



## **School Catalog**

Ambler Campus  
50 East Butler Pike, Ambler, PA 19002  
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## **THE SCHOOL**

### **Corporate Name/Owner:**

The Beauty Institute is fully owned and operated by Magnolia School of Ambler Corp. with office address at 6 Industrial Way West, Bldg. F Suite 18, Eatontown, NJ 07724. Schwarzkopf Professional is our current partner for branding, product and education content only. We reserve the right to change our affiliation for branding, products and education content as needed.

Our corporate contact is as follows:

Liza Agbunag, Corporate Administrator  
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### **Campus**

The Beauty Institute  
50 East Butler Ave.  
Ambler, PA 19002

### **Facilities**

The Beauty Institute (the School) is a private cosmetology school located at 50 East Butler Pike, Ambler, PA. The school is a three level facility. Our workshop classrooms are well lit and ventilated. Each one adapts easily to either a theater or workshop style room and contains plenty of seating, modern audiovisual facilities, storage cabinets, and sanitized work areas. The student salon clinic floor is divided into sections similar to a salon. The large, properly lighted area contains adequate clinic workstations, a shampoo area, a lab dispensary, and a reception area. The student lunchroom is equipped with vending machines and microwave ovens, where you can eat your lunch or converse with other students. In order to provide adequate space to train students.

### **MISSION STATEMENT**

The school aims to provide a positive and rewarding learning environment, designed to empower our students to acquire solid technical skills, business acumen, and customer service attitude necessary for their professional success. Our school is committed to enable our students to prepare for professional success in their chosen field, not just passing licensing exams.

### **LICENSING**

The school is licensed by the Pennsylvania State Board of Cosmetology, PO Box 2649, Harrisburg, Pennsylvania 17105-2649; telephone # (717) 783-7130 and shall adhere to the Board's rules and regulations and all state laws.

### **ACCREDITATION**

The school is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS), 3015 Colvin St., Alexandria, VA, 22314: telephone (703) 600-7600, and shall adhere to the commission's standards.

## THE COURSES

### 1. Cosmetology

The cosmetology course includes training in hair styling, hair cutting, skin and nail care, hair coloring and chemical reformation. The course length is 1250 clock hours which takes 36 weeks (9 months) for day time schedule or 63 weeks (15.5 months) for the evening schedule. An individual completing the Cosmetologist course and passing the state board examination may be employed as a Cosmetologist, Manicurist or Cosmetician in a licensed salon or own and manage their own salon.

#### Units of Instruction

Professional Practices	: 50 Hrs = Bacteriology, Disinfection, Sanitation, Professional Attitude, Business practices, PA Cosmetology Law.
Sciences	: 200 Hrs = Histology, Trichology, Chemistry, Physiology, Cosmetic Dermatology, Electricity.
Cosmetology Skills	: 1000 Hrs = Shampooing and Conditioning, Hair Shaping, Hair Styling/Fingerwaving, Permanent Waving, Hair Coloring, Hair Straightening, Skin Care, Nail Technology, Temporary Hair Removal, Scalp Treatment, Care of all hair types and textures, Make up.

The theory part of the Professional Practices and Sciences, (up to 250 hours), may be taught through synchronous online learning, as allowed by the State of Pennsylvania.

### 2. Cosmetology Teacher

The Cosmetology Teacher course includes training in classroom techniques for cosmetology including both theory and practical instruction. Student teachers will obtain actual experience in preparation of lesson plans and classroom presentation. The course length is 600 clock hours, which requires 14.5 weeks (4 months) full time. An individual completing the Cosmetology Teacher course and passing the State Board examination may be employed as a Cosmetology teacher in a licensed cosmetology school, as a Cosmetology manager, Cosmetologist, manicurist, or Cosmetician in a licensed Cosmetology or Nail salon or own and manage their own salon.

#### Units of Instruction

Teaching Techniques for Subjects Related to:	
Cosmetology Curriculum	: 300 hrs
Student Teaching	: 125 hrs
Professional Practices	: 100 hrs
Salon Management Theory	: 75 hrs

The theory part of the Salon Management Theory, (up to 75 hours), may be taught through synchronous online learning, as allowed by the State of Pennsylvania.

### 3. Esthetics

The Esthetics course emphasizes employability in today's market by including training in skin analysis, spa body wraps, hair removal, make-up techniques and all phases of facial treatments. The length of the course is 300 clock hours which requires 17 weeks (4 months) part time days or 25 weeks part time evenings. An individual completing the esthetics course and passing the state board examination may be employed as a esthetician or cosmetician in a licensed cosmetology salon or day spa or seek employment in a physician's office.

