which fall under the category of Hate Crimes. These new reportable items must be included in the ASR released by October 1, 2015.

#### **GEOGRAPHICAL AREA**

The Clery Act requires each institution to disclose crime statistics that occur on three types of property: campus, non-campus buildings or property, and public property areas.

"Campus" is defined as buildings or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in a manner related to the institution's educational purpose. It also includes property in that contiguous area owned by the institution but controlled by another person, if that property is used by students and supports institutional purposes (e.g. a food or retail vendor). Branch campuses and geographically disconnected administrative divisions or schools would be considered separate campuses for the purposes of reporting.

“Public property” is property that is located within the same reasonably contiguous geographic areas of the campus, like a sidewalk, street or public parking lot, that is adjacent to a facility owned or controlled by the institution for purposes related to the institution’s educational purposes. Crimes occurring on “public property” must also be reported in the crime statistics.

A “non-campus building or property” is one that is owned or controlled by a school recognized student organization, or one that is owned or controlled by the institution and used by students or by the institution for education-related purposes and that is not within the same reasonably

Information about our campus:

- All criminal actions must be reported to an Educator, Director, or Owner immediately. That individual will assist the student or guest in reporting the crime to the local police or other appropriate security force.
- The facilities are open Tuesday-Saturday according to assigned class/salon area schedules. The building may also be open for educational classes for licensed professionals in cosmetology or to groups securing the use of the facilities through the Director or Owner. Only educators and owners have keys to the building.
- A staff member made aware of a crime will notify the rest of the staff as soon as possible, perhaps even prior to notifying police, depending on the situation. It is critical that all staff be aware of any report of crime and that the local police be notified immediately.
- This information will be provided to all prospective students. At regular intervals during training, staff and students will be reminded about security and safety procedures include crime prevention, personal safety off-campus, fire and tornado procedures, etc.
- Local police speakers will be scheduled at least once annually for all staff and students.

If the student has completed 50% of the course hours, no refund is due and all tuition is due.

**SUBJECT TO CHANGE:** The policies and content herein included in World Class Academy of Beauty Careers catalog is subject to change without notice



### **Cosmetology, Barbering, Esthetics and Nail Technology Course Start Dates 2017**

**Both Full-Time (day) and Part-Time (day or night) courses begin the first Tuesday of each month.**

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**Tuesday, January 3, 2017**

**Tuesday, February 7, 2017**

**Tuesday, March 7, 2017**

**Tuesday, April 4<sup>th</sup>, 2017**

**Tuesday, May 2<sup>nd</sup>, 2017**

**Tuesday, June 6<sup>th</sup>, 2017**

**Tuesday, July 5<sup>th</sup>, 2017**

**Tuesday, August 1<sup>st</sup>, 2017**

**Tuesday, September 5<sup>th</sup>, 2017**

**Tuesday, October 3<sup>rd</sup>, 2017**

**Tuesday, November 7<sup>th</sup>, 2017**

**Tuesday, December 5<sup>th</sup> 2017**

World Class Academy of Beauty Careers is CLOSED Memorial Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, December 26<sup>th</sup>, New Year’s Eve, New Year’s Day, and Independence Day.

**\*\* Start dates are subject to change without notice. \*\***

**ENROLLMENT AGREEMENT**

World Class Academy of Beauty Careers  
516 West Orange Avenue  
Tallahassee, Florida 32310  
(850) 580-7799

Student Name \_\_\_\_\_ Age \_\_\_\_\_ Birth Date \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Drivers' License # \_\_\_\_\_ Soc. Security # \_\_\_\_\_ U. S. Citizen \_\_\_ Yes \_\_\_ No  
Contract Begins \_\_\_\_\_ Contract Ends \_\_\_\_\_  
Email Address \_\_\_\_\_

Program and Schedule information: All Programs are instructed in **the English language only**.

Select appropriate schedule indicating Full-time or Part-time status. Tuesday – Saturday. Classes start the 1st Tuesday of each month;

**Full-time Hours;**

Day: 9:00 am – 5:00 pm ( )

Nights: 5:00 pm – 9:00 pm ( )

Saturday: 9:00 am – 5:00 pm ( )

**Part-time Hours;**

Days: 9:00 am – 3:00 pm ( )

Nights: 5:00 pm – 9:00 pm ( )

Saturday: 9:00 am – 5:00 pm ( )

_____ Cosmetology - 1200 Hours	_____ Full-time; 40 hours per week, 30 Weeks or 8 months	_____ Part-time; 25 hours per week, 48 weeks or 12 months
_____ Barbering – 1200 Hours	_____ Full-time; 40 hours per week, 30 Weeks or 8 months	_____ Part-time; 25 hours per week, 48 weeks or 12 months
_____ Nail Technology – 240 Hours	_____ Full-time; 40 hours per week, 6 Weeks	_____ Part-time; 25 hours per week, 10 weeks
_____ Facial Specialist – 260 Hours	_____ Full-time; 40 hours per week, 6.5 Weeks	_____ Part-time; 25 hours per week, 11 weeks
_____ Transfer/Re-Entry Student – Hours Needed: _____		
_____ Full-time; 40 hours per week, ( ) Weeks, ( ) months		_____ Part-time; 25 hours per week, ( ) weeks, ( ) months

**Contract Costs and Payment Terms**

Student and Sponsor (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment plan stated below. The school may, at its option and without notice, prevent student from attending class until any applicable unpaid balance or payments are satisfied. School will charge additional tuition for hours remaining after the contract ending date at the rate of \$10.00 per hour, or any part thereof, payable in advance until graduation. Extra instructional charges are calculated, by multiplying the required amount of hours in the program and by 10% to allow for absences, then by adding all legal holidays and school closures. Example: Cosmetology/Barbering 1200 clock hours = 120 hours; Nail Technology 240 clock hours = 24 hours; Facial Specialist 260 hours = 26 clock hours.