## Units of Instruction

Professional Practices	: 40 hrs
Sciences	:100 hrs
Facial Treatments	: 100 hrs
Temporary Hair Removal	: 10 hrs
Makeup	: 50 hrs

The theory part of the Professional Practices and Sciences, (up to 125 hours), may be taught through synchronous online learning, as allowed by the State of Pennsylvania.

## STATE LICENSING REQUIREMENTS

### Cosmetology & Esthetics:

- 16 years of age or older
- 10<sup>th</sup> grade education or equivalent (An applicant who is a Veteran or 35 years or older do not need to show proof of 10<sup>th</sup> grade education or its equivalent).
- minimum of 1250 hours of instruction in cosmetology (Cosmetology program) and 300 hours of instruction in skin care (Esthetics program)

### Cosmetology Teacher:

- 18 years of age or older
- 12<sup>th</sup> grade education or its equivalent
- current cosmetologist license
- minimum of 500 hours of instruction in a licensed cosmetology school.

Following graduation, students are required to take and pass a State Board Practical and Written Examination before receiving their Pennsylvania License. This license is a protected license, but it must be renewed every other year.

### Cosmetologist License Reciprocity:

Obtaining a cosmetologist license by reciprocity means one has already obtained a license in another state. A person is eligible for licensure by reciprocity if they are currently licensed in one of the states with which Pennsylvania has an understanding of reciprocity with and has at least two or more years of licensed work experience.

Currently, the State Board of Cosmetology has reciprocity agreement with every state except Connecticut, Colorado, Florida, Hawaii, New Jersey, Rhode Island and Utah.

## ENROLLMENT PROCEDURE

A personal interview is required to secure application forms from the school prior to the expected enrollment date. The personal interview is designed to give the applicant information regarding the school and all necessary forms for enrollment and financial assistance. The interview also allows the school admissions department to determine the applicant's eligibility for training and to answer any questions the applicant may have. Return of the signed enrollment agreement and payment of the registration fee guarantees the applicant a place in the class and allows the school to consider the applicant an officially registered student. The school admits as regular students, individuals with a high school diploma or GED or equivalent (for Title IV recipients) and individuals meeting state requirements

## **VETERANS EDUCATION BENEFITS**

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Some of the school's programs are approved for veteran's educational benefits under chapter 31, Vocational Rehabilitation & Employment, or chapter 33. Students who are eligible for VA benefits must provide a copy of their VA Certificate of Eligibility letter or Entitlement information before the first day of class to have their VA Educational Benefits included in their Financial Aid Package.

If the student's financial obligation to the school is more than the expected VA benefits/funding and estimated Title IV funding, the difference/balance will be broken into monthly payments that the student will be required to pay to the school.

The school will not a) impose any penalty, including the assessment of late fees, b) deny access to classes, libraries, or other school facilities, or c) require that a covered individual borrow additional funds because of the individual's inability to meet his/her financial obligations to the school due to the delayed disbursement funding from VA under chapter 31 or 33.

### **ADMISSION REQUIREMENTS (For all students)**

For Cosmetology Program:

- 16 years of age or older.
- 10<sup>th</sup> grade education or equivalent, as required by the PA State Board of Cosmetology for licensing (An applicant who is a Veteran or 35 years or older does not need to show proof of 10<sup>th</sup> grade education or equivalent).
- High School Diploma, GED or equivalent must be provided, if federal financial aid is needed
- Complete admissions interview and required career assessment.

For Cosmetology Teacher Program

- 16 years of age or older
- High School Diploma, GED or equivalent
- Possess a current PA Cosmetologist License
- Complete admissions interview and required career assessment

For Esthetics Program:

- 16 years of age or older
- 10<sup>th</sup> grade education or equivalent as required by the PA State Board of Cosmetology for licensing (An applicant who is a Veteran or 35 years or older does not need to show proof of 10<sup>th</sup> grade education or equivalent).

Foreign student's high school diploma will be verified by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a US high school diploma.

### **MINIMUM REQUIREMENTS FOR FEDERAL FINANCIAL AID ELIGIBILITY**

- HS Diploma or GED
- US citizen or a permanent resident or an eligible non citizen

### **TRANSFER STUDENTS**

Students transferring to school from a licensed Cosmetology school must satisfy the requirements for enrollment and admission as stated. All previous hours accumulated must be verified by the school attended with an official transcript. The transfer student may be tested to determine his/her ability in each subject. After testing the school will determine whether the individual should receive credit for any previously completed hours. Transfers will not receive more than 250 hours of credit. Tuition costs will be computed based on the number of hours the student must attend to graduate. All transfer students must have the required books and equipment.

Students attending other institutions of higher learning shall not be solicited or enticed in any manner to transfer to our school.

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## **REENTRY**

Students who discontinue their studies at our school and wish to reenter may apply for readmission. To be readmitted a student must be in good standing and follow the stated enrollment procedure. Good standing is defined as having all tuition paid to date as per the terms of the prior enrollment agreement. Tuition costs for any remaining hours will be calculated based on rates in force at the time of application.

The school reserves right to accept or reject any re-entering students. If a student re-enters, they will enter with the same satisfactory progress standing as when they left, regardless of when they re-enter.

## **NON-DISCRIMINATION**

The school does not discriminate in the admission or access to our program on the basis of age, race, color, sex, disability, sexual orientation, religion, national origin, or ethnic origin. If you would like to request an academic adjustment or auxiliary aids, please contact the school Director. You may request an academic adjustment or auxiliary aids at any time. The Director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990 with the school's Compliance Coordinator.

Applicants, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The school will work with the applicant to determine whether reasonable accommodations can be effective and/or are available. Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

1. Notify the School Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. You may contact the Corporate Administrator if you have any questions.
2. The Corporate Administrator will respond within two weeks of receiving the request.

## **FINANCIAL ASSISTANCE**

The school is approved by the US Department of Education to award PELL Grants, FDSL Subsidized and Unsubsidized loans and PLUS loans to students who qualify. Also, the school is approved to accept students qualifying for educational benefits from the Veterans Administration (VA), the Office of Vocational Rehabilitation (OVR) and TRA. In addition, the school offers two scholarship programs. They are the High School Scholarship program and the Salon Partner Scholarship program.

## **VETERANS EDUCATION BENEFITS**

Some of the school's programs are approved for veteran's educational benefits under chapter 31, Vocational Rehabilitation & Employment, or chapter 33. Students who are eligible for VA benefits must provide a copy of their VA Certificate of Eligibility letter or Entitlement information before the first day of class to have their VA Educational Benefits included in their Financial Aid Package.

If the student's financial obligation to the school is more than the expected VA benefits/funding and estimated Title IV funding, the difference/balance will be broken into monthly payments that the student will be required to pay to the school.

The school will not a) impose any penalty, including the assessment of late fees, b) deny access to classes, libraries, or other school facilities, or c) require that a covered individual borrow additional funds because of the individual's inability to meet his/her financial obligations to the school due To the delayed disbursement funding from VA under chapter 31 or 33.

## SCHOLARSHIPS

The High School Scholarship program offers \$500.00 and \$1000.00 scholarships to up to four high school seniors from area high school for each class start. Requirements for obtaining the scholarship are the recommendation of the high school guidance counselor, completion of a scholarship application including essay, and meeting all requirements of the school's enrollment procedure.

The Salon Partner Scholarship offers \$500.00 scholarships to up to two applicants referred by each salon partner. Applicants must complete the scholarship application, submit a referral from the participating salon owner or manager, and meet all requirements of the school's enrollment procedure.

Scholarship applications are available at the school and at some local salons.

## RETURN OF UNEARNED TITLE IV FUNDS

If a student receives Title IV funds (PELL Grants, SEOG and/or FDSL loans) and discontinues his/her instructional program, the school, according to federal requirements, will calculate what Title IV funds must be returned, make refunds of those amounts and adjust the student's ledger balance accordingly. This will be done prior to the application of the Refund Policy. At that time the Refund Policy will be applied and the student will be informed as to whether a refund is due him/her or any remaining balance is due to the school.

The Financial Aid Office is required by federal statute to determine how much financial aid was earned by students who withdraw, drop out, are dismissed or take a leave of absence prior to completing 60% of a payment period or term.

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, the school must still complete a return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

The calculation is based on the percentage of earned aid using the following Federal Return of Title IV Funds formula:

- Percentage of payment period or term completed equals scheduled hours as of the withdrawal date divided by total hours scheduled in the payment period.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

- $\text{Aid to be returned} = (100\% \text{ of the aid that could be disbursed minus the percentage of earned aid}) \text{ multiplied by the total amount of aid that could be disbursed during the payment period or term.}$

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal

Refunds are allocated in the following order:

- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Federal Parent (PLUS) Loans
- Direct PLUS Loans



- Federal PELL Grants for which a return of funds is required
- Academic Competitiveness Grant
- National SMART Grant
- Federal Supplemental Opportunity Grants for which a return of funds is required
- Other assistance under this Title for which a return of funds is required

### **SCHOOL REFUND POLICY**

The following refund policy will apply to all terminations for any reason, by either party. Any monies due the applicant or student shall be refunded within 45 days of determination that a student has withdrawn, whether officially or unofficially.