The school may charge a \$10.00 transcript fee for transcript requests. The school will charge a registration fee for students enrolling or transferring to the school of \$150.00. The school will charge a re-entry fee to students who have withdrawn and wish to re-enter of \$150.00. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll unless mitigating circumstances apply. Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at time of signing agreement with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, and credit card or through non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest. A \$100.00 monthly fee will be assessed for late payments. All penalty fees must be paid with the next payment due.

Registration Fee:	<u>\$150.00</u>
Books:	_____
Tuition:	_____
Smock and Badge:	<u>\$60.00</u>
Student Kit:	_____
Additional Cost	_____
<b>Total Tuition &amp; Fees:</b>	_____

**METHODS OF PAYMENT**

- Full payment at time of signing enrollment agreement.
- Registration fee at the time of signing enrollment agreement with balance paid prior to starting date
- Registration fee at time of signing enrollment agreement with balance paid prior to graduation by a payment plan.

**NOTE:** For school offering a payment plan with four or more payments the federal boxes or vertical listing must be included on the contract. (N/A, if not applicable or line through)

**YOUR PAYMENT SCHEDULE WILL BE:**

Number of Payments	Amount of each Payment	When Payments Are Due
		Beginning on ____/____/____ and on the same day each <b>(CHECK ONE)</b> <b>WEEKLY</b> <b>BI-WEEKLY</b> <b>MONTHLY THEREAFTER:</b>



This 2nd page Enrollment Agreement constitutes a binding contract between the student and the school when signed by all applicable parties and upon acceptance by the school. By signing below, you certify that you have read both pages. You will receive an exact copy of the signed contract. Keep it to protect your rights. The school reserves the rights to change start dates, based on class enrollment, staff availability and other considerations. You certify that you have received a School Catalog and Pre-Enrollment information prior to signing this agreement.

ACKNOWLEDGEMENT: My signature below certifies that I have read, understand, and agree to comply with its contents, and that the institution's cancellation and refund policies have been clearly explained to me. I have received a copy of this fully executed agreement.

Page 1 of 2

Student Signature \_\_\_\_\_ Guardian/Sponsor (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Accepted by School Official \_\_\_\_\_ Date \_\_\_\_\_

### GENERAL TERMS OF AGREEMENT

School:

- Shall provide programs of study that meets minimum curriculum requirements as prescribed by the state regulatory agency.
- May change kit contents, textbooks, dress code, and curriculum format, teaching materials or educational methods at its discretion.
- Will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study; practical services assignments, passed all required examinations with a 75%, completed the program of study according to State requirements; completed all exit paperwork; and made satisfactory payment of all debts owed to the school.
- Will issue an Official Transcript of Hours to students who officially withdraw prior to program completion when the student has successfully completed the required exit paperwork, attended an exit interview and made satisfactory payment for debts owed the school as approved by the School.
- Will assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness classes, but placement is *not guaranteed*.
- May terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

Student:

- Agrees to pay applicable school and state fees and provide all required registration paperwork in a timely manner.
- Agrees to comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements including clinic assignments.
- Agrees not to refuse to perform client services or other program requirements.
- Agrees to provide all financial aid documents, if applicable, in the designated time frame.
- Agrees to comply with the school's dress code at all times and project a professional image representative of the cosmetology and image industry.
- Agrees to comply with the assigned schedule for the applicable program of study, which may change from time to time at the discretion of the school.
- Agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.
- Understands that if he/she is a Title IV financial aid recipient \* minimum attendance and grade requirements must be maintained for satisfactory academic progress; failure to comply will result in loss of eligibility for financial aid according to the policy found in the catalog.
- Understands that he/she is responsible for the state licensing exam fee and other examination or licensing related expenses.
- Understands that all prices for program are printed herein. There are no carrying charges, interest charges, or service charges connected or charged with any of these programs. Contracts are not sold to a third party at any time. Cost of class is included in the price cost for the goods and services.

GRADUATION REQUIREMENTS: I understand that in order to graduate from the program and to receive a diploma, I must successfully complete the required number of scheduled clock hours as specified in the catalog and on the Student Enrollment Agreement, pass all written and practical examination with a 70% average and satisfy all financial obligations to the School.

EMPLOYMENT ASSISTANCE: I understand that the School has not made and will not make any guarantees of employment or salary upon my graduation. The School will provide me with placement assistance, which will consist of identifying employment opportunities and advising me on appropriate means of attempting to realize these opportunities.

REFUND POLICY – NOTICE OF CANCELLATION: CANCELLATION AND REFUND POLICY should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00).
4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 40% of the program will result in no refund.
6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
7. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.