The cancellation date, will be determined by the postmark on written notification, or the date said information is delivered to the school director. Official cancellation or withdrawal shall occur on the earlier of the following dates:

1. An applicant not accepted by the school shall be entitled to a refund of all monies paid.
2. A student or legal guardian who cancels the contract in writing, within 3 business days of signing the enrollment agreement, regardless of whether student has actually started will be refunded all monies collected.
3. A student or in the case of a student under legal age, his/her parent or guardian cancels his/her enrollment agreement in writing after three (3) business days after signing but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school except for the registration fee of \$100.00.
4. A student who enrolls in class and begins classes, but withdraw or is terminated prior to course completion, the following schedule of tuition earned by the school applies: This schedule is used to determine if a refund is due at the date of withdrawal.

% of Scheduled Time to Total Course Hours	.01%-4.9%	5%-9.9%	10%-14.9%	15%-24.9%	25%-49.9%	50%+
% of Tuition Earned by and due to School	20%	30%	40%	45%	70%	100%

5. In the event that a student on an approved leave of absence notifies the school that they will not be returning, the date of withdraw shall be the earlier of the date of the expiration of the leave of absence or the date the student notifies the institution that they will not be returning.

Schedule time is defined as the total scheduled hours between the student's starting date and the date of formal termination. Formal termination by the school, which shall occur at the earlier of:

- The student notifies the school in writing
- The student is absent more than fourteen days (14) days from the last date of physical attendance. Students are monitored at least every 30 days.
- In the case of a leave of absence, the documented date of return, or if we receive a letter stating that the student will not return.

The refund calculation is based on the students last date of attendance and on scheduled hours.

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When situations of mitigating circumstances are in evidence, a reasonable and fair refund settlement will be made.

- The cost of the kit and supplies is not included in tuition adjustment computations. These items become the property of the student when issued and are nonrefundable.
- Students who terminate prior to course completion will be charged a **\$150.00 withdrawal fee**.
- If the school is permanently closed and no longer offering instruction after a student has enrolled, but prior to actual attendance the student will be entitled to all money paid. For students that have started instruction, a pro-rata refund of tuition will be made.
- In the event the student has started classes and officially withdraws, is dismissed by the school, the student will be entitled to a refund of tuition as defined, above, by **item 4**. Title IV funds will be refunded in accordance with the U.S. Department of Education Title IV regulations.
- If a course is cancelled subsequent to a student's enrollment, but prior to any instruction received, the school at its option: (1) provide a full refund of all monies paid or (2) provide completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall at its option: (a) a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or (b) provide completion of the course; or (c) participate in a teach out agreement; or (d) provide a full refund of all monies paid.

## **ATTENDANCE STANDARDS**

### **A. WE EXPECT STUDENTS TO MAINTAIN HIGH ATTENDANCE STANDARDS BECAUSE:**

1. Being present and on time is critical to my success as a professional in the beauty industry.
2. Attending school as scheduled would ensure that I reap the full benefits of my educational experience.
3. Strong attendance will avoid incurring overtime charges as outlined in the enrollment agreement.
4. Financial Aid awards are tied to attendance. Only hours the student is present in class count toward financial aid disbursement levels. Poor attendance may result in delay of financial aid awards or potential loss of financial aid altogether.

### **B. ATTENDANCE POLICY**

1. A student should not miss more than 30 scheduled hours in the first 300 hours for the Cosmetology program. If a student misses more than the allowed time in the first 300 hours, he/she may be required to start the program from the beginning. For Cosmetology Teacher program, a student should not miss more than 20 scheduled hours for the first 200 hours and Esthetics programs, a student should not miss more 10 scheduled hours for the first 200 hours.
2. Students who are absent for more than two consecutive weeks without notifying the school may be dismissed.

3. Make up time is allowed under special circumstances as per make up policy on missed hours.
4. Students must attend their scheduled hours, except for special events approved by Education Leader/School Director.
5. Students who leave school early without notifying their teachers may be suspended or terminated.
6. Students are expected to arrive at school 10 minutes before start time.
7. Students who arrive after start time will not be allowed to clock in until 60 minutes after the scheduled start time.
8. Students who are more than 60 minutes after start time will be allowed to clock in after lunch break.
9. Students will have a maximum of three late entries on each level.
10. A Student with more than three late entries on a level will not be permitted to enter class LATE for the remainder of that level.

### **OVERTIME POLICY**

Excessive absences may result in overtime fees being charged as outlined in the enrollment agreement. Students missing more than the allowed number of hours will be charged additional overtime fees. Fees exceeding \$100 must be paid in order for the student to continue in training. Allowed absent hours are specified on the enrollment agreement (e.g. 125 hour grace period for cosmetology, 60 hour grace period for Cosmetology Teacher and 30 hour grace period for Esthetics). Students may be required to pay overtime charges to continue attending. The cost is \$12.00 per hour for Cosmetology and Cosmetology Teacher programs and \$12.50 for Esthetics program. Overtime charges can only be paid by cash/check/credit card. Title IV financial aid will not be disbursed to pay for overtime charges.

### **MAKE-UP WORK**

Any course work that is missed due to absence must be made up by the student. It is the student's responsibility to see the instructor upon returning to class to determine what course work was missed.

### **MAKE-UP FOR MISSED HOURS**

The school strongly encourages good attendance so that students can receive the best education possible and, to avoid additional/overtime charges, as outlined in the enrollment agreement. While we encourage that the allowance is used only for extreme or emergency circumstances, the school does provide an opportunity to make up additionally missed hours under special circumstances and with the following requirements:

- Make up hours are scheduled and approved by the Education Director and/or the School Director.
- Student must have exceeded the grace period of 125 hours.
- Student must have reached a minimum of 600 actual hours of attendance.

### **HOLIDAY SCHEDULE**

The school will be closed for the following holidays:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
4 <sup>th</sup> of July	Christmas Day

At the discretion of the Director, the school may close for in-service training, seminars, inclement weather, and class trips deemed advantageous to the education of the students or emergencies. Unexpected closures will be announced on various local radio and TV stations. Actual dates, when known, will be announced prior to the school closing.

## **ORIENTATION**

An orientation will be held for all new students either on the date of class start or prior to that date. The purpose of orientation is to welcome new students and make them feel comfortable with their new surroundings. Information on the school facilities will be covered as will an introduction to the course of study. School staff and faculty will make sure that all new students have received all required consumer information and have an opportunity to have any questions they may have answered.

## **EQUIPMENT**

Each student must purchase equipment and books that are approved by the school. By state law each student is required to have a complete tool kit with them each day of class. A list of this equipment is available upon request. Equipment purchased through the school is non-refundable.

Periodic kit inspections will be held at the discretion of the teachers. All equipment must meet state sanitation and sterilization guidelines. Students must keep their work stations neat and clean. Failure to meet these requirements may result in the student being dismissed for the remainder of the day.

## **PERSONAL CONDUCT AND GROOMING**

All students are required to be dressed professionally at all times unless otherwise notified by their teachers.

The school prepares students for employment in the cosmetology field and expect them to conduct themselves in a professional manner and to maintain professional appearance. We encourage our students and staff to maintain a pleasant and enjoyable atmosphere in the student salon clinic floor and the classroom. Unprofessional conduct shall be reason for disciplinary action ranging from verbal warning to termination, as determined by the school director.

## **STUDENT EVALUATION**

Student testing shall be in accordance with the established criteria. Students shall be given the opportunity to review their evaluations with their teachers and receive counseling on areas which need to be addressed. Students shall initial or sign their evaluations and be given a copy of their evaluation report if they request it. Individual training will be made available to students who need it.

Students whose Title IV eligibility has been suspended due to a drug conviction may regain eligibility if the student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the federal government.

## **GRADUATION REQUIREMENTS**

To graduate from the School and receive a diploma, the following is required:

1. Complete the required number of clock hours in the specific areas of training with a minimum of 67% in attendance: For cosmetology, 1250 hours; Cosmetology Teacher Program, 600 hours; Esthetics Program 300 hours.
2. Pass all written and practical examinations with a score of 75% or higher and complete the specified number of practical assignments.
3. Complete an exit interview with the appropriate school employee.
4. Pay in full all costs stipulated in the contract.

## **PROMOTION REQUIREMENTS**

Promotion from one course level to the next requires the completion of the required clock hours, as stated in the course outline, satisfactory completion of all required credit work and satisfactory academic progress.

## **DRUG ABUSE PREVENTION/DRUG FREE WORKPLACE**

The Drug Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act require that the School provide a drug-free workplace and have a drug-free awareness program and a drug and alcohol abuse prevention program for Students and employees. Information on the School's drug-free awareness program and drug and alcohol abuse prevention program may be obtained from the School Director.

The School prohibits the manufacture, unlawful possession, use, sale or distribution of illicit drugs and alcohol by Students and employees on its property and at any school activity whether on campus or at an off-site location. A violation of these policies will result in appropriate disciplinary acts up to and including expulsion in the case of student and separation from employment in the case of employees. Violations of the law will also be referred to the appropriate law enforcement authority. Students or employees may be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. As a part of this policy, the school reserves the right, at its discretion, to require a student or employee to submit to drug or alcohol tests, and to search vehicles, work stations, furniture, clothing, purses, briefcases, luggage, toolboxes, personal items, mail, computers, voicemail, and e-mail and all other items within the control of the student or employee at issue. Failure to cooperate with such testing or search may result in disciplinary action including expulsion or separation from employment.

All Students and employees are charged with the responsibility to read and understand that:

- (1) The school, by participating in Title IV Federal Funds Programs, must establish a Drug-Free Workplace Policy, and its Students and employees must acknowledge it and agree to abide by it;
- (2) Any student or employee who is convicted of a criminal drug statute violation that occurred at the school, must notify the School Director no later than five days after such conviction.

## **SCHOOL RULES AND REGULATIONS**

To help you achieve excellence in your education, we have established guidelines to ensure fairness, understanding and positive work habits among our students. Because every Student is a future employee, manager, or entrepreneur, you must meet these standards of professionalism, which will help you prepare for the demands of your future career.

### **Dress Code**

Maintaining a professional appearance is vital to success. All students must maintain professional appearance at all times while at school:

- Students who, in the reasonable determination of the Teachers and Directors, are not dressed professional will be dismissed and sent home. Teachers and Directors decision/discretion will prevail. General guidelines include: skirts may be not be shorter than 3 inches above the knee, no halter-tops, tube tops, sleeveless, or bare midriff tops allowed. Undergarments are required and should not be visible at any time. Clothes should not be torn, stained, or dirty.
- Footwear must closed-toe and socks/hosiery must be worn at all times.

- The use of cell phones should be approved by the Teacher and must not be disruptive in the classroom and the student salon.
- Students must follow all classroom and student salon clinic floor rules and regulations as posted in the school and covered in orientation and during the admissions procedure.
- Disrespectful behavior is not acceptable in our school or in the workplace. Disrespectful behavior includes:
  - Using profanity or being excessively loud when talking to teachersInterfering with school business, including negative comments to prospective students or clients on school premises.

**Disciplinary Actions**

- First Offense: Suspension for a minimum of three days with 30 days of probation. Student can only return with a written commitment letter accepted/approved by the School Director.
- Second Offense: Suspension up to 30 days or immediate termination. Student can return with a written commitment letter and a final warning.
- Third Offense: Immediate termination.
- Severe violations such as disrespectful, violent behaviors, threatening others, physical contact may result in immediate suspension even if it is a first offense.

**TERMINATION POLICY**

The school reserves the right to dismiss any student for breach of school rules and regulations, as outlined in the school catalog, or any cause deemed necessary for the good of the school or the student body.

**SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress (SAP) policy is consistently applied to all students enrolled at the school. It is included in the catalog to ensure that all students receive a copy prior to enrollment.

**Evaluation Periods:**

Students are evaluated for satisfactory academic progress, based on completed hours/weeks as follows: The school operates on a 900 hour academic year for all programs.

**Cosmetology (1250 hours)**

Day (36 weeks): 450 hours & 13 weeks; 900 hours & 26 weeks; 1250 hours & 36 weeks  
Evening (63 weeks): 450 hours & 22.5 weeks; 900 hours & 45 weeks; 1250 hours & 63 weeks

**Cosmetology Teacher (500 hours)**

Day (15 weeks): 300 hours & 9 weeks; 600 hours & 18 weeks  
Evening (26 weeks): 300 hours & 15 weeks; 600 hours & 30 weeks

**Esthetics (300 hours)**

Day (15 weeks): 150 hours & 7.5 weeks; 300 hours & 15 weeks  
Evening (25 weeks): 150 hours & 12.5 weeks; 300 hours & 25 weeks

\*Transfer Students-Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Each student will have access to evaluation results by request to the School Director. All evaluations will be completed within seven (7) school business days following each established evaluation period.

### **Satisfactory Progress Minimum Requirements**

- In order to meet satisfactory attendance requirements a Student must maintain an attendance percentage of at least 67% of scheduled hours.
- In order to meet satisfactory academic requirements a Student must maintain a 75% or higher academic average.
- In order to be considered making satisfactory progress a student must be meeting minimum requirements in both attendance and academic average.
- Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation.

### **Maximum Times For Course Completion**

All students must complete their programs within 150% of the scheduled time for that program. Leaves of absence extend the required graduation date by a time equivalent to the length of the leave of absence. Maximum times for each program are:

	<b>Scheduled</b>	<b>Maximum</b>	<b>Max Sch.Hrs.</b>
Cosmetology Day (35 hours/wk)	36 weeks	54 weeks	1875
Esthetics Day (20 hours/wk )	15 weeks	23 weeks	450
Esthetics Eve (16 hours/wk)	19 weeks	29 weeks	450
Cosmetology Teacher (35 hrs/wk)	18 weeks	27 weeks	900

Students unable to complete their programs in this time period will no longer be eligible for Financial Aid and/or maybe terminated from the program.

### **GRADING SYSTEM**

Passing grade for all programs is 75% or higher. Students shall be evaluated in the following areas:

Theory:	Tests on each subject area
Worksheets:	Completion of required assignments on various procedures
Practical:	Achievement of competency in skills
Clinical:	Achieving employable skill levels in guest services.

<u>Grade</u>	<u>Average</u>	<u>Evaluation</u>
A	94 – 100%	Excellent
B	85 – 93%	Good
C	75 – 84%	Satisfactory
F	below 75%	Unsatisfactory

### **Determination of Progress Status**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

### **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 may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

### **Probation**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

### **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 probationary period.

### **Eligibility/Termination of Title IV Funds**

A student who does not achieve the minimum standards is no longer eligible for Title IV, unless the student is on *warning* or has prevailed upon appeal of determination that has resulted in the status of *probation*. Students whose Title IV funds have been terminated due to not achieving satisfactory progress will be liable for the balance of the unpaid tuition and fees, including any amounts of Title IV refunds.

### **Leave of Absence (Applies to All Students)**

Leave of Absence (LOA) can be granted in cases of emergency or medical problems which cause attendance to be impossible or impractical. In order to be placed on Leave of Absence, the student must:

- a. Complete the school's Leave of Absence request form, in advance unless unforeseen circumstances prevent the student from doing so.
- b. The request must include the student's signature and include the reason for the LOA request.
- c. Be approved by the School Director.
- d. Leaves must be a minimum of 30 days. Students are allowed two (2) leave of absence for the duration of the program. Any additional time needs to be approved by the School Director. The LOA together with any other LOA must not exceed a total of 180 days, in any 12 month period.



During a LOA, a student retains the same satisfactory progress status as the day prior to the beginning of the leave.

The LOA extends the student's contract period and the maximum time frame by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

There are no additional charges for a Leave of Absence. A student granted an LOA that meets the above criteria is not considered to have withdrawn and no refund calculation is required.

It is also the school's policy that there must be a reasonable expectation that the student will return from the LOA in order for the request to be granted.

The student will be withdrawn if the student takes an unapproved LOA or the student fails to return or contact the School Director at the expiration of an approved LOA. The withdrawal date for purposes of calculating the refund is the student's last date of attendance.

An LOA may be granted to a student who did not provide the request prior to the LOA due to unforeseen circumstances, if the school documents the reason for its decision and collects the request from the student at a later date. The beginning date of the approved LOA would be determined by the school to be the first date the student was unable to attend the institution.

### **Eligibility/Termination of Title IV Funds**

A student who does not achieve the minimum standards is no longer eligible for Title IV, unless the student is on *warning* or has prevailed upon appeal of determination that has resulted in the status of *probation*. Students whose Title IV funds have been terminated due to not achieving satisfactory progress will be liable for the balance of the unpaid tuition and fees, including any amounts of Title IV refunds.

### **Reinstatement of Title IV Funds**

Students who regain satisfactory progress or who win appeals may have their financial aid reinstated based on eligibility.

### **Appeals**

Students may appeal negative satisfactory progress decisions or termination in writing to the school director. Appeals must be received within ten calendar days of the date of decision and will be evaluated on a case- by-case basis. Reasons for which students may appeal include death of a relative, an injury and illness of the student, or any other allowable special or mitigating circumstance. The appeal must state why the student failed to make SAP and what has changed in the student's situation that will allow the achievement of SAP at the next evaluation. A written reply will be issued within 30 calendar days of the appeal.

A copy of the appeal, documentation submitted by student, and copy of the response are kept in the student file.

### **Monitoring**

All students are tested on theory and practical skills on an on-going basis. This is an informal process that provides students with immediate input on their performance. Attendance is also monitored on a daily basis and students will be made aware of their attendance totals on a monthly basis.

### **Special Grading Circumstances**

The academy does not have non-credit remedial courses or grades of incomplete. A withdrawal has no impact on satisfactory progress. Students who return to school after a withdrawal will return in the same satisfactory progress status as they were prior to withdrawal.

Transfer hours from another school that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the school.

The students have access to their SAP evaluation results by request to the Director.

### **TARDINESS POLICY**

Students are expected to be on time for the beginning of classes. Students coming late for the beginning of class must wait 1 hour to enter class. Daytime students may enter class at 9:30 AM, 10:30 AM or 12:30 PM.

### **EXCUSED AND UNEXCUSED ABSENCE POLICY**

There are no excused absences because students must complete all required hours before graduation. Students receive credit only for hours they have actually attended. The school allows a grace period for absent hours which is defined on a student's enrollment agreement. Students who do not exceed the absent hours defined by the grace period will not face additional charges.

### **STUDENT CONFIDENTIALITY**

The school maintains and safeguards student records in locked metal cabinets or in locked rooms. All student records are confidential and access will be denied unless the students or the parent/guardian of a dependent minor student, signs a release of information. The records are required by law to be made available to a financial assistance agency or if they are subpoenaed. A student, or his parent/guardian if applicable, has the right of access to his/her records by appointment with the office. Students, or parents/guardians if applicable, have the right to deny permission for their information to be used in graduate information directories. The school provides and permits access to student or other school records as required for any accreditation process initiated by the school or the National Accrediting Commission of Career Arts and Sciences, or in direct response to a directive of the commission

### **OTHER RULES AND REGULATIONS**

- The school may, at its option and without notice, prevent a student from attending classes until all unpaid balance is satisfied.
- The school reserves the right to make changes to this catalog as necessary.

### **Student Services**

The school attempts to provide a wide range of student services to enhance the student's education experience and to ensure help is available to students in need.

#### **Admissions Services**

The admissions process is designed to help an incoming student get a full taste of the educational experience available at our school. Tours of the facilities as well as an in-depth description of the program are provided to each prospective enrollee. Help is provided to the prospective student to make them aware of admission requirements and other opportunities, such as scholarships and financial aid, that may be available.

Admissions personnel are available to answer questions or provide information as needed.

## **Financial Aid**

The financial aid department is available to help newly enrolled students complete all necessary financial aid forms and applications. The financial aid representative will provide a financial aid estimate to each newly enrolled student. He/she will also be available to answer questions or provide assistance as needed.

## **Student Advising**

Student advising help is available at the time of admission, prior to beginning training and throughout training. Resource information is available at the school to lead students to available help from off-campus sources.

## **Placement Assistance**

**The student is advised that it is against the law for any school to guarantee employment as an inducement to enter an educational program.**

Placement assistance is available to graduates and students nearing graduation at no charge. Available positions are posted on the school bulletin board. Job referrals are given to graduates who request them. Students will be given help in creating resumes and developing portfolios.

## **Internal Grievance Procedure**

Students are expected to make every effort to resolve their concerns with their teachers. If the concern cannot be resolved directly with the faculty students should see the School Director. If the concern is still not resolved students may appeal in writing to the corporate office. A grievance form is available at the Director's office by request. The corporate office is located at:

6 Industrial Way W, Bldg. F-18  
Eatontown, NJ 07724  
Phone: (732) 389-1400  
Fax: (732) 876-0253  
Email: [lizaa@thebeautyinstituteskp.edu](mailto:lizaa@thebeautyinstituteskp.edu)

Appeals must include specific details of the concern. A written or emailed reply will be issued within 20 days of the receipt of the appeal.

## **Video/Audio Surveillance/Photos Taken at School**

The school strives to provide the highest quality service to the students/prospective students and customers. For the purpose of quality assurance, the school premises, with the exception of private areas of restroom and skin treatment room, maybe equipped with video and audio surveillance 24/7.

Any photos and videos taken of students and by students in the school facility are school property and can be used for school social media posting and marketing purposes.

## **Housing**

The school do not have on campus housing. However, referrals are made to students for available housing upon request.

## **Class Start Dates: 2024**

Cosmetology/COS Teacher:

Day : Jan 22, Mar4 Apr 15, May 28, Jul1, Aug 12, Sept23, Nov4, Dec16, Jan 27, 2025

Esthetics:

Day: Jan 15, Feb 19, Mar 25, Apr 29, Jun3, Jul8, Aug12, Sep16, Oct 21, Nov 25, Jan 6, 2025

Evening: Jan8, Feb19, Apr1, May13, Jun 24, Aug5, Sept 16, Oct 28, Dec 9, Jan 20, 2025

**TUITION AND FEES**

	<b>Tuition</b>	<b>Kit &amp; Supplies</b>	<b>Reg. Fee</b>	<b>Total</b>
Cosmetology:	\$19,550.00	\$ 2,700.00	\$100.00	\$22,350
Esthetics:	\$ 6,000.00	\$ 1,100.00	\$100.00	\$ 7,200
Cosmetology Teacher :	\$ 7,500.00	\$ 500.00	\$100.00	\$ 8,100

Payment plans can be arranged for any program. All payments made to the school while attending are interest-free. Federal financial aid programs are available to those who qualify in the Cosmetology and Cosmetology Teachers Programs. Students may pursue any funding loan source of their choice or the school may assist in helping arrange financing. Payments for tuition, kit and registration fee maybe made in cash, check, money order, credit card or for tuition, kit and registration fee maybe made in cash, check, money order, credit card or through Title IV financial Aid, as applicable or non federal agency or loan program.

**ADMINISTRATIVE STAFF & FACULTY:**

Acting Assoc. Directors	Victoria Frankowski
Career Advisor	Heidi Phillips
Appointment Setter	Aigner Beverly
Front Desk	Eliza Meketon
Teacher	Kimberly Durkin
Teacher	Monica Richendrfer
Teacher	Halona Souder
Teacher	Kelly Roatche
Asst. Teacher	Tara Better